

Washoe County Health District Operating Checklist for Food Establishments During Phase 1

Governor Sisolak is using a multi-phased approach to reopening Nevada's businesses using illness data and community readiness to reduce the risk of recurrence of COVID-19 within our communities. Although COVID-19 is not identified as a foodborne illness, it is contagious. It is spread by airborne droplets from coughing and sneezing and by touching a surface or object that has the virus on it and then touching one's own mouth, nose, or eyes. While the framework for reopening Nevada's businesses is developed, food establishments may use the recommendations below to prepare for reopening during Phase 1.

Trained and Prepared Staff

Guidance to be reviewed and completed with both front and back of house employees:

- Each day, complete employee health screenings upon arrival ([COVID-19 Screening Questionnaire for Food Establishment Employees](#)).
- Review COVID-19 procedures for operation.
- Conduct pre-shift meetings, virtually or in areas that allow for social distancing of a minimum of 6 feet, to review:
 - Proper use and care of required cloth face coverings for all staff following the Centers for Disease Control and Prevention (CDC) recommendations on "[Use of Cloth Face Coverings](#)."
 - Hand hygiene protocols including washing frequency, no bare hand contact with ready-to-eat food, use of hand sanitizer, and proper glove use.
 - The difference between sanitizer and disinfectant, and the appropriate use for each.
- Remind employees to practice social distancing and avoid gathering in groups.

Cleaning and Disinfecting

- If you have not already done so, flush each of the hot and cold water fixtures for five minutes prior to reopening to replace the stale water in the facility's plumbing with a fresh and safe water supply.
- Develop a cleaning and disinfecting plan for high touch surfaces and access areas. Train staff to clean and disinfect the table and chairs between each meal served.
 - High touch surfaces include waiting area, tables, chairs, floors, walls, equipment, and restroom areas.
 - Visit the CDC's website "[Environmental Cleaning and Disinfection Recommendations](#)" for information on how to clean and disinfect; use a disinfectant on the [EPA's List N](#).
- Switch to disposable utensils, cups, and plates when possible. Alternately, tableware should be disinfected, washed, rinsed, and sanitized before using again.

Back of House Areas

- Stagger employee shifts to minimize large groups in back-of-house corridors and service elevators.
- Post social distancing signage (multiple languages) and clearly mark cues for appropriate physical distancing in any area where employees gather, such as, timeclock, locker room, breakroom, and employee dining.
- Provide touchless (when possible) hand sanitizer dispensers at entrances and high-contact areas, such as timeclock or schedule board.
- Remind back-of-house employees of the need to use cloth face coverings.

Front of House Areas

- Create an adjusted floor plan to reduce occupancy to State and Federal guidelines allowing for social distancing of at least 6 feet between tables (e.g., posting a “DO NOT USE” sign, block booths with caution tape, remove tables or chairs, and install partitions).
- Post social distancing signage (multiple languages) in areas where guests gather, such as host stand, front counter, customer lines, registers, and food stations.
- Post signage throughout the establishment on proper use of cloth face coverings.
- Post a sign directing customers who have symptoms of COVID-19, have been exposed to the virus, or have underlying health conditions to use delivery options.
- Provide touchless (when possible) hand sanitizer dispensers at entrance, customer restrooms and high-contact areas in the facility.
- Encourage reservations and limit the amount of people in all indoor and outdoor waiting areas to maintain social distance between parties.
 - Limit parties to 5 people or less.
- Provide markings on the floor to ensure that people in the waiting area are maintaining 6 feet of social distancing (waiting area can be for customers waiting to be seated or waiting for pick-up).
- For menus, consider using menu boards posted throughout facility, posting them electronically (on the internet or e-mailing to diners), or using disposable/paper menus.
- Remove all customer self-service condiments and utensils; provide them upon request.
- Provide utensils to the table while seating the customers, do not preset tables.
- Do not remove glasses from table for refills. Provide new glasses or leave a bottle or pitcher at the table.
- Encourage electronic payment.
- Buffets, customer self-service, and bars continue to be suspended until further notice. Alternate food service options during Phase 1:
 - Close bar areas for seating, but alcohol may be served at the table.
 - Position food handlers at each station of the buffet, to serve items requested by the customer.

- If proper temperature can be maintained, pre-portion food items for faster delivery to customers.
- Offer an all you can eat menu. Have the server take the customer's order from the table and then serve the food to the customer.

More Information Regarding Other COVID-19 Controls

The information above was completed using guidance from the CDC, the U.S. Food and Drug Administration (FDA) and public health principals. For more information, please visit the CDC website [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#) and the FDA website.

Re-Opening Checklist for Food Establishments

To reduce the spread of COVID-19 and comply with Governor Sisolak's Executive Order and guidelines provided by the Centers for Disease Control and Prevention (CDC), the permit holder shall ensure that all items on this checklist are implemented:

Physical Facility

- Social distance signs and cues are in place to maintain 6-foot distances between people
- Signs on proper use of face coverings are posted
- Physical barrier in place between employees and customers
- High-touch surfaces are removed or reduced where possible
- Electricity is available throughout facility
- If applicable, natural gas is available to facility
- All plumbing is operating properly, hot and cold water is available throughout the facility
- Hot- and cold-water lines flushed for 5-minutes at each faucet

Facility Operation

- Daily screening of employees for illness
- All employees are trained on the Employee Illness Policy
- All employees are trained and have PPE (cloth face coverings, gloves)
- All expired or potentially contaminated foods are discarded
- Hand sinks and restrooms are stocked and operational
- Develop a cleaning schedule for restrooms, customer areas, employee areas
- Frequently clean and disinfect high touch surfaces (i.e. doorknobs, touch screens, counters)
- Increase hand washing frequency for employees
- Provide hand sanitizer for customers
- Maintain informational signs (social distance, wear a cloth face covering, symptoms of illness)
- Post menu or offer single-use menus
- Replace re-usable tableware (utensils, cups, plates, etc.) with disposable items when possible

Program Specific

- Person in Charge is available and knowledgeable
- Health permit, grade card, and required signs are posted conspicuously
- Fill-out and retain this checklist on-site

PR _____
Permit Number

____ - ____ - ____ / ____ : ____ AM / PM
Date / Time Re-Opened (Circle One)

Name of Facility

Person in Charge