

Fill out an application. Application and payment must be received 14 days before the event or you will be charged a late fee.

DISPLAY OPERATING PERMIT

Display your operating permit (Temporary Event Permit, Caterers Permit, WSDA Permit, etc.) and a copy of your Food Worker Card in a holder at the front of your booth. A inspection fee may be assessed if Permit is not posted.

FOOD WORKER CARDS

One person with a current Food Worker Card must be in the booth at all times. We recommend all workers and volunteers have a Food Worker Card. Take the online course found at www.foodworkercard.wa.gov

Do NOT work if you are sick. If you have a cold, flu, open sore or diarrhea, you are not allowed to work with food.

ONLY employees or delivery personnel are allowed in the food booth.

HANDWASHING FACILITIES



A hand washing station must be provided in each booth. This consists of a 5-gallon insulated container with a spigot that provides a continuous flow of water between 100° F and 120° F, soap, paper towels and a bucket to collect dirty water.

A Hand Wash sign that notifies employees to wash hands shall be posted at the hand wash station.

ALL waste water should be emptied only into a sanitary sewer (such as a toilet or mop sink). Do not pour waste water into storm drains or onto the ground.

NO BARE HAND CONTACT

Wash your hands between touching raw hamburger patties and handling condiments and buns. Prevent bare hand contact



with all ready to eat foods. Use gloves, tongs, deli tissue or utensils.

SANITIZING SOLUTION

Sanitizing solution must be available at all times. Bleach is the most common sanitizer: Use one teaspoon of liquid bleach per one gallon of cool water. Use test strips to check the sanitizer strength.



Store wiping cloths for counters, tabletops, and food prep areas in the solution between uses.

A separate bucket is required for storing cloths used with raw meats. It's important to wipe any surface that has been touched by raw meat.

Change the sanitizing solution often throughout the day.

FOOD PREPARATION



Fruits and vegetables must be washed 1) in an adequately plumbed sink at an approved facility, 2) on site with bottled or potable water from an approved site, or 3) use pre-washed products. All washed produce

must be stored and transported in a food grade container (not the original packaging).

FOOD SOURCE

All foods must be from an approved source. All foods must be prepared and stored in an approved facility or onsite.

Home-canned and home-prepared foods, ice, raw milk or storage of foods at private homes are not allowed.

Ice used for cold-holding or consumption must be from an approved source. Ice used for cold-holding of bottles, cans and prepackaged foods must not be used in beverages.

THAWING

Foods must be thawed in refrigerated unit not to exceed 41° F, in the microwave as part of a continuous cooking process, under cold running water not to exceed 70° F or as part of the cooking process. Potentially hazardous foods can never be thawed at room temperature.

COLD HOLDING

Keep cold foods at 41° F or below. When using ice, foods must be pre-chilled to below 41°F before placing in ice. Do NOT over fill coolers with food. Have a sufficient supply of ice available.

HOT HOLDING

Keep hot foods at 135° F or above. Check food temperatures frequently.

Electrical or propane devices are required for hot holding in outdoor environments. Sterno has proven to be ineffective in windy and other weather conditions.

All foods must be reheated to 165° F within one hour. Use stoves, grills or microwaves for quick reheating. Steam tables and other hot holding units are not to be used for reheating.

COOKING

Check the final cooking temperature of all food with a thermometer.

Poultry, casseroles, stuffed foods-----**165° F**
Ground meats -----**155° F**
Fish, beef, pork, eggs -----**145° F**
Hot Dogs, fruit and vegetables-----**140° F**



A consumer advisory is required any time raw or undercooked meats, eggs, or seafood are offered for sale or to eat.

Freshly cooked and hot-held foods not used by the end of the day must be discarded. Use of leftovers not allowed. Cooling is only allowed in approved facilities and requires prior approval.

Foods found at improper temperatures will not be served and may need to be destroyed. Any temperature violations must be corrected immediately.

THERMOMETERS

A thermometer must be available for checking cooking and hot/cold



holding temperatures. Use a thermometer to check **internal** temperatures of food products. A tip-sensitive digital thermometer is required if serving thin foods such as hamburger patties.

DISHWASHING FACILITIES



Use a three-compartment system for washing equipment and utensils: 1) wash in hot soapy water; 2) rinse in hot water; and 3) sanitize for one minute, and air dry. For events lasting two or more consecutive days, dishwashing facilities must be within 200 feet of the booth. Events lasting one day or less may use a

temporary three-tub setup.

