

# DAILY CHECKLIST FOR MANAGERS OF RESTAURANTS AND BARS



- Urge employees to stay home** if they feel unwell, tested positive for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.
- Require employees to frequently wash their hands** with soap and water for at least 20 seconds, especially before, during, and after preparing food and after touching garbage.
- Develop a schedule for increased routine cleaning** and disinfection of frequently touched surfaces, such as door handles, bathrooms, cash registers, tables, countertops, receipt trays, and condiment holders.
- Encourage the use of cloth face coverings** among all staff, as feasible. This is most essential when staying at least 6 feet apart is difficult.
- Make sure there are enough supplies to support healthy hygiene**, such as soap, paper towels, disinfectant wipes, tissues, hand sanitizer with at least 60% alcohol, and no-touch trash cans in key areas of the restaurant including near the cash registers and in the restrooms.
- Prioritize outdoor seating** and open windows and doors to increase circulation of outdoor air if possible.
- Change layouts**, such as spacing out tables and chairs, to make sure customer parties remain at least 6 feet apart.

