



ROADMAP TO REOPEN: CHECKLIST

Work through these steps to ensure you are able to meet all new COVID-19 requirements, protect your team members, build consumer confidence, and rebuild your business.

Expand & Establish Cleaning Procedures

- o Ensure sanitizers and disinfectants are EPA-approved to kill COVID-19 and are used correctly
- o Conduct frequent kitchen cleaning
- o Conduct frequent Front of House cleaning
- o Clean all surfaces that customers contact
- o Establish and follow protocols for shutting down and sanitizing your establishment if you have employees with multiple COVID-19 systems and/or a confirmed COVID-19 case

Develop a COVID-19 Response Team

- o Consult OSHA COVID-19 Guidelines
- o Designate staff for the COVID-19 team and allocate tasks
- o Conduct Employee Training on COVID-19 policy changes
- o Designate Team Member for every shift to enforce new COVID-19 policies

Employee Health & PPE Requirements

- o Implement Employee Health Screening for each shift
- o Define protocol for symptomatic employees
- o Develop a plan to be able to identify and contact exposed employees
- o Establish handwashing stations and ensure they are properly supplied
- o Increase access to hand sanitizer
- o Ensure proper handwashing procedures
- o Procure Personal Protection Equipment (PPE) for all staff including face coverings and gloves
- o Ensure you have a policy to distribute PPE
- o Enforce use of PPE



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- Customer Health & Social Distancing**
 - o Social Distancing of 6' is required for all guests
 - o Space all seating areas to maintain social distancing guidelines
 - o Mark spacing in lobbies, hostess stands, restrooms and other consumer gathering areas
 - o Conduct customer health screening if owner deems necessary
 - o Clean every customer contact surface

- Managing Food Pick-Up & Delivery**
 - o Social Distancing of 6' is required
 - o Seal delivery packages

- Verify Third Parties**
 - o Ensure the people entering your business are cleaning and sanitizing
 - o Ensure you can notify the third party contacts if you have a COVID-19 case
 - o Implement health screening procedures

- Water Systems**
 - o Follow CDC guidance for reopening
 - o Ensure your water system is fully pressurized and flushed before opening
 - o Follow EGLE Type II well requirements if necessary

- Menu & the Supply Chain**
 - o Adjust menu if needed to adapt to supply chain shortages
 - o Update the methods that your menu can be accessed by consumers
 - o Communicate with your suppliers two weeks in advance of opening

Train your team.
Communicate with customers.