UTENSILS

Utensils must be properly washed or replaced at least every four hours. Use disposable utensils to eliminate hand-to-food contact with ready-to-eat foods, with a back-up supply to last during all hours of operations. Properly cleaning and sanitizing of utensils is also acceptable.

FOOD PROTECTION

Protect food on display from contamination. Any unwrapped food item must be protected by use of sneeze guards or lids. Serve condiments in individual packets or from squeeze containers.



Chemicals such as bleach must be stored away from food storage, preparation, and service areas.

Smoking, eating or drinking in booths while working is not allowed.

Booths must have a roof or canopy over all food preparation, storage and service areas.

Provide pallets, boxes or shelves so all food, utensils, and single service items can be stored at least 4 inches off the ground.

When using a grill or other cooking devices, the equipment must be separated (roped off) from the public for the safety of your guests.

Restrooms must be within 200 feet of each booth. They must be supplied with soap, paper towels and warm running water.

Phase 2 and 3 Miscellaneous Venues COVID-19 Requirements

Summary of changes in October 6 update:

- Large retail events are permitted in Phase 3 – outdoors only; up to 200 people.

Miscellaneous venues are permitted to operate, provided all requirements in this document are met. For purposes of this guidance, miscellaneous venues (referred to as “venue” hereafter) include the following: convention/conference centers, designated meeting space in a hotel, events centers, fairgrounds, sporting arenas, nonprofit establishment, or a substantially similar venue. Each venue must adopt a written procedure for operations at least as protective as the specific requirements outlined below and complies with all employee safety and health requirements.

Venues must ensure strict adherence to all measures established by the Governor’s guidance, the Department of Labor & Industries (L&I), Coronavirus (COVID-19) Prevention: General Requirements <https://lni.wa.gov/forms-publications/F414-164-000.pdf>, and the Washington State Department of Health Workplace and Employer Resources & Recommendations <https://www.doh.wa.gov/Coronavirus/Workplace> (DOH).

General Requirements

1. Consistent with the Governor’s Safe Start-Stay Healthy Plan, receptions (other than specified in the Weddings and Funeral guidance), networking events, sporting events with spectators, and live-entertainment are prohibited.
2. The following activities are permitted:
 - Business meetings, training, and testing (or substantially similar activities) that cannot be performed virtually.
 - **Retail events (including consumer trade shows/exhibits) – This activity is only permitted outdoors in Phase 3.**
3. Indoor capacity in each room or separate building is limited to 30% capacity (per fire marshal code) or 200 people, whichever is less, as long as six feet of physical distance can be maintained by all attendees. Outdoor capacity is limited to 200 people. This excludes venue staff.
4. Adhere to [CDC](#) elevator and escalator protocols. Also, post signs strongly advising no talking in elevators.
5. Venues must ensure persons engaging in an activity conducted outdoors, wear a proper face covering and maintain six feet of physical distance between other persons.
6. **Any retail food service at venues must follow the guidance for [restaurants](#).**
7. Payment Handling:
 - When possible, allow mobile, credit card, or other cash-free payment options.
 - Staff will disinfect check-out counters and payment touchpads at least every hour.
 - Provide handwashing or hand sanitizer for employees handling payment.
 - Use timed ticketing or on-line/phone reservations for any activity, when possible.
8. Provide sufficient hand sanitizing stations for customers.
9. Ensure each meeting room is properly cleaned/sanitized between uses.

10. Adjust mechanical ventilation systems to bring in as much outside air as possible. Increase filters to MERV 13 if the HVAC can accommodate. Keep doors and windows open where possible and utilize fans to improve ventilation.
11. At least one COVID-19 Program Supervisor shall be present during every event to ensure masking and social distancing practices are enforced and practices by all event attendees.

Business Meetings, Testing/Training

1. Require meeting/training organizers to ensure all attendees are pre-registered and retain contact information for all attendees.
2. Any food service provided to attendees shall be self-contained, preplated, grab-and-go meals/snacks to limit contact.
3. Stagger meeting/testing organizer move-in and move-outs to reduce gathering in groups.
4. Adjust scheduled meeting/tests to minimize attendees in common areas.
5. Adjust and/or remove public seating areas to ensure physical distancing compliance.

