

# COVID-19 Restaurant Operating Procedures

Facility Name:

Facility Address:

## 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):**

All employees have been told not to come to work if ill.

A health survey is conducted with each employee prior to the beginning of each shift.

Employees receive a thermal or temperature scan prior to beginning of each shift.

Face coverings are worn by all staff that interact with the public and when unable to social distance with other employees.

Mandatory handwashing occurs on the following timed schedule:

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

**Breakrooms:**

**Restrooms:**

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:

# COVID-19 Restaurant Operating Procedures

## 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 (check all that apply):**

All tables are six feet apart or if un-movable, a barrier or partition has been added to separate the tables.

Tape or markings of at least six feet separation are used in any area where members of the public may form a line.

Staggered seating times are used to space traffic flow.

Tables are limited to not more than 10 people.

Use of a reservation process to prevent people from gathering.

Outdoor seating area approved by local jurisdiction to be expanded to increase social distancing.

Other measures used to ensure social distancing is 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

Stay home if they are ill or have symptoms consistent with COVID-19

A copy of the COVID-19 Restaurant Operating Procedures is posted at a location visible to the public.

A contactless payment system is encouraged.

Face coverings are worn by public when not seated at their table.

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



# COVID-19 Restaurant Operating Procedures

## 4. MEASURES TO INCREASE SANITIZATION AND DISINFECTION:

**IMPLEMENT MEASURES TO PROTECT THE PUBLIC THROUGH THE LIMITATION AND FREQUENT DISINFECTION OF COMMON HAND TOUCH POINTS 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.

No self-service buffets or salad bars.

Self-service machines, such as soda and frozen yogurt machines, are approved for use in this jurisdiction and are sanitized following this schedule:

Non-food items that may be used by multiple customers, such as menus, must be disinfected between each use or modified to be a single service item, such as a disposable paper menu.

Utensils and food-ware 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 and food-ware are used.

High contact touchpoints, such as phones, door handles, credit card terminals, etc. are cleaned and disinfected, using a disinfectant effective against Coronavirus, following this schedule:

Disinfection wipes or hand sanitizer (at least 60% alcohol) are provided at customer tables.

Touch free motion detectors are used to dispense soap and paper towels.

Public restrooms are being disinfected every hour.

A team member per shift is designated to oversee/enforce additional sanitization and disinfection procedures, as needed.

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:

# Contact EMD

## Sacramento County Environmental Management Department

e-mail address: [EMDinfo@Saccounty.net](mailto:EMDinfo@Saccounty.net)

Office Hours: Monday - **Friday, 8:00 a.m. - 5:00 p.m.**, excluding County holidays

### Office Location:

**10590 Armstrong Avenue  
Mather, CA 95655-4153**

**916-875-8484**



'Mather, CA' is located in the city of Rancho Cordova, on the site of the former Mather Air Force Base. EMD is located south of the Mather Field Road exit from US Highway 50.

[Map](#) | [Directions](#) | [Office Hours](#)

Customer service for Retail Food Facilities, Food Carts and Ice Cream Trucks is available Monday-Friday, 8:00 a.m. – 10:00 a.m.

Food Trucks will be inspected by appointment only from 8:00 am. - 11:00 a.m. Please call (916) 875-8440 to schedule a food truck inspection.

[Map to EMD \(10590 Armstrong Avenue, Mather, CA\)](#)



This will open a new browser window to Google Maps. For detailed directions, click 'Get Directions' on the Google Maps page and type in your starting address.

For specific questions, you may also call one of the following phone numbers:

- › Environmental Health Program Questions: **916-875-8440**
- › Environmental Compliance Program Questions: **916-875-8550** or **916-875-8400**
- › Billing and Invoice Questions and Information: **916-875-8481**
- › Food & Pool/Spa Plan Review Questions: **916-874-6010**

# Template for Dine-In Restaurant COVID-19 Prevention Plan

This template is intended to assist owners/managers of dine-in restaurants with implementing a plan to prevent the spread of COVID-19.

