

**SAINT CHRISTOPHER AND NEVIS**

**STATUTORY RULES AND ORDERS**

**No. 58 of 2020**

**COVID-19 (Prevention and Control) Act (Amendment of Schedule) Order, 2020**

In exercise of the powers conferred by section 27 of the COVID-19 (Prevention and Control) Act, No. 16 of 2020, the Minister makes the following Order:

*[Published 29<sup>th</sup> December 2020, Extra-Ordinary Gazette No. 94 of 2020]*

**1. Citation.**

This Order may be cited as the COVID-19 (Prevention and Control) Act (Amendment of Schedule) Order, 2020.

**2. Interpretation.**

In this Order, “Act” means the COVID-19 (Prevention and Control) Act, No. 16 of 2020.

**3. Amendment of Part I of Schedule IV.**

The Act is amended in Schedule IV by replacing Part I with the following new Part I

**“SCHEDULE IV**

**Part 1**

**Application and Protocol for Hotel Industry**

(section 14)

**1. Protocol for Hotel Industry**

**Sector**

**Requirements**

**Accommodations**

**1. Legal Compliance**

- a) Employees must be given appropriate PPE to complete the task assigned by the Employer.
- b) All establishments must adhere to the laws of St. Kitts and Nevis and are required to have the following:
  - i. Food Handlers Permit for all employees preparing food
  - ii. Business Licence
  - iii. Health Certificate
  - iv. Fire Certificate
  - v. St. Kitts Tourism Authority/Nevis Tourism Authority “Tourism Approved” Seal
- c) Employer must pay special consideration to declared high risk employees/customers in the following categories:
  - i. Over the age of 60
  - ii. Hypertensive

- iii. Diabetic
- iv. Pre-existing respiratory conditions such as asthma
- d) All staff members must complete the mandatory training for the sector offered by the St. Kitts or Nevis Tourism Authority.
- e) Operation must keep a record of all customers/guests for contact tracing purposes.
- f) Management of any relevant business must ensure that the business is in possession of a valid business licence.
- g) All staff who are non-nationals must possess a valid permit or legal work status through residency.
- h) Retail Operators must submit a complete COVID-19 Action plan, for their business, to the Department of Environmental Health for review and approval, prior to opening.
- i) The plan must entail the following:
  - i. Implementation of a robust continuing education and training system for the business or establishment to minimise risk and exposure to COVID-19.
  - ii. Implementation of a crisis management plan that includes the following:
    - Communication plan: Adequate communication measures between managers, supervisors, and staff to ensure proper functioning and rapid information exchange in the business or establishment and ensuring proper understanding of protocols including measures for crisis management.
    - Protocols for Sick Employees:
      - o Sick Employees must remain at home.
      - o Staff must be adequately sensitized about the signs and symptoms of COVID-19 and be able to identify both guest and staff exhibiting symptoms.
      - o Emergency Numbers for Government Agencies (e.g. Police, Fire and Rescue, etc.)– must be available and readily displayed.
      - o Emergency contact for Doctors – must be available and readily displayed.
      - o Adequate management of suspected COVID-19 cases.
- j) Adequate posters and information should be placed in and around the business or establishment to provide relevant information or reminders on COVID-19 action plan for both guest and staff (e.g. frequent handwashing, frequent use of hand sanitizers, cough, and sneeze etiquette etc).

- k) Frequent cleaning and disinfection of all frequently touched surfaces (e.g. counters, handrails etc.). Cleaning shall be completed every 30 minutes to 1 hour.
- l) All customers must sanitize their hands before entering the establishment.
- m) Action plans must be flexible and continuously updated as new information becomes available and shall form part of staff orientation and briefing.
- n) Management must ensure that staff maintain safe distance during any transaction (minimum three 3 feet).
- o) Cashiers shall sanitize hands after each transaction.

## **2. Health and Safety**

### **Guests**

- a) All guests are required to wear a mask when in public areas.
- b) Guests are required to sanitize or wash their hands when entering and leaving restaurants and boutiques and other public areas.
- c) Guests who exhibit symptoms whilst on property are to immediately inform hotel management and shall be quarantined or isolated in assigned rooms.

### **Employees**

- a) Employees must wear surgical masks when entering the property and when interacting with guests.
- b) Employees are required to change out of uniform and shower prior to departing the property.
- c) Employees shall be required to undergo mandatory testing for COVID-19 or any other contagious illness such as H1N1 before they are permitted to work if they displayed symptoms of any of the mentioned illnesses.
- d) All employees must wash hands before and after interacting with guests.
- e) Employees must wash hands frequently throughout the day. Hands must be washed with soap and water for a minimum of twenty (20) seconds and should be dried with a disposable paper towel.

### **Personal Protective Equipment (PPE)**

- a) Staff shall wear any combination of the following PPE based on the task they are completing:
  - Surgical mask
  - Face shield
  - Goggles
  - HAZMAT suit

- Sleeve guards
  - Disposable gloves
  - Shoe sleeves
- b) All guests and employees are required to wear surgical masks when in public areas.
  - c) If interacting with guests in quarantine employees will be required to wear surgical masks and disposable gloves.
  - d) Employees are required to wear gloves when handling food and serving guests food and beverage and when necessary.
  - e) Please note the following guidance for the use of disposable gloves:
    - Polyethylene, latex (without powdery substance), vinyl – Food Preparation
    - Rubber- Cleaning and disinfecting
    - Latex- waste disposal
  - f) Employees shall be required to wear full PPE attire if required to interact with a guest in isolation. These shall include:
    - Surgical mask
    - Face Shield/ Goggles
    - HAZMAT suit
    - Gloves
    - Sleeve guards
    - Shoe sleeves

### **Physical Distancing**

- a) Signs shall be prominently placed around the property outlining physical distancing requirements.
- b) All furniture in public areas shall be arranged to follow social distancing guidelines. Where this is not physically possible, barriers must be erected to separate guests who are not of the same household/party.
- c) Demarcations shall be placed on floors outlining physical distancing requirements of a minimum of 6 feet/2 meters.
- d) Employees shall always practice physical distancing. Congregating of employees to socialize without meeting physical distancing requirements is not permitted when they are on duty.

### **Reporting – Health Monitoring**

- a) Each accommodation of 50 rooms or more shall have a full-time nurse on staff and a doctor on call.
- b) Manager on duty shall keep a log of all guest complaints and shall refer guests to on call nurse or doctor to report any health condition.

