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:**

<table>
<thead>
<tr>
<th><strong>Name of person in charge of implementing the plan.</strong></th>
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<tbody>
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<table>
<thead>
<tr>
<th><strong>How will training and communication with employees be conducted?</strong></th>
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</table>

<table>
<thead>
<tr>
<th><strong>List high risk areas or activities within the facility and the measures that will be taken to limit the risks:</strong></th>
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<tr>
<th><strong>What will happen if an employee reports a positive COVID-19 test:</strong></th>
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<tr>
<th><strong>Describe the plan for addressing peak periods when potential customers may exceed facility capacity:</strong></th>
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<tr>
<th><strong>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?</strong></th>
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☐ Yes  ☐ No - **Appendix A completed - social distancing plan (attached)**
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.

<table>
<thead>
<tr>
<th>Training date</th>
<th>Employees that received training</th>
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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:

☐ Yes  ☐ No - Employees all have access to face coverings?

☐ Yes  ☐ No - Signs are posted that encourage patrons to use face coverings and maintain social distancing?

☐ Yes  ☐ No - Disposable gloves available to all employees?
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 queueing procedures? 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:

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**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 have time allocated to complete 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.
Questions
Thank you for your efforts in keeping Sacramento residents and visitors safe!

- For details, refer to the Sacrament 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.