## **Make a written plan. It should contain the following elements:**

|   |
|---|
| <b>Name of person in charge of implementing the plan.</b>   |
| Wilfredo Cruz & Gregory Heston  |
| <b>How will training and communication with employees be conducted?</b>   |
| ServSafe COVID19 Training Videos  |
| <b>List high risk areas or activities within the facility and the measures that will be taken to limit the risks:</b>   |
| Customer Interaction - Use face coverings and gloves. Change gloves and wash hands after contact with customer plates, dishes, etc. Regular sanitation of all customer contact areas. |
| <b>What will happen if an employee reports a positive COVID-19 test:</b>  |
| Report to Health Officials, Report to Staff, Contact Tracing and Quarantine   |
| <b>Describe the plan for addressing peak periods when potential customers may exceed facility capacity:</b>   |
| Dine in will be primarily reservation only unless there is excess capacity. Customers can wait outside or in their car if necessary until their table is ready.                       |
| <b>How will the facility self-check for compliance with safety measures and what will the process be for correcting safety measures that are not being implemented properly?</b>      |
| Daily review of procedures and safety checklist   |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - <b>Appendix A completed - social distancing plan (<i>attached</i>)</b>  |

**Employee training has been provided, covering the following topics:**

- x Information on COVID-19, preventing spread, and who is especially vulnerable.
- ☒ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- x The importance of not coming to work if experiencing any cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- x The importance of hand washing and requirements for handwashing.
- x The proper use of gloves.
- ☒ The proper use of face coverings.
- ☒ The importance of physical distancing, both at work and off work time.
- x Information on employer or government-sponsored leave benefits including government programs supporting sick leave and worker's compensation for COVID-19.

| Training date | Employees that received training                             |
|---------------|--|
|               | All employees required to complete ServSafe COVID19 Training |
|               |  |
|               |  |
|               |  |

**Control measures and on-site employee screening**

|  |
|--|
| <b>Describe how employee health is being assessed prior to each shift:</b>   |
| Temperature check and employee health screening at the beginning of each. Recommend employees self screen as well before coming to work                                    |
| <b>Describe the process that is followed if an employee has COVID-19 symptoms:</b>   |
| Send employee home, report to health officials, report to staff, contact tracing, stay at home   |
| <b>What is the process used to ensure that paper towels and soap are always available at the handwash sinks:</b>   |
| Hourly checks  |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - <b>Employees all have access to face coverings?</b>  |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - <b>Signs are posted that encourage patrons to use face coverings and maintain social distancing?</b> |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - <b>Disposable gloves available to all employees?</b>   |

☒ Yes ☐ No - Employees that wash dishes have access to clean aprons/disposable aprons, eye and face protection (goggles or shield)?

### **Physical Distancing Guidelines**

**Describe where customers wait for a table or for to-go orders?**

Outside or in their vehicle

☒ Yes ☐ No - A reservation process used to help prevent people from gathering. If another process is used, please describe:

**Describe the process for addressing peak periods and queueing procedures? Has the host been provided with training and have backup assistance if needed?**

Restaurant is primarily reservation only. Walk-ins are generally only allowed during non-peak periods. Hosts have been trained and have management support.

☒ Yes ☐ No - There are markings on the floor or elsewhere to assist customers with 6 ft separation

**Are signs posted at each public entrance to the facility informing the dining public to:**

☒ Yes ☐ No - Maintain social distancing of 6 ft.

☒ Yes ☐ No - Wash hands or use hand sanitizer upon entry into a restaurant

☒ Yes ☐ No - Stay home if they are ill or have symptoms consistent with COVID-19

**List any other actions taken to assist with 6 ft social distancing guidelines:**

Moved tables or are not using tables to ensure 6 feet social distancing. Limited the amount of guests that can wait in waiting area.

### **Seating Arrangements**

☒ Yes ☐ No - Seating at each table at least 6 ft. from seating at other tables or has physical barriers to separate customers.

☒ Yes ☐ No - Measures have been implemented to provide 6 ft. of separation between workers and customers through reconfiguring space, installing physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).

☒ Yes ☐ No - Customers are not seated within 6 ft. of an employee work station or food and drink preparation area.

☒ Yes ☐ No - Extra tables and chairs that cannot be used, have signs or other visual cues to indicate that they are unavailable.

## **Cleaning, Disinfecting, and Contamination Control Measures**

- ☒ Yes ☐ No - Hand sanitizer is available at guest and employee entrances and checkout counters.
- ☒ Yes ☐ No - Employees have time allocated to complete cleaning activities
- ☒ Yes ☐ No - Tables, chairs and surrounding areas are after cleaned and sanitized after each customer use.
- ☒ Yes ☐ No - High contact touchpoints, such as counters, phones, door handles, credit card terminals, etc. are sanitized following a regular schedule.
- ☒ Yes ☐ No - Customer restrooms are cleaned and sanitized frequently.
- ☒ Yes ☐ No - High traffic areas are cleaned thoroughly every day.
- ☒ Yes ☐ No - Sanitizer, towels, and/or sanitizer wipes are always available in wait stations, bar areas, host stands, and kitchens. Supplies are frequently checked to ensure proper sanitizer concentration.
- ☒ Yes ☐ No - Utensils and food-ware are properly washed, rinsed and sanitized for an adequate contact time or single-service (disposable) utensils and food-ware are used.
- Sanitizer for utensils: Chlorine at a concentration of at least 100ppm soaked for 30 seconds*  
*Quaternary ammonium at a concentration of at least 200ppm soaked for 1 min.*
- ☒ Yes ☐ No - Self-service machines, such as soda and frozen yogurt machines are sanitized frequently.

