COVID-19 FOOD ESTABLISHMENT OPERATING AND REOPENING GUIDANCE

Food establishments operating in a University location during the COVID-19 pandemic must follow the guidance in this document to comply with the Washington state Retail Food Code, University policies and Washington state COVID-19 prevention guidelines:

- Food service areas that provide University-sponsored food plans students rely on as their daily food source – such as those in residence halls and dining facilities for intercollegiate athletes – follow the requirements for food services in the Governor’s Higher Education Proclamation.

- Other UW food establishments (e.g., restaurants, food courts, and medical center cafeterias) follow the Healthy Washington – Roadmap to Recovery reopening guidance for Eating and Drinking Establishment according to the current phase for the Puget Sound region.

Food establishments planning to reopen after temporarily closing operations during the COVID-19 pandemic should follow the Food Establishment Reopening Checklist at the end of this document.

Some items listed below, indicated with italics, are optional recommended best practices.

Summary of the March 23, 2021 changes:

1. Added Phase 3 requirements and modifications:
   a. Indoor dining capacity allowed at 50%.
   b. Table size increased to 10 with no household restrictions.

   FOOD ESTABLISHMENT OPERATING GUIDANCE FOR COVID-19 PREVENTION

ON-SITE DINING MODIFICATIONS

Continued on next page
<table>
<thead>
<tr>
<th><strong>Food service areas serving student residents and athletes</strong></th>
<th><strong>Other UW food establishments (food service areas serving the general public)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>o Indoor limit capacity of dining areas to no more than 50% and enforce such limit (e.g., enforced at point of entry with clickers);</td>
<td>o Indoor dining allowed at 50% capacity on phase 3; tables must be 6 feet apart; table size is limited to a maximum of ten (10) people with no household restriction.</td>
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<tr>
<td>o Allow only those who either share a bedroom or family members to be within six feet of one another while dining.</td>
<td>o Do not allow seating at a bar table or counter where customers sit or stand side-by-side. Close bar area seating that allows for the congregation of customers from separate parties.</td>
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<tr>
<td>o COVID-19 site-specific supervisors should constantly patrol to enforce a 6-foot separation between those who are not allowed to dine within 6 feet.</td>
<td>o Tables must be placed a minimum of 6 feet away from adjacent tables, or there must be a physical barrier or wall separating booths or tables.</td>
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<tr>
<td>o Outdoor/open-air dining and to-go service are allowed. All outdoor/open-air dining must comply with the <a href="https://www.ehs.washington.edu">COVID-19 Outdoor Open Air Seating Guidance</a> (see Concepts 3 and 4).</td>
<td>o Minimize the number of staff serving any given table. It is strongly recommended that one staff person provide all restaurant services: take the order; bring beverages, food, and utensils; take the payment; etc.</td>
</tr>
<tr>
<td>o All tables (indoor or outdoor) must have at least 6 feet of distance between seats at different tables.</td>
<td>o Provide single-use disposable menus or reusable menus that are sanitized after each use.</td>
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<tr>
<td>o Monitor customer adherence to preventive measures and restrictions in all student food service areas, including residence halls.</td>
<td>o Contactless payment systems/cashless is optional.</td>
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<tr>
<td>o Capacity limits and other restrictions are not impacted by Healthy Washington phase changes.</td>
<td>o Standing is prohibited in any area of establishment, except for the lobby/waiting area and then must be done while maintaining 6 feet of distance between patrons. Establishments must implement a plan to ensure proper physical distancing in lobby/waiting areas/payment counters; EH&amp;S recommends using floor markings and “wait here” signs.</td>
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<tr>
<td>o Restrict cash payments; allow payments only by card or contactless payment.</td>
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</tbody>
</table>
Customer Self-Service

Self-service salad bars and buffets are allowed for all food service establishments, if they take the following measures to mitigate risk:

- Use signs and floor markings to ensure proper physical distancing.
- Implement hourly cleaning and disinfection of associated touchpoints.
- Completely cover self-serve bars under a permanent barrier, such as a sneeze guard.
- Provide hand sanitizer before and after the bar.

Self-service fountain drinks are allowed if:

- Touchpoints are disinfected hourly
- Physical distancing is ensured
- Cups, lids, and straws are kept behind counters and provided by food employees

Monitor self-service salad bars, buffets, and soda fountains to ensure the above requirements are followed.

- Provide single-use condiments.
- Do not have product sampling and demonstration stations, except for single portions offered in response to a consumer’s request from the service counter.

