



Cal/OSHA COVID-19 General Checklist for Wineries and Tasting Rooms

November 24, 2020

This checklist is intended to help wineries implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Wineries and Tasting Rooms](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Businesses must identify and monitor the County Risk Level for the county the business is operating in and make required adjustments to their operations:

- **Purple – Widespread – Tier 1:** Only outdoor operations are permitted, and operators must follow the modifications in this guidance. Performers must maintain physical distancing from spectators and other performers. Performers who are singing, shouting, playing a wind instrument, or engaging in similar activities without a face covering must maintain at least twelve feet of distance from spectators. Additional modifications for performances may be required by the forthcoming Live Performances guidance.
- **Red – Substantial – Tier 2:** Only outdoor operations are permitted, and operators must follow the modifications in this guidance. Performers must maintain physical distancing from spectators and other performers. Performers who are singing, shouting, playing a wind instrument, or engaging in similar activities without a face covering must maintain at least twelve feet of distance from spectators. Additional modifications for performances may be required by the forthcoming Live Performances guidance.
- **Orange – Moderate – Tier 3:** Indoor operations are permitted at 25% capacity or 100 people, whichever is fewer. Operators must follow the modifications in this guidance. For indoor performances, performers must wear face coverings and observe all other required modifications consistent with the forthcoming Live Performance guidance. In the interim, performers must wear face coverings at all times and maintain physical distancing from spectators and other performers. Performers are counted toward the occupancy capacity limit.
- **Yellow – Minimal – Tier 4:** Indoor operations are permitted at 50% capacity or 200 people, whichever is fewer. Operators must follow the modifications in this guidance. For indoor performances, performers must wear face coverings and observe all other required modifications consistent with the forthcoming Live Performance guidance. In the interim, performers must wear face coverings at all times and maintain physical distancing from spectators and other performers. Performers are counted toward the occupancy capacity limit.

For the most updated information on county tier status, visit [Blueprint for a Safer Economy](#). Please note that local health departments can have more restrictive criteria and different closures. Find [your county's local information](#).



Contents of Written Workplace Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Use of face coverings, in accordance with the [CDPH guidance](#).
- Training and communication with workers and worker representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected workers.
- Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance and recommendations and orders from the local health department](#).
- A process to notify in writing all employees and employers of subcontracted employees present when there is an outbreak, and report outbreaks to the local health department, as required under [AB 685](#).
- For outdoor operations, comply with the Cal/OSHA standard for [preventing heat illness in outdoor workers](#), including a written heat illness prevention plan made available to employees in both English and the language understood by the majority of the employees.



Topics for Worker Training

- Information on [COVID-19](#), preventing spread, and who is [especially vulnerable](#).
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if workers have symptoms of COVID-19 as described by the CDC, such as a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after meeting [CDPH Guidance on Returning to Work or School Following COVID-19 Diagnosis](#).
- When to seek medical attention.
- The importance of hand washing and types of hand sanitizers to use.
- The importance of physical distancing, both at work and off work time.
- The proper use of face coverings, including information in the [CDPH guidance](#).
- Heat illness symptoms and prevention, following [Cal/OSHA requirements](#).
- Information on paid leave benefits, including the [Families First Coronavirus Response Act](#) and other [government programs supporting sick leave and workers' compensation for COVID-19](#).
- Train any independent contractors, temporary or contract workers, and volunteers in these policies and ensure they have necessary PPE.



Individual Control Measures & Screening

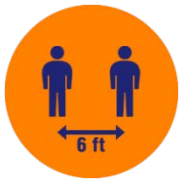
- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide and ensure workers use all necessary PPE.
- Consider gloves as a supplement to frequent handwashing for tasks such as handling commonly touched items or conducting symptom screening. Provide disposable gloves for people handling items contaminated by body fluids.
- Provide disposable gloves and aprons to staff handling dirty dishes or trash bags and change frequently.
- Provide impermeable aprons and eye and face protection to dishwashers. Change and/or disinfect frequently, as applicable.
- Ensure workers maintain six feet of distance from others whenever possible. When not possible, ensure the length and frequency of interaction is kept to a minimum. Offer secondary barriers, such as face shields, to workers, and allow workers to use their own if they prefer.
- Remind the public that they should use face masks/covers while not eating or drinking, practice physical distancing, frequently wash their hands with soap and water for 20 seconds, use hand sanitizer, and not touch their face.
- Remind customers in advance to bring a face covering and refuse entry to those who refuse to wear one (unless exempted per the CDPH guidance). Consider providing face coverings for customers who arrive without them.
- Screen customers for temperature/symptoms. Refuse entry to symptomatic customers.
- Display rules for customers and personnel at the entrance as a condition of entry.



Ventilation, Cleaning, and Disinfecting Protocols

- Open windows and doors to increase fresh air circulation, if possible and with security and safety protocols.
- Position tables indoors near windows and doors to maximize air exchange and ventilation but do not have air flow from one party toward another.
- For indoor locations, maximize the amount of outdoor air supplied by ventilation systems, and install the highest efficiency filters compatible with the ventilation system.
- Install upgrades to improve air filtration and ventilation.
- Check the [CDPH website](#) periodically for updates on indoor air quality and ventilation guidance for airborne diseases in indoor settings.
- Provide a clean glass for each tasting and, if possible, do not pour beverages into a glass that a customer has already used (smelled, tasted from, etc.).
- Do not use communal dump buckets, spit buckets, spittoons, etc. Provide individual, disposable cups to each guest.

