

Mobile Food Vendor Protocols: Appendix J

Recent updates:

- 11/20/20 – Mobile Food Vendors must remain closed between 10 p.m. and 5 a.m. Changes highlighted in yellow.
- 11/19/20 - Face covering requirements updated. Standard language added for all businesses added, including measures to protect employee health updated.

This protocol is to be completed by mobile food vendors, such as food trucks and food carts. The requirements below apply to all mobile food vendors. In addition to the conditions imposed on mobile food vendors by the Governor, mobile food vendors must also be in compliance with the conditions laid out in this Mobile Food Vendor Protocols. This protocol must be implemented and posted prior to a business operating.

Mobile Food Vendors must remain closed between 10 p.m. and 5 a.m.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Business Name and License Plate Number:	
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**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH
(CHECK ALL THAT APPLY TO THE FACILITY):**

- All employees have been informed not to come to work if sick and to follow Long Beach Health Officer guidance for self-isolation, when applicable. Symptom checks are conducted before employees may enter the workspace. Checks must include a verbal check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing.
- Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- Workers are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs](#) supporting sick leave and worker's compensation for COVID-19, including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 exposures occurring between March 19 and July 5 pursuant to the Governor's [Executive](#)

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Order N-62-20.

- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services 562-570-INFO.
- Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- Customers are required to wear face coverings at all times while interacting with employees. Cloth face coverings should not be placed on young children under age 2, anyone who has a medical condition, mental health condition, or disability that prevents them from wearing a face covering, or is otherwise unable to remove the mask or cloth face covering without assistance.
- Employees are instructed to wash their face coverings daily.
- All workstations are separated by at least six feet.
- Distribution areas (for curbside pickup), break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
 - Distribution area
 - Break rooms
 - Restrooms
 - Other
- Breaks are staggered to ensure that six (6) feet between employees can be maintained in designated break rooms/ break areas at all times.
- Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms/ break areas.
- Disinfectant and related supplies are available to employees at the following location(s):
 - Type of sanitizer used
 - Concentration
 - Method of testing

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- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided, or when changing job tasks to avoid any potential cross-contamination.
- A copy of this protocol has been distributed and training has been provided to each employee.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- A staff person, wearing a cloth face cover is charged with directing customers to line up six feet apart.
- Provide adequate security or staffing to implement any necessary crowd control and Physical Distancing Protocols
- Tape or other markings identify both a starting place for customers arriving and 6 foot intervals for subsequent customers who are joining the line.
- Employees have been instructed to maintain at least a six (6) feet distance from customers and from each other. Employees may momentarily come closer when necessary to accept payment, deliver food, or as otherwise necessary.
- Customers waiting for orders may not congregate.
- Dining onsite is prohibited,
- Provide physical barriers where physical distance of six feet is difficult.

C. MEASURES TO ENSURE INFECTION CONTROL

- The ventilation hood in the vehicle is in good, working order; to the maximum extent possible, ventilation has been increased.
- Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe: _____
- Common areas and frequently touched objects in the customer pickup and payment (e.g., tables, doorknobs or handles, credit card readers) are disinfected on an hourly basis during business hours using EPA approved disinfectants.
- Closely follow manufacturer's instructions when sanitizing food contact surfaces.
 - Sanitizer type
 - Concentration
 - Method of testing
- Require use of face coverings and gloves and/or frequent handwashing for employee interaction with customers, food preparation, and food delivery.
- Customers are instructed that they must wear cloth face coverings while in line and during interaction with staff. This applies to all adults and to children over the age of 2. Businesses may refuse admission to any individual who does not wear a face covering.
- Remove all customer self-service such as condiment bottles, utensils, salt and pepper shakers, and beverages. Beverages and single service packets may be provided to each customer by an

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employee.

- Pre-roll utensils in napkins prior to use by customers and store in a clean container.
- Provide hand sanitizer to customers at or near the vehicle/cart or other appropriate areas.
- When possible, install hands-free devices such as soap and towel dispensers.
- Provide contactless payment options, pick-up and delivery.
- All payment portals, pens, and styluses are disinfected after each use.
- Food trucks and carts employees must have access to a restroom if they are parked or stationary for more than one hour. A letter of approval from the restroom owner as proof of access to a commercial restroom that is routinely cleaned and disinfected.

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- A copy of this protocol is posted at all public entrances to the facility.
- Post a sign at the entrance(s) of the facility informing all employees and customers that they should (i) avoid entering the facility if they are experiencing symptoms of respiratory illness; including fever or cough; (ii) maintain a minimum of six-foot distance from one another; (iii) sneeze and cough into one's elbow; (iv) not shake hands or engage in any unnecessary physical contact.
- Signage at the entry and/or where customers line up notifies customers of options for and advantages preordering and prepayment.
- Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, policies regarding preordering, prepayment, pickup and/or delivery and other relevant information.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

F. MEASURES TO ENSURE FOOD SAFETY AND ADDITIONAL RESOURCES

- Review the [City of Long Beach Food Safety Manual](#)
- Centers for Disease Control [Food Safety and Coronavirus Disease 2019](#)

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

**Business
Contact Name:** _____

Phone number: _____

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**Date Last
Revised:**

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