

**BIG HORN COUNTY**  
**APPLICATION FOR RE-OPENING**  
**REQUIREMENTS FOR MONTANA RETAIL FOOD, LIQUOR, AND GAMING SERVICE ESTABLISHMENTS**  
**TO RE-OPEN DURING COVID-19 PANDEMIC**

**ESTABLISHMENT NAME:** \_\_\_\_\_

**OWNER/OPERATOR:** \_\_\_\_\_

**LICENSE NUMBER:** \_\_\_\_\_

**PLEASE INITIAL EACH ITEM BELOW INDICATING YOUR UNDERSTANDING OF THE REQUIREMENTS:**

**A. INCREASE DISTANCE BETWEEN PATRONS, OR GROUPS OF PATRONS:**

- Actions to be taken to increase the distance between tables by decreasing available seating (select all that apply):
- Remove half (or more) of the tables from a seating area and spread remaining tables throughout the available seating space.
  - Remove chairs from every other table.
  - Block entrance to every other booth (e.g., by visible tape).
  - Affix a sign on every other table and/or booth stating clearly that the table/booth is closed and not available for patrons' use.

Additional requirements include, but are not limited to, the following:

- No table may accommodate more than six (6) patrons and tables cannot be combined to accommodate more than six (6) patrons.
- No self-service or buffet-type service may be offered at this time.
- For bar areas, remove all chairs or affix a sign to every chair stating clearly that the bar area is closed and not available for patrons' use.
- For gaming areas, disable some machines to allow at least six (6) feet between players.
- Limit waiting areas to no more than ten (10) people as long as waiting area accommodates social distancing (more than six (6) feet between patrons).

**B. EMPLOYEE REQUIREMENTS:**

Employees will have temperature checked before starting work and the establishment will keep a temperature log that must be made available to Public Health officials upon request. Establishment will not allow employees who have a fever (temperature above 100.0), cough, or shortness of breath to work until symptoms are resolved.

Employees shall be required to wear masks at all times while working.

**C. ENHANCED CLEANING AND DISINFECTING:**

An enhanced cleaning and disinfecting plan must be available to all staff and must be made available to Public Health officials upon request.

The enhanced cleaning and disinfecting plan must include at least the following components:

- Frequency of cleaning/disinfecting (e.g., before opening, hourly for gaming machines, after each patron/group of patrons, etc.).
- Extent of cleaning (e.g., table tops, chair seats and backs, arm rests, gaming machines, etc.).
- Cleaning products in use, including type of cleaning and disinfecting products and type of cleaning cloth used.

All existing and new staff will be trained on enhanced cleaning and disinfecting protocols prior to re-opening.

Records of training must be retained by the owner/operator and must be made available to Public Health officials upon request.

**D. REQUIRED POSTING OF SIGNS/NOTIFICATIONS:**

Establishments must post a sign, provided by the Big Horn County Health Department, on every exterior entrance to the establishment that provides general infection prevention messages.

A copy of the re-opening plan approval notification signed by the Public Health Officer must be placed on every exterior entrance to the establishment.

**ATTESTATION:**

By my signature, on behalf of the establishment identified on this plan, I commit to comply with the plan shown above, as approved by the Big Horn County Health Officer. I acknowledge that failure to comply with the approved plan may result in closure by order of the Health Officer for an indeterminate time.

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RETURN COMPLETED PLAN TO BIG HORN COUNTY HEALTH DEPARTMENT BY ONE (1) OF THE FOLLOWING OPTIONS:**

- Email: [publichealth@bighorncountymt.gov](mailto:publichealth@bighorncountymt.gov)
- Fax: 406-665-1025
- Mail or hand-deliver to:  
BIG HORN COUNTY HEALTH DEPARTMENT  
809 N. Custer Ave.  
Hardin, MT 59034

**Questions?** Call (406) 665-8720 or email [publichealth@bighorncountymt.gov](mailto:publichealth@bighorncountymt.gov)