- c) The hotel nurse or doctor shall keep a log of all reported health related reports to be inspected by the Ministry of Health.

### **Case Notification**

- a) If there is a suspected case at the accommodation, the hotel management and employees shall complete the following:
  - i. Place the guest in isolation
  - ii. Deny all employees access to the isolated guest
- b) Nurse on duty shall contact the Director of Community Health Services (DCHS), Ministry of Health. Guest will be tested, and Nurse will conduct testing and ensure management of case.

### *Room Recovery Procedure*

- a) In the event of a suspected and or confirmed case of COVID-19, the affected guest room shall be removed from service for 48 hours after cleaning and disinfection. The guest room shall not be returned to service until undergoing an enhanced cleaning and disinfecting utilizing approved products within guidelines.

### **Property**

- a) Each establishment shall identify an appropriate number of quarantine and isolation rooms and procedures for guests who may develop an illness while at their property. These rooms must not be used in the general room stock. Procedures must be included in the guest welcome package.
- b) Each establishment must have an established health and safety policy that is updated annually, before November of that year, that outlines the following:
  - i. Testing for COVID-19 and the clear assignment of cost.
  - ii. Quarantine and isolation areas
  - iii. Name and telephone number of staff nurse
  - iv. Name and telephone number of on-call doctor
  - v. Policy and procedures for staff members who become ill (e.g. contraction of COVID-19) as a proven result of contact with guests.
  - vi. This policy must be communicated to all staff members.
- c) Hand sanitizer shall be placed throughout the place of accommodation. Use of hand sanitizer will be required when entering restaurants, bars, boutiques, and other areas. All guests are asked to use the hand sanitizer each time they visit one of these outlets. Employees are also required to practice regular hand washing and sanitizing procedures.
- d) A checklist must be available to employees to log times when areas are cleaned. This must be presented to any inspector under the Authority of the St. Kitts Tourism Authority, Nevis Tourism Authority or the Ministry of Health.

**Transportation**

- a) Taxi Operators must adhere to established protocols for taxi and tour bus operators which include the following:
  - Operators must maintain a list of all passengers they move from point A to B for traceability purposes.
  - Vehicles must have Velcro or plexiglass approved divider.
  - All passengers and drivers must wear a surgical face mask.
  - All vehicles must have a minimum of two (2) hand sanitizers, one for the guest and one for the driver.
  - Vehicles must be disinfected before and after each trip.
- b) On-property transportation will be sanitized after every use. Travel in the same vehicle will be limited to guests sharing a room.
- c) Employees must complete training on housekeeping, hygiene protocols, and COVID-19 awareness.
- d) Shuttle services shall be limited to guests sharing a room and disinfecting of contact points will be in place.

**3. Front of the House – (Front Desk, Lobbies, Public Areas, Guest rooms, Restrooms, etc.)****A. Check-in to Check-out****Lobby**

- a) Each establishment shall have a hand sanitizer/hand washing station on the exterior of their establishment to facilitate the washing of hands for the public, taxi operators and other service personnel.
- b) Hand sanitizer stations must be erected prominently in the lobby and shall be clearly labelled with clear instructions.
- c) Furniture in the lobby shall be arranged to encourage the physical distancing protocols of 6 feet.
- d) High touch areas in the lobby such as counters, telephones and elevator buttons shall be disinfected/sanitized every 30 minutes to one hour.
- e) Guests and employees are required to wear a surgical mask when in the lobby area.
- f) Floors shall be clearly marked outlining 6 feet distances to encourage social distancing especially in areas where queuing is possible.
- g) Each chair or sofa of non-fabric surfaces must be wiped at a minimum of every 30 mins to 1 hour or after use by each guest.
- h) Fabric furniture shall be steam cleaned a minimum of twice per week in high capacity instances.

**Bell Station**

- a) All luggage should either be sprayed with a disinfection spray after off-loading, or wiped, with a minimum of all handles and corners carefully wiped with surface sanitizer.
- b) Bellmen shall wear surgical masks, face shield and disposable gloves when handling the personal items of guests and when interacting with them.
- c) Disposable gloves are to be removed immediately after serving guests who are sharing a room.
- d) Bellmen are not permitted to enter a room with guests. Luggage shall be placed at the room door.
- e) Staff handling luggage should wear disposable gloves, discard right after each use and sanitize or wash hands immediately, before and after handling the luggage.

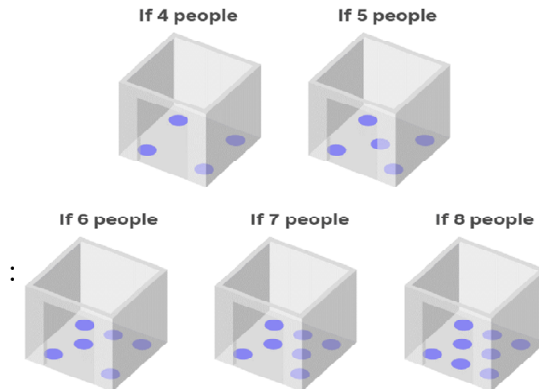
**Front Desk**

- a) A Plexiglas divider shall be used to create a separation between the guest and the hotel employee.
- b) Front desk staff shall always wear a surgical mask when interacting with the staff.
- c) Each counter-top shall be wiped every 30 mins to 1 hour minimum.
- d) Hotels are asked to provide contactless check in where possible.
- e) Front desk team members shall practice social distancing including utilizing every other workstation to ensure separation between employees whenever applicable and possible.
- f) The use of technology to reduce direct contact with guests, lobby population and front desk queue will be used where feasible.
- g) The use of contactless payment processes is encouraged, and when not available, team members should minimize contact as much as possible. Copy of bills shall be slipped under the door of the guest room the night before checking out.

