

Restaurant COVID-19 – Best Practices Checklist

OPERATING PROCEDURES - As of July 1, 2020

SUPPLIES NEEDED	PREPARING THE RESTAURANT FOR DINE IN SERVICE	PREPARING EMPLOYEES FOR COVID-19 SERVICE
<p>▲ Mandatory</p> <ul style="list-style-type: none"> <input type="checkbox"/> Face coverings for staff interacting with guests. <input type="checkbox"/> Sanitizing wipes or other sanitizers to wipe down pin pads, to-go stations, etc. <input type="checkbox"/> Soap and paper towels for increased availability in bathrooms <input type="checkbox"/> Signage at entrance that states “No one with a fever or symptoms of COVID-19 is permitted in the facility” <input type="checkbox"/> Hand Sanitizer for customers and staff <p>▲ Recommended</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disposable Menus <input type="checkbox"/> Hand Sanitizers for all tables <input type="checkbox"/> Signage or some other way to indicate tables that have been sanitized <input type="checkbox"/> Signage: “Under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering these premises.” Arial Font at least 1” tall and not combined with other language or signage. <input type="checkbox"/> Signage at restrooms reminding patrons to maintain social distancing in and around restrooms <input type="checkbox"/> Breakroom signage on: <ul style="list-style-type: none"> Not coming to work/Duty to leave if symptoms Proper handwashing Proper usage of face masks Avoid touching your face Requirements of Social Distancing – How to Stop the spread. 	<p>▲ Mandatory</p> <ul style="list-style-type: none"> <input type="checkbox"/> Thoroughly detail-clean & sanitize entire restaurant <input type="checkbox"/> Increase daily cleaning/sanitizing frequency <input type="checkbox"/> Remove items from self-service/provide directly to patron where practicable. <i>No self serve salad bars.</i> <input type="checkbox"/> Update dining floor plans to ensure at least 6 ft of separation from seats of one table to seats of the next. Use physical barriers between booths if possible. <input type="checkbox"/> Implement process for patron separation while waiting (floor markings, outdoor distancing, or waiting in cars). Do NOT allow patrons to congregate <input type="checkbox"/> Mark ingress/egress to and from restrooms to mitigate proximity for patrons and staff <input type="checkbox"/> Hand sanitizer easily available for guests, implement touchless options (RR trash cans, foot door pulls) <input type="checkbox"/> Create policies regarding when employees who were ill can return to work, employees who display symptoms at work and employees who have been directly exposed to someone with COVID-19 <input type="checkbox"/> Play areas/playgrounds should be regularly sanitized. <p>▲ Recommended</p> <ul style="list-style-type: none"> <input type="checkbox"/> If practicable, install barriers or Plexiglass at registers <input type="checkbox"/> Mark or remove seating in areas to comply with distance requirements (e.g. designate bar seating by placing painters tape on bartop & removing barstools) <input type="checkbox"/> Implement options to increase distance between workers & patrons – limit contact between staff & patrons (such as mobile ordering) <input type="checkbox"/> If possible, separate the entrance and exit points <input type="checkbox"/> Stagger workstations where possible 	<p>▲ Mandatory</p> <ul style="list-style-type: none"> <input type="checkbox"/> Train all employees on : Food Handler Refresher, increased handwashing, hand sanitizers .avoiding touching of one’s face and proper use of PPE <input type="checkbox"/> Notify staff that they will be monitored beginning every shift to determine whether they have symptoms of COVID-19 <p>▲ Recommended</p> <ul style="list-style-type: none"> <input type="checkbox"/> Consider employee questionnaire/acknowledgement each day (Screen & Evaluate) <input type="checkbox"/> Train employees on the following: <ol style="list-style-type: none"> a) restrictions on gathering b) restrictions on use of each other’s tools or belongings (utensils, phones, etc) c) Restrictions on person to person contact such as handshaking, hugs d) Avoiding all food contact surfaces when using disinfectants. e) Increased frequency of cleaning/sanitizing f) Between seatings, clean/ sanitize table, condiments, digital ordering devices, check presenters, self-service areas, tabletops, and common touch areas. Single-use items should be discarded. g) Using rolled silverware and eliminating table presets. h) Discard disposable menus after each patron use. If not disposable, sanitize between each use. i) Not to allow patrons to congregate in waiting areas or bar areas. j) Meanings of markings on floors, bars, tables. New design for entry and exit.

DAILY

▲ **Mandatory**

- Check restaurant for proper cleaning & sanitation; *Verify that ware-washing machines are operating appropriately* – address as needed
- Confirm that restaurant is properly set up for social distancing including table spacing and directional markers (inside and out)
- Confirm mandatory signage in place
- Confirm hand sanitizers available for customers
- Confirm sufficient PPE for employees
- Before each shift**, screen/evaluate workers for signs of illness (e.g. fever > 100.4°F, cough, shortness of breath, *difficulty breathing, fever, chills. Muscle pain, sore throat or new loss of taste or smell*); Employees with signs of illness should be sent home. Employees with suspected or confirmed COVID-19 must self-isolate for at least **10** days & be fever/symptom free for an additional 3 consecutive days without medication before returning to work. *Note: Temp checks are permitted during the pandemic; however, they're still a medical procedure requiring appropriate measures to avoid violating HIPAA and ADA*
- Workers who exhibit signs of illness should not report to work. Sick employees should remain home
- Prior to each shift, staff should be reminded of
 - The need for increased frequency of handwashing at least hourly and proper handwashing procedures
 - Proper use of masks
 - Need to sanitize tables, seating and frequently touched areas between guests. No table pre-sets
 - Need to dispose of paper menus or sanitize reusable menus between guests
 - Need to sanitize frequently touched items like point of sales screens and shared bar tools after each use
 - Importance of not using each other's phones or tools unless necessary. If necessary to share, sanitize between uses
 - Importance of maintaining social distancing between selves and others
 - Importance of enforcing social distancing between tables and with guests (no more than **10** at a table)
- Encourage outdoor seating.
- Between seatings, clean/sanitize table condiments, ordering devices, check presenters, tabletops, seating, common touch areas & reusable menus. Single-use items such as plastic ware and paper menus should be discarded.
- Use rolled silverware and eliminating table presets.
- Regularly sanitize (recommended hourly during high traffic periods):
 - Entry/exit handles on doors
 - Bathrooms: frequently touched areas like faucets, toilet levers, stall and bathroom doors/handles. Regularly restock soap/paper towels
 - Other frequently touched areas (e.g. host stands, seating and furniture in waiting areas)
 - Back of house high traffic areas (handles to walk in, restrooms, etc). Avoid food contact surfaces when using disinfectants.

▲ **Recommended**

- Front Door propped open (weather permitting) to allow touchless entry
- Hourly monitoring/ sanitizing during high traffic times; every 2-3 hours otherwise on items like: cleaning, employee handwashing, proper mask usage, availability of sanitizer for guests, proper placement of tables/furniture, social distancing by guests & sufficient quantities of disposable items such as menus, etc.

FOOD SAFETY

▲ **Mandatory**

- Follow existing health requirements
- Ensure the person in charge is ServSafe Food Safety certified and that their certification is up to date
- Provide refresher food handler training to employees.
- Discard any out of date food items
- Discontinue use of **self serve** salad bars and buffets.
- If providing a “grab and go” service, stock coolers to no more than minimum levels.

Note: There are some good COVID-19 Posters and signage at:
<https://www.pinghd.com/free-covid-19-digital-signage-templates/>