|   |
|---|
| <b>How are menus handled? Disposable, Sanitized between use? Etc.</b>   |
| Disposable menus  |
| <b>How are table settings handled? Are napkins, cutlery, glassware, etc. provided to customers as needed?</b> |
| Roll-ups provided after guests arrive   |
| <b>How are condiments supplied to each table?</b>   |
| Disposable, single use, or provided in a machine washable ramekin   |

- ☒ Yes ☐ No - Takeout containers are provided to customers to package their own leftovers.
- ☒ Yes ☐ No - If table linens are used, fresh linens are provided for each new customer.
- ☒ Yes ☐ No - All of the following have been eliminated or are not available:
- self-service mints, candies, snacks, and toothpicks.
  - self-service buffets and salad bars.
  - self-service areas with utensils, napkins, straws, water pitchers, and condiments.
  - Shared entertainment items such as board games, pool tables, darts, bowling, and arcade games.
  - Tableside food preparation, food selection carts, and conveyor belts.



## **Questions**

Thank you for your efforts in keeping Sacramento residents and visitors safe!

- For more details, refer to the [State of CA COVID-19 Industry Guidance for Dine-In Restaurants](#).
- If you have questions, call EMD at (916) 875-8440.
- To ensure you receive the latest information, call EMD at (916) 875-8440 to update your email and contact information.

## **Appendix A: Social Distancing Protocol**

Business name: [Click or tap here to enter text.](#)

Facility Address: [Click or tap here to enter text.](#)

Approximate gross square footage of space open to the public: [Click or tap here to enter text.](#)

**Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.**

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### **Signage:**

☐ Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.

☐ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

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### **Measures To Protect Employee Health (check all that apply to the facility):**

☐ Everyone who can carry out their work duties from home has been directed to do so.

All employees have been told not to come to work if sick.

☐ Symptom checks are being conducted before employees may enter the work space.

☐ All desks or individual work stations are separated by at least six feet.

☐ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

☐ Break rooms:

☐ Bathrooms:

☐ Other ([Click or tap here to enter text.](#): [lick or tap here to enter text.](#)

☐ Disinfectant and related supplies are available to all employees at the following location(s):

☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

☐ Soap and water are available to all employees at the following location(s):

☐ Copies of this Protocol have been distributed to all employees.

☐ Optional—Describe other measures: [Click or tap here to enter text.](#)

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### **Measures To Prevent Crowds From Gathering (check all that apply to the facility):**

☐ Limit the number of customers in the store at any one time to \_\_\_\_\_ (or other enter \_\_\_\_\_), which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

☐ Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

☐ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.  
Explain:

☐ Optional—Describe other measures: [Click or tap here to enter text.](#)

## **Appendix A: Social Distancing Protocol**

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### **Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)**

- ☐ Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- ☐ Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- ☐ Separate order areas from delivery areas to prevent customers from gathering.
- ☐ All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☐ Optional—Describe other measures: [Click or tap here to enter text.](#)

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### **Measures To Prevent Unnecessary Contact (check all that apply to the facility):**

Preventing people from self-serving any items that are food-related.

- ☐ Lids for cups and food-bar type items are provided by staff; not to customers to grab.
- ☐ Bulk-item food bins are not available for customer self-service use.
- ☐ Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- ☐ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.  
Describe:
- ☐ Optional—Describe other measures (e.g. providing senior-only hours): [k or tap here to enter text.](#)

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### **Measures To Increase Sanitization (check all that apply to the facility):**

- ☐ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- ☐ Employee(s) assigned to disinfect carts and baskets regularly.
- ☐ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- ☐ Disinfecting all payment portals, pens, and styluses after each use.
- ☐ Disinfecting all high-contact surfaces frequently.
- ☐ Optional—Describe other measures: [Click or tap here to enter text.](#)

\* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

**You may contact the following person with any questions or comments about this protocol:**

**Name:** [Click or tap here to enter text.](#)

**Phone number:** [Click or tap here to enter text.](#)

## COVID-19 Guidance for Food Facilities with On-Site Dining

### Background

COVID-19, also known as the novel coronavirus, is a respiratory illness that is spread through the air via respiratory droplets from an infected person or by touching contaminated surfaces. The State of California issued a stay at home order on March 19, 2020 to prevent the spread of COVID-19. Counties in California are now being permitted to phase-in certain business operations and activities as specific indicators are met.

