



COVID-19

COMMITMENT TO SAFETY CHECKLIST FOR ORLA RESTAURANT MEMBERS

The completion of the following checklist shows a commitment to best practices connected to customer and employee safety related to COVID-19. Once completed and signed, email this to Membership@OregonRLA.org to receive a Commitment to Safety window decal for posting at your property and digital graphics for promotional use.

SIGNAGE:

- Prominent mask signage is displayed indoors.
- 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 provided. 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.
- 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
- Dirty linens used at dining tables such as tablecloths and napkins should be changed after each customer use.
- 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.

CLEANING:

- Perform thorough cleaning in high traffic areas, such as customer waiting areas, break rooms, lunch areas, host stands, entry ways, stairways, 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.
- Provide time for workers to implement cleaning practices during their shift. Assignments should be during working hours as part of their 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.
- Choose cleaning chemicals on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Workers using these products 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 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 ordering ahead of time.

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 or outside where people have direct interactions.
- All employees attended COVID-19 facility sanitation training for each business unit.

PRINT NAME

JOB TITLE

PROPERTY NAME

PHYSICAL ADDRESS

EMAIL

DATE

