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DEPARTMENT OF COMMUNITY SERVICES

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COVID-19 Daily Reminder List for Food Facility Employees

EMPLOYEE HEALTH

- Each employee must complete a symptom or temperature check before starting each shift.

EMPLOYEE PROTECTION

- Keep soap and paper towels dispensers stocked at every handwash sink. Use hand sanitizer in addition to handwashing.
- Wash hands: Start of shift, before serving food, after touching dirty dishes, after processing payments, after any cleaning activities, after touching face, when changing gloves etc.
- Use gloves in addition to frequent hand washing and wash hands when gloves are changed.
- Dishwashers should use washable/disposable aprons, eye and face shield/covering.
- Wear face coverings.

PHYSICAL DISTANCING

- Keep seating at each table at least 6 ft. from seating at other tables, wait stations or prep areas.
- Customers must wear face coverings when not eating or drinking.
- Limit seating at each table to people who have asked to sit together.
- If customers need to wait for takeout food or a table, ask them to wait in their cars and alert them using their mobile phone.
- Follow the facility plan for peak periods. Do not exceed facility capacity.
- Remind customers of social distancing and markings on floor if present and needed.
- Encourage the use of outdoor seating (with 6 ft. distancing).

SANITATION

- Keep sanitizer, wiping cloths, and/or sanitizer wipes in wait stations, and kitchens. Keep supplies fresh and readily available. Use test strips to check sanitizer concentration.
*Sanitizer: Chlorine (unscented bleach) at min. 100ppm (use white test strip)
Quaternary ammonium at min. 200ppm (use orange test strip)*
- Clean and sanitize table, chairs and surrounding area after each customer use.
- Do not pre-set tables. Provide table settings to customers once seated.
- Provide disposable menus or sanitize menus between each customer.
- Provide condiments in disposable packages. If salt/pepper shakers and squeeze bottles are placed on table, they must be sanitized between customers.
- When providing takeout containers, ask customers to package their own leftovers.
- Sanitize counters, phones, door handles, credit card terminals, restrooms etc. frequently.

GENERAL

- Keep doors and windows open when possible to increase air circulation unless flies, cockroaches, rodents or any other type of vermin are observed.