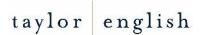
Restaurant COVID-19 – Best Practices Checklist

OPERATING PROCEDURES - As of July 1, 2020

SUPPLIES NEEDED	PREPARING THE RESTAURANT FOR DINE IN SERVICE	PREPARING EMPLOYEES FOR COVID-19 SERVICE
 Mandatory Face coverings for staff interacting with guests. Sanitizing wipes or other sanitizers to wipe down pin pads, to-go stations, etc. Soap and paper towels for increased availability in bathrooms Signage at entrance that states "No one with a fever or symptoms of COVID-19 is permitted in the facility" Hand Sanitizer for customers and staff Recommended Disposable Menus Hand Sanitizers for all tables Signage or some other way to indicate tables that have been sanitized 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. Signage at restrooms reminding patrons to maintain social distancing in and around restrooms Breakroom signage on: 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. 	Mandatory □ Thoroughly detail-clean & sanitize entire restaurant □ Increase daily cleaning/sanitizing frequency □ Remove items from self-service/provide directly to patron where practicable. No self serve salad bars. □ 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. □ Implement process for patron separation while waiting (floor markings, outdoor distancing, or waiting in cars). Do NOT allow patrons to congregate □ Mark ingress/egress to and from restrooms to mitigate proximity for patrons and staff □ Hand sanitizer easily available for guests, implement touchless options (RR trash cans, foot door pulls) □ 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 □ Play areas/playgrounds should be regularly sanitized. ■ Recommended □ If practicable, install barriers or Plexiglass at registers □ Mark or remove seating in areas to comply with distance requirements (e.g. designate bar seating by placing painters tape on bartop & removing barstools) □ Implement options to increase distance between workers & patrons – limit contact between staff & patrons (such as mobile ordering) □ If possible, separate the entrance and exit points □ Stagger workstations where possible	 Mandatory Train all employees on : Food Handler Refresher, increased handwashing, hand sanitizers .avoiding touching of one's face and proper use of PPE Notify staff that they will be monitored beginning every shift to determine whether they have symptoms of COVID-19 Recommended Consider employee questionnaire/acknowledgement each day (Screen & Evaluate) Train employees on the following: 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	FOOD SAFETY
<u>Mandatory</u>	▲ Mandatory
□ Check restaurant for proper cleaning & sanitation; Verify that ware-washing machines are operating appropriately – address as needed	☐ Follow existing health requirements
□ Confirm that restaurant is properly set up for social distancing including table spacing and directional markers (inside and out)	☐ Ensure the person in charge is ServSafe Food Safety certified and that their certification is up to date
□ Confirm mandatory signage in place	
□ Confirm hand sanitizers available for customers	□ Provide refresher food handler
□ Confirm sufficient PPE for employees	training to employees.
□ Before each shift , screen/evaluate workers for signs of illness (e.g. fever > 100.4°F, cough, shortness of breath, <i>difficulty breathing</i> ,	$\hfill\Box$ Discard any out of date food items
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	 Discontinue use of self serve salad bars and buffets.
procedure requiring appropriate measures to avoid violating HIPAA and ADA	☐ If providing a "grab and go" service,
☐ Workers who exhibit signs of illness should not report to work. Sick employees should remain home	stock coolers to no more than minimum levels.
☐ 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)	Note: There are some good
Back of house high traffic areas (handles to walk in, restrooms, etc). Avoid food contact surfaces when using disinfectants.	COVID-19 Posters and signage at: https://www.pinghd.com/free-covid-19-digital-signage-templates/
A Recommended	
□ Front Door propped open (weather permitting) to allow touchless entry	10 digital digitage-templated
□ 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.	



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