



## COVID-19 Compliance Plan Checklist

The purpose of this tool is for the holder of an alcohol license/permit to indicate the operational measures the licensee/permittee is taking to comply with the requirements of the Governor's Proclamation of Disaster Emergency to help mitigate the spread of COVID-19.

This worksheet is to be completed by the licensee/permittee. If a licensee/permittee holds additional licenses/permits for multiple establishments, a separate worksheet must be completed for each establishment.

The completed worksheet and any supplemental documents supporting the information in the completed worksheet must be submitted to ABD. A copy of the documentation must also be available for state and local investigators and other regulatory officials upon request.

<b>License/Permit Holder Information</b>	
<i>To be completed by a person listed as an owner on the alcohol/food license/permit</i>	
Name:	
Phone Number:	
Email Address:	

<b>Establishment Information</b>	
Establishment Name:	
Establishment Address:	
City, ZIP Code:	
County:	
Alcohol License/Permit Number:	
Food Permit Number:	
Total Number of Staff Employed:	
Current Fire Code Occupancy Limit:	
Hours of Operation:	



*All information I have provided in this worksheet or in any supplemental documentation to this worksheet is true and correct. I understand that any misrepresentation of the information I have provided or failure to maintain compliance with this information that is discovered through the course of an investigation by the Alcoholic Beverages Division, the Department of Inspections and Appeals, other state agencies, local law enforcement, public health officials and other entities responsible for enforcement of the Governor's Proclamation of Disaster Emergency may result in criminal penalties or civil action against my alcohol or food license/permit.*

*I further understand that this document is a public record and will be shared with other state agencies, local law enforcement, public health officials, and other entities responsible for enforcement of the Governor's Proclamation of Disaster Emergency.*

\_\_\_\_\_  
License/Permit Holder's Signature

\_\_\_\_\_  
Date