



COVID-19 CHECKLIST RETAIL FOOD ESTABLISHMENT

EMPLOYEES

- Develop a protocol to screen employee health upon entry
- Require symptomatic employees to stay home and recommend testing [CDC Symptoms of Coronavirus](#)
- Provide non-surgical masks and require use by employees [CDC How to Wear a Face Mask](#)
- Staff must wear face mask within establishment and outside if you cannot social distance six(6) feet
- Staff must be in a designated seated break area to eat and drink BEFORE REMOVING FACE MASK
- Require employees to wash hands frequently
- Provide food handling refresher training to all employees



FACILITY



- Place hand sanitizer in lobby, at cashier stations, and in restrooms
- Signage notifying patrons of face covering requirement must be posted at entry doors
- Only admit customers who wear face coverings into the facility
- Post signage stating customers should not enter with fever or symptoms of COVID-19 or develop a protocol to screen customers [CDC Print Resources](#)
- Tables or available booths should be spaced at least 6 feet apart or have separation barrier (including outdoor seating)
- Consider using a reservation and/or call ahead only process to ensure capacity and distancing requirements are not exceeded
- Consider installing shields at host/hostess and cashier stands

PATRONS

- All patrons must remain seated while consuming food and/or drink or when otherwise remaining on the premises; and
- Seating must be arranged and maintained so that individuals, households, or parties are spaced at least six (6) feet apart from any other individual, household or party.
- Limit number of persons in a waiting area (consider using a text or intercom system or allowing only one member of a party to remain in waiting area with areas in the waiting area marked to ensure proper distance)



CLEANING AND DISINFECTING



- Frequently clean high-contact areas such as door handles, phones, pens, and keypads
- Use electronic ordering or disposable menus, or sanitize menus after each use
- Use disposable silverware or rolled silverware (and use gloves when rolling)
- Sanitize all tabletops and chair arms after each table turns
- Increase cleaning of restrooms
- Enhance cleaning of facility after hours and use recommended disinfectants.

SOCIAL GATHERINGS

Social gatherings limited to 50 people in current orange code for county. If you have a catering or party room it also will be limited to 50 people from separate households such as birthday celebrations, holiday parties, receptions, and the like, etc....

