

Cal/OSHA COVID-19 General Checklist for Dine-in Restaurants

July 2, 2020

This checklist is intended to help dine-in restaurants implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Dine-in Restaurants](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



Contents of Written Workplace Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Use of face coverings, in accordance with the [CDPH guidance](#).
- Training and communication with workers and worker representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected workers.
- Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance](#).



Topics for Worker Training

- 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 workers have symptoms of COVID-19 as described by the CDC, such as a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after 10 days since symptom onset and 72 hours of no fever.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- The proper use of face coverings, including information in the [CDPH guidance](#).

- Information on paid leave benefits, including the [Families First Coronavirus Response Act](#) and the Governor's [Executive Order N-51-20](#) and workers' compensation benefits under the Governor's [Executive Order N-62-20](#) while that Order is in effect.
- Train any independent contractors, temporary or contract workers, and volunteers in these policies and ensure they have necessary PPE.



Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide and ensure workers use face coverings and all necessary PPE.
- Consider gloves as a supplement to frequent handwashing for tasks such as handling commonly touched items or conducting symptom screening. Gloves should be worn when handling items contaminated by body fluids.
- Provide disposable gloves and aprons to staff handling dirty dishes or trash bags and change frequently.
- Provide impermeable aprons and eye and face protection to dishwashers. Change and/or disinfect frequently, as applicable.
- Remind the public that they must use face covers while not eating or drinking, practice physical distancing, frequently wash their hands, use hand sanitizer, and not touch their face.
- Provide face coverings for customers who arrive without them.
- Display rules for customers and personnel at the entrance, make them available digitally, and include them with menus.



Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces and surfaces touched by patrons.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Equip spaces such as dining and tasting rooms, bar areas, host stands, and kitchens with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, Cal/OSHA requirements, and the CDPH [asthma-safer cleaning methods](#). Provide and ensure workers wear gloves.
- Continue to follow existing codes regarding requirements for sanitizing (rather than disinfecting) food contact surfaces.
- Ensure all water systems are safe to use to minimize risk of Legionnaires' disease.

- Provide time for workers to implement cleaning practices during shifts and consider third-party cleaning companies.
- Install hands-free devices if possible.
- Open windows and consider upgrades to improve air filtration and ventilation.
- Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- Provide disposable menus, and provide digital menus viewable on electronic devices.
- Provide table settings (e.g., napkins, cutlery, glassware, etc.) to customers only as needed.
- Supply shared condiments only as needed or supply single serve containers.
- Pre-roll utensils in napkins prior to use by customers and store in a clean container.
- Provide takeout containers only on request and customers must fill them.
- Remove dirty linens from dining tables from dining areas in sealed bags.
- Thoroughly clean each customer dining location after each use.
- Consider using disposable seat covers, particularly on porous surfaces, and discard and replace after use.
- Provide mints, candies, snacks, and toothpicks only as needed. Do not leave out these or other items such as games.
- Provide hand sanitizer at guest and employee entrances and contact areas.



Physical Distancing Guidelines

- Prioritize outdoor seating and curbside pickup.
- Provide takeout, delivery, and drive-through options for customers. Use contactless pick-up and delivery protocols.
- Encourage customer reservations.
- Ask customers to wait in their cars away from the establishment and alert them that their table is ready through their mobile phones. Avoid using “buzzers.”
- Adjust maximum occupancy rules and implement measures to physically separate workers and customers by at least six feet using measures such as reconfiguring space, installing physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Limit the number of patrons at a single table.
- Install physical barriers where maintaining physical distance of six feet is difficult.
- Clearly mark areas where people queue for appropriate physical distancing.
- Remove tables and chairs from dining areas, use visual cues to show they are unavailable, or install Plexiglas or other physical barriers to separate customers.
- Limit the number of employees serving individual customers or groups.
- Do not seat customers where they cannot be six feet away from employee work and food and drink preparation areas.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.

- Stagger worker breaks, in compliance with wage and hour regulations, if needed.
- Reconfigure, restrict, or close common areas, like employee break rooms, provide alternative where physical distancing can be practiced, and discourage employees from congregating.
- Reconfigure spaces to allow for at least six feet of distance between people dining, working, and passing through areas.
- Reconfigure kitchens or work to maintain physical distancing in those areas where practical.
- Discourage people from congregating.
- Establish directional hallways and passageways.
- Prop open doors or automate opening if possible.
- Adjust music volume so that workers can maintain distance from customers to hear orders.
- Implement peak period queueing procedures, including a host to remind customers to practice physical distancing.
- Install transfer aids to avoid person-to-person hand-offs.

