

Pre-opening Checklist

Food establishments closed during COVID-19



Food and beverages

- ☐ Discard spoiled or potentially contaminated food.
- ☐ Discard deli meat open more than 7 days.
- ☐ Discard potentially hazardous food above 41°F.
- ☐ Discard food left in hot holding equipment.

Facility and equipment

- ☐ Electricity available throughout facility.
- ☐ Equipment works properly—hood ventilation, dishwasher, etc.
- ☐ Refrigerators stay at 41°F or below.
- ☐ Freezers stay at 10°F or below or food is frozen.
- ☐ Hot holding units hold food at 135°F or above.
- ☐ Hot and cold running water available at all sinks through a mixing faucet.
- ☐ Water flushed and plumbing works properly.
- ☐ Handwash sinks have soap and paper towels.
- ☐ Hot water available at all sinks.
- ☐ Equipment, utensils and food contact surfaces washed, rinsed and sanitized.
- ☐ Counters, shelves, floors, walls and ceiling are clean.
- ☐ Restrooms stocked and operational.
- ☐ No sign of pest infestation.
- ☐ Linens and clothes laundered on hottest appropriate setting.

Safety procedures

- ☐ At the start of each shift, screen employees for COVID-19 and foodborne illness symptoms, including fever of 100.4°F or higher.
- ☐ Sick employees should not work. Don't require a healthcare provider note to validate an employee's sickness.
- ☐ Train employees to recognize COVID-19 symptoms.
- ☐ Ensure alcohol-based hand sanitizer is available to employees.
- ☐ Verify employees practice social distancing (stay 6 feet away from each other).
- ☐ Encourage employees to wear cloth masks.
 - ☐ Train employees to not touch their mask.
 - ☐ Train employees to wash hands after touching their mask.
- ☐ Verify employees wash their hands as required.
- ☐ Verify employees wear gloves as required.
- ☐ Verify employees clean and sanitize frequently touched surfaces—POS systems, keyboards, equipment handles, restrooms, door handles, etc.
- ☐ Verify employees serve all food and beverages and hand out all single-use items.
 - ☐ Do not allow customers to self-serve food (including buffet) or beverages.
 - ☐ Do not allow customers to self-serve single-use items (utensils, straws, cup lids, condiments, etc.).
- ☐ Organize work schedules as much as possible to keep the same employees working together to reduce the risk of exposure among employees.