CHECKLIST TO RE-OPEN SEATING AREAS IN RESTAURANTS

The intention of this document is to provide you with tools to re-open for dine-in service while promoting health and safety measures established to mitigate COVID-19 exposure to staff and customers. This document is based on guidelines from the Centers of Disease Control (CDC), the California Department of Public Health (CDPH) and Occupational Safety and Health Administration (OSHA) , to help you to establish a plan to adjust, improve and validate the measures you have in place. By completing the applicable items marked on the check list you will be complying with the minimum requirements to operate under California guidelines. Keep this form and other supporting documents available for review upon request by your district inspector.

RISK LEVEL BASED ON SCOPE OF FOOD SERVICE OPERATION The more an individual interacts with others, and the longer that interaction, the higher the risk of COVID-19 spread.

Risk Level	Low *	Medium **	High ***	Critical ***
Food service characteristics:	Limited to: • drive-through, • delivery, • take-out, and • curb-side pick up	• Drive-through, delivery, take-out, and curb-side pick up <u>and</u> • On-site dining limited to <u>outdoor</u> <u>seating</u>.	• Drive-through, delivery, take-out, and curb-side pick up <u>and</u> • On-site dining with both <u>indoor and outdoor seating.</u>	On-site dining with both indoor and outdoor seating without modification
Seating capacity:	No applicable	Reduced to allow tables and seating to be spaced at least 6 feet apart.	Reduced to allow tables and seating to be spaced at least 6 feet apart.	**Not** reduced and tables **not** spaced at least 6 feet apart.
Action item	Verify applicable measures in this guideline are implemented	Implementation of measures in this guideline required before open outdoor seating	Implementation of measures in this guideline required before opening indoor and outdoor seating	<u>**NOT ALLOWED TO OPEN DINING AREA**</u>

RESPONSIBILITIES

Owner / Person in Charge Responsibilities

□ Apply Social Distancing Protocol

□ Apply Employee Exclusion Policy

□ Apply Exposed Employee Policy

□ Apply Return to Work Policy

□ Apply Flexible Leave Policy

□ Contamination Incident Response Policy

□ Designate a person(s) responsible for implementing this plan

□ Designate a person (s) to manage employee health and illness reports and forward informationt to the Local Health Department

Employee Responsibilities

□ Actively screen for symptoms

□ Check your temperature before leave home for work

□ Notify to your employee health and illness point of contact and stay home if you are sick

□ Use face coverings (keep your nose and mouth covered)

□ Wash your hands and use hand sanitizer as necessary

□ Avoid touching your face and eyes

□ Cover your sneeze or cough by doing so into your elbow

□ Maintain social distance (6 ft or more) as feasible during work

□ Disinfection of check-in equipment

Customer Responsibilities

□ Actively screen for symptoms and stay at home if you are sick

□ Use a face cover that covers your nose and mouth when in a public place and not eating

□ Follow social distancing protocols and maintain a 6 foot distance where possible

□ Wash your hands and use hand sanitizer frequently

□ Avoid touching your face and eyes

□ Cover your sneeze or cough by doing so into your elbow

PRE-REQUISITES: During the COVID-19 Pandemic all essential business owners can operate provided they comply with the social distancing protocols. To continue your operation, make sure all the following items are addressed to minimize risk of exposure:

**PRE-REQUISITES CHECK LIST (SAFEGUARDS TO MEET THE MINIMUM SAFETY REQUIREMENTS)**

**1. Required Signage**
Yes	No	**Present** at each public entrance (*) also posted in the restrooms as follows:
☐	☐	Appendix A
☐	☐	Do Not Enter if Sick
☐	☐	Face Coverings Required (*)
☐	☐	Practice Proper Hygiene (*)
☐	☐	Maintain 6-foot distance from others
☐	☐	Maximum Capacity is posted INSIDE: _____
☐	☐	Maximum Capacity is posted OUTSIDE: _____

**2. Protecting Employee Health**
Yes	No	**a) Employees have been _trained_ to proceed as follows:**
☐	☐	Monitor for symptoms and stay at home if sick (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, etc.)
☐	☐	Stay at home if they have tested positive for or are showing symptoms of COVID-19
☐	☐	Employees who have had a close contact with a person with COVID-19 should also stay home and monitor their health
☐	☐	Employees know the Environmental Health Department (EHD) criteria to return to work after being sick: (http://scceh.com/Home/Programs/ConsumerProtectionPrograms/FoodFacilityInformation/COVID-19InformationforFoodFacilityOperators.aspx)
☐	☐	Proper ways to wear a face mask (cover nose and mouth, wash hands before & after touch face mask)
☐	☐	Proper hygiene and handwash
☐	☐	High risk population
☐	☐	Proper disinfection process and frequency of breakrooms, bathrooms, common areas
		b) Employees monitoring:
☐	☐	Is there a system in place to monitor employee's symptoms before start to work?
☐	☐	Is there a system in place to monitor service provider's symptoms before they access to the facility?

