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# 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](https://covid19.ca.gov/pdf/guidance-restaurants-bars.pdf) the [County of Mendocino Public Health Order dated June 19, 2020](https://www.mendocinocounty.org/home/showdocument?id=36264) and the [County of Mendocino Facial Coverings Order dated June 19, 2020](https://www.mendocinocounty.org/home/showdocument?id=36270). A health and safety plan is required to operate.

1. Describe the type of signage you will have and locations.
   1. We have signage to inform all employees and guests they should avoid entering that facility with any COVID-19 Symptoms (described on signage); to maintain proper social distancing, to sneeze or cough into cloth or tissue, to wash hands frequently, and to no engage in any unnecessary physical contact. We also have signage about needing to wear masks except for when seated at their assigned table. Also the Social Distancing and Hygiene protocol is posted at the front guest entrance. The locations for signage is the front guest door (all signage available). Signage is also posted on employee entrances (one sign that includes avoid entering that facility with any COVID-19 Symptoms; to maintain proper social distancing; to wear a face mask; to sneeze or cough into cloth or tissue, to no engage in any unnecessary physical contact and to wash hands frequently.) The door from the Patio going into the Tasting Room has signage on wearing masks and social distancing.
2. Describe the PPE you will provide to your employees and guests.
   1. We have masks available for all guests and employees and our working on purchasing some cloth masks for staff. Soap and water available at all kitchen sinks and bathrooms. Hand sanitizer is available in the Tasting Room and by the timeclock when you enter the building. We also have CDC approved disinfectants, Lysol wipes, paper towels, and plastic gloves available.
3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.
   1. There is a all staff meeting for our first training session and then we will continue to train temporary employees and regular staff once a month on the use of PPE, disinfection, sanitation, etc.
4. Describe your plans for protecting your employees' health
   1. We have worked hard as a team including our public facing staff to come up with the perfect pouring protocol. We are limiting number of appointments (only 4 appointments a day), limiting group sizes to only groups no bigger than 4, as well as grouping wines together to minimize close contact between employee and guests. Handley Cellars staff is required the wear masks during the whole experience and wash hands after any interaction with each table. Host will greet guest outside of the building. Staff will only be hosting one group at a time. Staff is required to wear gloves when breaking down tasting and removing glassware from tables. We are not allowing anyone under the age of 21 or dogs on the property at this time. We have signage indicating that one restroom for staff use only, the other is for guest use. We have a rigorous sanitation protocol for all items used or touched during appointment that will be followed in between each reservation.
5. Describe your plans for protecting the health of clients and guests.
   1. All guests will be hosted on the patio and the timing will be staggered so no one arrives at the same time. Our staff will only be hosting one group at a time and only 2 appointments will be allowed on the property for our opening phase. The appointments will be social distanced and all guests will be required to wear masks when they are not seated at their assigned table. Only one guest will be allowed to enter the building to use the restroom at a time to reduce gatherings. We will be disinfecting all high point surfaces in between every appointment. All tasting menus will be single use and any maps or other tools are laminated and will be sanitized prior to each appointment. Payment information is gathered upon reservation to help with contactless payment and purchases will be brought to the table ensuring the customer can stay outside for the entire duration of their experience.
6. Describe how you will prevent crowds gathering at your facility.
   1. We have requested that all persons stay at assigned table unless needing to use the restroom. We are requiring that only one guest can enter the building at a time to prevent any lines for restrooms. All purchases will be made on order forms and then the wines will be brought to the customer table ensuring the customer can stay on the patio from beginning to end of tasting.
7. Describe how your will enforce physical distancing at your facility.
   1. We will only have the number of tables needed on the patio and they will be properly social distanced. We have signage on all doors. We have also created a system so payment and purchasing of wines is able to be completed from their table ensuring no lines occur. Also, only one person is allowed to enter the building to use the restroom at a time. Host will also be reminding guests of social distancing protocol.
8. Describe the payment methods you will use (contactless is preferred)
   1. We will be gathering payment information when reservation is booked to help ensure contactless payment. Disposable order forms have been created for guests to pick out their wine. If there is more than one purchaser in the group, we will request they fill out an order including payment information.
9. What are your hours of Operation (restrictions apply): 11 AM to 2 PM. (Curbside pick-up and office hours 9am-5pm.)
10. Reservations are encouraged. What are your methods for taking reservations and appointments?
    1. We are accepting appointments Friday through Monday at 11am and 2pm for our Stroll and Taste Experience. We have special appointments at 11:15am and 2:15pm for tastings reserved for our Club Members. Guests may call or email to make reservation. They are written into a calendar, sent a confirmation email and then one day prior to appointment they are sent a reminder email for appointment that also includes all our protocols they will be asked to abide by.
11. Describe your plans for utilizing outdoor areas to promote social distancing.
    1. All tastings will be held outside on our patio and only 2 appointments will be held at the same time to ensure proper social distancing. We will also remove excess tables to encourage everyone to stay at their assigned table.
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.)
    1. We will have disposable menus available for each guest. Printed day of and then recycled when cleaning up the table.
13. How will you train employees from using equipment such as "drop stops", or allowing bottle necks to make contact with patrons’ used cups, glasses, etc.?
    1. We do not use drop stops and we have already been talking daily about the importance of not touching the bottle to the lip of the glass. My team is very aware of this danger and are working hard to ensure it doesn’t happen. We are providing Lysol wipes for staff to use on the outside of each bottle when needed. Each guest has 5 glasses set so we are never pouring into a glass that someone has taken a sip out of before. We also are placing guests in half circle shapes to ensure easier pouring and access to glasses.
14. What are your alternatives for communal dump buckets, spit buckets, spittoons, etc.?
    1. Each guest is receiving 5 wines glasses (one for each wine being poured) so any excess wine can be left in the glass. We are also providing one disposable cup per guest for spitting.

*Your Business Specific Health & Safety Plan will become public record.*