Large Retail Events

1. Booths or stalls should be arranged to ensure that vendors and attendees can maintain six feet of physical distance at all times.
2. Encourage vendors to clean and disinfect booths regularly.
3. Booths, stalls, or areas where people gather for product demonstrations or presentations should be assigned additional space to ensure attendees can maintain six feet of distance.
4. Vendors should discourage attendees from handling products. If attendees must touch an item (e.g. to assess suitability for purchase), the item should be washed and sanitized between users, or attendees should wash or sanitize their hands before and after touching the item.
5. Electronics and interactive displays that cannot be cleaned and sanitized between users should be operated exclusively by the vendor.
6. Food and drink samples should be individually packaged in disposable containers and handed directly to the attendee by the vendor.

Employee Safety and Health

A venue employer, during any phase has a general obligation to keep a safe and healthy facility in accordance with state and federal law and safety and health rules for a variety of workplace hazards. In addition, they must comply with the following COVID-19 worksite-specific safety practices as outlined in Governor Inslee's "Safe Start – Stay Healthy" Proclamation 20-25 and in accordance with the Washington State Department of Labor & Industries [General Requirements and Prevention Ideas for Workplaces](#) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>. All venues are required to post signage at the entrance to the venues and each meeting room, requiring attendees to use cloth face coverings when inside the venues.

Employers must specifically ensure operations follow the main L&I COVID-19 requirements to protect workers, including:

- Educate workers in the language they understand best about coronavirus and how to prevent transmission and the employer's COVID-19 policies.
- Maintain minimum six-foot separation between all employees (and participants) in all interactions at all times. When strict physical distancing is not feasible for a specific task, other

prevention measures are required, such as use of barriers, minimize staff or participants in narrow or enclosed areas, and staggering breaks and work shift starts.

- Provide (at no cost to employees) and require the wearing of personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required for the activity being performed. **Cloth facial coverings must be worn by every employee not working alone on the jobsite unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance.**
 - Exceptions to this requirement for cloth face coverings include when working alone in an office, vehicle, or at a job site; if the individual is deaf or hard of hearing and is communicating with someone who relies on language cues such as facial markers and expression and mouth movements as a part of communication; if the individual has a medical condition or disability that makes wearing a facial covering inappropriate; or when the job has no in-person interaction.
 - Refer to [Washington Coronavirus Hazard Considerations for Employers \(except COVID-19 care in hospitals & clinics\) Face Coverings, Masks, and Respirator Choices](#) and [Which Mask for Which Task?](#) . Cloth face coverings are described in the [Department of Health guidance](#).
- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent virus transmission on tools or other items that are shared.
- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.
- Screen employees for signs/symptoms of COVID-19 at start of their shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized. Follow the cleaning guidelines set by the CDC to deep clean and sanitize. A COVID-19 supervisor shall be designated by the employer at each event to monitor the health of employees and enforce the COVID-19 safety plan.
- Post a sign at the entrance to the business so that it is immediately noticeable to all customers entering the theater, requiring customers to wear cloth facial coverings. All customers must adhere to the requirements of the [Secretary of Health's Order 20-03](#), unless they are exempt from the requirement.

A worker may refuse to perform unsafe work, including hazards created by COVID-19. It is unlawful for an employer to take adverse action against a worker who has engaged in safety-protected activities under the law if the individual's work refusal meets certain requirements. Information is available in these publications: [Safety and Health Discrimination in the Workplace brochure](#) and [Spanish Safety and Health Discrimination brochure](#).

Employees who choose to remove themselves from a work site because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals covered by Proclamation 20-46 with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to unemployment benefits, or access to other paid time off depending on the circumstances. Additional information is available at [Novel Coronavirus Outbreak \(COVID-19\) Resources](#) and [Paid Leave under the Washington Family Care Act and the Families First Coronavirus Response Act](#).

No venue may operate until it can meet and maintain all the requirements in this document, including providing materials, schedules and equipment required to comply. Additional considerations may be adopted, as appropriate.

All issues regarding worker safety and health are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH).

- Employers can request COVID-19 [prevention advice and help](#) from L&I's Division of Occupational Safety and Health (DOSH).
- Employee Workplace safety and health complaints may be submitted to the L&I DOSH Call Center: (1-800-423-7233) or via e-mail to adag235@lni.wa.gov.
- General questions about how to comply with agreement practices can be submitted to the state's Business Response Center at <https://coronavirus.wa.gov/how-you-can-help/covid-19-business-and-worker-inquiries>
- All other violations related to Proclamation 20-25 can be submitted at <https://coronavirus.wa.gov/report-safe-start-violation>.