

COVID-19 Food Establishment Phase 2 Reopening Checklist

Thank you for doing your part to reduce the spread of COVID-19. Washington state is using a [phased approach](#) to reopen food establishment onsite dining closed by the Governor's "[Stay Home, Stay Healthy](#)" order. Once a county is approved to enter Phase 2, food establishments can reopen onsite dining if they meet the Governor's [Phase 2 Restaurant/Tavern Reopening COVID-19 Requirements](#) found on this [website](#). Food establishments that closed the kitchen and/or dining area should use the following checklist when reopening during Phase 2:

Equipment and Physical Structure

- Make sure utilities are working. Check the electrical, plumbing, heating, ventilation/air conditioning, and fire suppression.
- Flush water system and all plumbed food equipment for a minimum of 5 minutes. Refer to this [guidance](#) for information on cleaning and flushing instructions for specific equipment. After flushing, make sure all floor drains are working properly.
- Check grease traps and clean if necessary.
- Confirm hot and cold water is available at all sinks.
- Fully empty ice makers, then drain pipes, and wash, rinse, and sanitize the equipment.
- Assess and discard food that is no longer safe.
- Check that all equipment is functioning properly and maintaining proper temperatures:
 - Refrigeration equipment is at or below 41°F.
 - Low temperature chemical sanitizing machines provide correct water temperature and sanitizer concentration.
 - High temperature (hot water) sanitizing machines provide correct wash and final rinse temperatures and final rinse pressure.
- Wash, rinse, and sanitize all food contact surfaces.
- Clean non-food contact surfaces as needed.
- Restart services you may have discontinued (pest control services, trash and recycling services).
- Survey your establishment for signs of pest infestation and correct before opening.
- Thoroughly clean and inspect all physical facilities including floors, walls, and ceilings.

Employee Training, Health, and Safety

- Develop employee illness policies and procedures.
- Train workers in the language they understand best on:
 - Employee health and safety including the symptoms of COVID-19, how to prevent transmission, required hand hygiene, and illness reporting requirements.
 - Proper cleaning, sanitizing, and disinfection procedures.
 - The written procedures including physical distancing and change of service requirements.
- In addition to employee health requirements in the Food Code, the PIC should monitor employee status for [COVID-19 symptoms](#) prior to each shift and enforce the COVID-19 specific written procedures.
- Screen employees for COVID-19 symptoms prior to each shift by following the Daily COVID-19 Screening of Staff and Visitors [guidance](#).
- Use the Employee Health & Decision Strategies [guidance](#) to determine when food workers should stay home, self-quarantine, and return to work.

Employee Training, Health, and Safety – continued

- Provide personal protective equipment (PPE) as appropriate or required for the activity performed.
- Ensure handwashing sinks are stocked with soap and paper towels and hand sanitizers are available.
- Ensure 6 feet of distance between employees in both back and front of house.
- Plan other prevention measures when strict physical distancing is not possible. Consider using barriers, minimizing staff or customers in narrow or enclosed areas, and staggering breaks and work shift starts.
- Require cloth facial coverings for employees. This is not a substitute for 6 foot physical distancing.
- Stagger work schedules as much as possible to reduce employee contact with each other.
- Establish a schedule that includes frequent cleaning and disinfection of high touch areas.

Customer Protections

- Develop written procedures to meet service modifications and physical distancing requirements.
- Limit capacity to 50% the maximum building occupancy. Ensure all dining parties and tables are 5 guests or less. Outdoor seating does not count toward inside occupancy, but may not exceed 50%.
- Provide hand sanitizer at all entrances for staff and guests (assuming supply availability).
- Implement a plan and mark the floor to maintain 6 feet of distance between customers. Use this plan in the lobby, waiting area, serving or ordering lines, beverage/condiment stations, food pick-up stations, and payment areas. Maintain physical distancing requirements in all indoor or outdoor lines.
- Keep a log of all guests who voluntarily provide contact information, including customer names, phone, email, and time they entered/dined at the facility. Maintain the log for 30 days to help with contact tracing.
- Post a sign at the entrance and inside recommending guests wear cloth face coverings when arriving, leaving, or visiting the restroom.
- Place tables far enough apart so each occupied chair is a minimum of 6 feet away from guests at adjacent tables. If 6 feet is not feasible, there must be a physical barrier or wall separating booths or tables.
- Seating at a bar top or counter is not allowed. Seating at dining tables and booths in 21+ sections are allowed. Follow the same dine-in measures of physical distancing, table spacing, and barriers to separate booths.
- Close self-service buffets and salad bars.
- Minimize the number of staff serving a table. Consider one staff person taking a table's order, serving beverages/food/utensils, taking payment, etc.
- Stop using reusable menus. Post menu options or provide single-use disposable menus.
- Wash, rinse, and sanitize food contact surfaces following routine procedures.
- Clean and disinfect frequently touched non-food contact surfaces every hour using an [EPA registered product](#) effective against COVID-19. Follow label directions.
- Condiments (ketchup, soy sauce, etc.) must be single use or disinfected after each dining group.
- Clean and disinfect dining area touchpoints after each dining group. This includes chair backs, condiments, and touchpads.
- Maximize pick-up or delivery services.

Name of Facility

Address

Person in Charge

Reopening Date

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 ([Washington Relay](#)) or email civil.rights@doh.wa.gov.

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