



Alameda County Department of Environmental Health  
 NOVEL CORONAVIRUS (COVID-19)  
 RESTAURANT OPERATING PROCEDURES

Facility Name:

Facility Address:



**Major changes to food service operations, such as addition of dining areas, food preparation areas, cleaning stations, or food storage areas may require advance approval by the Department of Environmental Health. Contact your inspector to discuss proposed changes.**

**1. PROTECT EMPLOYEE HEALTH:**

**IMPLEMENT MEASURES TO ENSURE FOOD HANDLERS DO NOT WORK IF ILL AND ARE PROTECTED FROM BECOMING ILL IN THE WORKPLACE.**

**This Facility uses the following methods to ensure protection of Employee Health in the workplace (check all that apply):**

- A Health Self-Assessment is conducted by each employee prior to the beginning of each shift. All employees have been told not to come to work if ill.
- Employees who are ill or exhibiting symptoms are sent home to isolate for at least 10 days after they became ill AND at least 3 days after they have recovered. Public Health and Department of Environmental Health are notified.
- Employers will provide symptoms and/or temperature screening to employees prior to the beginning of each shift.
- Face coverings are worn by all staff that interact with the public and with other employees.
- Employees shall wash hands after bussing tables, before serving food and in between tasks.
- Mandatory handwashing occurs on the following timed schedule:

- Employee breakrooms and restrooms are being disinfected frequently, on the following schedule:

**Breakrooms:**

**Restrooms:**



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- A copy of this procedure was shared with each employee to ensure they understand and will implement the procedures.
- Other measures being taken to ensure protection of Employee Health:

**2. SOCIAL DISTANCING:**

**IMPLEMENT MEASURES TO ENSURE SOCIAL DISTANCING IS ADHERED TO. RESTAURANT TABLES SHALL BE SIX FEET APART OR IF UN-MOVABLE, A BARRIER OR PARTITION MUST SEPARATE TABLES TO PROTECT THE PUBLIC.**

**This Facility uses the following methods to ensure social distancing is adhered to (check all that apply):**

- All tables and chairs in different parties are six feet apart or if un-movable, a barrier or partition of at least 6 feet in height from the finished floor has been added to separate the tables and chairs from different dining parties.
- All applicable permits were obtained from the City or County prior to setting up tables and chairs on sidewalks, streets and public areas.
- Tape or markings of at least six feet separation are used in any area where members of the public may form a line. Paths to restrooms or pick-up/take out counter should be clearly marked.
- Staggered seating times are used to space traffic flow.
- Tables are limited to single household, living unit, or Social Bubble of not more than 6 people.
- A reservation process is used to prevent people from gathering / crowding.
- A phone reservation system allows customers to queue or wait in cars and enter only when a phone call, text, or other method indicates that a table is ready.
- Patrons must wear face coverings until seated and any time they leave the table, such as to use the restroom.
- Umbrellas, canopies, and other shade structures, if approved, must be opened on all sides to allow for the free flow of air through the space.
- Any new outdoor seating area, to increase social distancing, must be approved by applicable local jurisdiction (City Zoning / Fire Department).



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Other measures used to ensure social distancing are adhered to while customers are waiting to be seated:

**3. EDUCATION FOR THE DINING PUBLIC:**

**IMPLEMENT MEASURES TO ENSURE THE PUBLIC IS EDUCATED ON DINING OUT SAFELY, THROUGH PUBLIC NOTIFICATIONS.**

**This Facility uses the following methods to ensure education of the dining public (check all that apply):**

Signage is posted at each public entrance of the facility to inform the dining public to:

- Maintain social distancing of six feet
- Wash hands or use sanitizer upon entry into a restaurant
- Wear face coverings or mask as required
- Stay home if they are ill or have symptoms consistent with COVID-19

A copy of the Site-Specific Protection Plan is posted for public view.

A copy of the COVID-19 Restaurant Operating Procedures is maintained onsite.

A contactless payment system is encouraged.

Patrons are advised they may enter the establishment only for limited reasons such as using the restroom, to access an outdoor space that is only accessible by traveling through the restaurant, or to order or pickup food at an indoor counter.

Other measures used to ensure education of employees and customers on dining out safely:



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**4. MEASURES TO INCREASE SANITIZATION AND DISINFECTION:**

**IMPLEMENT MEASURES TO PROTECT THE PUBLIC THROUGH THE LIMITATION AND FREQUENT DISINFECTION OF HIGH TOUCH SURFACES AND SANITIZATION OF FOOD CONTACT SURFACES.**

**This Facility uses the following methods to increase sanitization and disinfection (check all that apply):**

- No food items or containers are shared between tables such as condiment bottles, salt and pepper shakers, or breadbaskets and must be cleaned and disinfected in between dining parties. Provide ketchup, mustard, hot sauce in single servings upon request.
- Customer tables, chairs, high chairs and booster seats are cleaned and disinfected after each use.
- Tables are not decorated with flowers and vases. Discontinue use of shared entertainment items, such as board games, pool tables, or arcade games.
- Discontinue pre-setting tables with utensils and glassware, provide utensils in a prewrapped cloth or paper napkin and use disposable napkins or table clothes where possible. Tablecloths must be changed after each use.
- Buffets, salad bars, and other self-service food areas and beverage dispensers must remain closed to patrons. The facility may assign a staff member to dispense products and bring them to patrons seated at their tables.
- Candies, mints, snacks, toothpicks, or similar items are not out for self-service.
- No bar service, tableside food preparation, or tableside food presentation (such as food item selection from carts) may take place.
- Non-food items that may be used by multiple customers, such as laminated menus, must be disinfected between each use or replaced with a single service item, such as a disposable paper menu.
- Customer utensils are properly washed, rinsed and sanitized for an adequate contact time (time required for utensils to be submerged in the sanitizer) OR only single-service utensils are used.
- Employees are trained on how COVID-19 is spread and the importance of self-screening, frequent Handwashing, staying home when sick, wearing a mask, disinfecting high touch surfaces and social distancing
- High touch surfaces, such as phones, door handles, credit card terminals, etc. are cleaned and disinfected, using a disinfectant effective against Coronavirus, following this schedule:



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- Disinfection wipes or hand sanitizer (at least 60% alcohol) are provided at dining area entrances and other areas as needed.
- Touch free motion detectors are used to dispense soap and paper towels.
- Public restrooms are being disinfected every hour.
- A designated employees is assigned to oversee/verify additional sanitization and disinfection procedures, as needed, such as before opening.
- Provide leftover containers only upon request. Employees should not fill the leftover container. Customers should fill their own leftover containers.
- No food or utensil storage will be located in customer dining or common areas.
- The number of employees serving an individual party is limited to one employee, when possible.
- Other measures used to prevent unnecessary contact or cross contamination:

Prepared by:

Title:

Date: