
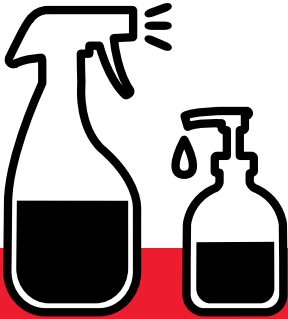

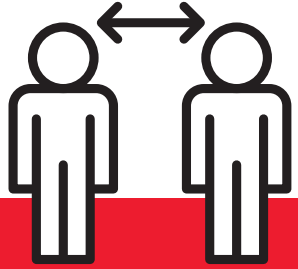






# Restaurant Reopening Checklist

Learn how to return to service safely.

There's no doubt that the restaurant industry has been going through difficult circumstances due to the novel coronavirus, including mandatory shutdowns and restrictions on service. And while operating during this health crisis hasn't been easy, navigating reopening presents a whole new set of challenges.

To prepare restaurants to resume partial or full service when the time comes, this checklist provides a basic overview of recommended practices that can help prevent the spread and reduce the risk of exposure to the virus. Keep in mind that this is not a comprehensive document, and it's your responsibility to stay up to date on regulations and instructions from state and local authorities – and to update your protocols accordingly.

 <b>Food Safety</b>	 <b>Cleaning, Sanitation &amp; Disinfection</b>	 <b>Employee Health &amp; Hygiene</b>	 <b>Social Distance</b>
<p>Discard all out-of-date food items. <input type="checkbox"/></p> <p>Retrain all employees on food safety: <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>– <a href="#">Types of food contamination</a> <ul style="list-style-type: none"> <li>• Pathogenic</li> <li>• Chemical</li> <li>• Physical</li> <li>• Cross-contamination</li> </ul> </li> </ul> <p>Remind kitchen staff on <a href="#">proper handling procedures</a>: <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>– Storing food safely</li> <li>– Refrigerations guidelines</li> <li>– Cooling liquids and solids properly</li> <li>– Thawing and reheating food safely</li> <li>– Preventing cross-contamination</li> </ul> <p>Refresh staff on <a href="#">food safety procedures</a>, including: <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>– Never touching ready-to-eat foods with bare hands</li> <li>– Using single service gloves, deli tissue, or appropriate utensils</li> <li>– The <a href="#">4-steps of food safety</a>: clean, separate, cook, chill</li> </ul> <p>Clean and sanitize food containers and utensils frequently, and ensure food containers are wrapped to prevent cross contamination. <input type="checkbox"/></p> <p>If self-serve salad bars and buffets are permitted: <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>– Ensure sneeze guards are in place and disinfected regularly</li> <li>– Change, wash and sanitize utensils frequently</li> <li>– Place barriers in open areas to maintain social distance</li> </ul> <p>Reinforce staff knowledge on <a href="#">food allergy awareness procedures</a>: <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>– Understand common food allergens</li> <li>– Safety recommendations to avoid food allergy incidents</li> </ul>	<p>Train employees on cleaning, sanitizing and disinfecting procedures, per <a href="#">CDC</a> and <a href="#">FDA</a>. <input type="checkbox"/></p> <p><a href="#">Clean and sanitize</a> the entire facility <i>thoroughly</i>, especially if has been closed. <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>– Cover both “high-touch” and seldomly touched areas</li> <li>– Use EPA-registered disinfectants and ensure you have adequate cleaning products and supplies</li> </ul> <p>Implement procedures to increase cleaning and sanitizing procedures. <input type="checkbox"/></p> <p>Make sure all food-contact surfaces are cleaned and sanitized frequently – and disinfected with a food-safe disinfectant or when time allows. <input type="checkbox"/></p> <p>Between seatings, clean and sanitize: <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>– Table condiments</li> <li>– Check presenters</li> <li>– Self-serve areas</li> <li>– Tabletops</li> <li>– Digital ordering devices</li> <li>– High-touch areas</li> </ul> <p>Remove lemons and unwrapped straws from self-serve drink stations. <input type="checkbox"/></p> <p>Menus: <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>– Clean and sanitize reusable menus</li> <li>– Discard paper menus after each use</li> </ul> <p>Provide hand sanitizer for guests (consider touchless options). <input type="checkbox"/></p>	<p>Train all employees on FDA and CDC guidance including: <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>– Staying home if sick and following CDC guidance for self-isolation</li> <li>– Washing hands frequently for at least 20 seconds or using hand sanitizer with at least 60% alcohol content</li> <li>– Avoiding touching face with unwashed hands</li> <li>– Coughing/sneezing into a tissue or elbow</li> </ul> <p>Instruct employees to inform you immediately if they've possibly been exposed to COVID-19, and