

# REOPENING GUIDANCE

## Catered Events

At this time, bar service is prohibited until further notice in Philadelphia at catered events hosted indoors or outside such facilities due to the COVID-19 emergency. During the Green Phase, seating indoors 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.

---

### 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.

[Order](#) of the Secretary of Health providing guidelines on safe gathering limits, issued October 6, 2020;

[PA Guidance for Businesses in the Restaurant Industry Permitted to Operate during the COVID-19 Disaster Emergency](#)

[Guidelines for Restaurants and Mobile Food Carts](#)

[Guidelines for Outdoor Dining](#)

### Protections Needed



#### Masks

- Provide masks for all employees and 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.
  - Employees should be seated at least 6 feet from others when not wearing masks, including when eating or drinking while on breaks.
  - **Do not serve food or drinks to standing guests. Guests must be seated at tables in order to eat or drink. Drinks may only be served at events where meals are also being served.**
- Provide face shields for servers and require they be worn in addition to masks as an additional layer of protection if offering indoor dining.



#### 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.
- Indoor dining parties must be limited to 4 or fewer people at a table (preferably within a single household).
- Outdoor dining parties must be limited to 6 or fewer people at a table.
- Tables, both indoor and outdoor, must be arranged so that attendees sitting at a table are not within 6 feet of any attendee sitting at another table.
- Ask attendees to proceed to their seats on arrival and maintain physical distancing.

- Encourage non-contact expressions of affection and greeting.
- Designation of space as a dance area and dancing are prohibited, indoors or outdoors.
- If indoors, avoid singing or the playing of wind or brass instruments.
- If outdoors, separate singers, wind and brass instrument players by at least 10 feet or by impermeable barriers from each other and from other people.
- Do not offer buffet or self-serve food or drink.
- Adjust work assignments to ensure employees can stay 6 feet from each other throughout their shifts.



### Reduce crowds

- Follow Philadelphia’s limits on the number of persons permitted to attend events. Indoor events may not exceed 10% maximum occupancy and have no more than 250 persons inside, even with masks and maintaining safe distancing. Outdoor events may not exceed 20% maximum occupancy, even with masks and maintaining safe distancing. See the [Guidelines for Event and Gathering Size Limits](#) and [frequently asked questions](#) for details.
- 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.
- Do not operate child play areas, interactive games, video arcades, and other activities and congregate areas that are non-essential to food preparation and service (if applicable). Electronic jukeboxes are permissible.
- 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

- Continue to follow all Department of Public Health food safety regulations.
- Wipe down high-touch surfaces with disinfectant at least once every 4 hours. See [CDC guidance](#) for details.
- Do not offer condiments on tables for use by multiple parties. Condiments should be dispensed by employees upon request or use single-packet condiments.
- Do not allow attendees to bring their own food and beverage containers, unless they can be refilled without contact with a tap or dispenser, containers are sanitized before use, or the tap or dispenser is sanitized before and after each use.



### Ventilation

- If the event has activities indoors, 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 a 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.