



Cal/OSHA COVID-19 General Checklist for Restaurants

November 24, 2020

This checklist is intended to help restaurants implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Restaurants](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Businesses must identify and monitor the County Risk Level for the county the business is operating in and make required adjustments to their operations:

- **Purple – Widespread – Tier 1:** Outdoor operations are permitted and must continue to follow the modifications in this guidance. Performers must maintain physical distancing from spectators and other performers. Performers who are singing, shouting, playing a wind instrument, or engaging in similar activities without a face covering must maintain at least twelve feet of distance from spectators. Additional modifications for performances may be required by the forthcoming Live Performances guidance.
- **Red – Substantial – Tier 2:** Indoor operations are permitted but must be limited to 25% capacity or 100 people, whichever is fewer, and continue to follow the modifications in this guidance. For indoor performances, performers must wear face coverings at all times and maintain physical distancing from spectators and other performers. Performers are counted toward the occupancy capacity limit. Additional modifications for performances may be required by the forthcoming Live Performances guidance.
- **Orange – Moderate – Tier 3:** Indoor operations are permitted but must be limited to 50% capacity or 200 people, whichever is fewer, and continue to follow the modifications in this guidance. For indoor performances, performers must wear face coverings and observe all other required modifications consistent with the forthcoming Live Performance guidance. In the interim, performers must wear face coverings at all times and maintain physical distancing from spectators and other performers. Performers are counted toward the occupancy capacity limit.
- **Yellow – Minimal – Tier 4:** Indoor operations are permitted at 50% capacity and must continue to follow the modifications in this guidance. For indoor performances, performers must wear face coverings and observe all other required modifications consistent with the forthcoming Live Performance guidance. In the interim, performers must wear face coverings at all times and maintain physical distancing from spectators and other performers. Performers are counted toward the occupancy capacity limit.

For the most updated information on county tier status, visit [Blueprint for a Safer Economy](#). Please note that local health departments can have more restrictive criteria and different closures. Find [your county's local information](#).



Contents of Written Workplace Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Use of face coverings, in accordance with the [CDPH guidance](#).
- Training and communication with workers and worker representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected workers.
- Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance and recommendations and orders from the local health department](#).
- A process to notify in writing all employees and employers of subcontracted employees present when there is an outbreak, and report outbreaks to the local health department, as required under [AB 685](#).
- For outdoor operations, comply with the Cal/OSHA standard for [preventing heat illness in outdoor workers](#), including a written heat illness prevention plan made available to employees in both English and the language understood by the majority of the employees.



Topics for Worker Training

- Information on [COVID-19](#), preventing spread, and who is [especially vulnerable](#).
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if workers have symptoms of COVID-19 as described by the CDC, such as a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after meeting [CDPH Guidance on Returning to Work or School Following COVID-19 Diagnosis](#).
- When to seek medical attention.
- The importance of hand washing and types of hand sanitizers to use.
- The importance of physical distancing, both at work and off work time.
- The proper use of face coverings, including information in the [CDPH guidance](#).
- Heat illness symptoms and prevention, following [Cal/OSHA requirements](#).
- Information on paid leave benefits, including the [Families First Coronavirus Response Act](#) and other [government programs supporting sick leave and workers' compensation for COVID-19](#).
- Train any independent contractors, temporary or contract workers, and volunteers in these policies and ensure they have necessary PPE.



Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide and ensure workers use all necessary PPE.
- Consider gloves as a supplement to frequent handwashing for tasks such as handling commonly touched items or conducting symptom screening. Gloves should be worn when handling items contaminated by body fluids.
- Provide disposable gloves and aprons to staff handling dirty dishes or trash bags and change frequently.
- Provide impermeable aprons and eye and face protection to dishwashers. Change and/or disinfect frequently, as applicable.
- Ensure workers maintain six feet of distance from others whenever possible. When not possible, ensure the length and frequency of interaction is kept to a minimum. Offer secondary barriers, such as face shields, to workers, and allow workers to use their own if they prefer.
- Remind the public that they should use face masks/coverings while not eating or drinking, practice physical distancing, frequently wash their hands, use hand sanitizer, and not touch their face.
- Remind guests in advance to bring a face covering. Provide face coverings for customers who arrive without them. Refuse entry to those who refuse to wear one, unless exempted per the CDPH Face Covering guidance.
- Screen guests for temperature and symptoms. Refuse entry to those with symptoms.
- Display rules for customers and personnel at the entrance as a condition of entry.



Ventilation, Cleaning, and Disinfecting Protocols

- Increase fresh air circulation by opening windows or doors if possible and safe.
- Position tables indoors near windows and doors to maximize air exchange and ventilation, but avoid having air flow from where one party is seated directly toward another party.
- For indoor locations, maximize the amount of outdoor air supplied by ventilation systems, and install the highest efficiency filters compatible with the ventilation system.
- Install portable high-efficiency air cleaners, and make other modifications to increase the quantity of outside air and ventilation.
- Check the [CDPH website](#) periodically for updates on indoor air quality and ventilation guidance.
- Perform thorough cleaning in high-traffic areas.
- Frequently disinfect commonly used surfaces and surfaces touched by patrons.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.

