



## COVID-19 • PHASE ONE REOPENING

# COMMITMENT TO SAFETY CHECKLIST

### FOR ORLA RESTAURANT MEMBERS

The completion of the following checklist shows compliance with ORLA Best Practices connected to customer and employee safety related to COVID-19. This checklist is in addition to following any federal, state or local guidelines, rules or regulations. Once completed and signed, return to ORLA by emailing [JStarr@OregonRLA.org](mailto:JStarr@OregonRLA.org). You will then be sent a Commitment to Safety window decal for posting at your property and digital graphics for promotional use.

#### SIGNAGE:

- Prominent signage is displayed, including any required physical distancing signage, floor markings indicating 6-foot distancing in common areas (including lobby or waiting area,) and required hygienic practices and policies in all employee and guest common areas.
- Cleaning and disinfecting schedules are clearly posted or communicated to all employees.

#### EMPLOYEE HEALTH:

- Employees are educated on COVID-19 and all guest protocols and procedures.
- Employees are educated on proper hand cleaning practices and follow guidelines hourly and after activities such as using the restroom, cleaning, eating and before and after starting shifts.
- Instruct employees with symptoms associated with COVID-19 to report them to their supervisors. Instruct sick employees to stay home and to follow the CDC's guidance on what to do if you are sick with coronavirus disease (COVID-19). Consult with the local health department for additional guidance.
- Break rooms, bathrooms, dining and bar areas, kitchens, offices and other common areas are being disinfected frequently, on an increased schedule and that schedule is clearly posted or communicated to all employees.
- Servers, bussers, and other workers moving items used by customers (dirty cups, plates, napkins, etc.) or handling trash bags should use disposable gloves (and wash hands before putting them on and after removing them) and provide aprons and change frequently.
- Appropriate PPE will be worn by all employees based on their role and responsibilities and in adherence to any state or local regulations and guidance. Training on how to properly use, clean and/or dispose of all PPE will be mandatory. Every employee will be provided at least one face covering and required to wear that face covering while working. Gloves will be provided to employees whose responsibilities require them as determined by state or local regulations and guidance from the National Restaurant Association.
- Staff meetings are conducted with appropriate physical distancing (six feet, outside, virtually or in other appropriate areas).
- Disinfectant and related supplies are available to all employees.
- Hand sanitizer effective against COVID-19 is available to all employees.
- Soap and water are available to all employees.
- Copies of this Protocol have been distributed to all employees.

#### CROWD / GATHERING CONTROL:

- Limit the number of customers in the establishment at any one time to allow customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- Post an employee at the door or assign a manager to ensure that the maximum number of customers in the facility set forth is not exceeded.
- Train staff and management on best practices to quickly reduce crowds, large parties, and lines.

