

OPERATIONAL READINESS: FOOD SERVICE REOPENING CHECKLIST

General manager checklist to prepare your establishment to safely and successfully resume operations.

Reference the **!** symbol for your most critical reopening actions.

Planning Assessment

Take inventory of which spaces have been closed (bars, seating, patios, kitchens, etc.)



Ensure you have the right cleaning products and tools (Y/N)

Y / N	Food Contact Sanitizer	Y / N	Degreaser
! Y / N	EPA-Approved Non-Food Contact Surface Disinfectant	Y / N	Floor Cleaner
Y / N	Machine Warewash Detergent	Y / N	Antibacterial Hand Soap
Y / N	Manual Warewash Detergent, Sanitizer, and Rinse Additive	Y / N	Food Service Hand Sanitizer (when soap and warm water is unavailable)
Y / N	Presoak	Y / N	Bathroom Cleaner*
Y / N	Mops, broom, microfiber cloths and other tools		



* Ensure an EPA-approved disinfectant for use against Covid-19 is readily available. Refer to [List N](#) for approved products to use against SARS-CoV-2.

Take inventory of your PPE (Y/N)

Refer to SDS guidance for all products in use and follow local/federal public health authorities to understand the full scope of PPE required.

Y / N	Mask (as advised by public health authority or corporate policy)	Y / N	GHS
Y / N	Disposable Gloves	Y / N	SDS Station
Y / N	Goggles	Y / N	Thermometer
Y / N	First Aid Kit		



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Preparing Chemistry and Equipment

- Chemistry reminders**
 - Do not mix chemicals with anything but water.
 - Only add chemicals to water, but never add water to chemicals.
 - Always use adequate ventilation.
 - Follow label directions, including PPE guidance, and only use chemicals for their intended application and use area.
 - If able, check your expiration dates and properly discard of expired products according to the label and local regulations.
 - Store chemicals in properly labeled containers.



- Preparing your equipment**
 - Check that refrigerator is at 41F° or less and freezers are at 10F° or less.
 - ! ○ Check for hand washing sinks to be clean and stocked with soap, a drying device (towel or dryer), a hand washing wall chart and a trash receptacle.
 - Empty and clean cooking and hot/cold holding equipment.
 - Empty, clean and change oil in the fryer.
 - Ensure hot holding equipment is functioning.
 - Clean and sanitize ice machine, bins, and ice buckets. Follow ice machine procedures in Food Service Reopening Procedures.
 - Follow routine maintenance of HVAC systems (e.g. change filters, AC inspections) as guided by public health authorities. Refer to your equipment provider for additional guidance.



- Restarting Dishmachine**
 - If dishmachine was disassembled prior to close, reassemble machine. Once assembled, power on dishmachine.
 - If deliming is part of your routine, delime machine prior to reopening. If turned off, turn power back on to chemistry dispensers.
 - Run test rack through dishmachine and ensure it is working properly. If a high temperature dish machine ensure you are reaching required temperature, if a low temperature dish machine ensure that it's testing for the correct PPM.



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Preparing Chemistry & Equipment

Dish and mop area

- Ensure chemicals at the 3-compartment sink are dispensing properly and sanitizer is at the correct concentration.
- Ensure the following chemicals are available: dish detergent, food contact sanitizer, non-food contact surface disinfectant, hand soap, and restroom cleaner.
- Ensure water reaches 100F° at hand washing sinks and 110F° at the 3 compartment.
- If turned off, turn power back on to chemistry dispensers.
- ! ○ Empty all spray bottles and fill with fresh chemistry. Ensure that both water and chemistry are flowing to the spray bottle.



Water filtration

- If closed for under 4 weeks, flush the water systems (hot and cold) for 10 minutes and follow the service disruption protocols that should be a piece of your master water management program.
- If over 4 weeks and a replacement filter is needed, contact your ProGuard representative and coordinate an order at least **two weeks** ahead of time of the reopening.



Water softening

- If property has been running water throughout the facility during shut down then no action needed.
- If the property has been closed for less than 4 weeks, force the softener into regeneration (both tanks) before returning to service.
- If the property has been closed for more than 4 weeks, follow the *BWA/Disaster Recovery Procedure*.



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Preparing Chemistry & Equipment



Pest

- Ensure external dumpster area and perimeter are clean and clear of trash.
- Restart landscaping services to reduce pest harborage opportunities.
- Contact your pest management professional **2 weeks** prior to opening to ensure traps are working and no issues are present.



Documentation

- Confirm a system is in place to ensure employees are well and not experiencing symptoms (i.e. wellness checks).
- Ensure a new health policy is in place to capture the current situation. Consider adding a public health section that employees must also be excluded from work with symptoms of fever or respiratory concerns such as cough, shortness or breath, or difficulty breathing.
- Ensure that you have completed corrective actions from your last health inspection prior to reopening.
- Ensure you have all required documentation available (Ill employee policy, training documentation, SDS for new chemicals, and temperature logs).



Questions

- Reach out to your ProGuard representative for any questions you may have and help to check your sanitation and disinfection products and procedures.



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Preparing Restaurant for Reopening

Front of House

- ! ○ Ensure an approved EPA disinfectant is available for both host stand staff and wait staff.
- ! ○ Disinfect all hard, non-porous surfaces following *Food Service Reopening Procedures* (Tables, Menus, Condiments and others).
- Provide hand sanitizer if warm water is not accessible to guests.
- Clean and disinfect restrooms prior to re-opening and once open at least 2 times/day.
- ! ○ Taking into consideration social distancing- designate a location for pick up and take out.
- Check the floors - anything that needs to be refinished or cleaned.



Back of House – Line and Production

- ! ○ Assess cleanliness and sanitize all food contact spaces following the *Food Service Reopening Procedures*.
- ! ○ Disinfect all high touch points in the back of house following the *Food Service Reopening Procedures* including equipment and door handles.
- Inspect cracks and crevices and areas behind kitchen equipment for signs of pest activity.
- Check food storage areas and exterior entrances for signs of pest activity.
- Clean floor drains to prevent small fly breeding.



Food Storage and Receiving

- Food and food contact items are stored off the floor.
- All food items are inspected for spoilage and expiration. Discarded when necessary.
- Date labels are available and in use.



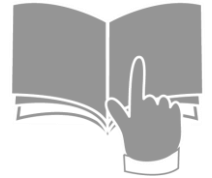
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Training & Compliance Plan



Build out your Training and Compliance Programs

- Build out your new hire and current staff training program focused around proper disinfection procedures.
- Leverage Food Service Reopening Procedures and other resources as provided by your ProGuard representative.
- Build out new cleaning Regimen and routine for restaurant cleaning.
- Set up a system to maintain social distancing across all roles in the restaurant.
- Build out and training on Hand Hygiene Protocol. Encourage customers to follow Hand Hygiene best practices.



Create a process to communicate your new cleanliness standards and practices to your guests

Always follow local guidance when reopening your facility, including guidance on social distancing and other measures to lessen the spread of Covid-19.

For more information contact your ProGuard representative at 866.444.7450