**Elevators**

- a) Employees shall not share elevators with guests.
- b) Elevators are to be disinfected every 30 minutes using the cleaning procedures outlined in this document paying attention to elevator buttons and handrails.
- c) Guests must wear a mask when entering the elevator and shall wear it for the duration of the elevator ride.
- d) Each facility should state clearly what is the capacity of the elevator. Signs should be placed on the inside and outside of elevator. Property should mark flooring inside the elevator to indicate to guests where they should stand. Markings shall be based on capacity of elevator. See examples below

### Safest ways to load an elevator



SOURCE Joseph Allen, Harvard T.H. Chan School of Public Health  
Karl Gelles/USA TODAY

### Public Restrooms

- a) Employees and guests shall not use the same restroom.
- b) All public restrooms shall be cleaned prior to the opening of the establishment each day and as per cleaning guidelines and checklist.
- c) A cleaning schedule with accompanying checklist must be kept and must be made available for inspection by the Ministry of Health, the St. Kitts Tourism Authority or Nevis Tourism Authority.
- d) Schedules and Checklists shall reflect increased frequency of cleaning for high touch areas.
- e) Restrooms shall be cleaned with hospital grade or approved bleach solution every 30 minutes with high frequency usage, paying attention to the following high touch areas:
  - Door handles
  - Stall handles
  - Toilet handles
  - Toilet seats
  - Faucet handles
  - Soap, water, and disposable paper towels shall be provided in all restrooms.

### B. Guestrooms

#### General

- a) Guest rooms shall be equipped with QR codes to give guests access to information such as excursion packages, general hotel information and in room dining menus where possible.



- b) Information items in guest rooms shall be limited to destination brochures and in room menus in easy to clean materials e.g. laminated pouches or booklets (non-fabric).

### **Cleaning**

- a) All rooms shall be cleaned with minimum hospital grade disinfectants. Bleach and alcohol solutions may be used as approved by the Ministry of Health.
- b) Rooms will be serviced based on a schedule as agreed upon with the guest to ensure social distancing and limitation of exposure to COVID-19.
- c) All employees shall clean rooms only when the room is vacant. Employees shall wear surgical masks, face shields and aprons and use disposable gloves when cleaning the room of a guest. A sleeve guard must be worn if uniform is short sleeved.
- d) All rooms shall remain vacant for a minimum of 24 hours before they are rebooked.
- e) When cleaning, employees shall pay attention to high touch areas, including:
- Door knobs
  - Telephones
  - Lamps
  - Toilet seats and handles
  - Faucets
  - Furniture
  - Light switches
  - Flooring
  - Remote control devices
- f) A different cleaning cloth shall be used to clean each room on a shift to avoid cross contamination. After use cleaning, a cloth shall be placed in a garbage bag to be sanitized with a minimum hospital grade sanitizer. Cloths should not be disinfected with linens.
- g) Bed linen shall be stripped and placed directly in a laundry bag and tied. Housekeepers are to ensure they do not shake the bed linen upon removal and shall always exercise caution when removing the bed linen.
- h) Carpets shall be cleaned and disinfected by vacuuming daily and steam cleaned after the checkout of each guest.

## **4. Recreational Areas- (Beach Areas, Pool Side, Arcade Room, etc.)**

### **A. Beach**

- a) Employees are required to wear surgical masks when interacting with the guests.

- b) All beach chairs must be sanitized before and after use by each guest using a mixture of detergent and hotel grade or bleach solution.
- c) All beach chairs must be sanitized at the beginning of the day before use by any guest.
- d) Beach chairs must be separated at 6 feet/ 2 meters apart or more.
- e) Employees must wash/sanitize hands before and after servicing guests.
- f) Employees must wear gloves when interacting with guests.
- g) Beach towels must not be left in the open and stored in a previously cleaned and sanitized, covered linen bin.
- h) Beach towels are to be made available to guests on request only.

**B. Pools/Poolside**

- a) Pool access granted by reservation only. This is to ensure physical distancing protocols are followed.
- b) Pools must be cleaned and sanitized as per international standards of use and records kept for monitoring
- c) Pool attendants must wear surgical masks when interacting with the guests and wash their hands before and after serving guests.
- d) Pool parties are not permitted for guests who are not of the same party.
- e) All poolside chairs must be cleaned and sanitized before and after use by each guest.
- f) All poolside chairs must be cleaned and sanitized at the beginning of the day before use by any guest.
- g) Pool chairs shall be separated at six feet apart or more.
- h) Pool towels shall not be left in the open but shall be properly stored in a clean covered linen bin.
- i) Pool towels shall be made available upon demand only.

**C. Spa**

**Treatments not permissible include**

- a) Facials
- b) Facial waxing
- c) Steam rooms
- d) Saunas
- e) Inhalation rooms
- f) Ice rooms

## **Health and Safety: Locker Rooms, Wet Areas, Relaxation Lounges**

### **Locker Rooms**

- a) Tours of the locker rooms shall be conducted only after the guest has changed into robe and slippers to avoid the guest walking with their shoes around the wet areas.
- b) Lockers must be assigned to each guest in consideration of appointments and social distancing guidelines.
- c) Lockers must be sanitized after each use by the attendants.
- d) All lockers should be pre-locked to avoid guests from changing assigned lockers or from touching contents inside lockers not assigned.
- e) Mouthwash and toothbrushes should only offer upon request.
- f) All areas should contain hand sanitizing stations & sanitization wipes.
- g) Attendants must wear proper PPE such as disposable gloves and surgical masks when removing dirty linen and items from linen baskets or trash cans.
- h) All door handles and doors must be sanitized on a regular basis. It is recommended once every 30 minutes.
- i) Once per hour vanity area shall be cleaned and disinfected.
- j) Ensure that all guests wear towels while using thermal experiences.

### **Wet Rooms**

- a) Ensure that wet areas are set to the correct temperatures as high temperatures are known to kill germs and common viruses:
  - Steam Room 110-115 F
  - Sauna 150-175 F
  - Infrared Sauna 120-130 F
  - Jacuzzi 100-104 F
  - Cold Plunge 50 - 55 F
- b) Sterilize all areas overnight by utilizing ozone machines or appropriate chemicals.
- c) Limit thermal use to one guest per booked appointment slot, with time in-between sessions for cleaning

### **Relaxation Lounges**

- a) Space out all furniture to comply with social distancing guidelines.
- b) Remove blankets, neck pillows and extra cushions from lounges and chairs.

### **Pre-Arrival**

- a) All guests shall be required to make a reservation for all services.

- b) Reservations shall be made a minimum of 24 hours in advance.
- c) Guests shall be required to complete a form and to complete a health check before proceeding to any treatment. The form should require customers to indicate if they have any of the following symptoms: Common symptoms include:
  - High temperature/fever – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
  - A new, continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
  - Tiredness.