#### CLEANING:

- Perform thorough cleaning in high traffic areas, such as customer waiting areas and lobbies, break rooms, lunch areas and areas of ingress and egress including host stands, entry ways, stairways, stairwells, escalators, handrails, and elevator controls.
- Frequently disinfect commonly used surfaces including doors, door handles, crash bars, light switches, waiting area chairs, credit card terminals, ATM PIN pads, receipt trays, bus tubs, serving trays, water pitcher handles, phones, toilets, and handwashing facilities.
- Frequently clean items touched by patrons, especially those that might attract contact from children including candy and toy vending machines, decorative fish tanks, display cases, decorative fountains, etc.
- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, phones, registers, touchpads/touchscreens, tablets, timeclocks, appliances, kitchen and bar utensils and implements, oven doors, grill and range knobs, carts and trolleys, keys, etc.
- Avoid sharing audio equipment, phones, tablets, laptops, desks, pens, and other work supplies wherever possible. Never share PPE.
- Discontinue shared use of audio headsets and other equipment between employees unless the equipment can be properly disinfected after use. Consult equipment manufacturers to determine appropriate disinfection steps, particularly for soft, porous surfaces such as foam earmuffs.
- Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employees' job duties.
- Equip spaces such as dining rooms, bar areas, host stands, and kitchens with proper sanitation products, including hand sanitizer and sanitizing wipes to all staff directly assisting customers.
- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
- When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Workers using cleaners or disinfectants should wear gloves as required by OHA guidelines.
- Increase fresh air circulation by opening windows or doors, if possible.
- Provide disposable menus to guests or make menus available digitally so that customers can view on a personal electronic device, if possible. If disposable menus cannot be provided, properly disinfect menus before and after customer use. Consider options for customers to order ahead of time.
- Discontinue pre-setting tables with napkins, cutlery, glassware, food ware, etc. These should be supplied individually to customers as needed. Do not leave card stands, flyers, napkin holders, or other items on tables.
- Suspend use of shared food items such as condiment bottles, salt and pepper shakers, etc. and provide these foods in single serve containers, if possible. Where this is not possible, shared items such as condiment bottles, shakers, etc., should be supplied as needed to customers and disinfected after each use.
- Pre-roll utensils in napkins prior to use by customers. Employees must wash hands before pre-rolling utensils in napkins. The pre-roll should then be stored in a clean container. Just prior to customers being seated, the pre-roll should be put on the table by an employee who recently washed their hands.



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- Reusable customer items including utensils, food ware, breadbaskets, etc., must be properly washed, rinsed, and sanitized. Cleaned flatware, stemware, dishware, etc., must be properly stored away from customers and personnel until ready for use. Use disposable items if proper cleaning of reusable items is not feasible.
- Dirty linens used at dining tables such as tablecloths and napkins should be removed after each customer use and transported from dining areas in sealed bags. Employees should wear gloves when handling dirty linens.
- Thoroughly clean each customer dining location after every use. This will include disinfecting tables, chairs, booster seats, highchairs, booths, etc. and allowing adequate time for proper disinfection, following product instructions. Many EPA-approved disinfectants require minimal contact time (seconds to one minute) against human coronavirus.
- Discontinue tableside food preparation and presentation such as food item selection carts and conveyor belts, guacamole preparation, etc.
- Do not leave out after-meal mints, candies, snacks, or toothpicks for customers. Offer them with the check or provide only on request.
- Discontinue use of shared entertainment items such as board games, pool tables, arcade games, vending machines, etc.

**PHYSICAL DISTANCING:**

- Keep people at least six feet apart.
- Place signs outside establishment reminding people to be at least six feet apart, including when in line.
- Place tape or other markings at least six feet apart in customer line areas inside the establishment and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery areas in walk-up business to prevent customers from gathering.
- All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- All tables, dining or bar seats are separated by at least six feet.

**REDUCE CONTACT:**

- Prevent people from self-serving any items that are food-related.
- Lids for cups and food-bar type items are provided by staff; not for customers to self-serve.
- Takeout and delivery stations are established to maintain minimum six feet distance.
- Do not permit customers to bring their own bags, mugs, or other reusable items from home.
- Provide for contactless payment systems or, if not feasible, sanitizing payment systems regularly.

**SANITIZATION AND TRAINING:**

- Hand sanitizer dispensers, touchless whenever possible, will be placed at key guest and employee entrances and contact areas such as reception areas, lobbies, restaurant entrances, dining spaces, and elevator landings. Disinfecting wipes that are effective against COVID-19 are available to customers if vendor supply chains are able to source.
- Employees assigned to disinfect all high contact guest/employee surfaces, devices, and equipment throughout facility.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- All employee food handler permits current on re-open date.
- All employees attended COVID-19 facility sanitation training for each business unit.

I, \_\_\_\_\_ the \_\_\_\_\_  
PRINT NAME JOB TITLE

at \_\_\_\_\_ located at \_\_\_\_\_  
PROPERTY NAME PHYSICAL ADDRESS

certify that the above checked items are correct and accurate to the best of my knowledge.

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
EMAIL

