

COVID-19 FOOD ESTABLISHMENT REOPENING AND OPERATING PROCEDURES

Food service establishments operating in a University location during the COVID-19 pandemic are required to follow these procedures to comply with the Washington state [Retail Food Code](#), University policies and state requirements and guidelines for preventing COVID-19.

All UW food service establishments (e.g., residence dining halls, intercollegiate athlete dining facilities, restaurants, food courts):

- Follow the required elements of the University's [COVID-19 Prevention Plan](#).
- All **UW personnel and students** must comply with the **University's Vaccination Policy**. Establishment visitors are strongly encouraged, but not required, to be vaccinated against COVID-19.
- All UW personnel, students, visitors, and non-UW vendors and contractors must comply with **the University's Face Covering Policy**.
- All individuals must adhere to posted COVID-19 building signage.
- Share [COVID-19 prevention information](#) with non-UW vendors and contractors present on site.

Food service establishments that are subject to additional requirements:

- Food service establishments in **University medical center facilities** follow additional procedures for health care settings. Key requirements include:
 - All individuals, regardless of vaccination status, maintain a **6-foot physical distance** from others.
- Food service establishments serving **University facilities with child care and youth programs (where children are present or expected to be present)** follow additional Washington State Department of Health guidance for [child care, youth development and day camps](#). Key requirements include:
 - All individuals, regardless of vaccination status, maintain a **6-foot physical distance** from others.
 - Family-style or buffet food sharing is not allowed.

Food establishments planning to reopen after temporarily closing operations during the COVID-19 pandemic and establishments currently operating should complete the [Food Establishment Reopening and Operating Checklist](#) in this document.

Additional COVID-19 Information and Resources

Stay up-to-date on the [current COVID-19 situation in Washington](#), [Governor Inslee's Reopening Guidance for Businesses and Workers](#) and the University's [COVID-19 frequently asked questions](#) webpage for more information.

- [Washington State Coronavirus Response \(COVID-19\)](#)
- Washington State Department of Health [Face Coverings Order](#)
- Washington State Department of Labor & Industries [Requirements and Guidance for Preventing COVID-19](#)
- State of Washington [Proclamation 20-25.15](#) "Washington Ready"
- [Centers for Disease Control and Prevention COVID-19](#)

Please contact EH&S at phdept@uw.edu or call 206.543.7262 with questions or for assistance.

COVID-19 safety concerns can be anonymously reported to EH&S via the [Report a Concern](#) form on the EH&S website.

This document will be updated as regulations and public health guidance change.

FOOD ESTABLISHMENT REOPENING AND OPERATING CHECKLIST

Food establishments should use the following checklist to support reopening facilities that were previously closed and/or are transitioning to operate with on-site dining. Currently operating establishments should confirm their operations meet the updated requirements in this checklist. Contact EH&S at phdept@uw.edu or call 206.616.1623 with questions.

Today's Date:	Reopening Date (if applicable):
Name of COVID-19 Site-Supervisor or Person in Charge (PIC):	
Location Name:	Worksite Location(s)/Address:
Completed by:	Approved by:

PLANNING

- Adjust your business operating plan using the Food Establishment Reopening and Operating Checklist.
- Assign a COVID-19 Site Supervisor. The person in charge (PIC) or the food manager should serve as the COVID-19 Site Supervisor.
- Develop a **site-specific COVID-19 Prevention Plan** that includes all elements from the [University COVID-19 Prevention Plan for the Workplace](#) and complies with all applicable codes and regulations. All University food service establishments, including independent food establishments (i.e., those that do not have a memorandum of understanding with EH&S), must follow this protocol.
- Use the Food Establishment Reopening and Operating Checklist to document all required and appropriate safety precautions.



