



Re-opening of Food Service Establishments after a long-term voluntary Shut Down Checklist

- **Re-opening will most likely not require an inspection. (*Discretion of the regulatory authority*)**
- **Complete all sections of this Checklist: Front of the House, Back of the House, Operations, and Employee**

Operations

- Review of Standard operating procedure (SOP) with dedicated focus on cleaning and sanitizing schedules
 - Ensure protocol in place for menus and dining room items
 - Payment process SOP to include the use of gloves/ handwashing, including cash or credit card
- Review procedures with all staff
- Basic handwashing procedure for all staff must be reinforced.
 - Step 1: Wet hands and arms:** Use running water as hot as you can stand.
 - Step 2: Apply soap:** Apply enough to build up a good lather.
 - Step 3: Scrub hands and arms vigorously:** Scrub them for 10 to 15 seconds; Clean under fingernails and between fingers.
 - Step 4: Rinse hands and arms thoroughly:** Use running warm water.
 - Step 5: Dry hands and arms:** DO NOT use your apron or uniform. Do use a single-use paper towel or a hand dryer.
 - Use a paper towel to:** Turn off the faucet. Ensure paper towel goes in trash receptacle.
- Review policy on clean attire and how contamination may occur when touching face and hair and electronic devices.
- Proper procedure for use of gloves
- Review the difference between cleaning and sanitizing and why each must be done
 - Cleaning removes food and other dirt from surfaces.
 - Sanitizing reduces pathogens on surfaces to safe levels. (*Sanitizing is only needed on Food Contact Surfaces, this is true for all below sections*).
- How to Clean and Sanitize Surfaces**
 - Scrape or remove food from the surface.
 - Wash the surface, soapy water that is at least 100° F
 - Rinse the surface, warm water
 - Sanitize the surface, ensure sanitizer is prepared according to instructions
 - Allow the surface to air-dry.
- Management Computers/ offices should be cleaned and sanitized- LEAD by example

Front of the House/ Dining Room

Items to be cleaned and sanitized: (*sanitizing is not needed on non-food contact surfaces*).

- Tables
- Chairs, Bar Stools, including the back of the chairs
- Highchairs/ booster seats
- Service Counters, Bars
- Hostess Stands/ including phones/ screens
- Condiment Caddies/ Centerpieces/vases/ all preset table items.
- Bread baskets
- Salt and Pepper Shakers must be cleaned and sanitized
- Menus need to be clean and sanitized or replaced
 - Paper copies should be discarded and replaced
 - Electronic/ tablet need to be sanitized – ensure you are using an approved sanitizer for electronic devices
- Cups/ glasses
- Coffee and beverage station, including ice-bin and scoops
- Dishes
- Silverware
- Linens should be replaced
- Doorknobs
- Handrails
- Trash receptacles
- Light switches/thermostats/ wall décor
- TV/ Jukebox/ Lotto Stations
- Bathrooms
 - Door handles
 - Sink faucets
 - Toilet handle
 - Towel dispenser handle
 - Soap dispenser push plates
 - Baby changing station
 - Trash receptacle touch points
- Waiting Areas
- Payment process systems/ Phones/ iPad/ hand held devices/ POS system/ credit card swipers
 - Ensure you are using an approved sanitizer for electronic devices

Back of the House/ Kitchen/ Storage Areas

Food Safety Verification

- Verify temperature of refrigerator items
 - Discard any food that is out of manufacturer dates or TCS food beyond date-mark
 - Discard and food above 41°F if require refrigeration
 - Discard any food that appears to be spoiled or adulterated
 - Log food items discarded
- Verify temperature of freezer items
 - Food that shows signs of freezer burn needs to be discarded
 - Food that has defrosted without temperature controls needs to be discarded
 - Log food items discarded
- Verify expiration dates on all dry goods
 - Ensure you log items discarded

Clean and Sanitize Food Contact Surfaces

- Cooler surfaces
 - Including door handles/ push pads
 - Internal shelves
 - External surfaces
 - Plastic Curtains if applicable
- Freezer surfaces
 - Including door handles/ push pads
 - Internal shelves
 - External surfaces
 - Plastic Curtains if applicable
- Cleaning and Sanitizing of Stationary Equipment
 - Prep tables
 - Meat slicers
 - Blenders
 - Steam tables
 - Mixers
 - Scales
 - Can- Openers
 - Stoves
 - Ovens
 - Microwaves
 - Fryers
- Cooking equipment
 - Pots & Pans
 - Baking Pans
 - Pizza Pans & screens
 - Knives
 - Cutting Boards
 - Mandolin
 - Mixing Bowls

- Spoons
- Whisks
- Spatulas
- Peelers and Potato masher
- Tongs
- Thermometers
- Colander
- Juicers
- Blenders
- Measuring Cups and spoons
- Dishes
 - Plates
 - Baskets
 - Bowls
 - Ramakins
 - Serving Platers

Clean / Sanitize Sanitation Areas

- 3-compartment sinks
- Dishwashers
- Mop sink
- Handwashing sink
- Soap dispenser/ Push Plates
- Towel dispenser handles
- Trash receptacle touch points
- cleaning tools/Buckets

Auxiliary Areas

- Payment process systems/ Phones/ iPad/ hand held devises/ POS system/ credit card swipers
 - Ensure you are using an approved sanitizer for electronic devises
- Coffee and beverage station, including ice-bin and scoops

Employees

- Closely monitor employee health.
- Review employee health requirements
- Reinforce personal hygiene and cough etiquette.
- Symptomatic employees need to stay home
- Provide hand washing and sanitizer stations
- Ready to Use disinfectant spray or wipes should be accessible by all team members
- Employees should disinfect all personal items and be sure not to cross contaminate business items with personal items
- Teach all New SOP's
- Review all other SOP's

*****Water Systems and Water Wells may require additional verification steps**