FOOD ESTABLISHMENT REOPENING GUIDANCE

COVID-19 Illness Prevention Strategies for Limited On-site Dining

Washington State is using a phased approach to reopen dine-in service at food establishments that were previously closed by the Governor’s “Stay Home, Stay Healthy” order.

Food establishments can reopen onsite dining if they meet the Phase 2 Restaurant/Tavern Reopening COVID-19 Requirements. Food establishments operating in a University location must follow the guidance in this document to comply with the Governor’s Phase 2 requirements and Safe Start plan, the Washington Food Code and University policies.

Recommended best practices are optional and indicated below in italics.

SERVICE & CUSTOMER SAFETY MODIFICATIONS

Onsite Dining

- Limit indoor and outdoor seating capacity:
  - Do not exceed 50% of maximum building occupancy determined by the fire code.
  - No bar and/or counter seating are allowed.
  - Limit all parties and tables to no more than 5 customers.
  - Use reservation or metering systems to ensure reduced capacity (optional).
  - Outdoor seating is allowed but must also be at 50% capacity. Outdoor seating does not count toward the building occupancy limit.

- Maintain a log of customers:
  - Food establishments are obligated to maintain a log of customer who dine on site. Customers may voluntarily provide their information. You may use this template to collect contact information, including time and date, name, phone number, and email address.
  - The purpose of the log is to notify individuals if they have been exposed to COVID-19. The information will only be shared with public health officials if exposed. This information may not be used for any other purpose, including sales or marketing.
  - Maintain the log for 30 days. If the list is not used within 30 days, destroy it.

Customer Self-Service

- Self-service salad bars and buffets are not allowed.
• Customer self-service of fountain drinks is allowed if touchpoints are disinfected frequently (optional).

• All single-service utensils are stored behind the counter and provided to the customer by a food worker (optional).

• Disinfect any condiments typically left on the table (e.g., ketchup, soy sauce, etc.) after each dining group, or provide single-use condiments.

• Discontinue product sampling and demonstration stations, except for single portions offered in response to a consumer’s request from the service counter.

Customer Health & Hygiene

• Provide hand sanitizer at building entrance for all staff and customers, if available.

• Stock on-site restrooms and sinks with adequate soap and paper towels.

• Encourage customers to wear a cloth face covering when they are not seated (e.g., while being seated or leaving, or while going to the restroom).

• Increase circulation of outdoor air by modifying ventilation or opening screened doors and windows, when possible (optional).

Customer Physical Distancing

• Ensure adequate physical distancing (6 feet between customer groups) in the lobby, waiting area, serving or ordering lines, beverage/condiment stations, and food pick-up stations (both indoor and outdoor) and recommended to use floor markings and “wait here” signs.

• Place tables far enough apart so each occupied chair is at least 6 feet away from customers at adjacent tables. If 6 feet is not possible, there must be a physical barrier or wall separating booths or tables.

  o Barriers should be a smooth, rigid surface that is easily cleanable and of sufficient height to provide adequate protection from coughs and sneezes from nearby booths or tables. An example is a plexiglass barrier (optional).

• Dining tables and seating booths in 21+ sections are allowed and follow the same dining requirements in this guidance.

• Close bar area seating that allows for the congregation of customers from separate parties. Dining tables and seating booths are allowed if they follow the same dining requirements in this guidance and all existing laws.

• Arrange the flow of customers to reduce crowding.

SIGNAGE & SANITATION

Cleaning/Disinfection/Sanitation

Follow the University’s Enhanced Cleaning and Disinfection Protocols.
• Cleaning is a necessary first step prior to using sanitizing and disinfecting chemicals. Use soap and water to clean food and non-food contact surfaces.

• Wash, rinse and sanitize food contact surfaces following routine procedures. Use an EPA-registered product (such as chlorine, QUAT or iodine) at a concentration appropriate for sanitizing food contact surfaces.

• Clean and disinfect frequently touched non-food contact surfaces every hour. Use an EPA-registered product at a concentration that has been shown to be effective against COVID-19. Follow label directions.

• Clean and disinfect dining area touchpoints such as chair backs, condiments, digital ordering devices, and touchpads between each dining group.

• Remove any table décor that will not be cleaned between each dining group (optional).

Signage

• Post University COVID-19 prevention posters from the Stay Healthy, Huskies Toolkit at food establishment entrances and in common areas of the building:
  o Face coverings are required
  o Wash your hands the right way

• Post signs and floor markings to indicate physical distancing requirements. Signage and floor markings are available online from the Creative Communications UW Storefront (optional).

• Post signs to let employees and customers know about COVID-19 symptoms and physical distancing requirements (optional):
  o CDC Symptoms of Coronavirus
  o CDC Stop the Spread of Germs
  o CDC Stay Home When Sick
  o King County Protect Yourself and Coworkers from COVID-19

MENU & PAYMENT MODIFICATIONS

Menu & Ordering

• Provide a menu using one of the following:
  o Provide single-use disposable menus.
  o Post menu options on a board or sign (optional).
  o Use an app service or website for customers to view the menu on personal devices (optional).
  o Reusable menus when disinfected after each use (optional).
Limit menu options to decrease the ordering time per customer (optional).
List allergens on the menu to reduce questions (optional).

