

# Essential COVID-19 Restaurant Checklist

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## Social Distancing

- ☐ Rearrange or reduce customer seating to comply with social distancing mandates
  - ☐ Install privacy screens between tables
  - ☐ Introduce digital table ordering to limit interaction between staff and customers
  - ☐ Set up outdoor tables or seating areas (subject to licence)
  - ☐ Install digital kiosks for self-service to limit interaction between staff and customers
  - ☐ Write and distribute staff guidelines on new social distancing measures
  - ☐ Conduct staff training sessions for social distancing measures
  - ☐ Offer online ordering on website or app (Delivery and/or Click & Collect) to limit interaction between staff and customers
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## Hygiene and Cleanliness

- ☐ Write staff guidelines on hygiene protocol to follow at work
  - ☐ Train staff on new hygiene measures
  - ☐ Provide sufficient PPE equipment for staff (sanitary gloves and face masks)
  - ☐ Install hand sanitizer dispensers on the premises for customers and staff to use
  - ☐ Review menu to ensure food can be prepared in compliance with hygiene standards
  - ☐ Introduce procedure for daily staff temperature checks for COVID-19 symptom testing
  - ☐ Introduce procedure for staff with COVID-19 symptoms to stop working immediately
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## Marketing and Communication

- ☐ Communicate reopening plans (including reopening date) via social media, email and SMS
- ☐ Promote via social media, email and SMS, covering all dine-in and takeaway/pick-up services
- ☐ Print and display on-premises posters and table flyers to communicate social distancing and hygiene measures to dine-in customers
- ☐ Let customers know about special reopening offers or deals via social media, email and SMS
- ☐ Plan regular marketing activities and communications to continue after reopening