



## COVID-19: Restaurant Business Checklist

### MANAGING EMPLOYEE HEALTH

- Prohibit sick employees in the workplace
- Pre-screen employees for fever and other symptoms prior to employees entering building
- Send home any employee who develops a fever or symptoms while at work
- Instruct sick and symptomatic employees not to report back to work until symptom-free for three days without medication

### EMPLOYEE HEALTH AND HYGINE

- Have employees wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, after blowing their nose, coughing or sneezing, or after touching high touch surfaces, e.g., doorknobs, and doorbells.
- Provide hand sanitizers with at least 60% alcohol where soap and water are not readily available
- Instruct employees to avoid touching eyes, nose, and mouth
- Strongly consider requiring all staff to wear facemasks as recommended by the CDC

### ADMINISTRATIVE CONTROLS AND WORK PRACTICES

- Continue to follow established food safety protocols and best practices for retail food establishments
- Ensure person in charge has a current ServSafe certificate and is on-site at all times during operating hours
- Provide food handler training to all employees
- Where possible, stagger workstations to avoid close contact
- Limit the number of employees simultaneously in break rooms
- Post signage at the entrance stating that no one with a fever or symptoms of COVID-19 can enter the restaurant; but do not take temperatures or screen patrons before they enter
- Remind third-party delivery drivers and suppliers that you have internal distancing requirements

### CLEANING AND SANITIZING

- Thoroughly clean and disinfect the establishment using EPA-registered disinfectants. Pay extra attention to high-contact areas such as floors, doorknobs, equipment handles, counters etc.
- Increase back-of-house cleaning and sanitizing practices, but avoid use of disinfectants not designated to be used on food contact surfaces
- Wash, rinse, and sanitize food contact surfaces, dishware, utensils, food preparation surfaces, and beverage equipment after use
- In between diners, clean and sanitize reusable menus, table condiments, digital ordering devices, check presenters, self-service areas, tabletops, seating and other commonly touched areas and discard single use items. Where possible, consider using rolled silverware and eliminate table presets
- Routinely clean and sanitize coolers and insulated bags for delivery
- Regularly clean and sanitize restrooms
- Make hand sanitizer available to guests and if possible, utilize touchless hand sanitizing solutions
- All restaurant or dining room playgrounds should be closed

## FOOD SAFETY

- Follow established food service and food safety guidelines such as the 4 key steps to food safety: Always — Clean, Separate, Cook, and Chill
- Avoid direct contact with ready-to-eat foods by using gloves, deli tissue, or suitable utensils
- Remove items from self-service drink, condiment, utensil, and tableware stations. Where practicable, workers can provide such items directly to patrons

## SOCIAL DISTANCING

- No more than 10 patrons should be allowed in a facility per 500 square feet of public space. In calculating the total number of public space square feet, include waiting and bar areas, if any, but don't include hallways, restrooms, or spaces closed to patrons
- Use technology to limit contact between employee and guests (i.e. mobile ordering, text on arrival for seating, contactless payment, “no touch deliveries” and reservation or call ahead seating business models)
- Find ways to encourage spacing between customers, including while patrons are waiting to be seated, i.e. install floor markings, and where practical use physical barriers
- Update floor plans for common dining areas, redesigning seating arrangements to ensure at least six feet of separation from seating to seating. Utilize physical barriers on booth seating when available
- Consider separate entrance and exit in facility if available
- Determine ingress/egress to and from restrooms to mitigate proximity for guests and staff
- Limit party size at tables to no more than six
- Consider suspending operations like salad bars, buffets, and beverage service stations. Alternatively, consider a cafeteria style (worker served) approach; install sneeze guards; frequently change, wash, and sanitize utensils; and place visual markers to adequately space patrons while in line
- Establish designated pick-up zones
- Use physical barriers, such as Plexiglass, at registers if practical