Payment
Use call-in/mobile ordering, contactless payment systems, or automated ordering (optional).
Disinfect all payment touchpads every hour (optional).
Provide handwashing or hand gel for employees handling payment (optional).

EMPLOYEE TRAINING & SAFETY

Employee Health & Hygiene
All employees must follow the University's daily symptom screening or attestation requirements to prevent sick employees from coming to work and identify employees who exhibit signs or symptoms of COVID-19 illness. Units that with employees who do not have access to Workday can implement their daily symptom screening process following the University's Guidance for Symptom Monitoring.

If an individual reports COVID-19 illness, cannot attest to being without symptoms of COVID-19, or had close contact with a person who has COVID-19:

- Individuals with COVID-19 symptoms and those who do not attest to not having symptoms must stay home (or leave the worksite), contact their health-care provider and get tested for COVID-19. Refer to the FAQ “What do I do if I feel sick?” on the University's Novel coronavirus & COVID-19 page for more information.
- Individuals who had close contact with a person who has COVID-19 must stay home (or leave the worksite), contact their health-care provider and get tested for COVID-19. Refer to the FAQ “I have been in close contact with a person who has COVID-19. What should I do?” on the University’s Novel coronavirus & COVID-19 page for more information.
- Report all suspected or confirmed COVID-19 cases and close contacts to a University Employee Health Center.
- Cordon off any areas where an individual with suspected or confirmed COVID-19 worked or touched surfaces and follow the University's Enhanced Cleaning and Disinfection Protocols.

Stock handwashing sinks and retrain staff on proper handwashing times and procedures.
Provide hand sanitizer with at least 60% alcohol, when available.
• Increase the frequency of utensil washing and handwashing.

• Use disposable gloves where safe and applicable to prevent transmission on tools or other items that are shared.

• Ensure physical distancing between employees in both front and back of house.

• **Reconfigure employee break times and locations to reduce close contact exposure (optional).**

**Employee Training and Responsibilities**

The Person In Charge (PIC) or the Food Manager serves as the site-specific COVID-19 supervisor and is responsible for:

• **Screening employees for COVID-19 symptoms** prior to each shift, in addition to the employee health requirements in the Food Code [Food Code](#).

• Make sure employees with symptoms stay home or immediately go home if they develop symptoms on site.

• Developing and implementing the COVID-19 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, including the Governor's [Phase 2 Restaurant/Tavern Reopening COVID-19 Requirements](#). All Independent Food establishments (Non MOU clients) should follow the same protocol.

• Training workers in the language they understand best on:
  
  o The University COVID-19 Prevention Plan by requiring completion of the [Back to the Workplace safety training](#); this course must be completed by all University employees before or upon returning to work on-site at a University location.

  o The site-specific COVID-19 Prevention Plan, including these topics:
    
    ▪ Measures to maintain social and physical distancing (customers and employees)
    ▪ Symptom attestation and procedures for sick employees
    ▪ Reporting COVID-19 illness and close contact with COVID-19 cases
    ▪ Practicing good hygiene
    ▪ Cleaning and disinfecting surfaces according to Phase 2 requirements;
    ▪ Required face coverings and personal protective equipment
    ▪ Service change requirements for on-site dining

Employees are responsible for:

• Completing the [Back to the Workplace safety training](#)
• Adhering to all requirements for employees described in the University COVID-19 Prevention Plan for the Workplace and the site-specific COVID-19 Prevention Plan, including:
  o Completing daily symptom attestation
  o Reporting COVID-19 illness and close contact with a person who has COVID-19
  o Practicing good hygiene
  o Following cleaning and disinfection protocols
  o Maintaining 6-foot distance from customers and employees at all times
  o Wearing required face coverings
  o Using required personal protective equipment

Employee Physical Distancing
• Maintain a minimum 6-foot separation between all employees (and customers) in all interactions at all times.
• When strict physical distancing is not feasible for a specific task, other prevention measures are required. Examples include:
  o Use barriers
  o Minimize staff or customers in narrow or enclosed areas
  o Stagger breaks and work shift start times
• Minimize the number of staff serving any given table. Have one staff person take a table’s order, bring all of their beverages/food/utensils, take their payment, for example (optional).

Employee Safety, Face Coverings and Personal Protective Equipment (PPE)
• Require employees to wear a cloth facial covering when not working alone.
  o Wearing a cloth face covering is not a substitute for 6-foot physical distancing and other prevention measures.
  o A cloth face covering does not replace job-required PPE.
  o Cloth face coverings are required unless potential exposure to COVID-19 dictates a higher level of protection is needed under Department of Labor & Industries safety and health rules and guidance.
  o Refer to the Guidance on facemask use for preventing the spread of COVID-19 for additional information.
- Review the differences between face coverings, masks and respirators and refer to the Facemask Focus Sheet as needed.
- Provide PPE, such as gloves, goggles, face shields and facemasks as appropriate or required to employees for the activity being performed.
- Provide training on the safe use, care and disposal of face coverings and PPE.

