

# NLBID Guidance for Operation During COVID-19

## June 4, 2020

We have compiled guidance and recommendations from industry leaders of best practices for sanitization, building maintenance, room layout, food safety and more. Though this is mostly geared toward food and beverage operators, it would be useful to any business that is open to the public.

As the staff of the NLBID are not experts in any of these areas, you should consult the source material or your own contractors if you have further questions. Cited sources are hot linked in this document.

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## EMPLOYEE GUIDELINES

You will need to determine your own policies and requirements for a safe workplace. What works for a bike shop will be different from what works for a restaurant. The [CDC provides guidance](#) for a wide variety of business types. The [White House has issued guidance](#) that recommends you not allow sick employees to return to work until they have been cleared by a medical professional.

Per an article from [Nation's Restaurant Review](#), a training and compliance program is highly encouraged. Employees may be returning after time off or they may be new. Build out the new-hire and existing employee training program, which includes supervisor and line level employee, with proper personal hygiene and hand washing, updated ill-employee policy and the proper cleaning, sanitizing and disinfecting procedures.

Here are some changes businesses are putting into place:

- Cohorts of workers that do not cross paths with one another. This makes contact tracing easier and can aid in determining which workers should stay at home.
- Alternating hours and days so fewer people are in a space at one time
- Utilizing planters, signage, or other objects to fill spaces intentionally blocked for social distancing
- Installing plexi panels to separate spaces

There are some additional precautions that you may want to adopt:

- Temperature checks at the beginning of every employee's shift, documented in a log
- Handwashing on a set schedule or based on certain activities; handwashing prior to putting on gloves for food prep

As we strive for consistency across all Northern Liberties' public-facing businesses, we ask that all employees wear a facemask and that surfaces customers must touch (shopping carts, point of sale devices) be wiped with sanitizer between use. This will instill an expectation that our business community is doing its best together to maintain a safe shopping and dining environment.

Philadelphia has [paid sick leave legislation](#) that you should follow if it is applicable to you. Ensure your staff is aware of your policies for calling out sick and that they have been updated to reflect any new measures you have implemented due to COVID-19.

## SANITIZATION

[This is the EPAs list](#) of recommended disinfectants for surface cleaning to mitigate COVID-19. It is too extensive to place in this document so please reference the source material.

For more information about recommended **methods** of sanitizing different kinds of surfaces, electronics and more, see [their one-pager](#).

Some recommendations from [Nation's Restaurant News](#):

- Rearrange coolers and freezers before accepting new deliveries to maintain organization. Reduce points of contact during deliveries.
- Wash, rinse and sanitize all unprotected tools and small wares. Clean and sanitize all shelving before placing back into storage.
- Clean and sanitize food contact surfaces. Clean and sanitize ice machine, bins, ice buckets and ice scoops.
- If possible, limit menu offerings to accommodate preparation and cooking at distances

- Ensure the dish machine is working properly and chemicals are dispensing correctly. Check gauges for proper wash and rinse temperatures.
- A best practice would be to run two empty racks through the machine before using. Ensure chemicals at the three-compartment sink are dispensing properly and when dispensed, sanitizer is at the correct concentration. Wash rinse and sanitize three-compartment sinks before using. Ensure water reaches 100 degrees F at all hand-washing sinks and 110 degrees F at the three-compartment sink.

## AIR FILTRATION

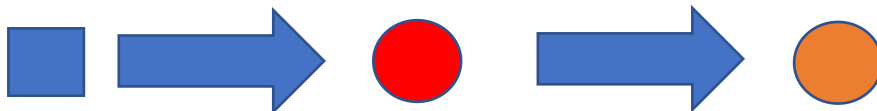
The [ASHRAE Epidemic Taskforce](#) has compiled recommendations for HVAC system filtration. Consider how you might use this information when laying out your space and look for affordable ways to implement changes if you feel they are needed to improve airflow safety.