**3. Cleaning and Disinfection**
Yes	No	**The operator can:**
☐	☐	Disinfectant with: ☐ bleach (1/3 cup per gallon of water) ☐ alcohol %_____ ☐ EPA approved disinfectant/ contact time _____
☐	☐	Identify and list all frequently touched surfaces needed to be disinfected in each area (e.g., door handles, cash registers, payment centers, counters, workstations, sink handles, bathroom stalls). Specify disinfection frequency: _____
☐	☐	Identify shared items needed to be disinfected or changed **between each use:** tables, countertops / bars, receipt trays, condiment holders, tablecloths, etc.
☐	☐	Establish a disinfection routine that is sustainable during peak hours and train staff on proper cleaning timing and procedures to ensure safe and correct application of disinfectants.
☐	☐	Provide disposable gloves to staff handling dirty dishes and impermeable aprons and eye and face protection to dishwashers. Change and/or disinfect frequently.
☐	☐	Wash, rinse, and sanitize food contact surfaces with a chemical approved for food service by the EPA. If a food-contact surface must be disinfected due to possible COVID-19 exposure, the item must be washed, rinsed, and disinfected with an EPA SARS-Co-V-2 approved chemical then rinsed and sanitized with a chemical approved for food service. Follow manufacturer's instructions for application.
☐	☐	Equip spaces such as dining rooms, bar areas, host stands, and kitchens with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure constant availability.
☐	☐	Ensure that cleaning or disinfecting product residues are not left on table surfaces. Residues could cause allergic reactions or cause someone to ingest the chemicals.
☐	☐	Ensure that sanitary facilities are always operational and stocked. Verify means to store chemicals safely.

		4. Limiting Shared Objects
Yes	No	**Facility operator can:**
☐	☐	Eliminate items that are difficult to clean, sanitize, or disinfect.
☐	☐	Limit any sharing of food, tools, equipment, or supplies by staff members.
☐	☐	Provide adequate supplies to minimize sharing of high-touch materials (e.g., serving spoons) to the extent possible; otherwise, limit use of supplies and equipment by one group of workers at a time and clean and disinfect between use.
☐	☐	Avoid using or sharing items that are reusable, such as menus, condiments, and any other food containers. Instead, use disposable or digital menus, single serving condiments, and no-touch trash cans and doors.
☐	☐	Use touchless payment options as much as possible, if available. Procedure in place to ask customers and employees to exchange cash or card payments by placing on a receipt tray or on the counter rather than by hand to avoid direct hand to hand contact. Clean and disinfect frequently touched surfaces such as pens, counters, or hard surfaces between use and encourage patrons to use their own pens.
☐	☐	Use disposable food service items (e.g., utensils, dishes, napkins, tablecloths). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water, or in a dishwasher. Employees should wash their hands after removing their gloves or after handling used food service items.
☐	☐	Avoid use of food and beverage utensils and containers brought in by customers.

		5. Ventilation
Yes	No	**The operator Can:**
☐	☐	Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors and prioritizing outdoor seating. Do not open windows and doors if doing so poses a safety or health risk to customers or employees (e.g., risk of falling or triggering asthma symptoms). Consider upgrades to improve air filtration and ventilation. Portable oscillating fans and similar systems that create visible indoor air currents are discouraged.

