

Template for Dine-In Restaurant COVID-19 Prevention Plan

This template is intended to assist owners/managers of dine-in restaurants with implementing a plan to prevent the spread of COVID-19.

Make a written plan. It should contain the following elements:

Name of person in charge of implementing the plan.

How will training and communication with employees be conducted?

List high risk areas or activities within the facility and the measures that will be taken to limit the risks:

What will happen if an employee reports a positive COVID-19 test:

Describe the plan for addressing peak periods when potential customers may exceed facility capacity:

How will the facility self-check for compliance with safety measures and what will the process be for correcting safety measures that are not being implemented properly?

Employee training has been provided, covering the following topics:

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if experiencing any cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- The importance of hand washing and requirements for handwashing.
- The proper use of gloves.
- The proper use of face coverings.
- The importance of physical distancing, both at work and off work time.
- Information on employer or government-sponsored leave benefits including government programs supporting sick leave and worker's compensation for COVID-19.

Training date	Employees that received training

Control measures and on-site employee screening

Describe how employee health is being assessed prior to each shift:
Describe the process that is followed if an employee has COVID-19 symptoms:
What is the process used to ensure that paper towels and soap are always available at the handwash sinks:
<input type="checkbox"/> Yes <input type="checkbox"/> No - Employees all have access to face coverings?
<input type="checkbox"/> Yes <input type="checkbox"/> No - Signs are posted that encourage patrons to use face coverings and maintain social distancing?
<input type="checkbox"/> Yes <input type="checkbox"/> No - Disposable gloves available to all employees?

Yes No - **Employees that wash dishes have access to clean aprons/disposable aprons, eye and face protection (goggles or shield)?**

Physical Distancing Guidelines

Describe where customers wait for a table or for to-go orders?

Yes No - **A reservation process used to help prevent people from gathering. If another process is used, please describe:**

Describe the process for addressing peak periods and process used when a line forms. Has the host been provided with training and have backup assistance if needed?

Yes No - **There are markings on the floor or elsewhere to assist customers with 6 ft separation**

Are signs posted at each public entrance to the facility informing the dining public to:

Yes No - **Maintain social distancing of 6 ft.**

Yes No - **Wash hands or use hand sanitizer upon entry into a restaurant**

Yes No - **Stay home if they are ill or have symptoms consistent with COVID-19**

List any other actions taken to assist with 6 ft social distancing guidelines:

Seating Arrangements

Yes No - **Seating at each table at least 6 ft. from seating at other tables or has physical barriers to separate customers.**

Yes No - **Measures have been implemented to provide 6 ft. of separation between workers and customers through reconfiguring space, installing physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).**

Yes No - **Customers are not seated within 6 ft. of an employee work station or food and drink preparation area.**

Yes No - **Extra tables and chairs that cannot be used, have signs or other visual cues to indicate that they are unavailable.**

Cleaning, Disinfecting, and Contamination Control Measures

- Yes No - Hand sanitizer is available at guest and employee entrances and checkout counters.
- Yes No – Employees are given time to complete necessary cleaning activities.
- Yes No - Tables, chairs and surrounding areas are after cleaned and sanitized after each customer use.
- Yes No - High contact touchpoints, such as counters, phones, door handles, credit card terminals, etc. are sanitized following a regular schedule.
- Yes No - Customer restrooms are cleaned and sanitized frequently.
- Yes No - High traffic areas are cleaned thoroughly every day.
- Yes No - Sanitizer, towels, and/or sanitizer wipes are always available in wait stations, bar areas, host stands, and kitchens. Supplies are frequently checked to ensure proper sanitizer concentration.
- Yes No - Utensils and food-ware are properly washed, rinsed and sanitized for an adequate contact time or single-service (disposable) utensils and food-ware are used.
- Sanitizer for utensils: Chlorine at a concentration of at least 100ppm soaked for 30 seconds*
Quaternary ammonium at a concentration of at least 200ppm soaked for 1 min.
- Yes No - Self-service machines, such as soda and frozen yogurt machines are sanitized frequently.

How are menus handled? Disposable, Sanitized between use? Etc.
How are table settings handled? Are napkins, cutlery, glassware, etc. provided to customers as needed?
How are condiments supplied to each table?

- Yes No - Takeout containers are provided to customers to package their own leftovers.
- Yes No - If table linens are used, fresh linens are provided for each new customer.
- Yes No - All of the following have been eliminated or are not available:
- self-service mints, candies, snacks, and toothpicks.
 - self-service buffets and salad bars.
 - self-service areas with utensils, napkins, straws, water pitchers, and condiments.
 - Shared entertainment items such as board games, pool tables, darts, bowling, and arcade games.
 - Tableside food preparation, food selection carts, and conveyor belts.

Please note: For high touch surfaces where chlorine bleach may be used, the CDC recommends mixing 1/3 cup of chlorine bleach per gallon of water. Do not use scented bleach or “no-splash” bleach.

Questions

Thank you for your efforts in keeping Sacramento residents and visitors safe!

- For details, refer to the [Sacramento Business Environmental Resource Center \(BERC\)](#) and [State of CA COVID-19 Industry Guidance for Dine-In Restaurants](#).
- If you have questions, call EMD at (916) 875-8440.
- To ensure you receive the latest information, call EMD at (916) 875-8440 to update your email and contact information.

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