



## COVID19 Business Specific Health & Safety Form

### TASTING ROOMS and BARS

NOTE: In order to self-certify compliance at [www.mendocinocountybusiness.org](http://www.mendocinocountybusiness.org), you must read and implement the County of Mendocino-specific guidelines for Tasting Rooms and Bars issued in the June 12, 2020 Public Health Order.

In order to fill out this form and create a health and safety plan for your business, refer to the [State of California Guidelines for Tasting Rooms and Bars](#) and the [County of Mendocino Public Health Order dated June 12, 2020](#). A health and safety plan is required to operate.

1. Describe the type of signage you will have and locations. *"Large Posters" at Entrance, Picnic Area, Tasting Room Entrance and Parking Area.*
2. Describe the PPE you will provide to your employees and guests. *Masks, Gloves, Disinfectant spray, sanitizing stations, Hand washing stations.*
3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques. *We have discussed and signed all guidelines and regulations for proper prevention and the spread of COVID-19*
4. Describe your plans for protecting your employees' health. *Each Employee was given a notebook to write their temperature in everyday. If they are sick "DON'T COME TO WORK" To protect our employees we provide masks, gloves, disinfectants and hand washing stations.*
5. Describe your plans for protecting the health of clients and guests. *All employees wear masks + gloves at all times. No hand shaking and keep social distancing 6ft. apart.*
6. Describe how you will prevent crowds gathering at your facility. *Guests will wait in their car for the next available table. Guest can also sit and wait on the lawn area in chairs 6ft. apart.*
7. Describe how you will enforce physical distancing at your facility. *Signage and seating arrangement, verbal warnings if necessary.*
8. Describe the payment methods you will use (contactless is preferred) *Contactless order and payment order forms that are disposable after one use. Each pen is sterilized after use and disinfected with spray.*
9. What are your hours of Operation (restrictions apply): *10 AM to 5 PM. Thursday - Monday*
10. Reservations are required. What are your methods for taking reservations and appointments? *Phone/email Reservations are required*
11. Describe your plans for utilizing outdoor areas to promote social distancing. *All outdoor and indoor tables are positioned 6ft or more apart.*
12. Describe your system for providing menus to clients. (Menus must be disposable, digitally available, or made viewable from video-screens or "no touch" pads.) *Our menus are paper, our order form are paper, once used by a guest they are disposed of in the trash.*

13. How will you train employee from using equipment such as "drop stops", or allowing bottle necks to make contact with patrons' used cups, glasses, etc.? *We do not use "drop stops" for wine pouring. We will pour wine in disposable glasses 6 inches above the glass in the center to allow for wine aeration. We do not touch the bottle to the glass.*
14. What are your alternatives for communal dump buckets, spit buckets, spittoons, etc.? *We will provide each customer with a cup along with their disposable wine glass to throw in the trash by the customer as they leave the winery.*
- Your Business Specific Health & Safety Plan will become public record.*

Business name: Milano Family Winery  
 Facility Address: 14594 South Highway 101 Hopland CA. 95449  
 Approximate gross square footage of space open to the public: Approximately 4000 sq. ft.

1. Signage:

- Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact. We have signage in outside, indoor, parking lot, restrooms in all areas for employees and customers
- Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility. We will be enforcing social distancing with signage and verbal warnings.

2. Measures for Employee Training:

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus. Employees were provided with printed information and have discussed the prevention measures.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines. Daily temperature recording in notebook and employees are aware of the guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19. Employees are aware of the importance of NOT coming to work if ill. If a fever is present - they stay home and call employer.
- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage. Employees have been made aware and given information regarding symptoms from the CDC's website.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines). The employees are aware that we have 5 hand washing sink stations that are available for use
- The importance of physical distancing, both at work and off work time (see Physical Distancing section below). Employees understand the importance of the left social distancing to prevent the spread of COVID-19.
- Proper use of face coverings\*, including: Masks will be worn at all times and gloves
  - Face coverings do not protect the wearer and are not personal protective equipment (PPE). Employees understand that the use of mask protect the spread of COVID-19.
  - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing. Employees are aware that face covering social distancing left apart and frequent handwashing help prevent the spread of Covid-19.
  - Employees should wash or sanitize hands before and after using or adjusting face coverings. Employees understand that sanitizing their hands after adjusting their masks prevents the spread of Covid-19.
  - Avoid touching eyes, nose, and mouth. Employees have been informed and have signed a guideline agreement to follow the protocol to stop the spread of COVID-19.

