



COVID-19 instructions for catering establishments, pubs, bars, nightclubs, and other gathering places

- COVID-19 is an infectious viral disease which spreads from person to person through the projection of aerosol spray, mainly via close contact with infectious persons.*
- If the conditions are favourable, the virus can survive on contaminated surfaces for up to three days, but it can be destroyed through cleaning and disinfection.
- The risk of the spread of COVID-19 is at its highest in enclosed, crowded, and poorly ventilated rooms.
- The aim of these instructions is to provide guidelines for nightclubs, bars, pubs, lounges, and other catering establishments and gathering places for the safe provision of their services under the conditions of the spread of COVID-19.
- The work of the establishment should always be organised by observing valid regulations and requirements which have been issued by the government of the republic of Estonia: it is necessary to implement such measures and restrictions in order to prevent the spread of COVID-19 (as published in the State Gazette).

The cleanliness of the premises and proper ventilation

- It must be ensured that air that is mechanically supplied and removed in the form of a ventilation system is supplied through a system that is fully functional and which has been switched on. The requirements of regulation No 8 by the Minister of Economic Affairs and Infrastructure of 2 April 2020 regarding [requirements for the ventilation and aeration of social welfare institution buildings and non-residential buildings that have indoor climate control](#) must be followed.
- The premises must be regularly cleaned and disinfected by using the usual methods and cleaning materials.
- Frequently used objects and surfaces (including counters) should be cleaned and disinfected every two to four hours. Such objects and surfaces include toilets, door handles, bar counters, tables, chairs, etc.
- Ensure that bread and other unpacked food is covered with a kitchen towel or a transparent lid.
- Regularly clean any surfaces which are touched by customers (at an interval of at least every two to four hours, and including utensil vessels, menus, condiment and sauce vessels, bread baskets, serving tongs, counters, and so on).
- Packaging and utensils which are used for selling takeaway food and drinks or for consuming them on the premises must be stored in a manner which helps to prevent their potential contamination.
- Any waste which may have been contaminated with the virus (such as tissues, masks, etc) should be disposed of pursuant to the following instructions: www.envir.ee/et/uudised/koroonajaatmed-tuleb-teistest-eemalhoida.
- [The advice of the Health Board in terms of cleaning and disinfection](#) should be followed.

Customers

- Businesses must ensure that the number of patrons in an entertainment establishment never exceeds 50% of the maximum capacity of the premises. Irrespective of capacity, the number of people in any premises at a time may not exceed 250. Public events in indoor premises with fixed seating may be attended by up to 400 people, while other indoor public events may be attended by up to 250 people, and outdoor events by 500 people. Businesses must ensure that any people within the premises are divided into groups of up to ten members and that there is at least two metres between any two groups. Capacity and social distancing requirements are calculated by using the total volume of surface area in the premises which is designed for use by customers. For this purpose, the first calculation should involve only 50% of the surface area of a premises that has been designed for public use. As customers are required to observe the '2+2 rule', the remaining 50% should then be





divided by four.

Example: in the case of a surface with a total floor space of 100m², the maximum number of visitors is 100/2/4=12.5 people, which can be rounded up to thirteen people for each 100m² of floor space. If possible, customers should be notified in writing of the maximum permitted number of visitors, with a notification to that extent being placed at the main entrance to the business.

- Any individuals who enter the main building and any part of indoor premises which are in public use must wear a mask. Masks may be removed for eating and drinking. Wearing a mask is not compulsory for children under twelve years of age, for individuals who have a justified medical reason for not doing so, or for those who need to communicate with an individual who has hearing difficulties and who must be able to read their conversation partner's lips. [Please see the Health Board's website for details about how to wear a mask properly.](#)
- Between 22:00 and 06:00, customers may only be present in the sales and service areas of catering establishments with the intention to buy takeaway food. Customers are not permitted to enter entertainment establishments between 22:00 and 06:00, and the service provider must ensure that the premises of their entertainment establishment are only used in this period by the owner of that premises or their representatives and employees, providers of emergency services, or individuals who are carrying out maintenance-related duties. Organising private parties in catering or entertainment establishments or in venues which are designed for holding public events is not permitted at this time.
- Information material and signage must be posted in the premises of commercial undertakings in order to facilitate social distancing.
- Information must be posted on the business website, on its social media accounts, and besides the entry into the premises so that customers are properly notified that they are not permitted to enter the premises or remain on the premises if they have even the slightest suspicion of their having been infected, and that the business operates under the obligation to remove any such individuals from its premises.
- Any customers who enter the business premises must be identified and any customers who are under the required age limit for entering the premises must be ejected.
- Any customers who are exhibiting signs of intoxication must be removed from the premises and no alcohol may be sold to those customers.
- The business must give customers the opportunity to register their personal details (name and telephone number). It should be disclosed to customers that such details are disclosed on a voluntary basis. The details will be used later if it becomes necessary to notify the customer of potential contact with an individual who has been infected.
- It must be ensured that anyone who is using the business premises is maintaining the required social distancing from anyone else on the premises. The required signage must be displayed to facilitate this.
- Customers should be encouraged to use the [HOIA](#) mobile phone app (for example, information about the app could be added to the menu). The app notifies individuals who have come into close contact (lasting at more than fifteen minutes within a distance of two metres) with a person who has tested positive for coronavirus.
- Customers must be able to wash their hands or, if this is not possible, to sanitise their hands.
- Hand sanitisers must be provided in visible places alongside the main routes that are used by customers, including at the entry and exit points
- [Hand-washing](#) and [sanitising](#) stations must be equipped with appropriate instructions.
- Toilets must be equipped with plenty of soap and disposable towels for drying hands. From the perspective of infection prevention, it is safer to use disposable towels instead of hand dryers.
- Buffet service and self-service should be avoided, if possible, as such services may encourage people to gather and will make social distancing more difficult. If shared utensils are used for serving food, hand sanitiser must be provided and it must be ensured that people sanitise their hands before handling food, that they wear masks where appropriate, and that they observe social distancing rules.
- In the case of product presentations being organised (such as anything which includes food, utensils for serving food, or cosmetic products which are accompanied by a high risk of cross-contamination, such as lipsticks or mascara), where possible facilities must be provided to those persons who are tasked with presenting the products and to customers as well so that all parties are able to sanitise their hands. All parties should be encouraged to maintain the required social distancing and to wear masks.