Other symptoms include:

- Shortness of breath
- Aches and pains
- Sore throat
- Diarrhoea, nausea, or a runny nose
- Loss of sense of smell and taste

#### **Check-in**

- a) Guests' temperatures will be checked prior to treatment as a precautionary measure.
- b) Guests will be required to wear surgical masks to enter the Spa.
- c) Guests are required to sanitize their hands when entering the Spa.
- d) Staff PPE will include the following to be discarded after each treatment:
- e) Disposable gloves (Rubber - Cleaning and disinfecting and Latex - waste disposal).
- f) Surgical masks
- g) Face shields

#### **Treatments/ Services**

- a) Treatment rooms and nail stations must be sanitized at the start of the day and after each treatment, replacing all linens with freshly laundered items.
- b) The number of blankets, towels etc in use to be minimized to reduce surfaces and maximise use of disposable paper or similar coverings for beds and seats.
- c) Paper towels shall be replaced and Spa linens shall be replaced after each treatment and washed.
- d) Spa attendants shall exercise caution when handling all linen and towels.
- e) Spa linen will be washed as per guidelines outlined under 'laundry Service' protocols.

- f) Change rooms, lockers, and keys will be cleaned and sanitized after every guest use.
- g) Bathrobe and towels will be placed in the lockers on demand only, to ensure that guest not from the same rooms are using lockers that are spaced at least 6ft/2 meters spaced.
- h) Services will be offered by appointment only.
- i) The number of individuals permitted in the Spa will follow strict physical distancing protocols. Allowing for 30 square feet for everyone in the SPA.
- j) All chairs, massage tables and other Spa equipment shall be sanitized after use by each guest or customer.
- k) Spa linens will be stored and transported in sealed bags/containers to enable minimal handling by spa attendants.
- l) Therapists and attendance must wash hands during, before and after each treatment.

**D. Fitness Center**

- a) Guests must make a reservation to access the fitness center.
- b) Each guest shall have their temperature checked before entering the fitness center.
- c) Guests must sanitize their hands before entering the fitness center.
- d) Water shall be available in sealed bottles and no fruit bowls shall be allowed.
- e) Fresh towels must be stored in a clean covered linen area and available on demand.
- f) All equipment must be sanitized before the opening of the fitness center and **after each use** and before closing. It is most important after use.
- g) Employees shall wear PPE inclusive of surgical masks, face shields and gloves when interacting with guests.
- h) All high touch areas such as door handles, and water fountain knobs shall be disinfected every 30 minutes to one hour minimum based on frequency of use.
- i) Fitness center shall be closed every odd hour for cleaning.
- j) All soiled towels shall be placed in a plastic bag, tied, and taken to the laundry.
- k) Soiled towels must not be handled without PPE.

**5. Entertainment – Each property and note their capacity.**

- a) Entertainers shall have their temperature checked before entering the property.
- b) All entertainers shall sanitize their hands upon entering the property.

- c) A record shall be kept of the names of all performers for each performance.
- d) There shall be no touching of guests during performances. A face shield that does not detract from the performance may be worn during the performance as Personal Protective Equipment (PPE).
- e) Guests shall be required to wear a mask during each performance.
- f) Entertainers shall wash their hands before, during and after each performance.
- g) Events shall be held as per the following guidance:
  - 6 feet physical distancing
  - As per capacity established by the Ministry of Health where 30 square feet is allocated for each person.
  - 8 individuals of the same household are permitted to sit at the same table.
  - No more than two individuals of different households are permitted to sit at the same table.

**6. Food and Beverage Establishments (Restaurants and Bars) General Requirements**

**Customers**

- a) Customers may be required to have their temperature checked and recorded before proceeding to their seats.
- b) Customers are required to wear a mask when entering the restaurant which can be removed only when dining.
- c) Customers are required to sanitize their hands at the sanitizing stations before proceeding to their table.
- d) Customers who are not of the same household are encouraged not to congregate.
- e) Customers who are displaying symptoms of COVID-19 or H1N1 are not permitted to dine at the restaurant.

**Check In**

- a) All guests shall wear a mask when entering any eating establishment which shall only be removed during the dining process.
- b) Guests shall sanitize their hands upon entering the restaurant.

**Pre-Dining**

- a) Guests are required to make reservations to dine.
- b) Hand sanitizers shall be placed at the entrance of the restaurant and all public restrooms.

**Physical Distancing**

- a) All floors shall have 6 feet/ 2 meters demarcations to ensure physical distancing protocols are followed.

- b) Remove waiting area seating and create a process to ensure customers stay separate while waiting to be seated - could include floor markings, outdoor distancing, waiting in cars, etc.
- c) Tables shall be spaced a minimum of 6 feet apart.
- d) Each establishment shall limit capacity by allowing 30 square feet per individual in the establishment.

### **Dining Experience**

#### **Table Setting**

- a) Discontinue on-table condiments, menus, glasses, crockery and cutlery. Bring customer items only once they are seated.
- b) Leverage technology where possible to reduce person-to-person interaction, e.g. mobile ordering, menu tablets, text on arrival for seating.
- c) Menus shall be covered in plastic protector to allow for ease of sanitation where QR codes or digital options are not possible.
- d) Do not touch water glasses or coffee cups when refilling.

#### **Food Safety**

- a) Food and Beverage entities shall maintain all health and safety guidelines as stipulated by the Ministry of Health (Valid Food Handlers Permits and Health Certificate).
- b) Discard all food items that are out of date.
- c) No self-service.
- d) Cafeteria style (worker serves) is permissible with appropriate barriers in place.
- e) Food shall be prepared, stored, and served in a manner that prevents contamination.
- f) Utensils and Crockery must not be left open in the public.
- g) Utensils and Crockery must be free of chips and cracks.
- h) Staff shall exercise caution when handling all kitchen equipment.
- i) All utensils and crockery used to prepare food must be properly sanitized.

#### **Food Preparation**

- a) All employees engaged in the preparation of food must wear a hair covering.
- b) Employees engaged in food preparation and service must practice strict sanitation and hygiene practices.
- c) Hands must be washed for 20 seconds minimum or sanitized before and after preparation of each meal in the case of the kitchen team and after serving each customer or guest.

- d) All kitchen counters shall be disinfected before each service using food safe disinfectant.
- e) The quality cuisine, service, accommodation and amenities should meet international standards.