- ❑ Do not touch beverage container necks to cups, glasses, etc., when pouring.
- ❑ Perform thorough cleaning in high-traffic areas.
- ❑ Frequently disinfect commonly used surfaces and surfaces touched by patrons.
- ❑ Frequently clean items touched by patrons. Clean touchable surfaces between shifts or between users, whichever is more frequent.
- ❑ Avoid sharing audio equipment, phones, and other work supplies. Never share PPE.
- ❑ Do not share audio headsets and other equipment between workers unless they can be properly disinfected after use.
- ❑ Provide time for workers to implement cleaning practices during shifts and consider third-party cleaning companies.
- ❑ Equip spaces such as tasting rooms, bar areas, host stands, and kitchens with proper sanitation products, including hand sanitizer and sanitizing wipes.
- ❑ Ensure that sanitary facilities stay operational and stocked at all times.
- ❑ Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, Cal/OSHA requirements, and the CDPH [asthma-safer cleaning methods](#).
- ❑ Continue to follow existing codes regarding requirements for sanitizing (rather than disinfecting) food contact surfaces.
- ❑ [Ensure all water systems are safe](#) to use to minimize risk of [Legionnaires' disease](#).
- ❑ Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- ❑ Provide disposable menus and digital menus viewable on electronic devices. If not possible, properly disinfect menus before and after customer use. Provide options for customers to order ahead of time.
- ❑ Provide table settings (napkins, cutlery, glassware, etc.) to customers only as needed.
- ❑ Properly wash, rinse, and sanitize reusable customer items, such as glassware, and store cleaned ones away from customers and personnel until ready for use.
- ❑ Remove dirty linens from tasting areas in sealed bags after each customer. Provide gloves for workers handling dirty linens.
- ❑ Thoroughly clean each customer dining/drinking location after each use.
- ❑ Close self-service areas where customers may congregate or touch items that other customers may use, such as napkins, water pitchers, etc. Provide the items to customers individually. Discard, clean, disinfect, or sanitize shared items after each use.
- ❑ Provide mints, candies, snacks, and toothpicks only as needed.
- ❑ Provide hand sanitizer, touchless if possible, at guest and worker entrances and contact areas.
- ❑ Remove any shared entertainment items that are difficult to properly clean and disinfect.



Physical Distancing Guidelines

- Prioritize outdoor seating.
- Eliminate person-to-person contact for delivery of goods whenever possible. Designate drop-off locations away from high-traffic areas.
- Discontinue tours that combine individuals from different households into the same tour group. Ensure tour guides maintain at least six feet of physical distance from customers/visitors.
- Require customers to make reservations and appointments and disinfect tasting areas after tastings.
- Ensure tasting group appointment times do not overlap.
- Consider allowing customers to order or make tasting reservations ahead of time. Ask customers to wait away from the establishment to limit their time inside.
- Arrange indoor and outdoor service tables so they are at least six feet apart, measured from the back of the chair at one table to the back of the chair at the adjacent table while diners are seated. Increase distance more than six feet where possible for indoor seating.
- Limit the number of patrons in a single group to a household unit. All members of the party must be present before seating and hosts must bring the entire party to the table at one time.
- Implement measures to physically separate workers and customers by at least six feet using measures such as reconfiguring space, installing physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers or customers should stand).
- Install physical barriers where maintaining physical distance of six feet is difficult.
- Clearly mark areas where people queue for appropriate physical distancing.
- Use physical distancing protocols in high-density, high-traffic work areas.
- Prop open doors or automate opening if possible. Provide hand sanitizer to guests who must touch door handles.
- Remove tables and chairs from tasting rooms and areas, or use visual cues to show they are unavailable.
- Close bar seating where customers cannot maintain six feet of physical distance from workers at all places behind the bar.
- Discontinue open seating and standing areas. Seat customers as a group, and bring the entire group to a designated tasting area at one time. Ask customers to be seated rather than standing.
- Have workers take and deliver orders to customers to limit the number of people moving around. If customers must order from the bar, reconfigure the space so that workers and customers can maintain six feet of distance from one another.
- Adjust music volume so that employees can maintain distance from customers to hear orders and people can avoid speaking loudly or shouting.
- Implement peak period queueing procedures, including a host to remind customers to practice physical distancing.
- Limit the number of workers serving individual customers or groups.

- Encourage use of credit cards and contactless payment.
- Remind all workers to minimize the amount of time spent within six feet of customers.
- Use Physical distancing protocols in any office areas, pantries, walk-in freezers, or other high-density, high-traffic work areas, where possible.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing or conduct them virtually. Do not share food, beverages, etc.
- Stagger worker breaks, in compliance with wage and hour regulations, if needed.
- Consider offering workers who request modified duties options that minimize their contact with customers and other employees.
- Reconfigure spaces to allow at least six feet of distance between people drinking, working, and passing through areas.
- In breakrooms, use barriers or increase distance between tables/chairs. Provide outdoor break areas with shade and seating arrangements that ensure physical distancing.
- Do not allow people to congregate in high-traffic areas.
- Avoid handshakes and similar greetings or behaviors that break physical distance.
- If possible, install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs.
- Discontinue activities that encourage movement and shared items between customers, including trivia activities, mixers, etc.
- Consider limiting excessive consumption of alcohol that could deter customers' compliance with these guidelines.
- Keep dance floors closed and discontinue activities that encourage large gatherings.