PRE-OPENING PREPARATION

- In settings where physical distancing is required (e.g., child care, youth programs, health care), arrange seating to allow a minimum of 6 feet from seats at adjacent tables. Plan to space children/youth 6 feet apart while eating. If 6 feet of distance between seats at adjacent tables is not feasible, there must be a barrier separating booths or tables.
- As a best practice where physical distancing is not required, consider arranging some indoor seating to allow physical distancing, as possible, between tables.
- Plan for serving individually plated meals or prepackaged food (no buffet or self-serve) in child care and youth program settings.
- Make sure to connect with your service providers (e.g., food suppliers, oil collection, trash and recycling, pest control, appliance technicians, and chemical suppliers) to ensure you are fully stocked and supported as soon as operations begin.
- Ensure restrooms are fully stocked.
- Install or place hand sanitizer dispensers, particularly at entrances, exits, self-serve areas, and common areas.
- Identify high-touch surfaces that that will need regular cleaning and disinfection, such as handles, tables, chairs and point-of-sale equipment.
- Thoroughly inspect and clean all physical facilities, including floors, walls and ceilings.
- Apply floor markings to indicate 6 feet between customers where they congregate (e.g., lobbies, waiting areas, food pickup areas) in settings where physical distancing is required (e.g., establishments serving child care, youth programs, health care). Where distancing while eating/drinking indoors is a recommendation, establishments may also consider applying these markings as reminders to visitors.

FACILITIES RETURN TO SERVICE

Areas and equipment within food establishments that were not in use during the dining area closure need to be cleaned and properly returned to service.

Utilities

- Ensure electricity, gas, and water are available throughout the facility.
- Check that all plumbing, such as sinks and toilets, is operating properly.
- Verify hot and cold water is available at all sinks.

- Check grease traps, and clean if necessary.
- Confirm lights are operational and functioning properly.
- Ensure ventilation units and fire-suppression systems are working.

Drinking Water

- [Flush water system](#) and all plumbed food equipment for a minimum of 5 minutes.
- Refer to the Washington Department of Health [Restoring Service After Extended Water Interruption Guidelines for Food Establishments](#) for information on cleaning and flushing instructions for specific equipment:
- After flushing, make sure all floor drains are working properly.

Refrigerators and Freezers

- Assess and discard food that is no longer safe.
- Check that all refrigeration equipment is functioning properly and is able to maintain food temperatures at or below 41°F.
- Check that freezers are functioning properly and that food is frozen solid.

Cleaning and sanitizing equipment

- After fully emptying ice makers, drain the pipes; then wash, rinse, and sanitize the equipment.
- Ensure that low-temperature chemical sanitizing machines have correct water temperature and sanitizer concentration.
- Ensure that high-temperature (hot water) sanitizing machines have correct wash temperature, final rinse temperature and final rinse pressure.
- Ensure that all chemical dispensing devices have the correct concentration of sanitizer.
- Provide appropriate test strips.
- Wash, rinse, and sanitize all food contact surfaces before use, including:
 - Cutting boards
 - Food-prep sinks
 - Three-compartment sinks
 - Utensils, cups, plates and other service ware
- Clean non-food contact surfaces as needed.

COVID-19 SIGNAGE

Post University COVID-19 prevention posters from the [Stay Healthy, Huskies Toolkit](#) at food establishment entrances and common areas:

- [Face coverings are required, regardless of vaccination status](#)
- [Wash your hands the right way](#) (post near hand sinks and in restrooms)
- [Stop! Feeling Sick? Stay home!](#) (post outside and inside buildings and food service establishments to educate staff, vendors, contractors, and visitors regarding COVID-19 symptoms and requirements).

EMPLOYEE TRAINING, RESPONSIBILITIES, AND HEALTH MONITORING

Employee Training and Responsibilities

The person in charge (PIC) or the food manager serving as the COVID-19 Site Supervisor is responsible for:

- Screening employees for employee health requirements in the [Food Code](#); making sure sick employees stay home or immediately go home if they develop symptoms on site.
- Ensuring employees complete the University's [COVID-19 Safety Training: Back to the Workplace](#)
- Training workers on the site-specific COVID-19 Prevention Plan, including these topics:
 - The **UW COVID-19 Vaccination Policy** requirements and encouraging COVID-19 vaccination among staff
 - Identifying **symptoms of COVID-19 infection and procedures** for symptom monitoring, sick personnel and COVID-19 illness reporting and response
 - Practicing **good hygiene**; include training on [key times](#) to wash or sanitize hands.
 - Practicing **regular cleaning and disinfection** of surfaces (per the University's [COVID-19 Cleaning and Disinfection Protocol](#))
 - The [UW COVID-19 Face Covering Policy requirements](#), personal protective equipment and alternative strategies to minimize COVID-19 transmission in the workplace
- Providing cloth face coverings to personnel who require them; provide PPE as required for the [activity being performed](#). Refer to the [Guidelines for Personal Protective Equipment](#) for additional guidance on PPE selection.
- Discuss with non-vaccinated employees alternative strategies that could be used to further reduce the risk of COVID-19 transmission in the workplace (e.g., staggering work shifts and/or breaks, recommending distancing when possible).

