



COVID-19: Restaurant Business Checklist

MANAGING EMPLOYEE HEALTH

Continue to:

- Remind sick employees to stay home
- Send employees home if they become sick while at work
- A person is considered recovered after they have been released from isolation by SD-DOH upon meeting the following: (1) at least 10 days have elapsed after their symptoms began, and (2) at least 24 hours have elapsed after their fever resolved and their other symptoms have improved.

And Consider:

- Pre-screening employees for fever and other symptoms prior to employees entering building

EMPLOYEE HEALTH AND HYGINE

Continue to:

- Have employees wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, after blowing their nose, coughing or sneezing, or after touching high touch surfaces, e.g., doorknobs, and doorbells.
- Provide hand sanitizers with at least 60% alcohol where soap and water are not readily available
- Remind employees to avoid touching eyes, nose, and mouth

And Consider:

- Asking all staff to wear facemasks as recommended by the CDC

ADMINISTRATIVE CONTROLS AND WORK PRACTICES

Continue to:

- Follow established food safety protocols and best practices for retail food establishments
- Provide food handler training to all employees

And Consider:

- Staggering workstations to avoid close contact
- Limiting the number of employees simultaneously in break rooms
- Posting signage at the entrance stating that no one with a fever or symptoms of COVID-19 should enter the restaurant
- Reminding third-party delivery drivers and suppliers that you have internal distancing requirements
- Increasing the amount of outdoor air or ventilation through HVAC systems within building(s)

CLEANING AND SANITIZING

Continue to:

- Thoroughly clean and disinfect the establishment using EPA-registered disinfectants. (Pay extra attention to high-contact areas such as floors, doorknobs, equipment handles, counters etc.)
- Wash, rinse, and sanitize food contact surfaces, dishware, utensils, food preparation surfaces, and beverage equipment after use
- In between diners, clean and sanitize reusable menus, table condiments, digital ordering devices, check presenters, self-service areas, tabletops, seating and other commonly touched areas and discard single use items. Where possible, consider using rolled silverware and eliminate table presets
- Routinely clean and sanitize coolers and insulated bags for delivery
- Regularly clean and sanitize restrooms

And Consider:

- Making hand sanitizer available to guests and if possible, utilizing touchless hand sanitizing solutions
- Closing all restaurant or dining room playgrounds

FOOD SAFETY

Continue to follow:

- Established food service and food safety guidelines such as the 4 key steps to food safety: Always — Clean, separate, Cook, and Chill
- Avoid direct contact with ready-to-eat foods by using gloves, deli tissue, or suitable utensils

And Consider:

- Removing items from self-service drink, condiment, utensil, and tableware stations. Where practicable, workers can provide such items directly to patrons

SOCIAL DISTANCING

Consider the following:

- Using technology to limit contact between employee and guests (i.e. mobile ordering, text on arrival for seating, contactless payment, “no touch deliveries” and reservation or call ahead seating business models)
- Encouraging spacing between customers, including while patrons are waiting to be seated, i.e. install floor markings, and where practical use physical barriers
- Updating floor plans for common dining areas, redesigning seating arrangements to ensure at least six feet of separation from seating to seating. Utilize physical barriers on booth seating when available
- Using separate entrance and exit in facility if available
- Determining ingress/egress to and from restrooms to mitigate proximity for guests and staff
- Limiting party size at tables to no more than six
- Suspending operations like salad bars, buffets, and beverage service stations. Alternatively, consider a cafeteria style (worker served) approach; installing sneeze guards; frequently changing, washing, and sanitizing utensils; and placing visual markers to adequately space patrons while in line
- Establishing designated pick-up zones
- Using physical barriers, such as Plexiglass, at registers if practical