be prepared to follow CDC-recommended precautions. <input type="checkbox"/></p> <p>If electing to pre-screen employees for temperature or symptoms, engage with health officials to adopt proper policies. Per the CDC, the minimum temperature of a fever is 100°F. <input type="checkbox"/></p> <p>If mandated to use or utilizing face-coverings for employees, make sure all coverings are kept clean in accordance with CDC and FDA guidance. <input type="checkbox"/></p> <p>Reinforce all standard employee health and hygiene training, per the FDA. <input type="checkbox"/></p>	<p>Train employees on importance of social distancing at work and at home. <input type="checkbox"/></p> <p>Update floor plans to ensure at least six feet of separation between tables, as well as paths to and from restrooms to limit proximity. <input type="checkbox"/></p> <p>Limit party sizes and occupancy to the maximum approved by the CDC and local and state authorities. <input type="checkbox"/></p> <p>Ensure social distancing measures extend into service areas. <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>– Stagger workstations if possible</li> <li>– Limit the number of employees allowed simultaneously in break rooms</li> </ul> <p>Post signage/floor marking at entrances and throughout facility to encourage social distancing. <input type="checkbox"/></p> <p>Inform third-party delivery drivers and suppliers that you're adhering to social distancing practices. <input type="checkbox"/></p> <p>Limit contact between employees and customers: <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>– Require the use of facemasks</li> <li>– Utilize physical barriers at registers</li> <li>– Introduce contactless ordering/payment options, such as mobile or tablet options</li> </ul> <p>Ensure waiting areas allow adequate space with floor markings, outdoor distancing or other barriers. <input type="checkbox"/></p> <p>Communicate with staff using digital solutions or communication boards rather than in-person meetings. <input type="checkbox"/></p>
<b>Service options:</b>  <b>Takeout / Curbside Pick-up</b>	 <b>Delivery</b>	 <b>Drive-Thru</b>	 <b>Online Ordering</b>
<p>Create a curbside/pick-up staging area: <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>– Establish designated parking spots for pick-up with marked distances</li> <li>– Make sure your pick-up area is easily identifiable</li> <li>– Schedule clear pick-up times</li> <li>– Mark pick-up locations following social distancing guidelines</li> </ul> <p>Provide curbside pick-up options, and consider offering to place orders in vehicle trunks to promote social distancing. <input type="checkbox"/></p> <p>Add an on-site phone number. Instruct your customers to call/text upon arrival. <input type="checkbox"/></p> <p>Identify vehicle make, model and color with correct order number. <input type="checkbox"/></p> <p>Ensure employees are wearing personal protective gear to keep themselves and the food safe. <input type="checkbox"/></p>	<p>Ensure coolers/transport containers are cleaned and sanitized. <input type="checkbox"/></p> <p>Observe food safety practices for time and temperature controls. <input type="checkbox"/></p> <p>Ensure food is properly wrapped/contained to avoid cross contamination. <input type="checkbox"/></p> <p>Utilize ‘contactless’ payment and delivery options. <input type="checkbox"/></p> <p>Notify customers of delivery with text message or phone call. <input type="checkbox"/></p> <p>Advise drivers to practice social distancing along with additional preventive actions: <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>– Limiting contact with frequently touched surfaces during pickup/delivery</li> <li>– Using foot, elbow, etc. to open doors instead of hands if possible</li> </ul>	<p>Make sure employees are following all hand hygiene standards, including washing hands and/or switching gloves between transactions. <input type="checkbox"/></p> <p>Frequently disinfect all surfaces and equipment around drive-thru window. <input type="checkbox"/></p> <p>Develop system to make sure employees have enough distance while handing off food, such as setting packaged food in window for the customer. <input type="checkbox"/></p> <p>Utilize ‘contactless’ payment options , if possible. <input type="checkbox"/></p>	<p>Create a short and simple menu for faster, easier and more accurate service. <input type="checkbox"/></p> <p>Implement cashless payment options to limit interaction. <input type="checkbox"/></p> <p>Make sure to wipe down credit cards, POS devices and pens. <input type="checkbox"/></p> <p>Update your restaurant's website and social media presences. <input type="checkbox"/></p>