Here are some key takeaways:

- Maintenance personnel should wear N95 masks, disposable gloves, and safety goggles while performing work and wash their hands (and other exposed skin) with warm soapy water afterwards. Disposable coveralls are also recommended. Clothing should be washed as well.
- When feasible, filters can be disinfected with a 10% bleach solution or another [appropriate disinfectant, approved for use against SARS-CoV-2](#), before removal. Filters (disinfected or not) can be bagged and disposed of in regular trash.
- ASHRAE summarizes the kinds of air disinfectant options including mechanical filtration and in-duct UV light use. Read their full summary [here](#).
- For the full document of disinfection recommendations, reference this link: [https://www.ashrae.org/file%20library/technical%20resources/covid-19/ashrae-filtration\\_disinfection-c19-guidance.pdf](https://www.ashrae.org/file%20library/technical%20resources/covid-19/ashrae-filtration_disinfection-c19-guidance.pdf)

## VENTILATION

There is [some evidence](#) that room ventilation can contribute to viral spread. With exhaled droplets being the mostly likely method of contagion, you should lay out your space to reduce or eliminate instances where customers or employees might be in the direct line of blown air from a fan. Consider redirecting HVAC vents so they diffuse away from people and do not act as an agent to carry droplets from one table/desk to another.



VENT      AIRFLOW      SICK PERSON.      AIRFLOW      NEXT PERSON

## RESTROOM MANAGEMENT

The SARS-CoV-2 virus may be aerosolized by [flushing the toilet](#).

Studies have shown that toilets can be a risk of generating airborne droplets and droplet residues that could contribute to transmission of pathogens.

- Keep toilet room doors closed, even when not in use.
- Put the toilet seat lid down, if there is one, before flushing.
- Vent separately where possible (e.g. turn exhaust fan on if vented directly outdoors and run fan continuously).
- Keep bathroom windows closed if open windows could lead to re- entrainment of air into other parts of the building.

## LAUNDRY

From a [Medical News Today](#) article based on [CDC's recommendations](#):

- Launder items with laundry soap or household detergent. Consider using a detergent that contains bleach. However, be sure to read the product description and guidelines to avoid potentially ruining certain clothing items. Consider soaking clothes in a solution containing [quaternary ammonium](#) before washing them.
- Choose the warmest available water setting. The [WHO](#) recommend water temperatures between 60–90°C (140–194°F). However, high temperatures can damage or shrink delicate clothing items, so remember to read the care labels.
- Dry clothing completely.
- Disinfect laundry baskets with 0.1% sodium hypochlorite or one of these [household disinfectants](#), which the Environmental Protection Agency (EPA) have approved.
- Wear gloves when doing laundry. Wash the hands with warm water and soap immediately after removing the gloves. If gloves are not available, wash the hands immediately after handling dirty clothing and avoid touching the face.
- Do not shake dirty linens

## FOOD SAFETY

The National Restaurant Association has issued a [PDF on food safety](#) during COVID-19 that covers a lot of territory, including what to do if a customer vomits. It seems useful for staff training. They have also issued a [full booklet of guidance](#) on reopening.

**Fresh fruit and vegetables:** Wash them the same way you should do under any circumstance: before handling them, wash your hands with soap and water. Then, wash fruits and vegetables thoroughly with clean water, especially if you eat them raw. Here are [7 Tips from the FDA](#) for Cleaning Fruits and Veggies.

**Soap - and why it matters** - via [Discover Magazine](#). Many pathogens, including the coronavirus, have an outer membrane made of a double layer of fatty molecules (a lipid bilayer) that is studded with proteins they use to infect cells. Soap can break down this membrane, killing bacteria and deactivating viruses. So it is both the ingredients of soap and the mechanical action of rubbing with soap that breaks down the virus outer wall.

## REFERENCES

Pennsylvania Dept of Health <https://www.health.pa.gov>  
National Restaurant Association <https://www.restaurant.org>  
Center for Disease Control. <https://www.cdc.gov>  
Environmental Protection Agency <https://www.epa.gov>  
The White House [Open Up American Again](#)