**Staff**

- a) Post signage at the entrance that states that no one with a fever or symptoms of COVID-19 is to be permitted in the restaurant.
- b) Policies where customers can be refused entry if displaying signs of COVID-19 shall be prominently placed on the exterior of the restaurant.
- c) Appoint a Health and Safety Point Person for every shift to ensure protocols are being adhered to and education is provided.
- d) Have the supervisor do roll call and sign-in for staff, provide separate pens or have staff use their own pens.
- e) Clean any sign-in devices between users.
- f) Stagger start times and/or minimize contact during sign-in.
- g) Implement a pre-work screening “health check” for employees returning to work after laid off periods and vacation.
- h) Do not allow staff on-site if they are sick or might be sick; they should return home or stay home.
- i) Limit the number of employees allowed simultaneously in break rooms to allow for physical distancing.
- j) Based on Ministry of Health Guidelines Staff shall:
  - Practice physical distancing by keeping more than 6 feet/ 2 meters apart from co-workers and customers as much as possible.
  - Stay home if they are sick or might be sick with COVID-19.
  - Follow the Ministry of Health’s steps for self-assessment if they have symptoms of COVID-19 or any other contagious illness.
- k) Wash or sanitize their hands at the start of their shift, before eating or drinking, after touching shared items, after using the washroom, after handling cash or credit/debit cards, after touching common items, after each transaction if contact was made, and at the end of their shift.
- l) At a minimum staff should wash their hands a minimum of every 30 minutes.
- m) Avoid touching their faces.
- n) Where handwashing after each transaction is not possible, establish clear procedures for sanitization.
- o) Separate staff handling cash transactions from those serving customers or guests.



*Personal Protective Equipment (PPE)*

- a) Use of PPE should be aligned with guidance from Ministry of Health.
- b) The use of surgical masks is required for staff.
- c) Disposable Gloves must be used when changing waste, handling crockery and flatware and whenever necessary.
- d) Please note the use of the following guidance for the use of disposable gloves:
  - Polyethylene, latex (without powdery substance), vinyl – Food Preparation
  - Rubber- Cleaning and disinfecting
  - Latex- waste disposal

**Physical Distancing***Customer Areas*

- a) A Plexiglas divider shall be erected at cashier stations to create a barrier between the guest and the employee.
- b) Post signage promoting physical distancing upon entry.
- c) Clearly display signs in multiple locations that indicate the maximum number of customers and staff a restaurant can accommodate at any one time.
- d) Size of parties will be based on size of establishment, that is, 30 square feet per customer.
- e) Signs shall be erected to designate entrances and exits, pick up areas and washrooms.
- f) Demarcate floor with markers for any areas where a line up may occur (restrooms, pick up areas, etc.) and/or provide directional signage to indicate flow through the restaurant as well as outside.
- g) Where furniture cannot be removed to adjust for physical distancing, mark certain tables and chairs as being unavailable for use.
- h) Temporary table dividers may be installed to make social distancing easier for restaurants with communal seating or larger tables.
- i) Where practical, utilize separate booth seating with physical barriers.

*Staff Areas*

- a) Create separation from action stations or open kitchens. Must separate guests from the kitchen or the plating team with high, clear dividers if the distance between guest and staff is less than six feet.
- b) Stagger workstations so employees avoid standing directly opposite one another or next to each other.

- c) Use directional arrows on the floor in kitchen settings to control flow of traffic and reduce interaction and crossover between cooking and cleaning areas.
- d) Remind third-party delivery drivers and suppliers of internal distancing requirements.
- e) Provide separate entrances for staff and service personnel and guests.

#### **Buffet Environment**

- a) Buffets are not permitted.

#### **Quick Service Establishment**

- a) Establish an online ordering system to limit queuing.
- b) Demarcate floor with markers for any areas where a line up may occur (order stations, pick up areas).
- c) Provide clear signage and guidance to guests regarding ordering and pick-up areas, including mobile orders.

#### **Check-Out (Bill Payment)**

- a) Non-cash payments are preferred.
- b) Mobile card machines shall be used.
- c) If non-cash payment is not possible, employees who take cash shall be separate to servers.
- d) Tables should be cleared one at a time to reduce potential for cross-contamination.

#### **Cleaning and Sanitization**

##### **Cleaning Products**

- a) All food and beverage establishments must have adequate potable water.
- b) Enhance environmental cleaning procedures and protocols with special attention to high-touch surfaces and objects as per the following guidance:
  - Use only approved hard-surface hospital grade or approved bleach solution disinfectants.
  - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
  - For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered hospital disinfectants should be effective.
  - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to

ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.

- Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
  - o 5 tablespoons (1/3 cup) bleach per gallon of water or 4 teaspoons bleach per quart of water.
  - o Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- c) For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners for use on these surfaces.
- d) If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- e) Increase frequency of routine cleaning and disinfection, emphasizing cleaning and disinfecting frequently touched objects and surfaces such as water coolers, desks, countertops, doorknobs, seating, faucet handles, phones.
- f) Use the proper concentrations of disinfectant and allow required wet contact time.

### **Cleaning Procedures**

- a) Thoroughly clean the entire restaurant upon reopening.
- b) Avoid food contact surfaces when using disinfectants unless using a food safe disinfectant.
- c) Update cleaning schedules and logs to reflect increased cleaning for high touch areas including door handles, front of house counters, restrooms as well as in the back of house.
- d) Clean and sanitize shared equipment such as credit card machines, point of sale stations, safety vests, headsets, etc. after every use.
- e) When cleaning tables between every seating, any cutlery, salt and pepper shakers, sauce dispensers, or other items must be removed and cleaned as well. Tables should be left empty until the new guest arrives and only those items needed should be provided to customers.
- f) Clean and sanitize laminated menus.
- g) Hand wash stations must be provided for staff.
- h) Make hand sanitizer available for staff and guests.
- i) Have deep cleaning and sanitization plan in place, in the event of an employee(s) testing positive for COVID-19.
- j) Public restrooms must be cleaned every 30 minutes.

