

# **Northeast Colorado Health Department**

## **Restaurant Compliance Checklist**

Updated 5/27/2020

This document is subject to change per extended, rescinded, superseded, or amended Public Health orders and guidance

Bars remain closed at this time. Establishments that do not serve food will be evaluated in June. Some establishments like Taprooms, Breweries, Wineries, Tasting Rooms, and Distilleries with large indoor and outdoor spaces may want to change their business model to re-open and operate like a restaurant. In these cases, all food must be provided by a licensed retail food establishment. If you believe that you fall into this category, please check with NCHD for guidance on how to proceed.

Restaurants are encouraged to continue curbside pick-up/delivery, including alcohol pick-up/delivery. All facilities must complete this restaurant checklist prior to opening. No restaurant may operate dine-in service until they can meet and maintain all the applicable requirements in this document, including providing materials and equipment required to comply. No reopening inspections are required prior to a restaurant reopening provided they meet and maintain all requirements in this document. In addition:

- The temporary shutdown or reduced operation of a building and reductions in normal water use can create hazards for returning occupants. If your facility has been closed for a period of time, we recommend you do the following steps:
  - Flush your water system by flushing hot and cold water through all points of use (e.g. sink faucets, dish machines). Flushing may need to occur in segments (e.g., floors, individual rooms) due to facility size and water pressure. The purpose of building flushing is to replace all water inside building piping with fresh water
  - Flush until the hot water reaches its maximum temperature
  - Care should be taken to minimize splashing and aerosol generation during flushingOther water-using devices, such as ice machines, may require additional cleaning steps in addition to flushing, such as discarding old ice. Follow water-using device manufacturers' instructions
- Employees must be educated on the requirements outlined in this checklist, and should understand how these measures help to reduce the transmission and spread of COVID-19.
- Enforcement will be handled on a complaint basis. You do not need to submit this form to NCHD unless asked to do so. If an inspector enters your facility, you will need to show/demonstrate how the measures included in this checklist are being complied with.
- This information could be updated with additional guidance and information as it is released by the state.

- Restaurants may use any existing (and new space if the city code allows) licensed outdoor space for in-person dining following the items outlined in this checklist. Restaurants must have or obtain approval from their local government's permitting, building and fire code oversight agency for any new outdoor dining space prior to use
- For facilities with mixed uses, such as a food establishments inside a store, the guidelines that apply to each portion of the business must be followed
- Retailers and service providers operating in an indoor mall that do not have their own exterior entrance from the outside remain closed; however, these vendors may establish delivery service, including curbside delivery, in strict compliance with mandatory Social Distancing Requirements

### **Pick Up Only:**

- ☐ Limit restaurant service to walk-up/window/curbside pick up, or delivery only
- ☐ All bars must remain closed to in-person patrons (take-out permitted, e.g. beer sales/cocktail kits from a brewery)
- ☐ Clearly designate pick-up waiting areas with markers for proper distancing between parties, and ensure they do not interfere with in-establishment dining - whether indoors or outside
- ☐ Elevate and increase frequency of cleaning practices, including disinfection of high-touch areas
- ☐ Conduct daily disinfection and full cleaning in-between shifts in accordance with CDPHE guidance
- ☐ Post signage notifying patrons and employees of hygiene and sanitation expectations, including not entering if they are experiencing any symptoms

### **Facilities Providing Indoor and/or Outdoor On-Premise Dining:**

- ☐ Limit party size to **eight people or fewer**
- ☐ Provide hand sanitizer and wipes at the entrances and other high-traffic locations to the greatest extent possible
- ☐ Reduce gathering inside and outside the establishment including:
  - ☐ Encouraging reservations or call ahead seating
  - ☐ Waiting parties must not congregate in entrance areas and should wait in their cars or off premises until seating is available. Utilize text on arrival if feasible
  - ☐ Establish customer waiting areas, outdoors if possible, for those patrons waiting to be seated. These areas must maintain proper physical distancing from other guests, outside dining areas, and clearly marked areas used for food pick-up
  - ☐ Clearly mark the floor/ground to delineate 6 foot spacing for customers waiting in lines, and mark how foot traffic should move
  - ☐ Customers waiting to be seated must maintain proper physical distancing from other guests waiting to be seated

