

OPERATIONAL SHIFT

Physical Spaces		Notes
	Mount hand sanitizers near shared spaces o Doors o Outside restrooms o Front desk	
	Table spacing to follow up-to-date guidelines	
	Plexiglass or other space dividers o Between booths o Bar well o Front desk	
	6' social distancing floor stickers	
	Signage communicating sanitation protocols	
Pro	ocedural Change	
	Flow of entry:	
	o More reservations o Text alert seating o Contact tracing	
	Sanitation associate (the constant cleaner)	
	Shared use dining items: Condiments, Salt & Pepper, Sugar, etc.	
	Utensils & Napkins	
	PPE protocol: who uses what & when	
Staff Considerations		
	Pre-shift wellness checks	
	Expand and define call-out (sickness) circumstances o Establish alternate staffing models and leadership/supervisory hierarchy that accounts	
	for varying staff levels	
	Redefine job roles to incorporate new systems and procedures	
	New personal hygiene etiquette o No Shaking hands, fist bumps, elbow taps, etc. o Cough etiquette o FOH, BOH visible gloves (Blue or Black) o Cellphone use o Aprons/hats	



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	Define, establish, and train how to interact with guest who exhibit unsanitary behavior	Notes		
	For future contact tracing: Consider segmenting your staff into work groups (group A, B, C, etc.) who consistently share shifts without overflow.			
	SANITATION CHECK	LISTS		
Front of House: Guest Facing				
	Door handles			
	Hand railings			
	Front desk/host area/counter service surfaces			
	Lobby & waiting area seats			
	Dining tables: tabletops, edges, & underneath			
	Chairs & booths			
	Bar areas Front: Bar top, sides, & underneath			
	Surface areas adjacent to tables/booths/bar seating: walls, windows, etc.			
	Kiosks & self-serve POS equipment			
	Menus: single use, digital, reader board, etc.			
	Check presenters			
	Server books			
	Pens: single use or BYO			
	Trash receptacle touch points			
	Highchairs			
Front of House: Employee Spaces				
	Point of Sale systems			
	Service Stations			
	Telephone keypad & handset			
	Bar areas Front: Tap handles, bottlenecks, jiggers, etc.			
	Soda Dispensers			
	Front desk (How many employees in shared space)			



SANITATION CHECKLISTS

Restrooms		Notes		
	Entrance/exit door handles			
	Stall doors/handles			
	Toilet flush handles			
	Toilet paper dispensers			
	Sink faucets and toilet handles			
	Towel dispenser handle			
	Soap dispenser push plates			
	Baby changing station			
	Trash receptacle touch points			
Ba	Back of House			
	Door handles and push plates			
	Handles of all the equipment doors			
	Handles of the dispensers (beverage, etc.)			
	Ice scoops			
	Walk-in and other refrigerator handles			
	Walk-in refrigerator and plastic freezer curtains			
	Freezer handles			
	Handwashing sink handles			
	Soap dispenser push plates at handwash sink			
	Towel dispenser handle at handwash sink			
	Trash receptacle touch points			
	Cleaning tools			
	Buckets			
	Dry storage			
	Dish Machine			
	3-compartment sink/mop sink			
	Chemical/Janitorial area			
	Break area			
	Employee restroom			
	Lockers/Personal storage			



SANITATION CHECKLISTS Office **Notes** ☐ Telephone keypad and handset Manager's computer, keypad, & screen □ Desk ☐ Chair □ Door handles ☐ Cabinets and drawers □ Review Check Out Procedure

