

COVID PRE-OPENING GUIDANCE AND CHECKLIST

Post – Pandemic: Live Counter Service

Vendor Name: ANTHONY COOPER

Location #: _____

Location Name: HARD COPY CAFE

The checklist below is not all inclusive and all current applicable local, state, and federal regulations and public health agency guidelines must still be followed unless updated or directed otherwise.

SIGNAGE:

- Signage at each entrance, including:
 - Do not enter with cough or fever
 - Face masks are required
 - 6ft Social Distancing is required
 - Sneeze or cough into cloth, tissue, or elbow
 - Avoid all forms of physical contact
 - Identify Max-Occupancy
 - Sanitize and disinfect hands prior to entering
 - Thank for support and patience

FACILITY READINESS

- Flush water and sewer lines 3-5min
- Ensure hot water temperatures
- Disinfect all high-frequency contact surfaces
- Label workstations with 6ft social distancing guidelines
- Stock handwashing sink with soap, towels, and sanitizer
- Clean and disinfect non-food contact surfaces and storage areas
- Inspect for pest and vermin
- Clean and disinfect restrooms and breakrooms
- Install physical barriers at cashier stations
- Install physical barriers at serving stations
- Install physical barriers to separate entrance and exit
- Clean and sanitize dining and seating areas
- Arrange tables to accommodate 6ft social distancing
- Remove condiments and clean finishing areas

KITCHEN OPERATIONS

- Schedule grease trap cleaning
- Check temperatures for dishwashers
- Check temperatures for refrigerators
- Inventory and discard spoiled or expired product
- Prepare pre-opening order with suppliers
- Check temperatures for refrigerators

- ☒ Clean and disinfect inside and out of refrigeration units
- ☒ Monitor and adjust inventory levels during re-build-up
- ☒ Empty, clean, and sanitize ice makers and dispensers
- ☒ Submit all equipment repair requests
- ☒ Empty, clean, discard, and refill fryer oils
- ☒ Clean and inspect fire suppression and exhaust hoods

PERSONNEL & CUSTOMER HEALTH

- ☒ Contact employees, check health and readiness
- ☒ Instruct employees not to work sick
- ☒ Check and log employee temperatures upon arrival
- ☒ Send asymptomatic employees home, stay home till symptom free
- ☒ Discuss plan to address asymptomatic guests
- ☒ Wash hands repeatedly and more frequently
- ☒ Require gloves at register
- ☒ Tell employees not to touch face
- ☒ Require masks for all employees
- ☒ Dispense all Self-Service menu items and condiments, including coffee, fountain, and other beverage dispensers, pastries, salad bar etc.

Vending Warehouse Storage

- ☒ Flush water lines 3-5min
- ☒ Ensure hot water temperatures
- ☒ Disinfect all high-frequency contact surfaces
- ☒ Label workstations with 6ft social distancing guidelines
- ☒ Stock handwashing sink with soap, towels, and sanitizer
- ☒ Clean and disinfect non-food contact surfaces and storage areas
- ☒ Inspect for pest and vermin
- ☒ Clean and disinfect restrooms and breakrooms
- ☒ Complete detailed inventory and discard spoiled or expired product
- ☒ Prepare pre-opening order with suppliers
- ☒ Monitor and adjust inventory levels during re-build-up
- ☒ Check temperatures for refrigerators
- ☒ Clean and disinfect inside and out of refrigeration units
- ☒ Monitor and adjust inventory levels during re-build-up
- ☒ Clean and disinfect inside and out of refrigeration units

Vending Machines

- ☒ Wear masks while servicing machines
- ☒ Wear gloves while servicing machines
- ☒ Clean and disinfect mobile transport areas and equipment, including vehicles, dollies, chests, bins, etc.

- Clean and disinfect all outside surfaces, including keypads, touchscreens, etc. before opening, after stocking, and before leaving
- Harvest cash sales and record meters
- Clean and disinfect inside machine, including spirals, racks, delivery arms and trays, etc.
- Inspect for pest and vermin
- Inspect and clean product packaging
- Discard all disposables after each bank of machines
- Replace towels after each bank of machines
- Establish cleaning stations with sanitizer and contact surface barriers or other preventative measures
- Post signs to provide the following advice and guidance:
 - Sanitize hands prior to making selection.
 - Cough or sneeze into tissue or elbow.
 - Maintain 6ft social distances
- Set up card reader processing for cashless vending.