- ☐ Restrict standing and/or congregating in the bar area, entrance/exit, and any other public spaces
- ☐ Clearly mark the floor and ground to implement 6 foot distancing measures in checkout/payment areas
- ☐ Place table tents, clearly marked decor or signage on tables not available for customer seating
- ☐ Remove/close games and dance floors that require or encourage standing around (darts, pool tables, shuffleboard, arcade games), and remove board games
- ☐ No seat-yourself options are allowed. This ensures that tables are disinfected prior to a new patron being seated
- ☐ No communal seating, parties must be at individual tables
- ☐ No bar seating is allowed if the bar is being used for food or beverage service; if it's not being used for service then individual parties at bar seating must be spaced a minimum of 6 feet apart
- ☐ If service is provided from the bar, provide clear signage that the bar is not available for seating and for customers to maintain physical distancing from other guests waiting to be served
- ☐ Suspend self-service stations and buffets (e.g. salad bars, hot held buffets). You may use a cafeteria style (worker served) approach
- ☐ Post signage notifying patrons and employees of hygiene and sanitation expectations, including not entering if they are experiencing any symptoms
- ☐ Remove shared or multiple use items from tables;
  - ☐ Discontinue the use of tablecloths if you cannot remove and replace laundered tablecloths between patrons. You may also move to single-use disposable tablecloths
  - ☐ Do not leave condiments, silverware, flatware, glassware, placemats, or other traditional table top items on an unoccupied table
  - ☐ Provide condiments only upon request, and in single use (non-reusable) portions. This includes salt, pepper, ketchup and any other condiments. Full bottles of condiments are not to be given to customers
  - ☐ Use disposable single-use menus, menu boards, or create on-line menus for guests to review from their electronic device
- ☐ Daily cleaning and disinfecting of frequently high touch surfaces such as light switches, desks, phones, door knobs and faucets
- ☐ Increase cleaning and disinfection protocols and track with publicly posted cleaning logs including:
  - ☐ Disinfecting restrooms every hour
  - ☐ Block off stalls and urinals with proper signage to support 6 feet between patrons. This may require reduced bathroom capacity or even only 1 person in a bathroom at a time.

## Seating Areas:

### Outdoor dining space:

- ☐ Outdoor seating is encouraged. Restaurants may use any existing (and new space if the city code allows) licensed outdoor space for in-person dining following the items outlined in this checklist. Restaurants must have or obtain approval from their local government's permitting, building and fire code oversight agency for any new outdoor dining space prior to use. Contact these agencies prior to any plans for expansion of outdoor seating areas.
- ☐ Minimum of 6 feet of spacing between parties - person to person, not table to table
- ☐ All employees must wear facial coverings, and if in direct contact with customers shall wear gloves
- ☐ Disinfection and deep-cleaning of all shared surfaces must be completed between seatings. Tables for outdoor dining must be smooth and easily cleanable

### Indoor dining space:

- ☐ Up to 50% of the posted occupancy code limit, not to exceed 50 people total
- ☐ Minimum of 6 feet of spacing between parties - person to person, not table to table
- ☐ All employees must wear facial coverings, and if in direct contact with customers shall wear gloves
- ☐ Ensure proper ventilation per [OSHA guidance](#) (opening of screened windows and doors is still acceptable to prohibit the entrance of pests)
- ☐ Disinfection and deep-cleaning of all shared surfaces must be completed between parties/at each turnover
- ☐ Keep parties together, and do not allow them to mingle with each other

