

REOPENING GUIDANCE

Celebrations, Catering Halls, and Special Events

At this time, bar service is prohibited until further notice at catering halls and event facilities in Philadelphia due to the COVID-19 emergency. During the Green Phase, seating indoor and outdoor dining are permitted, provided that: (i) all applicable health and safety requirements and guidance are followed, including but not limited to physical distancing and mandatory masking for employees and customers; (ii) and all applicable regulatory requirements are met, including but not limited to licensing and permitting requirements. Businesses must obtain any permits or other authorization, as required, to serve food and beverages outside of physical indoor service areas.

Even in the Green Phase, those planning large gatherings should follow the Safety Checklist to minimize the likelihood of spread of infection.

The following is intended as a plain language summary of rules for reopening in the Green Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

See also:

[Order](#) of the Secretary of Health providing for building safety measures, issued April 5, 2020.

[Order](#) of the Secretary of Health providing for business safety measures (to keep employees and customers safe), issued April 15, 2020.

Protections Needed



Masks

- Provide masks for all attendees and require them to mask when on site except while eating or drinking.
 - Attendees should be seated at least 6 feet from others (except for their household members) while eating and drinking.
 - Do not serve food or drink to standing guests. Guests must be seated at tables in order to eat or drink.



Isolate

- Screen all attendees for symptoms before the event and ask them not to attend if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
- It is not necessary to conduct onsite temperature measurement. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain onsite.
- If an attendee is found to have COVID-19 infection within 14 days after the event, contact PDPH at 215 685-5488 to report the potential exposure of other guests.
- Keep a record of all attendees including their contact information for 14 days after each event and share this information with public health authorities in the event that a COVID-19 case is detected.



Distance

- Use signage to encourage individuals/family groups to space themselves at least 6 feet from others
- Use floor decals or other visual cues to encourage spacing of at least 6 feet between attendees.
- Set up chairs and tables so that attendees are spaced at least 6 feet apart.
- Ask attendees to proceed to their seats on arrival and maintain physical distancing.
- Encourage non-contact expressions of affection and greeting.



Reduce crowds

- Offer remote attendance options (e.g. streaming) to offer a safe option to those at high risk and to allow for greater physical distancing of in-person attendees.
- **During the Green Phase, for the time being, limit staff and attendees to 5 people per 1,000 square feet and a maximum of 25 people inside and 50 people outside. Follow City of Philadelphia guidance on limits of attendees, which may change over time.**
- Even once attendee limits have been relaxed, consider limiting the number of attendees to reduce risk.
- Delay events likely to be particularly large or to which vulnerable groups such as the elderly are expected.

- Hold events outside or in large spaces that allow for physical distancing. See [Guidance for Outdoor Performances and Events](#).



Handwashing

- Place handwashing stations or hand sanitizer at entry and outside communal bathrooms with prominent signage promoting use.
- Encourage frequent handwashing.



Clean

- Wipe down high-touch surfaces with disinfectant at least once every 4 hours. See [CDC guidance](#) for details.



Ventilation

- If possible, increase ventilation in the building by either:
 - Opening windows and/or doors on opposite sides of the building and using fans to blow outside air through the building OR
 - Optimizing ventilation provided by the heating, ventilation, and air conditioning (HVAC) system by:
 - Having the HVAC system checked to assure that it is working properly. If it can be adjusted, the system should be set to provide at least 6 air exchanges per hour.
 - Maximizing the amount of outside air circulated by the system.
 - Installing filters with minimum efficiency reporting values (MERV) of 13, or the highest compatible with the filter rack. It is not necessary to use high-efficiency particulate air (HEPA) filters or ultraviolet light irradiation systems.
 - Checking that the external air inlet duct is not blocked and that it is at least 15 feet from people.



Communicate

- Educate staff and attendees in advance about symptoms and prevention of COVID-19
- Encourage attendees to download and turn on the PDPH exposure notification app to help with contact tracing.
- Post prominent signs at entrances and in employee break rooms:
 - Mandating that all staff and attendees wear masks.
 - Mandating physical distancing of at least 6 feet.
 - Asking people who are sick or have had contact with someone with COVID-19 within the past 14 days not to come to the establishment.
 - Encouraging people to cover coughs or sneezes.