

COVID-19 Food Establishments Phase 2 Reopening Checklist

Thank you for doing your part to reduce the spread of COVID-19. Washington state is using a [phased approach](#) to reopen food establishment onsite dining closed by the Governor's "[Stay Home, Stay Healthy](#)" order. Once a county is approved to enter Phase 2, food establishments can reopen onsite dining if they meet the [Governor's Phase 2 Dine-In Requirements](#). Food establishments that closed the kitchen and/or dining area should use the following checklist when reopening during Phase 2:

Equipment and Physical Structure

- Make sure utilities are working (electrical, plumbing, heating, ventilation/air conditioning, fire suppression).
- Flush water system and all plumbed food equipment for a minimum of 5 minutes. Refer to this [guidance](#) for information on cleaning and flushing instructions for specific equipment. After flushing, make sure all floor drains are working properly.
- Check grease traps and clean if necessary.
- Verify hot and cold water is available at all sinks.
- Ice makers should be fully emptied, pipes drained, and the equipment washed, rinsed, and sanitized.
- Assess and discard food that is no longer safe.
- Check that all equipment is functioning properly and maintaining proper temperatures:
 - Refrigeration equipment is at or below 41°F.
 - Low temperature chemical sanitizing machines provide correct water temperature and sanitizer concentration.
 - High temperature (hot water) sanitizing machines provide correct wash and final rinse temperatures and final rinse pressure.
- Wash, rinse, and sanitize all food contact surfaces.
- Clean non-food contact surfaces as needed.
- Restart services you may have discontinued (pest control services, trash and recycling services).
- Survey your establishment for signs of pest infestation and correct before opening.
- Thoroughly clean and inspect all physical facilities including floors, walls, and ceilings.

Employee Training, Health, and Safety

- Develop employee illness policies and procedures.
- Train workers in the language they understand best on:
 - Employee health and safety including the symptoms of COVID-19, how to prevent transmission, required hand hygiene, and illness reporting requirements.
 - Proper cleaning, sanitizing, and disinfection procedures.
 - The written procedures including physical distancing and change of service requirements.
- In addition to employee health requirements in the Food Code, the PIC should monitor employee status for COVID-19 symptoms prior to each shift and enforce the COVID-19 specific written procedures.
- Screen employees for COVID-19 symptoms prior to each shift by following the Daily COVID-19 Screening of Staff and Visitors [guidance](#).
- Employers should follow the Employee Health & Decision Strategies [guidance](#) to determine when food workers should stay home, self-quarantine, and return to work.

Employee Training, Health, and Safety – continued

- Provide personal protective equipment (PPE) as appropriate or required for the activity performed.

- Provide disposable gloves where safe and applicable to prevent transmission on tools or shared items.
- Ensure handwashing sinks are stocked with soap and paper towels and hand sanitizers are available.
- Ensure 6 feet of distance between employees in both back and front of house.
- Plan other prevention measures when strict physical distancing is not feasible, such as using barriers, minimizing staff or customers in narrow or enclosed areas, and staggering breaks and work shift starts.
- Require cloth facial coverings for employees. This is not a substitute for 6 foot social distancing.
- Stagger work schedules as much as possible to reduce employee contact with each other.
- Establish a schedule that includes frequent cleaning and disinfection of high touch areas.

Customer Protections

- Develop written procedures to meet service modifications and physical distancing requirements.
- Limit capacity to 50% the maximum building occupancy and ensure all dining parties and tables are 5 guests or less. Outdoor seating does not count toward inside occupancy, but may not exceed 50%.
- Provide hand sanitizer at all entrances for staff and guests (assuming supply availability).
- Implement a plan and mark the floor to maintain 6 feet of distance between customers in the lobby, waiting area, serving or ordering lines, beverage/condiment stations, food pick-up stations, and payment areas (including indoor and outdoor lines).
- Keep a log of all guests who voluntarily provide contact information, including customer names, phone, email, and time they entered/dined at the facility. Maintain the log for 30 days to help with contact tracing.
- Post signage (entrance & interior) recommending guests wear cloth face coverings when arriving, leaving, or visiting the restroom.
- Place tables far enough apart so each occupied chair is a minimum of 6 feet away from guests at adjacent tables. If 6 feet is not feasible, there must be a physical barrier or wall separating booths or tables.
- Bar-style seating at a bar top is not permitted. Dining tables and seating booths in 21+ sections are allowed and follow the same dine-in measures of social distancing, table spacing, barriers to separate booths, etc.
- Self-service buffets and salad bars are not permitted, but may be addressed through subsequent interpretive guidance.
- Minimize the number of staff serving a table; consider one staff person taking a table's order, serving beverages/food/utensils, taking payment, etc.
- Stop using reusable menus and post menu options or provide single-use disposable menus.
- Wash, rinse, and sanitize food contact surfaces following routine procedures.
- Clean and disinfect frequently touched non-food contact surfaces every hour using an EPA registered product effective against COVID-19. Follow label directions.
- Condiments (ketchup, soy sauce, etc.) must be single use or disinfected after each dining group.
- Clean and disinfect dining area touchpoints, such as chair backs, condiments, and touchpads after each dining group.
- Maximize pick-up or delivery services.

Name of Facility	Address	Person in Charge	Date
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To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 ([Washington Relay](#)) or email civil.rights@doh.wa.gov.