

Restaurant and Bar Risk Assessment Tool

The purpose of this tool is to assist the City of Milwaukee Health Department while reviewing an establishment's COVID-19 Safety Plan during the COVID-19 pandemic. **The establishment's COVID SAFETY PLAN must address all the items listed below and must be included with the submission of this document to be considered.** Any item that does not pertain to your establishment please enter as "N/A". It is important for the City of Milwaukee Health Department and other partners to work together to determine what is feasible, practical and acceptable given the unique needs and circumstances of the local community. Maintain regular communication about transmission in your area and adjust operations accordingly. Submission of Safety Plan does not guarantee approval by Milwaukee Health Department.

This tool covers key areas that must be addressed: Workplace policies and practices to protect employee health, measure to ensure physical distancing, measures to ensure infection control, customer service/dining areas, food safety considerations, facility considerations, measures that communicate to the public.

I. General Information <i>(Completed by the Operator)</i>		
Operation will be consistent with all applicable state and local orders while being allowed full occupancy		
Public health orders about restaurant closures may come from the Governor's Office , Wisconsin Department of Health Services, and/or Local Health Departments		
Operator Name: _____		
Establishment Name: _____		
Establishment Address: _____		
Phone Number: _____		
Email Address: _____		
1. Include an employee roster with birthdates. Update upon request		
2. Total number of staff employed at the establishment:		
3. Establishment occupancy limit provided by the City of Milwaukee Department of Neighborhood Services:		
4. Hours of operation (open to the public):		
5. Hours of Operation (including times not open to the public such as when staff first arrive and when they leave after end of day):		
6. Banquet or conference rooms available	<input type="checkbox"/> Yes <input type="checkbox"/> No	
II. COVID-19 Safety		
	<i>Operator: Provide the page # in your COVID Safety Plan that the element is addressed</i>	Official Use – to be completed by City of Milwaukee Health Department

Elements addressed		Approved (X)	Not Approved (X)
<p>7. Employee COVID-19 Health Policy reviewed and signed by employee and available upon request.</p> <p>Employee health screening conducted at start of each shift.</p>			
<p>8. Employees are provided information about COVID-19 testing and vaccination opportunities.</p>			
<p>9. Plan addresses quarantine for employees who have been a close contact with a COVID-19 positive individual.</p> <p>Plan addresses vaccination status of close contact.</p>			
<p>10. In the event that the owner, manager, or operator knows of two (2) or more cases of COVID-19 within the workplace within a span of 14 days, the employer must report the outbreak to the City of Milwaukee Health Department (MHD) at 414-286-3674. Address in your plan.</p> <p>Anyone can contact the MHD at 414-286-3674 with questions or concerns about COVID-19.</p>			
<p>11. All employees must wear a mask during their shift(s). Establishment is responsible for ensuring customers wear face coverings with the exception of while eating or drinking in accordance with the City of Milwaukee’s ordinance and guidance on mask use. This applies to all adults and to children over the age of 3. Exemptions are only made for medical conditions or religious reasons. Masks are required at all times on dance floors.</p> <p>If an employee does not have a face covering, a clean face covering shall be provided to the employee daily, at no cost to the employee.</p>			
<p>12. Breaks are staggered, in compliance with wage and hour regulations, to ensure that six (6) feet distance between employees can be maintained in any area where breaks are taken.</p> <p>Employees are prohibited from eating or drinking anywhere inside the food facility other than designated break areas.</p>			
<p>13. Measures to ensure physical distancing are in place and adhered to:</p> <p>Ensure there is adequate distancing and/or physical distancing between tables that minimizes contact between customers at different tables</p> <p>Ensure there is adequate distancing in employee areas (kitchen spaces, break rooms)</p> <p>Ensure adequate distancing maintained on dance floors, if applicable, and plan in place to address non-compliance.</p>			

<p>14. EPA-registered, hospital-grade disinfectants with an emerging viral pathogens claim* against SARS-CoV-2 are available to allow for frequent cleaning of high-touch surfaces and shared equipment.</p> <ul style="list-style-type: none"> Name of EPA-registered disinfectant(s) used: _____ EPA Number: _____ Disinfectant Contact Time: _____ <p>EPA-registered disinfectants are prepared and used in accordance with label instructions.</p>			
<p>15. Hand sanitizer and trash cans are available to the public at or near the entrance of the facility.</p>			
<p>16. Cleaning and Sanitizing:</p> <ul style="list-style-type: none"> Customer seating areas are cleaned and sanitized after each use. Items on table must be single use or cleaned/sanitized between customers. Table tops are sanitized between use and tablecloth, if used are replaced. Reusable entertainment such as slot machines, video games, juke boxes, pool sticks, darts etc. are sanitized after each use. Facility is thoroughly cleaned and sanitized/disinfected (using products approved for use against COVID-19) nightly (minimum of every 24 hours) A log is kept to monitor completion wherever possible. <p>Facility is thoroughly cleaned and disinfected (using products approved for use against COVID-19) if there is a positive COVID- 19 case among staff or employee tests positive.</p>			
<p>17. Signage notifying customers to use hand sanitizer, wear face covering when not eating or drinking and to stay home if ill or have symptoms consistent with COVID-19 are posted at all entrances</p>			
<p>18. Online outlets of the establishment (website, social media, etc.) provide clear information about facility hours, required use of face coverings, policies concerning preordering, reservations, prepayment, pickup and/or delivery and other relevant issues.</p>			
<p>19. A copy of your COVID-19 Safety Plan is available upon request.</p>			
<p>20. Establishment must comply with current MHD order. Current Orders are found at milwaukee.gov/coronavirus/MMFS</p>			