- Information materials should be posted in a visible place for customers so that they can easily be reminded of the following points:
 - ✓ the need to stay at home if they are ill or if they exhibit even mild symptoms (including a mild case of head cold, sore throat, itchy throat, a cough, and so on);
 - ✓ the need to follow the rules regarding hand hygiene;
 - ✓ the need to maintain the required social distancing from others;
 - ✓ the fact that drinking vessels and crockery which have been designed for individual use should not be shared with others.

Employees

- As of 24 November 2020, COVID-19, officially referred to as SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2) is included in hazard group 3 of biological hazards. In the case of all work which is accompanied by a risk of coming into contact with biological hazards, the employer must determine the type, extent, and duration of the risk to the employee of their being infected during the course of drawing up the working environment risk analysis and, based on this, assess the risk to the employee's health and implement any necessary precautionary measures. [The precautions are introduced on the Labour Inspectorate's 'Tööelu' website.](#)
- Wearing a mask or covering one's nose and mouth in public indoor spaces is compulsory, which is also the case in the service areas of service providers, and on any other premises which are in public use. Wearing a mask is not compulsory for children under twelve years of age, or for individuals who have a justified medical reason for not doing so, or who need to communicate with an individual who has hearing difficulties and who must be able to read their conversation partner's lips. [Please see the Health Board's website for detailed instructions on how to wear a mask properly.](#)
- The employer must make sure that all employees are aware of the main [measures which can be implemented to prevent the passing on of respiratory diseases](#). The employer must make sure that all employees are aware of [the general principles of food hygiene](#) and that they observe personal hygiene rules.
- It must be stressed to employees that they are not permitted to come into work or to remain at work in the case of there being even the smallest suspicion of their having been infected. A procedure must be established in order to make sure that no employee who has fallen ill remains on the business premises.
- Close contact between employees and close contact between employees and customers must be minimised.* If this is not possible, provide employees with personal protective equipment such as visors and masks.
- Employees should be advised to use the [HOIA](#) app. The app notifies individuals who have come into close contact (lasting at least fifteen minutes within a distance of two metres) with a person who has tested positive for coronavirus.
- Employees must be able to wash their hands regularly and the employer must remind the employees of when and how often they should wash their hands (see the list in the end of the instructions). [Hand-washing instructions](#) must be followed.
- If it is not possible to wash one's hands, then hands must be sanitised with a hand antiseptic by following the respective [instructions](#). Visibly dirty hands must always be washed.
- Collective means of protection and personal protective equipment must be issued to employees based on the results of the risk analysis for the working environment, and training must be organised to show the proper and safe use of such equipment. [Instructions can be found on the Health Board's website.](#)
- Work clothing must be washed regularly using a procedure which is followed by all of the business employees. The clothing of any employee who has fallen ill must be washed immediately.
- Clothing or other tools and equipment which are used at work should not be taken home if possible.

When an employee falls ill with a viral upper respiratory tract disease
(fever, cough, lack of energy, and other symptoms)





- An employee who falls ill outside of working hours must stay at home.
- An employee who falls ill at work must leave immediately.
- The employee must contact their family physician who will determine whether or not that person should be diagnosed with COVID-19, plus their need to be tested, and the need for a certificate to be signed to show their temporary incapacity for work.
- The employee must notify the employer of their confirmed COVID-19 diagnosis. The employer must be notified in a manner which has been agreed between the employee and the employer.
- Having been notified of an employee's COVID-19 diagnosis, the employer must cooperate with the Health Board's regional department to identify an close contact events between the employee and individuals in their workplace,* and to provide them with instructions for the further organisation of their work.
- Any premises which may have been contaminated with the virus must be closed to third parties and should be thoroughly cleaned, disinfected, and ventilated before reopening.
- [The advice of the Health Board in terms of cleaning and disinfection](#) should be followed.
- Close contacts must stay at home for a period of fourteen days and monitor their health condition carefully. The duration of the required period of self-isolation can be reduced by testing negative for SARS-CoV-2 at least ten days after having come into close contact with someone who is infected.
- Remaining employees may continue to carry out their daily duties, but should also keep an eye on their health.
- If the COVID-19 diagnosis is not confirmed for an employee who has fallen ill, all other employees may continue to carry out their duties, but must monitor their health over the following fourteen days.

HANDS MUST BE WASHED:

- before commencing work
- before and after handling food
- after handling waste
- after carrying out cleaning operations
- after using the toilet
- after blowing one's nose, sneezing, or coughing
- after eating, drinking, or smoking
- after handling cash

***CLOSE CONTACT IS CLASSED AS BEING:**

- direct physical contact with an individual who has been infected with COVID-19 (such as shaking hands)
- direct contact without any protection with secretions from the respiratory tract of a person who has been infected with COVID19 (such as being coughed on)
- being within a distance of up to two metres of a person who has been infected with COVID-19 for at least fifteen minutes

Guidelines and advice are available at:

[The Health Board's COVID-19-related publications and instructions](#)

[The advice of the Veterinary and Food Office to food business operators in connection with coronavirus](#)

[The Labour Inspectorate's advice to the employer and employee](#)

