

**OPENING GUIDANCE FOR RESTAURANT OPERATIONS**  
**PLANNING CHECKLIST**

**1. DECIDING TO OPEN**

**LOCAL REGULATIONS**

Determine whether inspection is needed prior to reopening.

**2. PLANNING**

**STAFFING**

Ensure person in charge has current Certified Food Protection Manager credential.

Establish and communicate to staff new policies regarding health and food safety.

Train staff on food contact and non-food contact cleaning procedures with use of approved disinfectants.

Retrain staff on hand washing procedures and frequency.

Review health and hygiene practices with focus on not touching eyes, nose, and mouth, or the masks used to cover nose and mouth.

**SUPPLIES**

Discard expired food supplies.

**CLEANING & SANITIZING**

Review cleaning, sanitizing, and disinfecting procedures for high touch surfaces.

**ENVIRONMENTAL FACTORS**

Complete a deep clean of facility following CDC guidance.

**3. MARKETING & COMMUNICATIONS**

**POINT OF SALE**

Post signage with reminders of hygienic practices.

Communicate party size and seating capacity.

**4. STAFFING**

**EMPLOYERS**

Schedule a Certified Food Protection Manager for all hours the operation is open.

Prohibit ill employees from reporting to work.

Monitor staff health and hygiene practices front and back of house.

Supervise cleaning and sanitizing procedures.

Review health and hygiene practices with focus on not touching eyes, nose, and mouth, or the masks used to cover nose and mouth.

**EMPLOYEES**

Discard expired food supplies.

Wash hands before putting on gloves.

Wash hands before touching clean surfaces.

Wear gloves as specified.

Change gloves as needed.

Avoid touching eyes, nose, mouth, or face.

**5. CLEANING & SANITIZING**

**FRONT OF HOUSE**

Clean and disinfect non-food contact surfaces and areas following developed procedures at least:

Restrooms *Every Hour*

Host station/Entry *Every Hour*

Wait Staff Section *Every Hour*

Seating Areas (table tops, booths, chair sides, etc.) *After Each Use*

Ordering and Payment Devices *After Each Use*

**BACK OF HOUSE**

Clean and sanitize areas following developed procedures at least:

Frequently touched surfaces *Every Hour*

Work surfaces *As needed*