



General Checklist for Restaurants

This checklist is intended to provide restaurants guidance with reopening safely.

Worksite Specific Plan	YES	NO
1. Owner/Manager will identify the person(s) responsible for implementing the re-opening guidelines.		
2. Management will conduct a risk assessment and the measures that will be taken to prevent spread of the virus.		
3. Management will train and communicate with employees on the re-opening guidelines.		
4. Management will create a process to check for compliance and to document and correct deficiencies.		
Facilities Preparation	YES	NO
1. Install Health & Safety signage/visual aids with messaging for customers and staff with easy visibility in all needed languages.		
2. Use industry leading cleaning and disinfecting protocols that meet EPA standards.		
3. Signage will be posted to explain the current procedures. Include safety distancing guidelines per elevator.		
4. Maintain regular housekeeping practices, including routine cleaning. Close all recreational areas for children.		
5. Front of the house: implement disposal plan for safe handling and dispensing of used PPEs. (e.g. use designated solid waste bags that are double-bagged and securely sealed). Heart of the house: should have signage referenced in front of the house.		
6. Flush plumbing to eliminate stagnant water from the period of closure in all facilities.		
7. Change and/or upgrade HVAC filters as necessary to maximize fresh air.		
8. Assign an employee (each shift) to monitor and supervise the food equipment, procedures and safety measures for restaurant guests and staff.		
9. Develop and implement plans as appropriate to address any parking garage or other facility access points leading to all restaurant entrances. Eliminate valet service.		
10. Install self-dispensing hand sanitizing or hand washing station at entrances and in common areas.		
11. Place Trash bins with lids that open without the need to touch the lids (touch less opening) and make them available for use to staff and guests in all entrance areas.		
12. Implement measures to separate employees and customers by at least 6 ft.		
Employee Training	YES	NO
1. Train all employees on COVID-19, to prevent the spread, and to identify vulnerable individuals.		
2. Train to promote self-screening at home, including temperature and/or symptom checks using CDC guidelines.		
3. Train employees to stay at home if they exhibit the following symptoms such as frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with has been diagnosed with COVID-19.		
4. Stress the importance of continuous hand washing or the use of a hand sanitizer.		
5. Train all personnel in new operating protocols and modifications to existing codes of conduct to deal with COVID-19 issues.		
6. Train employees to wear a mask or cloth face covers.		



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Management Control Measures & Screening	YES	NO
1. Management will screen employees before each shift.		
2. Management will ensure all restaurant staff have a clear understanding of how the business will be operating with all necessary health and safety protocols.		
3. Require frequent hand washing and use of hand sanitizer. Procure appropriate amounts of soap, hand sanitizer, cleaning materials and protection equipment.		
4. Employer will provide disposable gloves for employees using disinfectants when required.		
5. Require mask or face covers.		
6. Maintain regular/routine concentration of disinfectant in water for consumption and in pools.		
7. Communicate frequently to customers that they must wear face masks/covers.		
Mandatory Cleaning and Disinfecting Protocols	YES	NO
1. Frequently disinfect commonly used surfaces touched by customer and staff.		
2. Employ an in-dining room handwashing station method to allow staff to wash hands before and after coming in contact with table contents.		
3. Clean touchable surfaces between shifts or between users, whichever is more frequent.		
4. Equip customer entrances and exits, checkout stations, and customer changing rooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff.		
5. Ensure that sanitary facilities (restrooms) stay operational and stocked with proper disinfectants and soap at all times.		
6. Make hand sanitizer and other sanitary supplies readily available to employees.		
7. Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and OSHA requirements.		
8. Provide time for workers to implement cleaning practices before and after shifts.		
9. Upgrades to HVAC air filtration and ventilation.		
Distancing Guidelines	YES	NO
1. Implement measures to physically separate employees and customers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs).		
2. Minimize exposure between cashiers and customers. Where physical distancing cannot be maintained, use barriers such as Plexiglas.		
3. Use signage to remind customers of physical distancing at every opportunity.		
4. All food and beverage will be individually plated and served. Seating capacity and floor plans to be reviewed on event by event basis to ensure the CDC physical distancing.		
5. Post CDC signage in publicly trafficked locations emphasizing measures to “Stop the Spread of Germs” (CDC) and exercise social responsibility (e.g., hygiene)		
6. Provide separate, designated entrances and exits.		
7. Limit number of staff in a food preparation area at any one time.		
8. Reconfigure employee break rooms and common areas.		