## Employee Health

- ☐ Appoint one employee per shift to monitor staff and public for adherence to safety measures
- ☐ Implement symptom monitoring protocols conduct daily temperature checks and monitor symptoms in employees at the worksite to the greatest extent possible, or if not practicable, through employee self assessment at home prior to coming to the worksite. A sample form can be found [here](#). If an employee reports any symptoms, refer symptomatic employees to the [CDPHE Symptom Tracker](#) and take all of the following steps;
  - ☐ Employees who are symptomatic must be:
    - ☐ send employee home immediately;
    - ☐ increase cleaning in your facility and require social distancing of staff at least 6 feet apart from one another;
    - ☐ exclude employee until they are fever-free, without medication, for 72 hours and 10 days have passed since their first symptom; and
    - ☐ if multiple employees have these symptoms, contact your NCHD for next steps
- ☐ Require employees to stay home when showing any symptoms or signs of sickness

- ☐ Eliminate or regularly clean and disinfect any items in common spaces, such as break rooms, that are shared between individuals (e.g. coffee makers, vending machines, tables, chairs)
- ☐ Provide guidance, systems, and encouragement on maintaining 6 foot distancing between employees
- ☐ Employees who prepare or handle food that will be made available to the public for purchase, must wear a face covering while performing tasks involving food preparation and handling
- ☐ Employees that are in direct contact with customers shall wear gloves when involved in these activities
- ☐ All employees must wear facial coverings that cover the nose and mouth while in the establishment, especially during customer interactions. Employers shall make every effort to assign employees who cannot wear face coverings for health or safety reasons to perform work that does not bring the worker into close proximity with other employees or the public
- ☐ Provide appropriate face coverings and gloves to all employees whenever possible, and also allow employees who can to provide their own appropriate face coverings and gloves for work activities. Employees without face coverings shall not perform tasks that require engagement with the public or with other coworkers.
- ☐ Provide personal protective equipment (PPE) for employees who are managing deliveries
- ☐ Require facial coverings and encourage gloves for vendors, suppliers, and contract workers entering the licensed establishment.
- ☐ Require gloves or frequent handwashing. Institute frequent breaks to wash hands (guidance recommends at least every 30 minutes), including upon arrival and departure
- ☐ Strict adherence to the hygienic practices listed in the *Colorado Retail Food Regulations* regarding handwashing and glove use including;
  - ☐ Frequent hand washing
  - ☐ Changing of gloves between tasks, and
  - ☐ Use a fresh pair of gloves after each hand washing
- ☐ Implement systems to minimize staff interactions, such as work flows, shift cohorting (same staff on each shift), staggering of shifts, shift changes, and breaks
- ☐ Provide guidance, training, and ongoing training on maintaining 6 foot distancing between employees to the greatest extent possible in all areas of the operation
- ☐ Use no touch trash cans whenever possible
- ☐ Consider implementing workflow requirements, dividers at pay counters and hostess areas
- ☐ No consumption of family or shift meals onsite (individual meals must follow social distancing requirements)
- ☐ Considering modifying the menu to create additional space in the kitchen and promote physical distancing. Implement physical distancing where practicable
- ☐ Conduct virtual staff meetings whenever possible, any all staff meetings must meet 6 foot distancing requirements

- ☐ Require employees to take home all belongings, including water bottles, after every shift

## **Customers/Patrons**

- ☐ Consider providing an option for customers to “sign in” to facilitate notifying them if an exposure occurs (reservation systems may also help to aid in contact tracing if needed)
- ☐ Provide contactless payment or prepayment options whenever possible
- ☐ Continue curbside pick up/delivery options and recommend for vulnerable individuals or those unable to adhere to hygienic and distancing requirements
- ☐ Request facial coverings be worn by customers when not seated for dining
- ☐ Consider refusing service to customers who refuse to adhere to hygiene and social distancing requirements
- ☐ Make accommodations for individuals unable to adhere to masking and physical distancing requirements, such as takeout, curbside or delivery

**IF THERE IS A CONFIRMED CASE OF COVID-19 AMONG CUSTOMERS OR EMPLOYEES,  
YOU MUST NOTIFY AND COOPERATE WITH NCHD ON NEXT STEPS!**