

COVID-19 INSPECTION CHECKLIST

General Requirements (All Levels)

- “One-way” flow signs for entrance and “one-way” flow signs for exit are posted to maintain crowd control.
- Hand sanitizer or a hand washing station (fresh water and soap) is available upon entry and exit.
- Provides physical guides, such as tape on floors or sidewalks to ensure that all customer parties remain at least six feet apart in dining areas, waiting lines or ask customers to wait in their cars or away from the establishment while waiting to pick up food.
- Ensures adequate supplies to support healthy hygiene practices for both employees (must have access to soap and water) and customers (soap and water or hand sanitizer, but only if no restroom access).
- Signs are posted on how to stop the spread of COVID-19, how to properly wash hands, provide notice that no one with symptoms will be permitted inside, and how to properly wear a face covering. Samples are available to download and print from <https://www.chcc.gov.mp/coronavirusinformation.php>
- Enforces hand washing, covering coughs and sneezes, and use of a face covering by employees when near other employees and customers.
- Cleans and disinfects frequently touched surfaces such as door handles, touch screens, and faucets.
- Washes, rinses, and sanitizes food contact surfaces, food preparation surfaces, and beverage equipment after use.
- Employees with symptoms are sent home and encourages staff who are sick to stay at home.
- Has proof that all staff have completed online ServSafe trainings specific to COVID-19 transmission reduction. A manager-signed attendance log may be accepted for proof of group training, or other “record of training” documentation provided by ServSafe. This training will be incorporated to food handler training certification moving forward.
- Does not preset tables- condiments, utensils, and tableware are removed from table, but may be provided upon seating/request.

Take Out/Delivery Service ONLY (Red and Orange)

- Restaurants limit service to drive-through, delivery, or curbside pick-up options only.
- Post signs to inform customers of food pickup protocols.

Limited Dine-in Service (Yellow)

- Reduced dine-in occupancy to **25%** and limit the size of parties dining in together to no more than **4 people**.
- Uses outdoor seating whenever possible.
- Requires that patrons make reservations to control volume.
- Maintains records of one point of contact per party for contact tracing purposes.
- Does not offer self-service food or beverages (e.g. food buffet or drink refill stations).

COVID-19 INSPECTION CHECKLIST

RECOMMENDATIONS:

- Monitor news media and government updates to determine current mitigation level.
- Consider assigning workers at high risk for severe illness (due to age or underlying health condition) duties that minimize their contact with customers and other employees.
- Avoid using or sharing items such as menus, condiments, and any other food. Instead, use eco-friendly disposable or digital menus, single serving condiments, and no-touch trash cans and doors. Ensure that all non-disposable food service items are washed with dish soap and hot water or in a dishwasher.
- Employees wash their hands immediately after removing their gloves or after directly handling used food service items or trash.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors.
- Use touchless payment options as much as possible, when available.
- Train all employees on safety actions while maintaining social distancing and use of face coverings during training.
- Consider conducting daily health checks (e.g., temperature and symptom screening) of employees. If implementing health checks, conduct them safely and respectfully.
- Implement flexible sick leave and other flexible policies and practices, such as telework, if feasible.
- Consider installing physical barriers, such as sneeze guards and partitions at cash registers, or other food pickup areas where maintaining physical distance of six feet is difficult.
- Restrict the number of employees in shared spaces, including kitchens, break rooms, and offices to maintain at least a six-foot distance between people.
- Rotate or stagger shifts to limit the number of employees in the workplace at the same time.
- Consider options for dine-in customers to order ahead of time to limit the amount of time spent in the establishment.