



City of Somerville

COVID-19 Health & Safety Plan (HASP) - Outdoor & Indoor Dining

See also: [City of Somerville COVID-19 Outdoor Seating Guidelines](#).

The public has an expectation and a right to be safe while dining outdoors and indoors at restaurants. Restaurateurs have a responsibility to ensure their attendees the safest environment practicable and to adopt a Health & Safety Plan (HASP) to address the current COVID 19 pandemic and to guard against the spread of the virus. This HASP must be submitted to the City of Somerville before the granting of any licenses and before opening for outdoor and indoor dining. The HASP is one piece of a consolidated outdoor dining licensing process that will require only one approval from the City's Licensing Commission. The HASP is required to be submitted for indoor and outdoor operations.

To be approved by the Licensing Commission for a new Outdoor Seating License you must:

1. Complete a [State COVID-19 Control plan](#)
2. Apply for an Outdoor Seating Business License [on Citizen Serve](#), and include as attachments:
 - A completed copy of this Health & Safety Plan
 - A Socially Distant Seating Layout that complies with the City's COVID-19 Outdoor Seating Guidelines. (If you will allow dogs, show the location of the dog area)
 - Your Workers' Compensation Insurance Affidavit (download the form when you apply).
 - If you are applying for an A-frame sign, a photo or rendering of the sign.
 - A City and County Licenses and Permits Bond in the amount of \$5,000, or a Certificate of Insurance showing the City of Somerville as an Additional Insured on your business liability insurance.

If you already hold an existing Outdoor Seating License, you must:

1. Complete a [State COVID-19 Control plan](#)
2. Apply for a Licensing Commission License Amendment [on Citizen Serve](#), and include as attachments:
 - A completed copy of this Health & Safety Plan
 - A Socially Distant Seating Layout that complies with the City's COVID-19 Outdoor Seating Guidelines. (If you will allow dogs, show the location of the dog area)

To be approved for indoor service, you must:

1. Complete a [State COVID-19 Control plan](#) and follow all of the [State COVID-19 workplace safety standards](#).
2. Complete this Health & Safety Plan.
3. Complete a Socially Distant Seating Layout for indoors that complies with the [State COVID-19 workplace safety standards](#) and Somerville specific safety standards (below in Section Three).
4. Submit a copy of these documents through Citizen Serve as an attachment to your revised Food Establishment License.

You may begin indoor operations after submittal. Print out a copy of these documents and keep them available on premises.

SECTION ONE: Business Information

Contact Name:	
Business Name:	
Business Address:	
Phone Number:	
Email Address:	

Which of the following approved licenses do you currently hold? (check all that apply)

- Restaurant (with alcohol) - License Number: _____
- Common Victualer (restaurant without alcohol) - License Number: _____
- Farmer Pourer - License Number: _____
- Inn (with alcohol) - License Number: _____
- Inn (without alcohol) - License Number: _____
- Private Club (with alcohol) - License Number: _____
- Private Club (without alcohol) - License Number: _____

SECTION THREE: Compliance with Somerville Specific COVID-19 Safety Standards

City staff and the Somerville Restaurant Reopening Working Group reviewed the [State COVID-19 workplace safety standards](#) in detail and developed the following list of **additional, clarified, or strengthened safety standards** that will apply to all restaurants in Somerville. The standards below are required **in addition to** all of the state standards. **Check each box** to indicate that you understand and have implemented each standard, **describe** how you will implement each standard, and **sign** the certification at the bottom.

Checklist: Social Distancing

Table spacing

- A minimum 6-foot distance must be maintained between people **and** between tables. Tables and people can be closer together if you have a shield barrier between tables, however compliance with the Americans with Disability Act (ADA) and the Massachusetts Architectural Access Board (MAAB) standards for clear routes is still required. The shield barrier must reach 6ft in height off the floor in order to apply.

- **Please describe how you will meet this requirement:**

● _____

Take-out in combination with in-person dining

- A 6-foot distance must be maintained from person to person with dining customers as well as take-out customers. Face coverings are required for all customers regardless of dine-in (see “Face Coverings” below) or take-out service.

- **Please describe how you will meet this requirement:**

● _____

Social distancing in worker common areas:

- 6-foot distancing must be maintained for all person to person interaction, restaurant employees included. All employees are required to wear face coverings at all times. Distance markers and arrows are suggested to maintain flow.

- **Please describe how you will meet this requirement:**

● _____

Maximum bathroom occupancy

- Maximum bathroom occupancy is equal to the number of sinks available inside the bathroom. Signs outside of bathrooms should indicate maximum occupancy.

- **Please describe how you will meet this requirement:**

● _____

Face Coverings

- Customers must wear masks until after food and beverages arrives **and** servers leave the table.
- **Please describe how you will meet this requirement:**
- _____

Checklist: Hygiene Protocols

Tablecloths

- Tablecloths are not permitted.
- **Please describe how you will meet this requirement:**
- _____

Checklist: Staffing & Operations

Employee training

- Employees must complete the free ServSafe Reopening Guidance: COVID-19 Precautions course that to ensure the safety of guests and staff, available at: www.servsafe.com/Landing-Pages/Free-Courses
- **Please describe how you will meet this requirement:**
- _____

Employee shift tracking

- Restaurants must keep a log of employee shift days and times to ensure that contact tracing can take place in the event of a positive case of COVID-19. The employee log must be maintained for the previous four weeks and be available upon request by City or Commonwealth health officials.
- **Please describe how you will meet this requirement:**
- _____

Enable Customer Contact Tracing

- When taking reservations or when seating walk-in customers, restaurants must record a name and telephone number of at least one person in each party to ensure that contract tracing can take place in the event of a positive case of COVID-19. The customer log must be maintained for the previous four weeks of customers and be available upon request by City or Commonwealth health officials.
- **Please describe how you will meet this requirement:**
- _____

Managing Customer Lines

- Restaurants must ensure that crowding does not occur outside of their restaurants. Any customer lines must be actively managed to maintain 6 foot distances between all persons, waiting or passing by.

- **Please describe how you will meet this requirement:**

- _____

Checklist: Cleaning & Disinfecting

Maintaining a Cleaning Log

- Restaurants must keep cleaning logs that include the date, time, and scope of each cleaning. The cleaning log must be maintained for the previous four weeks and be available upon request by City or Commonwealth health officials.

- **Please describe how you will meet this requirement:**

- _____

Reopening after a Positive COVID-19 Case

- As specified in the State Guidelines, in the event of a presumptive or actual positive COVID-19 case of a worker, patron, or vendor, the restaurant must be immediately shut down for 24 hours and then must be cleaned and disinfected in accordance with current CDC guidance before re-opening.
- The Inspectional Services Department (ISD) will inspect the business prior to reopening.
- Restaurants must submit a receipt for cleaning to ISD at time of inspection.

- **Please describe how you will meet this requirement:**

- _____

Certification

By signing below, I _____
(print name) certify that my business is in compliance with all of the above Somerville specific workplace safety standards.

Signature

Date