		6. Facility Layout and Procedures for Customers
Yes	No	**The operator can:**
☐	☐	Reconfigure kitchens to maintain physical distancing in those areas where practical. If not practical, stagger shifts when possible to do work ahead of time and install additional controls, like solid barriers.
☐	☐	Limit seating capacity to allow for social distancing.
☐	☐	Change restaurant layout to ensure that all customer parties remain at least 6 feet apart (e.g., marking tables/stools that are not for use) from each other and any employee work area.
☐	☐	Create 6-foot corridors when possible to prevent people from coming in contact when walking in opposite directions.
☐	☐	Close seating at bar areas if social distancing between staff members and customers cannot be provided.
☐	☐	Limit the number of chairs and patrons at a single table.
☐	☐	**Avoid** offering any self-serve food or drink options, such as buffets, salad bars, and drink stations.
☐	☐	Offer drive-through, curbside take out, or delivery options as applicable.
☐	☐	Use contactless pick-up and delivery systems to provide takeout food.
☐	☐	Encourage customer reservations.
☐	☐	Consider options for dine-in customers to order ahead of time to limit the amount of time spent in the establishment.
☐	☐	Ask customers to wait in their cars or away from the establishment while waiting to pick up food or when waiting to be seated. Inform customers of food pickup and dining protocols on the business' website and on posted signs.
☐	☐	Discourage crowded waiting areas by using phone app, text technology, or signs to alert patrons when their table is ready. Avoid using "buzzers" or other shared objects.
☐	☐	Screen guests for symptoms.
☐	☐	Show parties to their tables one party at a time and only once all have arrived.
☐	☐	Prioritize outdoor seating as much as possible.
☐	☐	Provide hand sanitizer at guest and employee entrances and contact areas.
☐	☐	Provide takeout containers to customers to package their own leftovers.
☐	☐	Remove mints, candies, snacks, and toothpicks and provide them only as needed. Remove non-essential shared items such as games.
☐	☐	Implement peak period queueing procedures, including a host to remind customers to practice physical distancing.

		7. Physical Barriers and Guides
Yes	No	**The operator can:**
☐	☐	Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart. Barriers can be useful in restaurant kitchens and at cash registers, host stands, or food pickup areas where maintaining physical distance of at least 6 feet is difficult.
☐	☐	Provide physical guides, such as tape on floors or sidewalks and signage, to ensure that individuals remain at least 6 feet apart. Consider providing these guides where lines form, in the kitchen, and at the bar

		8. Employee Areas
Yes	No	**The operator can:**
☐	☐	Reconfigure, restrict, or close common areas, like employee break rooms, provide alternative where physical distancing can be practiced, otherwise stagger use and clean and disinfect between use. Discourage employees from congregating in high traffic areas.

		9. Designated COVID-19 Point of Contact
Yes	No	**The operator can ensure:**
☐	☐	Each shift must have a designated person responsible for responding to COVID-19 questions and concerns. All staff members should know who this person is and how to contact them.
☐	☐	Provide a method to report symptoms of COVID-19, positive COVID-19 test results, or COVID-19 exposure within the last 14 days in accordance with the CDC Guidelines and while protecting HIPAA/privacy laws.
☐	☐	Prepare a procedure to isolate sick individuals and conduct disinfection if a person is found to be working while sick.
☐	☐	Establish a disinfection procedure should you confirm a positive COVID-19 case in the facility. Hiring a third-party cleaning/disinfection service is advised.

		10. Notifying the Environmental Health Division and the Communicable Disease Unit (CDU) Follow-Up
Yes	No	**The operator is aware:**
☐	☐	Contact the Santa Cruz county Environmental Health Division at (831) 454-2022 if you receive notice of a staff person with COVID-19 or if you observe staff with COVID-19 like symptoms. Be prepared to provide personal information about the individual to inspection staff so that they can follow-up with the Communicable Disease Unit. You may be contacted by the Communicable Disease unit for further instructions.
☐	☐	Provide means to notify staff, customers, and the public of business closures and restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation)

		11. Other Control Measures
Yes	No	**The operator should:**
☐	☐	Develop methods to determine the effectiveness of the control measures.
☐	☐	Identify high risk employees (individuals with heart conditions, diabetes, auto-immune disorders, etc.) and take steps to limit their exposure risk (e.g., modified job responsibilities such as managing inventory rather than working as a cashier, or managing administrative needs through telework)
☐	☐	Stagger and limit dining times to minimize the number of customers in the establishment

Other Resources:
- **COVID-19 Information for Food Facility Operators**
http://scceh.com/Home/Programs/ConsumerProtectionPrograms/FoodFacilityInformation/COVID-19InformationforFoodFacilityOperators.aspx

- **What to do if you think you are sick?**
https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx

Sources:
- Federal/ CDC Guidelines. Retrieved May 29, 2020 from: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants.html

- Dine in Food Service Guidelines from the State of California. Retrieved May 29, 2020 from: https://covid19.ca.gov/pdf/guidance-dine-in-restaurants.pdf