

Cal/OSHA COVID-19 General Checklist for Restaurants, Bars, and Wineries

July 2, 2020

This checklist is intended to help restaurants, bars, and wineries implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Restaurants, Bars, and Wineries](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



Contents of Written Workplace Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Use of face coverings, in accordance with the [CDPH guidance](#).
- Training and communication with workers and worker representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected workers.
- Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance](#).



Topics for Worker Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if workers have symptoms of COVID-19 as described by the CDC, such as a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after 10 days since symptom onset and 72 hours of no fever.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- The proper use of face coverings, including information in the [CDPH guidance](#).

- Information on paid leave benefits, including the [Families First Coronavirus Response Act](#) and workers' compensation benefits under the Governor's [Executive Order N-62-20](#) while that Order is in effect.
- Train any independent contractors, temporary or contract workers, and volunteers in these policies and ensure they have necessary PPE.



Individual Control Measures & Screening

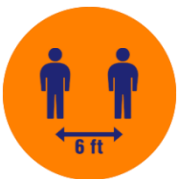
- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide and ensure workers use all necessary PPE.
- Consider gloves as a supplement to frequent handwashing for tasks such as handling commonly touched items or conducting symptom screening. Gloves should be worn when handling items contaminated by body fluids.
- Provide disposable gloves and aprons to staff handling dirty dishes or trash bags and change frequently.
- Also provide impermeable aprons and eye and face protection to dishwashers. Change and/or disinfect frequently, as applicable.
- Remind the public that they should use face masks/covers while not eating or drinking, practice physical distancing, frequently wash their hands, use hand sanitizer, and not touch their face.
- Provide face coverings for customers who arrive without them.
- Display rules for customers and personnel at the entrance.



Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces and surfaces touched by patrons.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Equip spaces such as dining and tasting rooms, bar areas, host stands, and kitchens with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, Cal/OSHA requirements, and the CDPH [asthma-safer cleaning methods](#).
- Continue to follow existing codes regarding requirements for sanitizing (rather than disinfecting) food contact surfaces.
- Ensure all water systems are safe to use to minimize risk of Legionnaires' disease.
- Provide time for workers to implement cleaning practices during shifts and consider third-party cleaning companies.

- Install hands-free devices if possible.
- Open windows and consider upgrades to improve air filtration and ventilation.
- Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- Provide menus via alternative means, such as disposable paper menus, chalk boards, white boards, or digital menus viewable on electronic devices.
- Provide disposable order numbers/table trackers or disinfect them before and after customer use.
- Provide table settings (napkins, cutlery, glassware, etc.) to customers only as needed.
- Supply shared condiments only as needed or supply single serve containers.
- Pre-roll utensils in napkins prior to use by customers and store in a clean container.
- Properly wash, rinse, and sanitize reusable customer items and store cleaned ones away from customers and personnel until ready for use.
- Provide takeout containers only on request and customers must fill them.
- Remove dirty linens from dining tables from dining areas in sealed bags.
- Thoroughly clean each customer dining/drinking location after each use.
- Consider using disposable seat covers, particularly on porous surfaces, and discard and replace after use.
- Provide mints, candies, snacks, and toothpicks only as needed. Do not leave out these or other items such as games.
- Provide hand sanitizer at guest and worker entrances and contact areas.



Physical Distancing Guidelines

- Prioritize outdoor seating and curbside pickup.
- Provide takeout, delivery, and drive-through options for customers. Use contactless pick-up and delivery protocols.
- Encourage customer reservations and appointments.
- Ask customers to wait in their cars away from the establishment and alert them that their table is ready through their mobile phones. Avoid using "buzzers."
- Adjust maximum occupancy rules and implement measures to physically separate workers and customers by at least six feet using measures such as reconfiguring space, installing physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Install physical barriers where maintaining physical distance of six feet is difficult.
- Clearly mark areas where people queue for appropriate physical distancing.
- Prop open doors or automate opening if possible. Establish directional hallways and passageways.
- Remove tables and chairs from dining areas, use visual cues to show they are unavailable, or install Plexiglas or other physical barriers to separate customers.
- Close bar seating so workers can maintain six feet of physical distance from customers at all places behind the bar.

- Have customers order from tables instead of the bar, and deliver orders to their tables. If customers must order from the bar, reconfigure the space so they maintain six feet of distance from bartenders and other workers.
- Limit the number of patrons at a single table.
- Do not use open seating.
- All members of the customer group must be present before seating and hosts must bring the entire group to the table at one time.
- Adjust music volume so that employees can maintain distance from customers to hear orders.
- Implement peak period queueing procedures, including a host to remind customers to practice physical distancing.
- Limit the number of employees serving individual customers or groups.
- Encourage use of credit cards and contactless payment. Cash payments must be exact.
- Do not seat customers where they cannot be six feet away from employee work and food and drink preparation areas.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- Reconfigure, restrict, or close common areas, like employee break rooms, provide alternative where physical distancing can be practiced, and discourage employees from congregating.
- Reconfigure spaces to allow at least six feet of distance between people dining, working, and passing through areas.
- Reconfigure kitchens or work to maintain physical distancing in those areas where practical.
- Do not conduct activities that encourage movement and shared items, such as karaoke, open mics, trivia games, pub crawls, etc.
- Do not conduct services and activities that carry an increased risk of contamination from sharing and splashing.
- Keep dance floors closed and discontinue performances that encourage large gatherings.

Additional Considerations for Tasting Rooms

- Provide a clean glass for each tasting.
- Provide disposable cups to each guest instead of using communal buckets or spittoons.
- Do not touch beverage container necks to cups, glasses, etc., when pouring wine, beer, or spirits.
- Ensure tasting group appointment times do not overlap.
- Discontinue tours that combine individuals from different households into the same tour group.
- Tour guides must maintain at least six feet of physical distance from customers/visitors.