More COVID-19 Information and Resources

Stay up-to-date on the current COVID-19 situation in Washington, Governor Inslee's proclamations, symptoms, how it spreads, and how and when people should get tested. See our EH&S Frequently Asked Questions for more information.

- WA State Department of Health 2019 Novel Coronavirus Outbreak (COVID-19)
- WA State Coronavirus Response (COVID-19)
- CDC Coronavirus (COVID-19)

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

Concerns about COVID-19 safety can be reported anonymously to EH&S via an online form.

This document will be updated as regulations and public health guidance change.
COVID-19 FOOD ESTABLISHMENTS PHASE 2 REOPENING CHECKLIST

Food establishments that are approved to operate under Phase 2 of the Governor’s Safe Start Plan should use the following checklist to assist in reopening of food establishments that were previously closed, and/or transitioning to operate with limited on-site dining. This checklist includes the Phase 2 Restaurant/Tavern Reopening COVID-19 Requirements and addresses issues that may arise during the reopening process. The can be modified as needed for each establishment or community.

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

<table>
<thead>
<tr>
<th>Today's Date:</th>
<th>Reopening Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of COVID-19 Site-Supervisor/PIC:</td>
<td></td>
</tr>
<tr>
<td>Location Name:</td>
<td>Worksite Location(s)/Address:</td>
</tr>
<tr>
<td>Completed by:</td>
<td>Approved by:</td>
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</tbody>
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PLANNING

- Adjust your business operating plan using the COVID-19 Food Establishment Reopening Guidance.
- Assign a COVID-19 Site Supervisor.
- Develop a site-specific COVID-19 Prevention Plan.
- Use this checklist to document all required and appropriate safety precautions.
## PRE-OPENING

- Arrange dining tables so customers sit at least 6 feet away from customers at adjacent tables.
- Order food and cleaning supplies well in advance of reopening, without over ordering, as some items are in short supply and shipping times may be extended.
- Make sure your service providers such as food suppliers, oil collection, trash and recycling, pest control, appliance technicians, and chemical suppliers are able to serve your needs.
- Ensure restrooms are fully stocked.
- Consider installing or having available hand sanitizer dispensers, particularly at entrances, exits and transition areas.
- Identify touchpoints that need frequent disinfection such as handles, tables, chairs, and point of sale equipment.
- Thoroughly clean and inspect all physical facilities including floors, walls, and ceilings.

## FACILITIES

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

### 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 this [guidance](#) 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.
- Low temperature chemical sanitizing machines have correct water temperature and sanitizer concentration.
- High temperature (hot water) sanitizing machines have correct wash temperature, final rinse temperature and final rinse pressure.
- All chemical dispensing devices are 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

EMPLOYEE TRAINING, HEALTH AND SAFETY

- Follow the University’s daily symptom screening or attestation requirements to prevent sick employees from coming to work prior to each shift. Units that with employees who do not have access to the Workday can implement their daily symptom screening process following that University's guidance for symptom screening.

- Ensure employees complete the University's Back to the Workplace safety training.

- Train employees on the following topics:
  - Site-specific COVID-19 Prevention Plan
  - Measures to maintain social and physical distancing (customers and employees)
  - Symptom attestation and procedures for sick employees
  - Reporting COVID-19 illness and close contact with COVID-19 cases
  - Practicing good hygiene
  - Cleaning and disinfecting surfaces according to Phase 2 requirements;
  - Required face coverings and personal protective equipment
Service change requirements for on-site dining

- Provide cloth face coverings and PPE as appropriate or required for the activity performed.
- 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 possible.
- Require cloth facial coverings for employees.
- 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. Ensure all dining parties and tables are 5 customers or less. Outdoor seating does not count toward inside occupancy, but may not exceed 50%.
- Provide hand sanitizer at all entrances for staff and customers (assuming supply availability).
- Implement a plan and mark the floor to maintain 6 feet of distance between customers. Use this plan in the lobby, waiting area, serving or ordering lines, beverage/condiment stations, food pick-up stations, and payment areas. Maintain physical distancing requirements in all indoor or outdoor lines.
- Keep a log of all customers 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 a sign at the entrance and inside recommending customers 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 customers at adjacent tables. If 6 feet is not feasible, there must be a physical barrier or wall separating booths or tables.

Seating at a bar top or counter is not allowed. Seating at dining tables and booths in 21+ sections are allowed. Follow the same dine-in measures of physical distancing, table spacing, and barriers to separate booths.

Close self-service buffets and salad bars.

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. 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 after each dining group. This includes chair backs, condiments, and touchpads.

Maximize pick-up or delivery services.