## 7. **Conferences and Functions**

### **General Requirements**

- a) Events shall be held as per the following guidance:
  - 6 feet/2 meters physical distancing
  - As per capacity established by the Ministry of Health where 30 square feet is allocated for each attendee.
  - 8 individuals of the same household or travel party are permitted to sit at the same table.
  - No more than two individuals are permitted to sit at the same table.
- b) Each employee working at an establishment shall wash their hands before and after duty and interaction with each guest.
- c) Each Operator shall have an established health and safety policy that is updated annually, before October of each year, that outlines the following:
  - Name and telephone number of on-call doctor.
  - Policy and procedures for staff members who become ill (e.g. contraction of COVID-19) as a proven result of contact with guests.
  - This policy must be communicated to all staff members.
- d) Each operator must create a policy regarding the cancellation of reservations or denying access to any guest who displays symptoms of H1N1, COVID-19 or any other contagious illness. This policy must be clearly outlined on the website of the Operator and within the physical surroundings of the establishment. When a reservation is made, the policy must also be clearly communicated to the guests.
- e) No self-serve food or beverage.
- f) Each operator must have a management plan that includes the following:
  - Adequate communication measures between managers, supervisors, and staff to ensure proper functioning and rapid information exchange in the establishment and ensuring proper understanding of protocols including measures for crisis management.
  - Protocols for Sick Employees:
    - o Sick Employees must remain at home.
    - o Staff must be adequately sensitized to the signs and symptoms of COVID-19 and be able to identify both guest and staff exhibiting symptoms.
    - o Emergency Numbers for Government Agencies e.g. Police, Fire and Rescue – must be available and readily displayed.

- o Emergency contact for Doctors – must be available and readily displayed.
- o Adequate Management of suspected COVID-19 cases.

#### **Pre-Event**

- a) Capacity for the events must be established by COVID-19 Task Force and clearly communicated to the client.
- b) A risk assessment shall be completed based on the level of locals to visitor exposure.
- c) Appropriate PPE for all employees must be available.
- d) All bookings must be made in advance.
- e) Floor must be clearly marked allowing for 6 feet distance.
- f) Signage outlining protocols must be erected.
- g) Furniture shall be correctly placed to allow for physical distancing up to 6 feet/ 2 meters.
- h) Hand sanitizers must be prominently placed at the venue. The number of hand sanitizers must be appropriate for the expected number of attendees.
- i) Liaison between event organizers and health authorities is required to ensure that systems are in place to detect cases arising in the local population because of the event.
- j) Isolation facilities should be made available at the event site for participants who develop symptoms, for initial assessment and triage by designated medical staff, and for their transportation to a health facility if needed.

#### **Event Set Up**

- a) It is encouraged to have outside event set ups be considered - cocktail receptions, wedding receptions, welcome and farewell dinners rather than indoor set ups.
- b) Where possible tables and chairs should be used that do not require table linen or chair covers.
- c) Where table linen is required, all linens must be steam cleaned before use at the event.

#### **Event**

- a) All attendees and employees must wear a surgical mask.
- b) All attendees must sanitize their hands upon arrival.
- c) Keep the duration of the event to a minimum, to limit contact among participants.
- d) Attendees shall follow social distancing protocols if not from the same household.
- e) Surveillance of participants aimed at detecting and managing individuals developing symptoms during the event.
- f) At the end of the event, the exit of guests shall be managed to avoid crowding at exits.

**Post Event**

- a) Employees breaking down must wear appropriate PPE.
- b) Gloves must be worn by employees when removing garbage and soiled linen.
- c) All soiled linen must be placed in a plastic bag and tied.
- d) Laundry shall be laundered in keeping with laundry protocols.
- e) Employees must wash and sanitize their hands after breaking down completion.

**8. Back of the House: (Housekeeping, Administrative Offices, etc.)****A. Laundry****Services**

- a) It is suggested that linen changes are not all on the same day, to avoid backlog in the laundry.
- b) Before entering the laundry, any laundry attendant must ensure that their hands are washed properly and then sanitized.
- c) Laundry attendants must dress in PPE:
  - Gloves
  - Surgical Mask and shield
  - HAZMAT suit is optional
  - Shoe coverings are optional
- d) Before any equipment is used, or on opening the laundry in the morning, a laundry attendant must sanitize and wipe down all surfaces. It is important that the washing machine doors inside, outside and the door handle is sanitized.
- e) The ironer is to be sanitized avoiding the belts.
- f) The tumble dryer is to be sanitized.

**Detergents**

- a) All wash processes must use a minimum hospital grade detergent.
- b) Detergents must be stored in a dry area.

**Receiving Sorting & Washing of Linen**

- a) Soiled linen received only in plastic bags. Open one bag at a time and sorted into towels & linen.
- b) Laundry attendants must handle linen with the following mandatory PPE:
  - Face Shields
  - Surgical mask
  - Disposable Gloves
  - HAZMAT Suit
- c) The soiled linen shall be placed in the washing machine and washed at the correct setting and temperature. There are to be no

short cuts and the laundry attendant must be made aware to use the correct setting and not bypass any cycles.

### **Cleaning Soiled Linen Bins and Surfaces**

- a) When the wash process is finished, the laundry attendant must remove the PPE and place in a garbage bin after each load.
  - o While linen is being washed, soiled linen bins must be washed and sanitized.
  - o Bins used for soiled linen may not be used for clean linen.
  - o The interior and exterior of the bin must be cleaned and sanitized.

### **Removing Clean Laundry**

- a) Only once PPE is removed may the attendant open the washing machine and proceed to place the clean linen into clean and sanitized laundry bins to be transferred to the tumble dryer/ironer.
- b) Clean linen and towels are to be placed in clean linen storage.
- c) After all washing, ironing, and folding is complete, the laundry is to be sanitized using hospital grade chemicals, working from the far section of the laundry to the exit door.
- d) A bucket of disinfectant and bleach is to be placed at the door to sanitize the mops and cloths at the end of the shift.

## **B. Back Offices**

### **Administration**

- a) Employees working in the administrative and sales offices shall wash their hands before returning to their desk after each interaction with the public.
- b) Employees shall not share workspaces.
- c) The number of employees in a workspace shall be compliant with the 30 square feet of space per employee regulations or as per protocols established by the Ministry of Health.
- d) High touch areas such as telephones and door knobs shall be sanitized every hour.

## **C. Procurement**

### **Goods Receiving/Loading Bays**

- a) Delivery people on the premises should be kept to a minimum. Less suppliers, less supplier deliveries and drivers and less off-loading staff entering the premises would limit COVID-19 transmission risks.
- b) Staff members manning the loading and offloading of goods should wear shoe protection/gum boots, protective boiler suits or gowns, and wash hands frequently between and before and after each delivery or offload.