Customer Health & Hygiene

- Provide hand sanitizer at café/restaurant entrance for all staff and customers.
- Stock restrooms and sinks with adequate soap and paper towels.
- Customers must wear a cloth face covering anytime they are not seated (e.g., while being seated or leaving, or while going to the restroom) and while they are talking at tables and not eating.
- Monitor indoor air quality (IAQ) to ensure appropriate airflow in indoor spaces.
- *Increase circulation of outdoor air by modifying ventilation or opening screened doors and windows, when possible.*

Customer Physical Distancing

- Arrange the flow of customers to reduce crowding including entrance and exit signs.
- Each occupied chair must be placed a minimum of 6 feet from guests at adjacent chairs. If 6 feet is not possible, there must be a physical barrier or wall separating booths or tables. An example is a plexiglass barrier.
- Dining tables and seating booths in 21+ sections are allowed and must follow the dining requirements in this guidance and all existing laws.
SIGNAGE & SANITATION

Cleaning/Disinfection/Sanitation

All food establishments must follow the University's Enhanced Cleaning and Disinfection Protocols.

- Cleaning is necessary prior to using sanitizing and disinfecting chemicals. Use soap and water to clean all surfaces (for food and for other uses).
- Wash, rinse and sanitize food-contact surfaces following routine procedures. Use an EPA-registered product (such as chlorine, QUAT or iodine) at a concentration appropriate for sanitizing food-contact surfaces.
- Clean and disinfect pens, countertops, and equipment between use or customers.
- Clean and disinfect touched non-food contact surfaces every hour. Use an EPA-registered product at a concentration that has been shown to be effective against COVID-19. Follow label directions.
- Clean and disinfect dining area touchpoints such as chair backs, condiments, digital ordering devices, and touchpads between each dining group.
- Remove any table décor that will not be cleaned between each dining group.
- Any condiments typically left on the table (ketchup, soy sauce, etc.) must be single-use or sanitized after each use.
- Wear gloves when handling customer trash. After emptying trash, remove and dispose of gloves, and wash hands or use disinfectant.

Signage

- Post University COVID-19 prevention posters from the Stay Healthy, Huskies Toolkit at food establishment entrances and in common areas of the building:
  - Face coverings are required
  - Wash your hands the right way
- Post signs to remind students/personnel of physical distancing, PPE requirements, and to use hand sanitizer.
- Signage and floor markings are available online from the Creative Communications UW Storefront.
- Post signs to let employees and customers know about COVID-19 symptoms and physical distancing requirements.
- Maximum indoor dining capacity must be posted.

MENU & PAYMENT MODIFICATIONS
All food establishments must **clean and disinfect** frequently touched surfaces such as pens, counters, or hard surfaces between use and encourage patrons to use their own pens. Provide handwashing or hand gel for employees handling payment.

Menu and payment options for all food establishments:

- **You may provide a menu using a board, sign, app, or website.**
- **Limit menu options to decrease the ordering time per customer.**
- **List allergens on the menu to reduce questions/in-person interactions that increase risk.**
- **Use call-in/mobile ordering or automated ordering.**

### EMPLOYEE TRAINING & SAFETY

#### Employee Health & Hygiene

- All employees must follow the University's daily [symptom screening or attestation](https://www.ehs.washington.edu) requirements to prevent sick employees from coming to work and identify employees who exhibit signs or symptoms of COVID-19 illness. Units that with employees who do not have access to Workday can implement their daily symptom screening process following the [University's Guidance for Symptom Monitoring](https://www.ehs.washington.edu).

- If an individual reports COVID-19 illness, cannot attest to being without [symptoms of COVID-19](https://www.ehs.washington.edu), or had [close contact](https://www.ehs.washington.edu) with a person who has COVID-19:
  - Individuals with COVID-19 symptoms and those who do not attest to not having symptoms must stay home (or leave the worksite), contact their health-care provider and get tested for COVID-19. Refer to “**What do I do if I feel sick?**” on the University's COVID-19 FAQ webpage for more information.
  - Individuals who had [close contact](https://www.ehs.washington.edu) with a person who has COVID-19 must stay home (or leave the worksite), contact their health-care provider and get tested for COVID-19. Refer to “**I have been in close contact with a person who has COVID-19. What should I do?**” on the University's COVID-19 FAQ webpage for more information.
  - Report all suspected or confirmed COVID-19 cases and [close contacts](https://www.ehs.washington.edu) to a University [Employee Health Center](https://www.ehs.washington.edu).
  - Cordon off any areas where an individual with suspected or confirmed COVID-19 worked or touched surfaces and follow the University's [Enhanced Cleaning and Disinfection Protocols](https://www.ehs.washington.edu).

