

## Restaurant Reopening Dining Safety Checklist

Restaurant name: \_\_\_\_\_

Restaurant address: \_\_\_\_\_

Use the following checklist to maintain a healthy work environment for your employees and customers. Complete this checklist and associated planning prior to opening your restaurant to outdoor or indoor dining. Restaurants should implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the business. **Note - This guidance is subject to change to align with the California Department of Public Health state guidance.**

- Signage:** Post signage at each public entrance of the facility to inform all employees and customers that they should avoid entering the facility if they have cough or fever; maintain a minimum six-foot distance; cover sneeze and cough; wash hands or use sanitizer upon entry; and not engage in any unnecessary physical contact.
- Designate a person within the business who is responsible for responding to COVID-19 concerns.

### **Hours of Operations (check all that apply to facility):**

- Open your restaurant based on your operational needs
- All Restaurants are to close no later than 10:00 pm, including restaurants with bars in them

### **Waiting Area (check all that apply to facility):**

- The number of people in the waiting area should be based on the ability to maintain 6 feet of physical distance between parties
- Floor markers are displayed for 6 feet separation in customer waiting area
- And/or ask customers to wait in designated outdoor area with above floor markers or in their cars
- Consider letting customers order ahead to decrease time spent in business

### **Facility Sanitation (check all that apply to facility):**

- Disinfectant wipes available in bathrooms; post reminders to dispose of them in trash and not flush down the toilet
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility or immediately outside where people have direct interactions
- Cleaning log is kept in all break rooms, bathrooms (hourly), and other common areas to document that cleaning and sanitation are occurring routinely following this schedule:  
\_\_\_\_\_
- Entries, waiting areas, and frequently touched surfaces should be sanitized following this schedule:  
\_\_\_\_\_
- Clean and disinfect frequently touched surfaces and shared objects, including self-serve dispensers, frequently
- Ensure that all water systems and features (drinking fountains, decorative fountains, etc.) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water
- Designate a team member per shift to oversee sanitation and disinfection procedures

### **Curbside Pickup (check all that apply to facility):**

- Continue promoting drive-through, delivery, or curbside pickup options
- Separate order areas from delivery areas to prevent customers from gathering
- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand if waiting to pick up order

### **Kitchen (check all that apply to facility):**

- Wash, rinse, and sanitize food contact surfaces, food preparation surfaces, and beverage equipment after use
- Wash, rinse, and sanitize dishes and utensils between uses
- Use gloves when removing garbage bags or handling and disposing of trash and wash hands afterwards

### **Cashiering (check all that apply to facility):**

- Touchless payment options have been set up and if not available, the electronic payment terminal/credit card reader has been moved farther away from the cashier to increase the distance and will be sanitized regularly
- Ask customers and employees to exchange cash or card payments by placing on a receipt tray or on the counter rather than by hand
- Staff must sanitize hands between handling payment options

**Dining Area Outside (check all that apply to facility):**

- Open outdoor seating at half capacity; limit tables to family/household members of not more than 10 people
- Maintain 6 feet distance from other diners
- Arrange seating at separate tables to be 6 feet apart or set up partitions between tables (partitions should be at least 4.5 feet tall); smaller venues may require arranging chairs, rather than tables, to be 6 feet apart.
- Provide physical guides, such as tape on floor and sidewalks; signage on walls; physical barriers such as sneeze guards and partitions; tape on tables that will not be in use; stack extra chairs
- Limit one server per table to decrease number of interactions
- Use disposable or digital menus as feasible, and single serve or by request condiments
- Provide hands-free trash cans, soap and towel dispensers, and doors (doors can only be left open if screened)
- Sanitize table and seating after each guest leaves including shared condiments and menus
- Employees will wash their hands after removing gloves and after directly handling used food service items
- Do not use food and beverage implements brought in by customers
- Do not offer self-serve food or drink options
- Do not pre-place silverware and dishes on the table

**Dining Area Inside (check all that apply to facility):**

- Indoor dining will require all the same preventive measures as listed in the outdoor dining checklist
- Open indoor seating at half capacity; limit parties to 10 diners and maintain 6 feet distance from other diners
- Prioritize outdoor seating as much as possible
- Use reservations to prevent people from gathering and stagger seating times to space traffic flow
- Encourage customers to order ahead of arrival to decrease the length of time they spend at the restaurant
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, other methods

**Staff and Employer Policies (check all that apply to facility):**

- Symptom and temperature check employees before they enter the work space
- Employees have been told to not come to work if sick and informed of who to contact if employees become sick
- Employees instructed to maintain at least six feet distance from customers and from each other, except to momentarily accept payment, deliver goods or services, or as otherwise necessary
- Employees trained on proper use of cloth face coverings, gloves, hand washing, and other routine preventive measures (PPE is advised when interacting with customers)
- Provided employees with hand washings supplies and provide alcohol-based hand sanitizers containing at least 60% alcohol at stations around the establishment
- Provided employees with accurate information about how COVID-19 is spread and risk of exposure
- Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants
- Rotate or stagger shifts to limit the number of employees in workplace at the same time
- Employers provide PPE such as face coverings and gloves
- COVID-19 business operating plan is shared with all employees and available to customers upon request

\* Consider your business' specific goods and services. List additional measures not included here that should be implemented for the safety of your employees and customers? \_\_\_\_\_

\*Please check with any State Licensing Boards for additional restrictions, provision, and requirements.

For additional information:

- o <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- o <https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-coronavirus-disease-2019-covid-19>
- o <https://www.fda.gov/food/fda-food-code/food-code-2017>
- o <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- o <https://www.osha.gov/SLTC/covid-19/>
- o <https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>
- o <https://www.restaurant.org/COVID19>

For more information email [covid19@co.shasta.ca.us](mailto:covid19@co.shasta.ca.us) or call (530) 225-5591.

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