Restaurants in Sacramento County are now allowed to open their indoor and outdoor dining areas with restrictions. Guidelines for the safe operation of dine-in activities at restaurants have been published by the State of California and must be followed to help prevent the spread of COVID-19. The attached checklist is derived from the [CA State Guidance for Dine-in Restaurants](#).

Requirements may change. Please check the [EMD website](#) for the most current information.

### Which facilities may operate once dine-in restaurants are approved to open

**Retail Food Service Facilities and Food Trucks** - Restaurants and other types of retail food facilities may operate. Dine-in restaurants must follow specific guidelines outlined below. All customer "self-service" buffets and salad bars are not allowed to operate.

**Grocery Stores and Markets** - May operate while incorporating social distancing guidelines.

**Bars, Wineries, Breweries, and Pubs** - May only operate if they are offering sit-down, dine-in meals. Alcohol can only be sold in the same transaction as a meal.

- *Bars, wineries, and breweries that are already permitted to sell beer and wine for **off-site** consumption may continue these sales while following social distancing guidelines.*

### Food Safety, Sanitation and Facility Inspections

Although reducing the spread of COVID-19 has been the main focus in recent months, food safety continues to require care and attention. Before opening a food facility to additional services, ensure food safety requirements are also being met:

- Keep all handwash stations stocked and accessible at all times
- Keep all cold foods at 41°F or below
- Maintain all hot foods at 135°F or above
- Store food to prevent cross contamination
- Wash and sanitize food prep surfaces regularly to prevent cross contamination

Environmental Specialists will be reviewing requirements by phone as well as conducting on-site surveys. If you have questions, please contact your inspector by phone or email, or call the Environmental Management Department at (916) 875-8484.

► **See next page for COVID-19 specific checklist**

## **COVID-19 General Checklist for Dine-in Restaurants**

This checklist is intended to assist dine-in restaurants with implementing a plan to prevent the spread of COVID-19.

### **Make a written plan.\* It should contain the following elements:**

- ☒ Identify the person in charge of implementing the plan.
- ☒ Identify the high risk areas and activities within the facility and the measures that will be taken to limit the risks.
- ☒ Describe how training and communication with employees will be conducted.
- ☒ Describe how the facility will self-check for compliance with safety measures and the process for correcting any safety measures that are not being implemented properly.
- ☒ Develop a plan for employees that report positive COVID-19 results.
- ☒ Create a plan for addressing peak periods when potential customers may exceed facility capacity. Review this plan with the employees that will be implementing this plan.
- ☒ [Social distancing plan – Appendix A](#)

*\*“Dine-In Restaurant COVID-19 Prevention Plan” Template available on the [EMD COVID-19 webpage](#)*

### **Provide employee training. Topics should include:**

- ☒ Information on COVID-19, preventing spread, and who is especially vulnerable.
- ☒ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- ☒ The importance of not coming to work if experiencing a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- ☒ The importance of hand washing and requirements for handwashing.
- ☒ The proper use of face coverings.
- ☒ The importance of physical distancing, both at work and off work time.
- ☒ Information on employer or government-sponsored leave benefits including government programs supporting sick leave and worker’s compensation for COVID-19.

### **Implement control measures and on-site employee screening**

- ☒ Complete a health survey with each employee prior to the beginning of each shift and offer temperature scans for employees. (not required, but encouraged)
- ☒ Encourage employees who are sick or exhibiting symptoms of COVID-19 to stay home. Also note, Cal Code section 113949 states that employees with symptoms of gastrointestinal illness (such as vomiting and/or diarrhea) may not engage in any food handling activities.
- ☒ Require frequent handwashing and use of hand sanitizer. Assign staff to regularly check that soap and paper towel dispensers are stocked and functional. Keep extra batteries available for motion sensing dispensers.
- ☒ Strongly recommend employees use face covers. Face coverings are required for any employee who must be within six feet of customers. Provide face coverings if possible.
- ☒ Encourage customers to use face covers.
- ☒ Post signs encouraging face covers and 6 ft. social distancing.
- ☒ Keep disposable gloves available at all times. Remind employees that gloves should be used in addition to hand washing and hands must be washed each time gloves are changed.

- ✕ Ensure that staff handling dirty dishes use gloves and impermeable aprons. Employees washing dishes should also be provided with eye and face protection. Gloves, aprons and eye protection should be changed and/or sanitized frequently.

