



REOPENING GUIDANCE WEDDING VENUES & RECEPTIONS

Indoor wedding venues and services that are held in a facility other than a church, congregation, or house of worship must comply with occupancy limits as detailed by the governor's executive order. The occupancy limit for attendees does not apply to outdoor wedding venues or outdoor services.

Recommendations Before Reopening

- Open outside doors and windows to increase air circulation
- Conduct routine HVAC maintenance and change air filters
- Cleaning staff should clean and disinfect all areas including offices, bathrooms, and common areas, focusing especially on frequently touched surfaces
 - Clean dirty surfaces with soap and water
 - Next, disinfect surfaces using products that meet [EPA's criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and that are appropriate for the surface
 - Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method, contact time, and required personal protective equipment (PPE)
- Operations can begin after completing the cleaning and disinfection procedures

Planning for Absenteeism

- If an employee has a temperature above 100.4°F or is confirmed to have COVID-19, send the worker home immediately. If an employee is confirmed to have COVID-19, employers should notify their local county Public Health officials and inform all workers who are believed to have been in contact with the individual that has COVID-19, in accordance with state and federal law. Employers should take actions consistent with appropriate protocols to prevent the further spread of the disease
- In the event Venues discover that a worker is suspected to have COVID-19 or has been diagnosed with COVID-19, these Venues should adopt the following precautions recommended by the [Food and Drug Administration](#).
- Close off areas used by the person who is sick
- Clean and disinfect a sick worker's workspace. Wait twenty-four (24) hours or, if twenty-four (24) hours is not possible, as long as practical before you clean or disinfect
- Open outside doors and windows to increase air circulation in the exposed area, if reasonable given food safety regulations.
- If a worker is confirmed infected, work with local health department and notify those that may be at risk. The employer should instruct fellow workers about how to proceed based on the [CDC Public Health Recommendations for Community-Related Exposure](#)
- Determine how you will operate with a reduced staff if employees cannot work due to illness, staying home to care for sick family members and those who must stay home to watch their children
- Prepare to implement flexible work and leave policies
- Explore opportunities for staggered schedules to limit time spent in close contact
- Cross-train employees to perform essential functions, so the workplace can operate even if key employees are absent

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Free COVID-19 Testing is Available for Everyone

We encourage business owners and employees to get free testing at a testing site. The updated online self-assessment tool is confidential and designed to serve the public in the Greater Houston area. To register for testing, visit <http://covidcheck.hctx.net/>. For those who do not have access to the online tool, call **832-927-7575** to get scheduled for testing. Free testing is available regardless of citizenship status and for those who are uninsured.

Employees should **not** return to work if they are sick. If an employee has a sick family member they live with or has been near an ill person, they should notify their employer immediately.

Please go to www.hcphtx.org for any additional information on how to keep yourself or employees safe during this pandemic.

**People at higher risk for severe illness are those who are 65 or older, especially those with chronic lung disease; moderate to severe asthma; chronic heart disease; severe obesity; diabetes; chronic kidney disease undergoing dialysis; liver disease; or weakened immune system.*

Additional Information is Available

From the Office of the Governor:

[Texans helping Texans: The Governor's report to open Texas](#)

[Latest news from the office of the Governor](#)

Regulatory Guidance from the State

[TABC's Latest Guidance](#)

[TABC & Serving Mixed Beverages to Go](#) - The TRA clarifies some of the confusion surrounding selling alcoholic beverages to guests while dining rooms are shut down.

[Texas Restaurants Becoming Retail Suppliers](#) - TRA works with State officials so that restaurants can now sell retail products direct to consumers.

[TRA's County Tracker](#) - Where we are tracking the changes in all 254 counties in Texas, including face covering requirements and the status of dining rooms.

Sanitation Guides

[ECOLAB EPA Approved Cleaning Products](#)

[Center for Biocide Chemistries: Novel Coronavirus-Fighting Products](#)

[ECOLAB: Disinfecting Hard, Non-porous Surfaces](#)

[ECOLAB: Peroxide Multi Surface Disinfectant](#)

Resources for Employees

[Texas Workforce Commission: Shared Work Unemployment Benefits Plan](#)

[Restaurant Workers' Community Foundation](#)

[United States Bartenders' Guild](#)

[Another Round, Another Rally: Emergency Relief](#)

[James Beard Foundation Relief Fund](#)

[The Lee Initiative: Restaurant Workers Relief Program](#)

