

Additional Guidance & Resources for Food Establishments During Covid-19:

For more detailed guidance for the steps listed below, go to:

<https://servingsafefood.com/knowledge-base/>

Step 1: Order Supplies

You should be well stocked with the following to last 2-4 weeks maybe longer depending on the supply chain:

1. Non-contact thermometers to monitor employees' temperature (this may be required by some health departments)
2. Gloves (may be color-coded for different tasks – such as white for handling food and clean equipment and black for handling soiled dishes/equipment.)
3. Facemasks
4. An EPA approved disinfectant for use against coronavirus (see information on EPA list of approved Disinfectants for use against coronavirus below).
5. A clean-up kit for vomiting and diarrheal incidents
6. Goggles – these may be needed if an employee needs to respond to an ill customer or another employee. These can often be found in clean-up kits for vomiting and diarrheal incidents.
7. Non-contact hand sanitizing wipes or gel for employees and customers.

Step 2: Develop Procedures for Entering Establishment

1. Develop Procedures for Entering Establishment
2. Cleaning, Sanitizing, and Disinfecting Procedures
3. Procedures for Disinfecting Menus
4. Procedures for Dispensing Individual Condiment Packets
5. Developing Procedures for Disinfecting Frequently Touched Surfaces
6. Develop Logs
7. Procedures on Social Distancing for Retail
8. Procedures for Maintaining Sanitizing Wipes
9. Procedures for Routinely Cleaning and Disinfecting Carts and Baskets

Step 3: Training Staff

It is critically important that all your staff are trained. Not only do they need to understand the symptoms and basic preventative measures for COVID-19, they also need to understand the new procedures put in place to help prevent the spread to other employees and customers and understand why these procedures are in place. The following is a sample agenda for the COVID-19 Training:

Agenda for COVID-19 Training

1. Symptoms
2. Personal Preventative Measures
3. Mitigation Procedures for Food Service Establishments
4. Hand Washing
5. Wearing Masks and Gloves
6. Social Distancing

7. Protecting Yourself and Others
8. Cleaning / Disinfecting Frequently Touched Surfaces
9. Managing Employee Health

You can also train your staff by showing the 20 minute “COVID-19 Reopening Action Plan Employee Training” video below.

Click on the links for training tools.

- Hand Washing Video: <https://www.youtube.com/watch?v=d914EnpU4Fo>
- CDC Poster – Symptoms of Coronavirus (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>
- CDC Poster – How to Protect Yourself and Others: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>
- CDC Poster – Stop the Spread of Germs: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

Step 4: Notifying Vendors and Services

Notify regulatory authority (BOH), vendors, and trash, recycling, and pest control services that you plan to reopen and when you plan to reopen.

Step 5: Preparing Your Kitchen

1. Back of House Social Distancing
2. Stagger/Space Work Stations if Possible
3. Social Distancing in Break Rooms
4. Frequent Touch Surfaces Disinfected
5. Food Contact Surfaces Cleaned and Sanitized
6. Method(s) Used for Warewashing
7. High Temp Dish Machine (Final Rinse 180F – 194F)
8. Irreversible Test Strip/Temp Measuring Device
9. Low Temp Dish Machine(s) (Chlorine)
10. Three Bay Sink Set-Up
11. Proper Test Strips for Sanitizers Provided
12. Soap and Sanitizer in Prep Areas
13. Chemical Dispensers Working Properly
14. Refrigerators and Freezers Cleaned
15. Refrigerated Food at 41F (5C) or Lower
16. Expiration Dates/ Date Marking
17. Expired or Unsafe Food
18. Food Stored to Prevent Cross-Contamination
19. Cold Holding Equipment – Maintain at 41F (5C) or Lower
20. Mechanical Thermometer in Refrigerated Units
21. Hot Holding Equipment – Keeps Product at 135F (57C) or Higher

22. Food Thermometers Ready and Calibrated
23. Cleaning and Sanitizing Ice Machine(s)
24. Hoods Tested and Serviced
25. Water Interruption

Step 6: Preparing the Front of House

1. Table/Chair Spacing in Dining Room(s)
2. Restroom Etiquette – Notices Posted
3. Social Distancing in Checkout Counters and High Risk Areas
4. Self-Service Eliminated
5. Sanitizing Wipes at Entrances
6. Disinfecting Menus
7. Condiment Containers Eliminated
8. Forks, Knives, and Spoons
9. Cleaning and Disinfecting Grocery Carts and Baskets
10. Hand Sanitizing Available at all Entrances
11. Hand Sanitizing Wipes/Gel Near Entrances