- c) All goods must be fully sanitized at a station at the loading bay before entering the stores and refrigerators and spray sanitizers are recommended.
- d) The entire area, and all its surfaces should be sanitized at regular intervals.
- e) Vendors should be advised on how they will accept goods and how their staff should arrive with necessary protective gear. The following PPE shall be used:
  - Surgical mask
  - Disposable gloves
  - Face shields
- f) Any supplier who enters any business premises must have their temperature checked, be screened for COVID-19 symptoms, be entered into a register of visitors and undergo sanitizing in an identical procedure to staff and must wear a surgical face mask.

## 2. Application Form for Hotel

Date:

Date of minimum standards inspection:

Name of Hotel:

Name of Owner:

Name of General Manager:Address and Contact Information:

Number of staff members:

Number of rooms:

Documents to be attached:

- Valid business licence
- Certificate of compliance with minimum standards COVID-19."

## 3. Amendment of Schedules.

The Act is amended by adding the following new Schedule IX immediately after Schedule VIII

### **“SCHEDULE IX Mass Events Protocol**

(1) The Commissioner of Police, in consultation with the Chief Medical Officer, may grant permission for a mass event as follows

- (a) permission for a small event, where the number of persons gathered shall not exceed fifty persons;
- (b) permission for a medium size event, where the number of persons gathered shall not exceed one hundred persons; or



- (c) permission for a large size event, where the number of persons gathered shall not exceed one hundred and fifty persons.
- (2) Notwithstanding paragraph (1), all applications shall be denied or revoked and all social gatherings and events shall be discontinued if
  - (a) there is a local COVID-19 Outbreak; or
  - (b) an Outbreak progresses with the occurrence of isolated clusters of cases; or
  - (c) an Outbreak progresses with community transmission.
- (3) Additional guidelines for mass events are set out as follows

## **Table of Contents**

1. Preamble.....	25
2. What is a Mass Gathering or Event?.....	25
3. Guiding principles.....	26
4. Event Promoters / Entertainers / Organizers Requirements.....	27
5. Promoting Healthy Behaviors that Reduce Spread.....	27
6. Staying Home when Appropriate.....	27
7. Hand Hygiene/ and Respiratory Etiquette.....	28
8. Wearing Face Masks/.....	28
9. Adequate Supplies/.....	28
10. Maintaining Healthy Environments.....	28
11. Physical Barriers and Guides.....	30
12. Food Service.....	30
13. Shared Objects.....	31
14. Maintaining Healthy Operations.....	31
15. Communication Systems.....	31
16. Preparing for When Someone Gets Sick.....	31

### **1. Preamble**

In light of the significant risk of the COVID-19 virus entering the Federation undetected. We must remain vigilant and continue using the known non-pharmaceutical measures to contain the virus thus avoiding community spread.

In that vein, the World Health Organisation advised that the three C's: crowds, close spaces and close contact settings must be avoided in an effort to significantly reduce the risk of community spread. This protocol provides for certain proactive steps to prevent or reduce the risk of community spread. One such measure is the cancellation or limitation of mass events.

### **2. What is a Mass Gathering or Event?**

In this protocol “mass event” refers to an event where the number of people it brings together is so large that it has the potential to strain the planning and response resources of the health system in the community where it takes place. Consideration must be given to the location and duration of the event as well as the number of participants.

### 3. Guiding principles

1. Permission must be obtained from the Office of the Commissioner of Police in consultation with the Office of the Chief Medical Officer to host mass gatherings.
2. Events should **NOT** be advertised until permission is obtained from the Office of the Commissioner of Police.
3. A gathering refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event or gathering, concert, festival, conference, parade, wedding, or sporting event.
4. The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading.
5. The risk of Covid-19 spreading at events and gatherings increases as follows:
  1. **Lowest risk:** Virtual-only activities, events, and gatherings.
  2. **More risk:** Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear masks, do not share objects, and come from the same local area (e.g., community, town, city, or county).
  3. **Higher risk:** Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.
  4. **Highest risk:** Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.
6. There will be a cap on the number of persons who can attend mass gatherings/ social events.
7. In addition to the number of persons scheduled to attend, the Office of the Commissioner of Police will factor in music, dancing, sale and use of alcohol and the duration of the event in making its decision
8. Consideration will also be given to whether the event is indoor or outdoor with a more favorable look on outdoor events.
9. Event sizes will fall into three (3) categories based on the number of persons attending (not inclusive of staff).

No	Category	Number of Persons
1	Small	25 -50
2	Medium	51 - 100
3	Large	101 - 150

10. The maximum cap on events is **150** persons.

11. Small gatherings of family and friends of **under 25** persons do not require permission from the Commissioner of Police.
12. Permission will not be given for **any indoor large event of over 100** as the risk of virus spread is greater in these situations.
13. The Taskforce will consider the square footage of the venue for small, medium, and large size indoor events.
14. A minimum of 30 square feet for the venues of indoor events will be required for adequate social distancing. This will also be required for outdoor events.
15. A visit will be made to the site to confirm the total square footage submitted on the request for a venue.
16. The outdoor event locations will be visited to determine if proper social distancing can be done to host the event.
17. The nature of the event will be a contributing factor when considering approval.

#### **4. Event Promoters / Entertainers / Organizers Requirements**

1. The event promoters/entertainers/organizers must submit a **Tax Clearance Certificate** and a **valid Business License** from the Inland Revenue Department along with an application to hold event.
2. The event promoters/entertainers/organizers are required to submit a written outline of the applicable protocols for hosting the event. This would include a layout of the venue and a security plan for the event.
3. The event promoters/entertainers/organizers will be required to submit their application online via the website provided by the Police.
4. The event promoters/entertainers/organizers must submit their applications at least **15 days** prior to the event.
5. The commissioner of Police will advise on the security requirements for the events based on the nature and size of the event.
6. The applicable fees for the application to hold an event must be paid to the office of the Commissioner of Police at the time of application.
7. A response to the application will be given within **3 to 4 days** of application.

**Please note that if the local COVID-19 Outbreak progresses with the occurrence of isolated clusters of cases and community transmission – all social gatherings and events will be stopped until the COVID-19 outbreak is contained.**

#### **5. Promoting Healthy Behaviours that Reduce Spread**

- Event planners must implement the strategies provided for in these Regulations to encourage behaviors that reduce the spread of COVID-19 among staff and attendees.

#### **6. Staying Home when Appropriate**

- Advise employees and attendees to remain in isolation/ quarantine if they tested positive or had recent close contact with a person who was positive or is suspected of having COVID-19 like symptoms.

