

American Legion
Department of NH
Oliver Brooks
Department Commander

To Post Commanders and Post Adjutants, District Commanders and Sr. Vice Commanders

This is an Official Reminder, Concerning the Covid-19 Pandemic and your responsibilities to your Posts members and guests.

American Legion Posts and all Veterans Service Organizations fall under the **SAFE AT HOME (Food Service Industries guidelines)**, which was updated on January 12, 2021. This booklet provides Safeguarding Guidance, Consumer Protection and Business Process Adaptations concerning your facilities during the Pandemic.

Recently the **Attorney Generals Office** Contacted the Dept of New Hampshire Headquarters following up on complaints that have been filed by members and guests at some of our Legion Posts about violations of these Emergency Orders

The Governor's Emergency Orders are to be Taken seriously and non-compliance of these emergency orders can lead to disciplinary actions including fines, loss of gaming license and loss of NH Liquor license and possibly closure of the post facility.

Remember:

Social Distancing (6 feet apart)

No more that 6 people to a table

ALL Employees must wear face masks over their nose and mouth when on duty

Wear a face mask when entering the Post, (until you are seated)

If you're not seated you must wear a MASK!

If you must move and stand up you must put your mask on.

When getting up to use the rest room you must wear your mask.

People wearing face masks must not touch their eyes, nose or mouth or face or adjust mask without first sanitizing their hands

Wash your hands frequently and use hand sanitizers with at least 60% alcohol content

Use hand sanitizer when touching any surfaces that other may have also touched by others, {including the following: Tables, chairs, door knobs, light switches, counter tops and Bar tops, handles, desks, phones, keyboards, toilets, sinks, faucets, touch screens, ATM Machines, lucky 7 ticket dispensing machines, cash registers. Hand sanitizer stations should be in the lobby, reception area, cashier station, bathrooms and other frequently used areas throughout the establishment.

Sanitize all tabletops after each table turn. Disinfect chairs especially where contact occurs after each table use. **NO SELf Serve buffets, appetizers, on counters and no beverage station reuse are allowed.**

Everyone must sign a **contact tracing sheet** when entering the post. Facilities shall maintain a record of **customer name**, including one customer name per party and contact number, **table number** or **bar seat number** and the **server or bartenders name, date and time they were in the establishment**, this must be **kept on file for 21 days**.

Spacing of tables should be maintained so people at adjacent tables are more than 6 feet apart. (**Tables should not be moved**). All tables are limited to 6 Adults

Employees are REQUIRED to report any symptoms of covid-19

All Areas must be able to be cleaned and disinfected. Restrooms should be monitored and routinely cleaned and disinfected and soap dispensers should be regularly filled.

Clean and disinfect all front of house surfaces that has hand contact every 2 hours at a minimum. {including the following: Tables, chairs, door knobs, light switches, counter tops and Bar tops, handles, desks, phones, keyboards, toilets, sinks, faucets, touch screens, ATM Machines, lucky 7 ticket dispensing machines, cash registers}.

Hand sanitizer stations should be in the lobby, reception area, cashier station, bathrooms and other frequently used areas throughout the establishment

The use of self-serve utensils, plates or napkins are not allowed

Adequate ventilation must be established in all facilities. Evaluate building ventilation system to increase room and overall building ventilation (Increase the number of air exchanges, increase outdoor air ventilation, **limit internal air ventilation**, improve central air filtration and routinely replace filters and perform other necessary maintenance).

GUEST cannot stand or mingle inside the facility. Everyone must be seated to be served/

Capacity at the bar may be affected to maintain social distancing. 6 feet physical distancing

Groups cannot interact with one another.

GAMES and bar functions (e.g., pool, billiards, darts, arcade games, etc. are not allowed..

FUNCTION HALL and catering

Any event that brings individuals together for planned event or celebration. Group social gathering, bring many communities together.

Things to consider (Crowd density nature of contact between participants, number of participants coming from other states, age and health of participants, length of the event.

Indoor events may operate at 50%of the normal operating capacity. Minimize congregation at sanitary stations, rest rooms and water /drink distribution stations.

Dancing within 6 feet of an individual is discouraged. **Face covering should be worn.**

Posters and signs should be posted to remind attendees and staff to take steps to prevent the spread of COVCID-19

There should be a limit of 6 individuals at a single table.

IT IS YOUR RESPONSIBILITY TO ENSURE THAT THESE EMERGENCY ORDER GUIDELINE ARE ADHERED TO.

In a recent Industry Circular number 2020-21 dated Dec 28, 2020 The New Hampshire Liquor Commission (RSA 179:17: Emergency order #52) Titled "On-premises Compliance with COVID-19 Guidelines."

The purpose of this is to clarify the consequences for failing to comply with emergency orders pertaining to on-premises licensees.

Emergency order #52 Exhibit B was established by the New Hampshire Governor's office with the specific intent to reduce transmission of COVID-19 among employees and customers; support healthy business operations; and maintain a healthy work environment.

Unfortunately, a very small percentage of businesses have failed to comply with Emergency Orders despite repeated educational efforts and verbal counseling's.

On-Premises Licensees are required to follow these guidelines in operation of their respective businesses. The guidelines are not voluntary and are no way optional.

If the division of Enforcement and Licensing receives continued complaints upon specific licensees who fail to come into compliance, additional mandates will be made upon the businesses.

Mandates issued by the Division of Enforcement may include, but are not limited to:

- 1). The issuance of a Commission Order to comply with the guidelines.
- 2). A reduction in Service Hours pursuant to RSA 179:17.
- 3) Possible civil penalties.

A complete list of the sector guidance documents can be found at:

<https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-restaurants.pdf>

To Report a licensee in violation of the New Hampshire Covid-19 guidelines, please contact the Division of Enforcement & Licensing tip line at 603-271-4240 or nhctipline@liquor.nh.gov.

If you have questions, please contact the New Hampshire Liquor Commission – Division Of Enforcement & Licensing at 603-272-3521

Lets all do our part to ensure that our Posts, Members and Guests are complying with these orders.

Thanks',

Oliver R. Brooks

Department Commander

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