**Health & Safety Measures Checklist for Dining Pods**

**General guidance**

1. Customers do not need to wear face coverings when seated at the table inside the dining pod. However, customers are strongly encouraged to put on their face covering any time there is waitstaff approaching the dining pod (e.g., when taking orders or delivering food or drink).
2. Dining pods may only seat one party of no more than 8 people total.
3. When serving these enclosures, employees should:

* Not enter the enclosure while guests are inside
* Wear a face covering and shield or other eye protection
* Pass food inside the enclosure on trays if possible, to avoid entering.

**Employees**

1. Provide employee training for dining pod cleaning protocols, including how to safely and effectively use cleaning supplies: [see 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)

**Customers**

1. Inform customers of your dining pod policies and procedures in advance, if possible, via website, social media channels, etc. This information should include the request that individuals not come to the establishment if they are experiencing symptoms (e.g., fever, cough).
2. Implement measures requiring customers to wear face coverings when entering the dining pod.
3. The maximum dining pod group party size is 8 people. Patrons must remain inside their dining pod with their dining party and not mix with other dining parties in other dining pods.
4. All patrons inside dining pods must have a seat and must be in their seats except when walking in, traveling to and from the restroom, and leaving the establishment.

**Occupancy and seating**

* 1. The dining pod must be limited to one party (maximum group party size of 8 people) and one server.
  2. The dining pod must have ventilation to the extent practicable, weather permitting.

**Dining pod** **seating procedures**

1. Use call ahead or online reservations as a best practice.
2. Establishments may use phone calls, a text alert, or intercom system to alert guests that their dining pod is ready. Do not hand out electronic or paging devices to customers as a means of notification that their table is ready.
3. Maintain physical distancing protocols during guest check-in and seating.

**Building and operational considerations**

1. Provide hand sanitizer for customers and employee use, including at dining pod entrance.
2. For contact tracing purposes, maintain records of customers, including one customer name and contact information per party, the server of the table, and the date they were in the establishment, for at least 21 days.
3. Menus in dining pods should be laminated or plastic covered and cleaned and disinfected after each use, or provide single use paper menus. Establishments may encourage patrons to view menus online.
4. Provide only single use condiments at this time.
5. It is recommended that establishments use disposable napkins and table covers instead of cloth linens. If cloth linens are used, they must be changed between customers. Dirty linens should be transported from dining areas in sealed bags.
6. Utensils and dishes used by customers should be treated as potentially contaminated and be handled carefully. Employees should wash hands after busing tables and handling used tableware. If gloves are used during busing of tables, gloves must be changed between tables, and proper hand hygiene followed by staff before new gloves are donned.
   1. Use rolled silverware or disposable utensils to avoid directly handling silverware.
   2. Do not preset tables.
   3. Use single-use drink coasters.
   4. Avoid refilling glasses. Replace with a clean glass if offering refills.
   5. Do not leave card stands, flyers, napkin holders, or other items on tables.
7. Have customers box their own leftovers.

**Cleaning and disinfecting dining pods**

1. Dining pod seating areas, including chairs, benches, and tables must be cleaned and disinfected between each seating.
2. Require regular and frequent cleaning and disinfection of high-touch areas and common areas that are accessible to staff, customers, and suppliers. Note the focus areas of cleaning include:
   1. Door and drawer handles
   2. Light and other power switches (consider signage to keep lights on at all times, or utilizing exiting motion sensor capabilities)
   3. Shared tools
   4. Chairs, tables, and benches
   5. Entry way
   6. Cash register, including touch screens and PIN pads.
3. Use EPA-approved cleaning and disinfectant products to wipe down dining room tables and chairs after each party.
4. Provide sanitization materials, such as sanitizing wipes, to employees to clean handhelds/wearables or other work tools and equipment before/after use.
5. Ensure personnel are provided adequate downtime between shifts for thorough cleaning.
6. Maintain a readily accessible dining pod cleaning “kit” that includes disinfectant wipes or sprays, disposable gloves, paper towels, cloth face coverings, hand sanitizer and other cleaning supplies that are readily accessible throughout the establishment for areas that will be cleaned periodically throughout the day.

**Additional considerations for dining pod service**

Considerations when setting up dining pod:

1. Provide adequate lighting for dining pod areas, both inside the pod and at the entrance of the pod. Additional electrical system and equipment may be needed for service.
2. Consider municipal safety issues: use of sidewalks, parking lots, zoning, street lighting, and snow removal.
3. Consider the accessibility of refuse containers and frequency of emptying of refuse.
4. Must be authorized by municipality and BABLO (if alcohol being served) for new outside seating areas.
5. Provide signs stating alcoholic beverages must stay in designated areas.
6. Review location for tripping hazards-cobblestones, tree limbs, roots, uneven pavement, etc.
7. Prohibit smoking inside the dining pods. Note that Maine law [prohibits smoking or vaping](https://legislature.maine.gov/statutes/22/title22sec1550.html#:~:text=%C2%A71550.,Smoking%20in%20outdoor%20eating%20areas&text=Smoking%20is%20prohibited%20in%20an,%5BPL%202009%2C%20c.) in areas where food or beverage service is offered. For questions or free signage, contact your local [District Tobacco Prevention Partner](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fctimaine.org%2Fdtpp&data=02%7C01%7CPhoenix.McLaughlin%40maine.gov%7C439de4af04dd4424116f08d81c545980%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637290495883214411&sdata=KyFwzPFJq8loL0rAkcaWog8srXU4skq%2BxDg0WrkEXJM%3D&reserved=0).