## 7. Hand Hygiene/ and Respiratory Etiquette

- Require frequent employee hand washing (e.g., before, during, and after taking tickets; after touching garbage) with soap and water for at least 20 seconds and increase monitoring to ensure adherence.
- If soap and water are not readily available, employees may use hand sanitizer that contains at least 60% alcohol and rub their hands until dry.
- Mandate staff to cover the mouth and nose with tissue when coughing and sneezing.
- Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Mandate attendees to wash hands often and to cover coughs and sneezes.
- Attendees often exchange handshakes, fist bumps, and high-fives at meetings and sporting events. Signs (physical and/or electronic) must be displayed to prevent these actions during the event.

## 8. Wearing Face Masks

- Mandate the use of face masks among staff.
- Masks are most essential in times when physical distancing is difficult (e.g., when moving within a crowd or audience).
- **Advise staff that masks must not be worn by:**
  - o Babies or children younger than 2 years old
  - o Anyone who has trouble breathing
  - o Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance
- Mandate attendees ahead of the event to bring and use masks at the event. Masks are strongly encouraged in settings where individuals might raise their voice (e.g., shouting, chanting, singing).

## 9. Adequate Supplies

- Mandate that sinks and enough supplies are accessible for people to clean their hands and cover their coughs and sneezes.
- Supplies include soap, water, a way to dry hands (e.g., disposable paper towels, tissues, hand sanitizer containing at least 60 percent alcohol, disinfectant wipes, masks (as feasible), and no-touch/foot pedal trash cans (preferably covered).

## 10. Maintaining Healthy Environments

Event planners **must implement the following strategies** to maintain healthy environments.

### **Cleaning and Disinfection**

- Clean and disinfect frequently touched surfaces within the venue between uses as much as possible—for example, door handles, sink handles, drinking fountains, grab bars, hand railings, and cash registers.

- Clean and disinfect shared objects between uses—for example, payment terminals, tables, countertops, bars, and condiment holders.
- Mandate closing areas such as drinking fountains that cannot be adequately cleaned and disinfected during an event.
- Develop a schedule for increased, routine cleaning and disinfection.
- If transport vehicles like buses are used by the event staff, drivers must practice all safety actions and protocols as indicated for other staff—for example, washing hands often and wearing masks and maintaining social distance of bus riders.
- Use disposable gloves when removing garbage bags or handling and disposing of trash.

### **Restrooms**

- Mandate limiting the number of people who occupy the restroom at one time to allow for social distancing.
- Do not allow lines or crowds to form near the restroom without maintaining a distance of at least 6 feet from other people.
- Post signs or markers to help attendees maintain the appropriate social distance of at least 6 feet.
- Ensure that open restrooms are:
  - o Operational with functional toilets.
  - o Cleaned and disinfected regularly (at least every half-hour), particularly high-touch surfaces such as faucets, toilets, stall doors, doorknobs, countertops, diaper changing tables, and light switches.
  - o Stocked with enough supplies for handwashing, including soap and water, a way to dry hands (e.g., paper towels, hand dryer), tissues, hand sanitizer with at least 60% alcohol (for staff and older children who can safely use hand sanitizer), tissues, and no-touch/foot pedal trash cans (preferably covered).
    - If you are providing portable toilets, also provide portable handwashing stations and ensure that they remain stocked throughout the duration of the event. If possible, provide hand sanitizer stations that are touch-free.

### **Ventilation**

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example, by opening windows and doors.
- Do not open windows and doors if doing so poses a safety or health risk to staff or attendees (e.g., risk of falling or triggering asthma symptoms).
- If portable ventilation equipment like fans are used, take steps to minimize air from them blowing from one person directly at another person to reduce the potential spread of any airborne or aerosolized viruses.

### **Modified Layouts**

- Limit attendance or seating capacity to allow for social distancing or host smaller events in larger rooms.

- Use multiple entrances and exits and discourage crowded waiting areas.
- Block off rows or sections of seating in order to space people at least 6 feet apart.
- Eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks
- Prioritize outdoor activities where social distancing can be maintained as much as possible.

## **11. Physical Barriers and Guides**

- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart in lines and at other times (e.g., guides for creating one-way routes).
- Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart.
- Barriers can be useful at cash registers and other areas where maintaining physical distance of 6 feet is difficult.
- Change seating layout or availability of seating so that people can remain least 6 feet apart.

## **12. Food Service**

- There is no evidence that COVID-19 is spread by food. However, people sharing utensils and congregating around food service areas can pose a risk.
- Use touchless payment options as much as possible, if available.
- Ask customers and employees to exchange cash or card payments by placing them on a receipt tray or on the counter rather than by hand to avoid direct hand-to-hand contact.
- Clean and disinfect frequently touched surfaces such as pens, counters, or hard surfaces between use and encourage patrons to use their own pens.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart when waiting in line to order or pick up.
- If a cafeteria or group dining room is used, serve individually plated meals or grab-and-go options, and hold activities in separate areas.
- Use disposable food service items including utensils and dishes.
- If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.
- Individuals must wash their hands after removing their gloves or after directly handling used food service items.
- Avoid offering any self-serve food or drink options, such as buffets, salad bars, and drink stations. Consider having pre-packaged boxes or bags for each attendee.

### **13. Shared Objects**

- Discourage people from sharing items that are difficult to clean, sanitize, or disinfect.
- Limit any sharing of food, tools, equipment, or supplies by staff members.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible.

### **14. Maintaining Healthy Operations**

Event organizers and staff may consider implementing several strategies to maintain healthy operations.

### **15. Communication Systems**

Put systems in place to:

- Record contact of all persons attending the event
- Staff and attendees must to self-report if they develop symptoms within 14 days after attending the event
- Advise attendees prior to the event or gathering that they should not attend if they have symptoms or, a positive test for, or were recently exposed (within 14 days) to COVID-19.

### **16. Preparing for When Someone Gets Sick**

Event planners must consider several strategies to implement when someone gets sick.

- Immediately separate staff and attendees with COVID-19 symptoms (e.g., fever, cough, shortness of breath) at the event.
- Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms
- Individuals who have had close contact with a person who has symptoms should be separated, sent home, and advised to follow up with health officials
- Establish procedures for safely transporting anyone sick to their home or to a healthcare facility.
- If you are calling an ambulance or bringing someone to the hospital, call first to alert them that the person may have COVID-19.
- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable.”.

Made this 29<sup>th</sup> day of December, 2020.

**AKILAH BYRON-NISBETT**  
*Minister responsible for Health*