- ❑ Avoid sharing audio equipment, phones, tablets, etc. Never share PPE.
- ❑ Do not share audio headsets and other equipment between workers unless the equipment can be properly disinfected after use.
- ❑ Provide time for workers to implement cleaning practices during shifts and consider third-party cleaning companies.
- ❑ Equip spaces such as dining rooms, bar areas, host stands, and kitchens with proper sanitation products, including hand sanitizer and sanitizing wipes to all staff directly assisting customers.
- ❑ Ensure that sanitary facilities stay operational and stocked at all times.
- ❑ Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, Cal/OSHA requirements, and the [CDPH asthma-safer cleaning methods](#).
- ❑ Continue to follow existing codes regarding requirements for sanitizing (rather than disinfecting) food contact surfaces.
- ❑ [Ensure all water systems are safe](#) to use to minimize risk of [Legionnaires' disease](#).
- ❑ Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- ❑ Provide disposable menus and make digital menus viewable on electronic devices. If not possible, properly disinfect menus before and after customer use. Provide options for customers to order ahead of time.
- ❑ Provide table settings (napkins, cutlery, glassware, etc.) to customers only as needed.
- ❑ Supply shared condiments only as needed or supply single serve containers.
- ❑ Pre-roll utensils in napkins prior to use by customers and store in a clean container.
- ❑ Properly wash, rinse, and sanitize reusable customer items and store cleaned ones away from customers and personnel until ready for use.
- ❑ Provide takeout containers only on request and customers must fill them.
- ❑ Remove dirty linens from dining tables from dining areas in sealed bags.
- ❑ Thoroughly clean each customer dining location after each use.
- ❑ Close areas where customers may congregate or touch food or food ware items, such as self-serve areas with condiment caddies or napkins, self-service soda machines, salad bars, and buffets.
- ❑ Do not prepare food tableside. Use carts and conveyor belts only if the food is fully covered and the covers are cleaned and disinfected after each use or are immediately discarded after use.
- ❑ Provide mints, candies, snacks, and toothpicks only as needed.
- ❑ Provide hand sanitizer at guest and worker entrances and contact areas.



Physical Distancing Guidelines

- ❑ Prioritize outdoor seating and curbside pickup.

- Provide takeout, delivery, and drive-through options for customers. Use contactless pick-up and delivery protocols.
- Eliminate person-to-person contact for deliveries. Designate drop-off locations to receive deliveries away from high-traffic areas.
- Encourage customer reservations and appointments.
- Allow dine-in customers to order ahead of time. Ask customers to wait in their cars away from the establishment and alert them that their table is ready through their mobile phones. Avoid using “buzzers.”
- Arrange indoor and outdoor dining tables so they are at least six feet apart, measured from the back of the chair at one table to the back of the chair at the adjacent table while diners are seated. Increase distance more than six feet where possible for indoor seating.
- Limit the number of patrons at a single table to a household unit.
- All members of the customer group must be present before seating and hosts must bring the entire group to the table at one time.
- Implement measures to physically separate workers and customers by at least six feet using measures such as reconfiguring space, installing physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Install physical barriers where maintaining physical distance of six feet is difficult.
- Clearly mark areas where people queue for appropriate physical distancing.
- Use physical distancing protocols in high-density, high-traffic work areas.
- Adjust meetings to ensure physical distancing or hold them virtually. Do not share food, beverages, etc.
- Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- Offer workers who request modified duties options that minimize their contact with customers and other employees.
- Reconfigure spaces to allow at least six feet of distance between people dining, working, and passing through areas.
- Remove tables and chairs from dining areas or use visual cues to show they are unavailable.
- Do not seat customers where they cannot be six feet away from workers, work areas, and food and drink preparation areas.
- Limit the number of workers serving individual parties.
- Have workers minimize the amount of time spent within six feet of guests.
- Ensure physical distancing in breakrooms, using barriers, increase distance between tables/chairs, etc. Provide outdoor break areas with shade and seating arrangements that ensure physical distancing.
- Reconfigure kitchens to maintain physical distancing in those areas where practical.
- Do prep work ahead of time to allow staggering of shifts to reduce staff in work areas at one time.

- Discourage congregating in high-traffic areas, such as bathrooms, reservation areas, credit card terminals, etc.
- Establish directional hallways and passageways for foot traffic.
- Require workers to not use handshakes, fist or elbow bumps, hugs, and similar greetings or behaviors that break physical distance.
- Prop open doors or automate opening if possible.
- Adjust music volume so that employees can maintain distance from customers to hear orders and people can avoid speaking loudly or shouting.
- Implement peak period queueing procedures, including a host to remind customers to practice physical distancing.
- Avoid touching others' pens and clipboards. If possible, install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs.

