



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 by means of the projection of aerosols, mainly though coming into close contact with infectious persons.*
- If 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 be organised by basing it on valid orders which have been issued by the government of the republic of Estonia: [Measures and restrictions required to prevent the spread of COVID-19](#).**

The cleanliness of the premises and proper ventilation

- It must be ensured that air which is mechanically supplied and removed in the form of a ventilation system is supplied through a system which is fully functional and which has been switched on. The requirements of regulation No 8 by the Minister of Economic Affairs and Infrastructure, dated 2 April 2020 on [Requirements for the ventilation and aeration of social welfare institution buildings and non-residential buildings which 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.
- Cover bread and other unpacked food with a kitchen towel or a transparent lid.
- Regularly clean any surfaces which are touched by customers (with an interval of 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 site must be stored in a manner which helps to prevent their potential contamination.
- Any waste which may have been contaminated with the virus (eg. tissues, masks, etc) should be disposed of pursuant to the following instructions: www.envir.ee/et/uudised/koroonajaatmed-tuleb-teistest-eemalhoida.
- [The Health Board's advice of the in terms of cleaning and disinfection](#) should be followed.

Customers

- It is advisable to wear a mask or to cover one's mouth and nose in indoor premises and in crowded places which are poorly ventilated and where social distancing from strangers is not possible. [Please see the Health Board's website for guidance on how to properly wear a mask](#).
- Service providers must ensure that the number of people who are present in an entertainment establishment or in the sales or service area of a catering establishment **at any one time never exceeds the figure which has been permitted by the currently-applicable order, and to ensure sure that it is possible for people to properly observe social distancing requirements when on the premises**. This restriction does not apply to families or in any situation in which the requirement cannot reasonably be observed.
Capacity and proper distances are calculated by basing them on the total volume of floor space in terms of square metres which is intended for customer use, and the surface area of the premises which is designed for use by customers.





Example: in order to find 25% of the full capacity figure, the first calculation should involve only 25% of the surface area of a premises which has been designed for public use. As customers are required to observe the '2+2 rule', the remaining 25% should then be divided by four. **Therefore, if 25% of the full capacity figure is permitted, the maximum number of individuals who are permitted in the event of there being a surface area of 100m² is 100/4/4=6.25 individuals, which should be rounded down to six individuals.** If 50% of the full capacity figure is permitted, the maximum number of individuals to be permitted in the event of there being a 100m² surface area is 100/2/4=12.5 individuals, which is rounded up to thirteen individuals. **Any individuals who are on the premises must be included in the capacity count.**

- 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 of the business.
- Information material and signage must be posted on the premises of commercial undertakings in order to facilitate social distancing.
- Information must be posted on the business website, its social media accounts, and besides the entry to 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 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 rejected.
- 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 its customers the opportunity to register their personal details (name and telephone number). It should be disclosed to customers that such details are being 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 in order 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 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 being used by customers, including at the entry and exit points.
- [Hand-washing](#) and [sanitising](#) stations must be equipped with the 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 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, while they observe proper social distancing rules.
- In the case of product presentations being organised (such as food presentations which involve food utensils, 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 so that all parties are able to sanitise their hands and all parties should be encouraged to maintain the required social distancing.
- 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;
- ✓ 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 for the employee of their becoming infected during the course of drawing up the working environment risk analysis and, based on this, should 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.](#)
- It is advisable to wear a mask or to cover one's mouth and nose in indoor premises and in crowded places which are poorly ventilated and where social distancing from strangers is not possible. [Please see the Health Board's website for guidance on how to properly wear a mask.](#)
- The employer must make sure that all employees are aware of the main [measures which can be implemented in order 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 when and how often they should wash their hands (see the list at 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 relevant [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.





These instructions were last amended on 16 June 2021

The latest versions of [all instructions](#)

- 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 to sign a certificate to show their incapacity for work.
- From the perspective of slowing down the spread of COVID-19, it is important for any employee who has fallen ill to notify their employer of their COVID-19 diagnosis having been confirmed. The employer must be notified in a manner which has been agreed upon between the employee and the employer.
- If a diagnosis of COVID-19 is confirmed, the employer must identify all persons who have come into close contact with the employee who has fallen ill at their place of work and within the immediate period after the employee has become symptomatic or up to two days before they became symptomatic.* In the case of an asymptomatic employee, anyone who has come into close contact with that employee within two days prior to the employee having tested positive is deemed to be a close contact of the employee in question.* [Further information about determining close contacts can be found on the Health Board's website.](#)
- Having been notified of an employee's COVID-19 diagnosis, the employer must cooperate with the Health Board's regional department to identify the employee's work-related close contacts and to provide them with instructions for the further organisation of their work.*
- Please enter the details of any work-related close contacts in the relevant table (the table is available [here](#)).
- Following your conversation with the Health Board, please send the table to the Health Board's relevant regional department (you will receive the required contact details) and in an encrypted format.
- Close contacts must self-isolate for ten days, while monitoring their health condition carefully. Even though it is not compulsory to get tested, the Health Board advises close contacts to undergo SARS-CoV-2 testing after completing their ten-day self-isolation period in order to detect potential asymptomatic or pre-symptomatic cases. The duration of a close contact's self-isolation period can be calculated with the help of the [Estonian Family Physicians Association's isolation calculator](#).
- The requirement to self-isolate at one's permanent residence or place of abode for ten calendar days and take the coronavirus SARS-CoV2 test is not applied in the following cases:
 - 1) the person has had COVID-19 and has been declared by a doctor to have recovered within the past **two months**;
 - 2) the person has completed the full vaccination process against COVID-19, has gained maximum protection after receiving the last vaccine dose, and has received the last dose within the past **year**;
 - 3) the person has had COVID-19 and has received one dose of the vaccine, has gained full immunity after vaccination, and has received the vaccine dose within the past year, or was infected with COVID-19 after having received the first vaccine dose and has been declared by a doctor as having recovered not more than one year ago.
- Any premises which may have been contaminated with the virus must be closed to third parties and should be cleaned, disinfected, and ventilated before reopening.
- [The advice of the Health Board in terms of cleaning and disinfection](#) should be followed.
- 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 ten days.





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HANDS MUST BE WASHED:

- before commencing work;
- before commencing work;
- 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](#)

