Dealing with customers in the fight against COVID-19

Guide for hospitality

Not applicable since 19.10.2020

FPS Economy, S.M.E.s, Self-employed and Energy
According to experts, we will have to live with the COVID-19 virus for the foreseeable future. We therefore need to keep taking measures to prevent the further spread of the virus or new outbreaks as much as possible.

This guide sets out the necessary minimum preventative measures to ensure that contact between catering establishments with their customers is as safe as possible, by minimising the risk of infection and avoiding contamination as much as possible.

These preventative measures may be supplemented at the sectoral and/or company level to take the specific context into account as much as possible, so that activities can be resumed in safe conditions. Other appropriate measures offering equivalent protection may also be taken.

This guide offers guidance to catering establishments.

In addition to the preventative measures in this guide, it is also advisable to consult the "Generic guide to prevent the spread of COVID-19 at work" on the website of the FPS Employment, Labour and Social Dialogue.

The content of this guide was compiled from information from the Economic Risk Management Group (ERMG) and the initiatives of the catering sector (draft protocol for restarting the catering sector) and producers (proposal for a joint approach to the safe reopening of the catering sector).

The initial text was drawn up following advice from the Group of Experts tasked with an Exit Strategy (GEES) and takes into account the decisions taken by the Security Council.

**Scope**

- These guidelines apply to party rooms, restaurants and cafés, including the food and drink facilities at a hotel.
- These guidelines also apply to seated receptions and banquets provided by a professional catering company and to other professional organisers of receptions and banquets.
- These guidelines do not apply to room rental or accommodation.
• **Book** your catering visit in advance as much as possible.

• Upon reservation in a restaurant, a **maximum of 10 people** can be seated at a table (excluding children younger than 12).

• In other establishments (cafés, bars, cafeterias, etc.), **no more than 4 people** (excluding children under 12) may sit at a table, except if everyone lives under the same roof.

• **Do not go** to the catering establishment if you have **disease symptoms**.

• Follow the **instructions** of the staff and the guidelines on display in the catering establishment.

• Provide the catering manager with **contact details** (email address or telephone number), that allow easy contact with one person from your table group.

• Keep **1.5 metres away** from staff and other customers, excluding those in your party.

• Wearing a **mouth mask** or a cloth alternative is mandatory from the age of 12 except when sitting at a table. If this is not possible for medical reasons, you may use a face shield.

• **Limit your movements** in the catering establishment. Only move to and from your table and to the toilets.

• **Cough or sneeze into your elbow or into a paper tissue** that you immediately discard in a dustbin with a lid (e.g. in the toilets).

• Ensure good **hand hygiene** and only touch the objects you need to.

• **Pay** as much as possible **electronically** or contactless.
Guidelines for catering establishments

- Ensure **complete cleaning and disinfection** of the materials and areas used by staff and guests.

- Contact your employees, including temporary workers and trainees, in good time, as well as external parties such as customers, suppliers and others who come into contact with your company, to **inform** them about the rules at your company. Many people may have practical questions: it is important to tell them whom they can turn to via information panels, your intranet or your website.

- **Make arrangements visible outside** and inside the premises. You can find a model poster and a communication kit on the website of the FPS Economy ([bit.ly/GuidePourHoreca](http://bit.ly/GuidePourHoreca)).

- In the case of home services, the service provider may only be present at the place of service for the duration strictly necessary.

- Encourage **advance reservations** as much as possible.

- Have consideration for the layout of your car park, e.g. by spreading out the number of parking spaces and spaces for bikes to guarantee a safe distance.

- For non-automatic doors, leave the doors open as far as possible.

- Have a **welcome conversation** with your customers, where you raise their awareness, inform them and explain the preventative measures in place and the rules relating to guests' health.

- Please ask for the **contact details** (email address or telephone number) of one person per table group at the latest upon arrival of your customers. To do this, use the form available on the FPS Economy website ([bit.ly/GuidePourHoreca](http://bit.ly/GuidePourHoreca)). These details must be kept for 14 calendar days to facilitate subsequent contact tracing and may only be used in the fight against Covid-19. Customers must give their express consent. Customers who refuse to leave their details will not be given access to the catering establishment. The data must be destroyed after 14 calendar days.

- **Coats and accessories will not be accepted by the staff;** guests must hang their own coats and other items at the designated place.
Customers must be able to easily maintain a distance of 1.5 metres both inside and outside the premises (except between people in a single party). This distancing measure also applies to the terrace and the sanitary area.

- **Movements of customers** within the establishment and outdoors are organised in such a way as to minimise any contact with other customers and staff in all circumstances, always respecting the distance of 1.5 metres.

- Customers (from the age of 12) must wear a mouth mask or a cloth alternative, except when sitting at a table. If this is not possible for medical reasons, they may use a face shield.

- **Wearing a mouth mask** or cloth alternative is mandatory for room and kitchen staff. If this is not possible for medical reasons, they can use a face shield.

