



REOPENING GUIDANCE FOR RESTAURANT OPERATIONS

PLANNING CHECKLIST

COVID-19

This checklist identifies best practices to follow in planning for reopening restaurants to prevent the spread of COVID-19. Information is based on guidance from [CDC](#), [NRA](#), and [FDA](#). However, because each community may have specific requirements, check with your local health inspector before reopening.

1 DECIDING TO OPEN

LOCAL REGULATIONS

- Review local health authority recommendations for reopening requirements and restrictions.
- Determine whether inspection is needed prior to reopening.

BUDGETING

- Review budget to generate break-even projections.
- Discuss product and supply availability with vendors.
- Review menu offerings.

2 PLANNING

STAFFING

- Ensure person in charge has current Certified Food Protection Manager credential.
- Identify alternative staffing should key employees become ill.
- Develop procedures to monitor health of staff based on CDC guidance.
- Establish and communicate to staff new policies regarding health monitoring, use of PPE (masks, gloves, aprons) and social distancing procedures.
- Train staff on food contact and non-food contact cleaning procedures with use of [EPA approved disinfectants](#).
- Retrain staff on hand washing procedures and frequency.
- Review health and hygiene practices with focus on not touching eyes, nose, and mouth, or the masks used to cover nose and mouth.
- Reconsider job duties to avoid cross contamination.
- Consider hiring additional staff to cover potential illnesses and control guest traffic flow.

ENVIRONMENTAL FACTORS

- Complete a deep clean of facility following [CDC guidance](#).
- Install sanitizing dispensers throughout dining area (60% ethyl or 70% isopropyl alcohol).
- Post signage on entrance door that no one with fever or other COVID-19 symptoms will be permitted in the establishment.
- Provide, if possible, traffic flow patterns to maintain social distancing requirements with separate entrance and exit lanes in and out of operation; to/from dining room; to/from restroom.
- Use signage or markers at points of facility entrance, restroom, host stations, payment stations, and kitchen reminding customers to practice proper hand washing and safe social distancing.
- Establish procedures to limit congregation of guests in restrooms, waiting areas, etc.
- Hang signs to remind staff about limitations for congregation, even at work stations.
- Stagger work schedules as possible to avoid congestion.
- Set up seating areas to maintain 6 feet of distance between groups.
- Install physical barriers as necessary.
- Monitor self-serve food and beverage areas to ensure proper hygiene practices and social distancing occurs.
- Revise SOPs as needed to change utensils used at self-serve food areas every 30 minutes.
- Move or create new wait staff and payment stations to avoid congestion.
- Consider technological solutions to limit person-to-person interactions for payments and orders.

SUPPLIES

- Discard expired food supplies.
- Purchase no-touch thermometer (to check employee temperatures), cleaning supplies (hand soap, disposable plates and cups, disposable cutlery or pre-wrap silver in napkins), disposable table condiments.
- Ensure adequate personal protective equipment is available for employees.
- Print adequate numbers of disposable menus.
- Review menu and adjust as needed to ensure quality and safety of foods served.
- Establish procedure for receiving supplies from vendors that minimizes contact.

CLEANING & SANITIZING

- Determine which disinfectants you will use to mitigate Coronavirus on high touch surfaces.
- Enhance cleaning, sanitizing, and disinfecting procedures for high touch surfaces.
 - Front of House:
 - Door handles
 - Light switches
 - Point of sale and touch screens
 - Table and service area surfaces
 - Back of House:
 - Refrigerator and freezer handles
 - Oven knobs
 - Food contact surfaces
- Identify cleaning and disinfecting plan (see [CDC decision tool](#)).
- Designate linens for purposes of cleaning and for use in production.
- Establish cleaning procedures for reusable face masks.
- Segregate linens for laundering
- Use hottest wash temperatures possible for food service linens.

3 MARKETING & COMMUNICATIONS

POINT OF SALE

- Post signage with social distancing guidelines, minimal contact procedures, and reminders of hygienic practices.
- Communicate party size and seating capacity.

SOCIAL MEDIA & PRINT

- Update web sites and other promotional materials with new service and payment procedures.
- Communicate party size and seating capacity.



REOPENING GUIDANCE FOR RESTAURANT OPERATIONS

OPENING CHECKLIST

COVID-19

This checklist identifies best practices to follow in planning for reopening restaurants to prevent the spread of COVID-19. Information is based on guidance from [CDC](#), [NRA](#), and [FDA](#). However, because each community may have specific requirements, check with your local health inspector before reopening.

IMPLEMENTING THE PLAN

1 STAFFING

EMPLOYERS
Schedule a Certified Food Protection Manager for all hours the operation is open.
Prohibit ill employees from reporting to work.
Stagger staff meetings to limit contact between employees.
Establish non-contact method to communicate with staff.
Review procedures related to hygiene, social distancing, and cleaning and sanitizing with staff each day before opening.
Provide PPE as needed.
Monitor staff health and hygiene practices front and back of house.
Ensure social distancing guidelines met by staff (front and back of house) and patrons.
Supervise cleaning and sanitizing procedures.
Ensure task assignments to avoid cross contamination as planned.

EMPLOYEES
Tell supervisor if ill or experiencing any of COVID-19 symptoms.
Tell supervisor if household member has tested positive for COVID-19.
Wash hands before putting on gloves.
Wash hands before touching clean surfaces.
Wear gloves as specified.
Change gloves as needed.
Wear PPE as directed by employers.
Avoid touching eyes, nose, mouth, or face.
Follow social distancing guidelines as much as possible.
Limit contact with patrons. If table-side service, wear masks.

2 SERVICE & DELIVERY

Avoid refilling beverage glasses from common containers such as water pitchers.
Restrict customers from self-service of food or beverages.
Change service utensils frequently.
Discard single-use or paper items after each use.
Use pre-wrapped silverware and place on table as guests are seated.
Eliminate table presets (condiments, sugar, etc.).
Use paper menus or menu boards.
Restrict work tasks to assigned responsibilities (food handling, table service, meal packaging, payment, etc.) to avoid cross contamination.

3 CLEANING & SANITIZING

FRONT OF HOUSE
Clean and disinfect non-food contact surfaces and areas following developed procedures at least:
Each hour:
Restrooms
Host station/Entry
Wait staff section
After each use:
Seating areas (table tops, booths, chair sides, etc.)
Ordering and payment devices

BACK OF HOUSE
Clean and sanitize areas following developed procedures at least:
Each hour:
Frequently touched surfaces
As needed:
Work surfaces