[Department of Labor: Employee Rights Under Families First Coronavirus Response Act](#)

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CHECKLIST FOR MINIMUM RECOMMENDATIONS

Health Protocols for Your Facilities

- Consider having an employee or contractor manage and control access to the venue, including opening doors to prevent attendees from touching door handles
- Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, and chairs
- Regularly and frequently clean restrooms, and document the cleanings
- Disinfect any items that attendees have contact with
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees, contractors, and attendees

Health Protocols for Serving Attendees

- Strongly encourage higher risk populations to watch or participate in the service remotely
- Designate an area inside the venue reserved for higher risk populations
- Ensure proper spacing between attendees:
- Keep at least two empty seats (or 6 ft of separation) between parties in any row, except as follows:
 - Two or more members of the same household can sit adjacent to one another, with two seats (or 6 ft separation) empty on either side
 - Two individuals who are not members of the same household but who are attending together can sit adjacent to one another, with two seats (or 6 ft separation) empty on either side
- Alternate rows between attendees (every other row left empty)

Health Protocols for Employee, Contractors and Volunteers

- Train all employees, contractors, and volunteers on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen employees, contractors, and volunteers before coming into the church, congregation, place of worship or venue:
 - Send home any employee, contractor, or volunteer who has any of the following new or worsening signs or symptoms of possible COVID-19:
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain

- Place readily visible signage at the venue to remind everyone of best hygiene practices
 - Clean and disinfect the area used for dining (table, etc.) after each group of attendees depart, including the disinfecting of tables, chairs, stalls, and countertops
 - Clean and sanitize the venue daily
 - For venues with more than 10 employees and/or contractors present at one time, consider having an individual exclusively or partially dedicated to ensuring the health protocols adopted by the facility are being successfully implemented and followed
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- Parties always maintain at least 6 ft distance apart from other parties, including while waiting to be seated at the reception
 - Make a hand sanitizing station available upon entry to the reception
 - No tables with more than 6 people
 - Dining:
 - Do not leave condiments, silverware, flatware, glassware, or other traditional tabletop items on an unoccupied table
 - Provide condiments only upon request, and in single use (non-reusable) portions
 - Use disposable menus (new for each patron)
 - If a buffet is offered, venue employees and/or contractors serve the food to attendees

- Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or measured temperature greater than > 100.4°F
 - Known close contact with a person who is lab-confirmed to have COVID-19
- Do not allow employees, contractors, or volunteers with new or worsening signs or symptoms listed above to return to work until:
 - If the employee, contractor, or volunteer is diagnosed with COVID-19, they may return to work when all three of the following criteria are met:

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- At least 10 days have passed since symptoms first appeared
- At least 3 days (72 hours) have passed since recovery (having no fever without the use of fever-reducing medications)
- The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath)
 - o If the employee, contractor, or volunteer has COVID-19 symptoms and does not get tested or evaluated by a medical professional, the individual is assumed to have COVID-19. The individual may not return to work until the individual has completed the same three-step criteria listed above
 - o If the employee, contractor, or volunteer has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must

obtain a medical professional's note clearing the individual to return to work based on an alternative diagnosis

- Do not allow an employee, contractor, or volunteer with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers)
- Have employee, contractor, or volunteer wash or sanitize their hands upon entering church, congregation, place of worship or venue

Health Protocols Wedding Attendees

- Maintain at least 6 ft of separation from other individuals not within the same household or party. If such distancing is not feasible, rigorously practice other preventive measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation
- Keep at least two empty seats (or 6 ft of separation) between parties in any row, except as follows:
 - Two or more members of the same household can sit adjacent to one another, with two seats (or 6 ft of separation) empty on either side
 - Two individuals who are not members of the same household but who are attending together can sit adjacent to one another, with two seats (or 6 ft of separation) empty on either side
- Self-screen before going into a business for any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain

- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or measured temperature greater than > 100.4°F
- Known close contact with a person who is lab-confirmed to have COVID-19
- Wash or disinfect hands upon entering the wedding or reception venue and after any interaction with employees, other customers, or items in the venue
- Consider wearing a face covering (over the nose and mouth), preferably non-medical grade face masks when:
 - Entering the wedding venue
 - Not at the table during the reception
 - Within 6 ft of another person who is not a member of the individual's household
- Individuals aged 65 or older are at a higher risk of COVID-19. Avoid contact within 6 ft with individuals aged 65 and older. Individuals aged 65 and older should stay at home as much as possible

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