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Employees, even those who are [fully vaccinated](#), are responsible for:

- Completing the [Back to the Workplace safety training](#)
- Adhering to all requirements for employees described in the site-specific COVID-19 Prevention Plan

Employee Health Monitoring

- All employees must self-monitor daily for symptoms and stay home or go home if they are sick or have any [symptoms of COVID-19](#) infection, regardless of vaccination status. Employees must complete a daily [symptom attestation](#) in units and settings with location-specific requirements.
- Individuals who are sick or experiencing [any COVID-19 symptoms](#) (or who have been instructed to isolate or quarantine by a public health professional) must stay home and may not enter a UW location, regardless of vaccination status.
 - Individuals with COVID-19 symptoms must stay home (or leave the worksite) and get tested for COVID-19. Refer to ["What do I do if I feel sick?"](#) on the University's COVID-19 FAQ webpage for more information.
 - Individuals who had [close contact](#) with a person who has COVID-19 may need to stay home (or leave the worksite) to quarantine and get tested for COVID-19. Refer to ["I may have been exposed to COVID-19. What should I do?"](#) on the University's COVID-19 FAQ webpage for detailed information.
 - Report all suspected or confirmed COVID-19 cases to EH&S at covidehc@uw.edu or 206.616.3344. (Personnel in UW Medicine clinical settings should report to their employee health services).

EMPLOYEE SAFETY, FACE COVERINGS, AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

- All individuals at a University location must adhere to the University's [Face Covering Policy](#) and associated building signage.
- Units must provide face coverings to personnel who work at a UW location, for work-related use.
- Employees must utilize PPE as appropriate or required for the [activity being performed](#). A cloth face covering does not replace job-required PPE.
- Personnel must be trained on the proper use, care, storage and disposal of face coverings and PPE.

CUSTOMER AND EMPLOYEE HYGIENE DURING OPERATIONS

- Ensure hand sanitizer is available at establishment entrances/exits for all staff and customers.



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- Ensure restrooms and hand sinks are stocked with adequate soap and paper towels.
- Make sure HVAC systems are operational to ensure appropriate airflow in indoor spaces. Contact your facility manager/building coordinator if you have questions about ventilation or air flow.
- Increase circulation of outdoor air in spaces by modifying ventilation or opening screened doors and windows, when possible.
- Consider having extra face coverings available at establishment entrances for customers who arrive without one.

Self-service salad bars, self-serve food and buffets are allowed for food service establishments (except in facilities with child care/youth program areas), if the following measures are implemented:

- Completely cover self-serve bars under a permanent barrier, such as a sneeze guard.
- Provide hand sanitizer supplies near the service area for use by customers and staff.
- Have staff monitoring the self-service area, cleaning it regularly and changing shared serving utensils frequently.

CLEANING, DISINFECTION, SANITATION

- All food establishments must follow the University's [COVID-19 Cleaning and Disinfection Protocols](#) for regular cleaning and disinfection of surfaces in dining areas.
- Establish a schedule that includes regular cleaning and disinfection of food-contact and high-touch surfaces.
- Cleaning is necessary to remove debris and residues from surfaces prior to using sanitizing and disinfecting chemicals. Use soap or detergent and warm water to clean food-contact surfaces and non-food contact surfaces.
- Wash, rinse and sanitize food-contact surfaces following routine procedures and using appropriate products. Use an EPA-registered product for food contact surfaces (such as chlorine, QUAT or iodine) at a concentration appropriate for sanitizing food-contact surfaces.
- Wear gloves when handling customer trash. After emptying trash, remove and dispose of gloves, and wash hands or use hand sanitizer.
- Cordon off any areas where an individual with COVID-19 worked or touched surfaces while potentially infectious. Follow the University's [COVID-19 Cleaning and Disinfection Protocol](#).

DELIVERIES



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- Identify specific loading areas to limit third parties from entering the facility; ensure these areas have COVID-19 prevention signage from the [Stay Healthy, Huskies Toolkit](#).
- Follow [COVID-19 Information for Contractors and Vendors Working on Site](#).