### **Social Distancing Guidelines**

- ✕ If customers need to wait for takeout food or a table, ask them to wait in their cars and offer to alert them using their mobile phone.
- ✕ Use a reservation process to help prevent people from gathering.
- ✕ Implement a system for addressing peak periods and queueing procedures, including a host to remind customers to practice physical distancing. Provide tape or markings on the floor to indicate 6 ft. separation in any area where a line might form.
- ✕ Post signs at each public entrance to the facility informing the dining public to:
  - Maintain social distancing of 6 ft.
  - Wash hands or use hand sanitizer upon entry into a restaurant
  - Stay home if they are ill or have symptoms consistent with COVID-19
- ✕ Keep doors and windows open when possible to increase air circulation. If flies, cockroaches, rodents or any other type of vermin are observed, take immediate action to eliminate vermin and keep doors and windows closed until vermin issue is resolved.
- ✕ Reconfigure, restrict, or close common areas, like employee break rooms. Discourage employees from congregating in high traffic areas.
- ✕ Reduce menu options so that kitchen staff can generally occupy one area per person. Consider staggering employee shifts. Complete as much prep work as possible during less busy hours.
- ✕ Use contactless payment, pick-up and delivery protocols whenever possible

### **Seating Arrangements**

- ✕ Keep seating at each table at least 6 ft. from seating at other tables or install plexiglass or other physical barriers to separate customers.
- ✕ Implement measures to provide 6 ft. of separation between workers and customers through reconfiguring space, installing physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- ✕ Do not seat customers within 6 ft. of an employee work station or food and drink preparation area.
- ✕ If extra tables and chairs are present, but cannot be used, provide signs or other visual cues to indicate that they are unavailable.
- ✕ Seating at bars may only be allowed if food is being served and 6 ft. social distancing can be maintained between different parties of customers, between customers and employees.
- ✕ Research if outdoor dining area could be expanded to increase social distancing.

### **Cleaning, Disinfecting, and Contamination Control Measures**

- ✕ Provide hand sanitizer at guest and employee entrances and check-out counters.
- ✕ Schedule time for workers to complete cleaning activities and assign a team member at each shift to oversee any additional sanitization procedures that may be needed.
- ✕ Clean and sanitize table, chairs and surrounding area after each customer use.

- ☒ Sanitize high contact touchpoints, such as counters, phones, door handles, credit card terminals, etc. following a regular schedule.
- ☒ Clean and sanitize customer restrooms frequently.
- ☒ Clean high traffic areas thoroughly every day.
- ☒ Keep sanitizer, towels, and/or sanitizer wipes in wait stations, bar areas, host stands, and kitchens. Ensure that supplies are kept fresh and readily available
- ☒ Ensure that utensils and food-ware are properly washed, rinsed and sanitized for an adequate contact time or single-service (disposable) utensils and food-ware are used.  
*Sanitizer for utensils: Chlorine at a concentration of at least 100ppm soaked for 30 seconds*  
*Quaternary ammonium at a concentration of at least 200ppm soaked for 1 min.*
- ☒ Sanitize self-service machines, such as soda and frozen yogurt machines frequently.
- ☒ Install hands-free paper towel and soap dispensers if possible.
- ☒ Provide disposable menus, sanitize menus between each customer, or refer customer to online menu.
- ☒ Do not pre-set tables. Provide napkins, cutlery, glassware, etc. to customers as needed.
- ☒ Pre-roll utensils in napkins prior to use by customers and store in a clean container.
- ☒ Supply condiments as needed in clean service ware (small bowls) or in disposable packages. Salt and pepper shakers should be sanitized between customers if they are left at a table.
- ☒ Provide takeout containers as needed and ask customers to package their own leftovers.
- ☒ If using table linens, provide fresh linens for each new customer.
- ☒ Do not provide self-service mints, candies, snacks, and toothpicks.
- ☒ Eliminate self-service buffets and salad bars.
- ☒ Eliminate self-service areas with utensils, napkins, straws, water pitchers, and condiments.
- ☒ Discontinue use of shared entertainment items such as board games, pool tables, darts, bowling, and arcade games.
- ☒ Discontinue any tableside food preparation, food selection carts, and conveyor belts.

## **Questions**

Thank you for your efforts in keeping Sacramento residents and visitors safe!

- For details, refer to the [State of CA COVID-19 Industry Guidance for Dine-In Restaurants](#).
- If you have questions, please call EMD at (916) 875-8440.
- To ensure you receive the latest information, call EMD at (916) 875-8440 to update your email and contact information.