

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.
- ☑ 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 hand sanitizer in addition to handwashing. Encourage patrons to use hand sanitizer.
- ☑ Use gloves in addition to frequent hand washing and wash hands when gloves are changed.
- ☑ Use a face covering.
- ☑ Dishwashers should use washable/disposable aprons, eye and face shield/covering.

PHYSICAL DISTANCING

- ☑ Keep seating at each table at least 6 ft. from seating at other tables.
- ☑ Limit seating at each table to people who have asked to sit together.
- ☑ Do not seat customers within 6 ft. of a wait station or prep area.
- ☑ 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.

Post this list in an area visible to all employees