- ✓ Face coverings should be washed after each shift. *Each employee has been told to wash their face covering each day.*

\*NOTE: See Appendix A for a summary of the County of Mendocino's Facial Coverings Order effective May 1, 2020

- Ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers. *We have rules and guidelines posted for outside workers visiting our facility.*
- Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. *Employees have open conversations with our employer everyday with any concerns.*

3. Measures To Protect Employee Health (check all that apply to the facility):

- Everyone who can carry out their work duties from home has been directed to do so. *N/A Only employ three employees to work 5 day shifts at winery*
- All employees have been told not to come to work if sick. *If an employee has a fever they are to stay home and call the employer.*
- Symptom checks are being conducted before employees may enter the work space. *Temperatures are conducted at home and checked into their daily notebook.*
- All desks or individual work stations are separated by at least six feet. *We only have two work stations more than 6ft apart upstairs & downstairs*
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule: *Morning & Evening Everyday. We disinfect throughout the day after use.*
  - Break rooms: *N/A*
  - Bathrooms: *After every use.*
  - Other ( ): *Table Tops, Benches, chairs, Counter Tops, Work Surfaces*

- Disinfectant and related supplies are available to all employees at the following location(s):

*On the shipping Area Desk, Outdoor Kitchen, Downstairs Work Area, Upstairs Tasting Room*

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

*On the shipping Area Desk, Outside Picnic Area, Entrances, Each Desk, Front Counter, Kitchenette, Restrooms, Downstairs Work Area.*

- Soap and water are available to all employees at the following location(s): *Outdoor Kitchen, Restrooms, Kitchenette, Front of tasting Room, Counter*
- Copies of this Protocol have been distributed to all employees. *Each Employee has a copy of the protocol in their language*
- Describe other measures:

*Employees must wear masks and gloves when dealing with others, fellow employees, public, customers, winemakers and delivery employees.*

4. Measures To Prevent Crowds From Gathering (check all that apply to the facility):

- Limit the number of customers in the store at any one time to [insert maximum number here], which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times. **8 Indoor / 18 Outdoor Picnic Area**
- Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded. **N/A Indoor seating by "RESERVATIONS ONLY" signage and rope opening for indoor seating reservations.**
- Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.  
Explain: **N/A**

- Optional—Describe other measures:

5. Measures To Keep People At Least Six Feet Apart (check all that apply to the facility):

- Placing signs outside the store reminding people to be at least six feet apart, including when in line. **People must wait in their cars for next available seating or they can sit in chairs 6ft apart on the lawn area. Reservations are required for indoor seating.**
- Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance. **N/A - Outside areas are spaced out enough for customers to be spread out 6ft apart or more.**
- Separate order areas from delivery areas to prevent customers from gathering. **We offer drive up orders & pick up. Seated guests pick up wine a designated pick up table marked pick up**
- All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary. **Only (1) server is allowed to serve, give descriptions of wine and service the customer.**
- Optional—Describe other measures:

**Orders are placed on disposable paper order forms and processed - NO CONTACT ORDERING - Pick up when order is ready at outdoor "Pick UP" table clearly marked.**

6. Measures To Prevent Unnecessary Contact (check all that apply to the facility):

- Preventing people from self-serving any items that are food-related. **N/A**
  - Lids for cups and food-bar type items are provided by staff; not to customers to grab. **N/A**
  - Bulk-item food bins are not available for customer self-service use. **N/A**

- Not permitting customers to bring their own bags, mugs, or other reusable items from home that must be handled by employees. Customers bringing their own reusable items that do not require handling by employees is permissible.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe: *Our order forms have payment information included on paper for easy disposal.*
- Optional—Describe other measures (e.g. providing senior-only hours):

*We have pens to use for orders. We offer a used pen cup for putting used pens in for sanitation and a clean pen cup to give customers for ordering. The server handles all pens wearing gloves. Pens are sanitized twice a day as used.*

7. Measures To Increase Sanitization (check all that apply to the facility):

- Businesses and facilities re-opening should comply with the CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes (<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>)  
*Employees have read and discussed compliance with the CDC for reopening.*
- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets. *NA We do not have shopping carts.*
- We do have hand sanitizer stations for easy customer access.*
- Employee(s) assigned to disinfect carts and baskets regularly.  
*We disinfect all public areas regularly.*
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions. *We do have 4 sanitizer stations, available to the public - Restroom, outdoor seating area, tasting room counter and entrance at tasting room.*
- Disinfecting all payment portals, pens, and styluses after each use. *We do not handle cash or credit cards - The customer fills out the order form with all pertinent info with a pen - All pens are sanitized after use.*
- Disinfecting all high-contact surfaces frequently.  
*After use by Customer we disinfect all surfaces with spray and wipe with a paper towel.*
- Optional—Describe other measures:

*We use disposable glasses to serve wine indoor and outdoor. We have signage for customers to dispose of their glasses, menus and dump cups as they leave so we can quickly sanitize tables, benches and area for next customers.*

Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

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