- Provide guidance of guests to the tables as far as possible. Indicate the places/tables yourself to avoid contact between customers. For example, put up a "Wait to be seated" sign.

- Do all you can to aim for the physical distance of 1.5m as far as possible. For example, work with floor markings to support this / to organise circulation (fixed, clearly marked waiting and walking paths outside and inside the catering establishment). If necessary, provide additional protective measures, such as plexiglass screens or other physical barriers.

- It is mandatory to eat or drink while seated. Eating or drinking at the bar or standing up is not permitted. Only one-man businesses can take orders and serve at the bar, always respecting the distance of 1.5 metres with and between customers.

- **During receptions and banquets** provided by professionals, attendees may stand up to give a speech or to go to the buffet, which is organised in accordance with the sanitary regulations in force. There will be no dancing, with the exception of the opening dance by the married couple.

- Tables are set up in such a way that the distance between them remains 1.5 metres. The number of tables should be adjusted accordingly. This rule may be deviated from if a sufficiently high barrier is provided (e.g. made of plexiglass, at least 1.80m high).

- A maximum of 10 people can sit together at a table in a restaurant (excluding children younger than 12). The group that can sit together at a table consists of the members of the same household (persons living under the same roof) and a maximum of five other persons (excluding children younger than 12).

- "Restaurant" is understood to mean an establishment belonging to the catering sector which has the authorization 1.1 referred to in Annex III of the Royal Decree of 16 January 2006 laying down the detailed rules for the approvals, authorizations and prior registrations issued by the Federal Agency for the Safety of the Food Chain.
• In **other establishments** (cafés, bars, cafeterias, etc.), **no more than 4 people** (excluding children under 12) may sit at a table, except if everyone lives under the same roof.

• Ensure the necessary **hand hygiene** for staff and customers by providing suitable hand gels or disinfectants for disinfecting the hands. Make these products available at the entry and exit and, where necessary, inside the premises (e.g. toilets, dining area, terrace, ...).

• Provide only paper towels or paper and lockable bins in the **toilets** on the premises. The sanitary facilities must be cleaned and disinfected frequently.

• **Clean tables and chairs** thoroughly after each customer.

• **Offering a menu and drinks menu** that is taken by hand by various customers is absolutely not recommended. Use signs on the walls or other alternatives for this. If a menu or drinks menu is used, then clean it thoroughly after each customer.

• Use as much as possible **paper** tablecloths, doilies, placemats, and napkins.

• Do not put any butter jars, salt and pepper kegs, oil or vinegar, ketchup bottles, bread baskets, decorative items, etc., on the table. Give preference to **individually wrapped portions** (which you can prepare yourself).

• Glasses, cups, crockery and cutlery must be washed with soap and rinsed after each use (more information in separate box p.9).
For ventilation, it is recommended to increase the air exchange rate and supply as much outside air as possible, either by natural ventilation or by mechanical ventilation, depending on the occasion. When using mechanical ventilation systems, the maintenance of artificial ventilation systems in accordance with the manufacturer’s instructions, in particular with regard to the cleaning and replacement of filters, is essential.

The use of communal games present at the drinking facility (billiards, darts, etc.) is only permitted if the distance of 1.5 meters can be respected. After each use, the games will be disinfected.

There is a closing time for restaurants, i.e. 1 a.m., unless the local authorities decide to bring this time forward. Restaurants must remain closed until 6 a.m.

Other drinks outlets (cafés, bars, cafeterias, etc.) are closed at 11 p.m. unless local authorities decide to bring this forward. They must remain closed until 6 a.m.

Set up the till area so that a distance of 1.5 metres can be maintained between staff and customers, and between customers waiting in the queue. If this is not possible, then provide other safety measures, such as partitions and screens.

Encourage electronic payments by bank card or contactless, and avoid cash as much as possible.

When using the payment terminal, clean and disinfect it after each use, or make hand gels or cotton buds available to customers.
Glasses, cups, crockery and cutlery

**Glasses, cups, crockery and cutlery must be washed** with soap and rinsed after each use.

Simply rinsing the beer glasses in cold water with a rinsing agent is not sufficient. Machine dishwashing is preferable to hand dishwashing.

If you wash by hand, it is recommended to use hot water and detergent. If necessary, you can rinse with cold drinking water.

If it is not possible to wash with hot water, then pay extra attention to the following points:

- the used washing-up water must always be kept clean,
- always use sufficient detergent (according to the manufacturer’s recommendations),
- soak the glasses in detergent water for a sufficiently long time,
- rinse with drinking water.

Use a sink for dishwashing and another sink for rinsing. Allow the glasses to drain and dry thoroughly before reuse. Ideally, do not dry with a towel. If this is unavoidable, then make sure you take a clean towel as often as necessary. Always wash the towels after use.

Wash your hands before touching the washed glasses.

Communication material

The FPS Economy created a communication kit with posters, banners and pictograms.

You will find this communication material on bit.ly/covid19-commkit.