

COVID-19 Food Service Checklist

This checklist is designed to assist inspectors or managers with routine monitoring of conditions within the facility and evaluating the efficiency of COVID-19 prevention and safety policies and protocols. Use this checklist in conjunction with the NPAIHB “Facility Reopening Environmental Public Health Risk Analysis Tool” and the “COVID-19 Reopening Food Service Specific Considerations”. This checklist can be used as a self-assessment or in partnership with your local environmental health specialist as part of your routine monitoring and evaluation procedure to assess the facility COVID-19 mitigation measures based on local developments, new knowledge, and observed or emerging issues or considerations.

Health & Safety			
Have you Identified gating criteria and established metrics and benchmarks to determine when and how to expand functions and adjust restrictions and mitigation measures? (see NPAIHB Gating Criteria Considerations)	Yes	No	N/A
Are staff and guests being screened efficiently and consistently upon entering the establishment?	Yes	No	N/A
Did you replace the HVAC filter to MERV-13 or the highest level achievable and/or routinely increase outdoor air ventilation as much as possible?	Yes	No	N/A
Did you develop and implement a protocol for responding to staff or customers with a suspected or confirmed COVID-19 infection?	Yes	No	N/A
Do you have a policy to isolate symptomatic and confirmed COVID-19 employees and patrons from premises for 14 days, or until they provide a negative test result?	Yes	No	N/A
Have you made accommodations for high-risk staff or those with who live with high-risk persons, like offering N95 masks or offering work off the floor to minimize contact with guest?	Yes	No	N/A
Do you have flexible leave policies to encourage staff to stay home if sick?	Yes	No	N/A
Risk Communication & Training			
Are signs posted on how to stop the spread of COVID-19 and promote everyday protective measures like hand washing, physical distancing or wearing face masks and to discourage sick customers from entering the premises?	Yes	No	N/A
Has staff received initial and ongoing training on the COVID-19 prevention policies and protocols as well as ways to protect themselves?	Yes	No	N/A
Has staff received initial and ongoing training on cleaning, sanitizing and disinfection policies, protocols and safety?	Yes	No	N/A
Are new, pertinent messages being conveyed routinely and systematically (message boards, digital messaging, phone tree)?	Yes	No	N/A
Is staff trained on how to properly wear masks and gloves, including proper fit, cleaning and changing?	Yes	No	N/A
Physical Distancing			
Are you limiting the number of guests allowed at one time based off occupancy rate ($\leq 50\%$)?	Yes	No	N/A
Have you managed the flow of guests by closing certain doors or designating one door as an entrance and another as an exit?	Yes	No	N/A
Is physical distancing maintained in all waiting and congregating areas like payment counters or pickup stations?	Yes	No	N/A

Have you staggered workstations and/or schedules?	Yes	No	N/A
Are you limiting the number of employees in break rooms or staff communal areas?	Yes	No	N/A
Are you using communication boards or digital messaging to convey pre-shift information (like specials)? If staff meetings are still occurring are you able to enforce physical distancing?	Yes	No	N/A
Have you implemented technology solutions for online ordering, texting wait lists and contactless payment options?	Yes	No	N/A
Have your reconfigured table layout so that customers seated in chairs at separate tables are at least 6 feet apart?	Yes	No	N/A
Have physical barriers such as Plexiglas been installed around booths or other tables that cannot be moved to ensure physical distancing?	Yes	No	N/A
Are you limiting table sizes to members of a single household or 5 persons or less?	Yes	No	N/A
Are you limiting the length of time a guest or party can remain in the facility after finishing their meal?	Yes	No	N/A
Did you install temporary clear plastic barriers, like Plexiglas at host stands, registers, and other points of interface with customers?	Yes	No	N/A
Did you reconfigure smoking areas to ensure and enforce physical distancing?	Yes	No	N/A
Personal Hygiene			
Are staff and guests wearing masks when not able to maintain 6' of distance?	Yes	No	N/A
Are hand sanitizer stations available and routinely stocked?	Yes	No	N/A
Are extra napkins and tissues stocked and available?	Yes	No	N/A
Are staff wearing gloves as necessary?	Yes	No	N/A
Are signs posted reminding staff and guests to wash their hands before and after eating?	Yes	No	N/A
Cleaning, Sanitizing & Disinfecting			
Are all high traffic areas and frequent contact surfaces routinely and consistently cleaned and sanitized?	Yes	No	N/A
Are all tables cleaned and/or sanitized between guests?	Yes	No	N/A
Are all condiments and items remaining on the table single-use or sanitized between guests?	Yes	No	N/A
Are you using chalkboard or disposable menus? If not, are reusable menus being sanitized between guests?	Yes	No	N/A
Have all cleaning agents been reviewed to ensure they meet EPA guidelines and approved for use and are effective against COVID-19 and other viruses?	Yes	No	N/A
Monitoring & Evaluation			
Are you routinely evaluating and monitoring to assess progress and address any concerns or challenges?	Yes	No	N/A
Are you routinely updating and adjusting your policies and protocols to reflect observed or emerging areas of concerns OR changing local conditions and considerations?	Yes	No	N/A

