

**Checklist for reopening terraces**

***May 2021***

Name catering business Click or tap here to enter text.

Completion date of checklist Click or tap here to enter text.

Completed by Click or tap here to enter text.

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|  | **OK** | **Not OK** | **Remarks** |
| **Material** |  |  |  |
| Place the tables in such a way that a maximum of 4 people can sit at one table. An exception applies only to families of more than 4. |  |  |  |
| Provide a distance of at least 1.5 meters between the chairs of each table group. *Advice: Use markers on the floor such as circles or squares.* |  |  |  |
| Only provide seats at the table. Standing tables and places are not allowed. |  |  |  |
| Provide marking to split incoming and outgoing flows of customers.  *Advice: if 1.5m cannot be guaranteed, provide plexiglass screens.* |  |  |  |
| Provide alcohol gel for customers when entering the terrace and building. |  |  |  |
| The staff can dispose of alcohol gel or wash their hands with soap and water. |  |  |  |
| Provide soap, paper towels and a waste bin in the toilets.  *Advice: hand blowers must be put on non-active.* |  |  |  |
| A terrace may only be partially sheltered. It must be open on at least one full side without any hindrance, regardless of weather conditions. |  |  |  |
| Provide adequate ventilation in all indoor areas where personnel work.  *Advice: open as many doors and windows as possible, and lock them where possible. Put the cooker hood on.* |  |  |  |
| Avoid publicly shared items (menus, salt and pepper shakers, olive oil ...) or clean them after each use (e.g. pin machine). |  |  |  |

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|  | **OK** | **Not OK** | **Remarks** |
| **Organisational measures** |  |  |  |
| Your staff always wear a surgical mouth mask. |  |  |  |
| Mark the places / tables yourself and avoid confusion. For example, place a sign "We will accompany you to your table". |  |  |  |
| Clean tables and chairs between shifts. |  |  |  |
| Provide a cleaning plan with regard to cleaning the sanitary facilities: who, what, with what frequency, with which products. |  |  |  |
| The staff should regularly disinfect their hands with soap and water or alcohol gel. At the start of a shift it is best to wash hands with soap and water.  *Advice: use hand alcohol gel after accepting cash or after clearing used plates, cutlery and glasses.* |  |  |  |
| The maximum sound level of the music is limited to 80 db. |  |  |  |
| Only ordering and serving at the tables is allowed. |  |  |  |
| The customer may only enter the interior space to use the sanitary facilities, to go to and from the terrace or to pay. |  |  |  |
| Opening hours are limited from 8 am until 10 pm. |  |  |  |
| The staff applies a strict delineation of tables or tasks (either cleaning and clearing, or serving, or kitchen work). |  |  |  |
| Present employees are registered monthly via [the social security website](https://www.socialsecurity.be/site_nl/employer/applics/coronavirus/index.htm). |  |  |  |
| Avoid legionella contamination at start-up by performing a flushing program in which all cold water taps or pipes are rinsed.  *Advice: consult our* [*informational document about legionella*](https://www.mensura.be/uploads/media/5e997c3501333/en-infodoc-legionella-final.docx)*.* |  |  |  |

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|  | **OK** | **Not OK** | **Remarks** |
| **Instructions for personnel and customers** |  |  |  |
| Provide informative [posters](https://www.mensura.be/uploads/media/6090f98a7522e/poster-reopening-horeca.pdf) for customers and display them clearly visible on the terrace:   * disinfection of hands upon arrival is mandatory; * it is mandatory to wear a mouth mask when a customer is not sitting at the table (from 12 years); * customers are only allowed to leave the table to go to the toilet or to pay; * The [general applicable measures](https://www.mensura.be/uploads/media/5e5f5f0b80d6f/poster-precautions-coronavirus-en-a3.pdf) also apply when sitting on the terrace. |  |  |  |
| Provide an instruction in the toilets that hand washing is mandatory.  *Advice: print our* [*10 steps for effective hand hygiene*](https://www.mensura.be/uploads/media/59520420553d7/infographic-handhygiene-a4-en.pdf) *and put it on the wall in the toilets.* |  |  |  |
| Provide an instruction for your staff with the most important guidelines:   * wearing a surgical mouth mask is mandatory;   *Advice: wear the mouth mask over the mouth and nose, a plastic mouth mask, scarf or bandana is not allowed. A faceshield should not replace a mouth mask unless for medical reasons. Consult our* [*poster*](https://www.mensura.be/uploads/media/5ebd3feba697d/men-a4-infografiek-mondmaskers-20200508-en.pdf) *on mask use.*   * hands must be disinfected regularly. |  |  |  |

**More information about a safe and healthy start-up in the catering industry?**



**Any questions? Contact your company visitor. The contact details can be found in MyMensura.**



**Questions about testing in the workplace?**

**More info on our blog.**



**>** Consult our sector specific guide on mensura.be

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*This document was prepared on 03/05/2021 on the basis of the measures in force on that date.*