- Stock handwashing sinks and retrain staff on proper handwashing times and post [handwashing poster](https://www.ehs.washington.edu).
- Provide hand sanitizer with at least 60% alcohol, when available.
- Increase the frequency of utensil washing and handwashing.
Use disposable gloves where safe and applicable to prevent transmission on tools or other shared items.

Ensure physical distancing between employees in both front and back of house.

Reconfigure employee break times and locations to reduce close contact exposure (optional).

Employee Training and Responsibilities

The person in charge (PIC) or the food manager serves as the site-specific COVID-19 supervisor and is responsible for:

- Screening employees (including those who are vaccinated) for COVID-19 symptoms prior to each shift, in addition to the employee health requirements in the Food Code; making sure employees with symptoms stay home or immediately go home if they develop symptoms on site

- Developing and implementing the site-specific COVID-19 prevention plan that includes all elements from the University COVID-19 Prevention Plan for the Workplace and complies with all applicable codes and regulations, including the Governor’s requirements for higher education; all University food service establishments, including independent food establishments (i.e., those that do not have a memorandum of understanding with EH&S), must follow this protocol.

- Training workers on:
  - The site-specific COVID-19 prevention plan, including these topics:
    - Measures to maintain social and physical distancing (customers and employees)
    - Symptom attestation and procedures for sick employees
    - Reporting COVID-19 illness and close contact with COVID-19 cases
    - Practicing good hygiene
    - Practicing proper cleaning and disinfecting surfaces
    - Required face coverings and personal protective equipment
    - Service change requirements for on-site dining

Employees, even those who are fully vaccinated, are responsible for:

- Completing the Back to the Workplace safety training

- Adhering to all requirements for employees described in the University COVID-19 Prevention Plan for the Workplace and the site-specific COVID-19 Prevention Plan, including:
  - Completing daily symptom attestation
  - Reporting COVID-19 illness and close contact with a person who has COVID-19 to a University employee health center
  - Practicing good hygiene
  - Following cleaning and disinfection protocols
o Maintaining 6-foot distance from customers and employees at all times
o Wearing required face coverings
o Using required personal protective equipment

Employee Physical Distancing

- Maintain a minimum 6-foot separation between all employees and customers.
- When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as:
  - Use barriers
  - Minimize staff or customers in narrow or enclosed areas
  - Stagger breaks and work shift start times
- Minimize the number of staff serving any given table. Have one staff person take a table’s order, bring all of their beverages/food/utensils, and take their payment, for example

Employee Safety, Face Coverings and Personal Protective Equipment (PPE)

- Require employees to wear a cloth facial covering when not working alone.
  - A cloth face covering does not replace job-required PPE.
  - Cloth face coverings are required unless potential exposure to COVID-19 dictates a higher level of protection is needed under Department of Labor & Industries safety and health rules and guidance.
  - Refer to the Guidance on facemask use for preventing the spread of COVID-19 for additional information.
  - Review the differences between face coverings, masks and respirators and refer to the Facemask Focus Sheet as needed.
- Provide PPE, such as gloves, goggles, face shields and facemasks as appropriate or required for the activity being performed.
- Provide training on the safe use, care and disposal of face coverings and PPE.

Deliveries

- Make sure specific loading/unloading area to limit third parties from entering facility.
- Follow the COVID-19 Information for Units with Contractors and Vendors Working on Site.

More COVID-19 Information and Resources

Stay up-to-date on the current COVID-19 situation in Washington, Governor Inslee’s proclamations, symptoms, how it spreads, and how and when people should get tested. See our EH&S Frequently Asked Questions for more information.

- WA State Department of Health 2019 Novel Coronavirus Outbreak (COVID-19)
Please contact EH&S at phdept@uw.edu or call 206.543.7262 with questions or for assistance.

Concerns about COVID-19 safety can be reported anonymously to EH&S via an online form.

This document will be updated as regulations and public health guidance change.
COVID-19 FOOD ESTABLISHMENT REOPENING CHECKLIST

Food establishments should use the following checklist to assist in reopening food establishments that were previously closed, and/or transitioning to operate with limited on-site dining. This checklist includes the Washington state requirements for higher education and addresses issues that may arise during the reopening process. This can be modified as needed for each establishment or community. This checklist does not cover food establishment operating requirements. Refer to the Food Establishment Operating Guidance for COVID-19 Prevention section in this document for more information.

Please contact EH&S at phdept@uw.edu or call 206.616.1623 with questions or for assistance.

<table>
<thead>
<tr>
<th>Today's Date:</th>
<th>Reopening Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of COVID-19 Site-Supervisor/PIC:</td>
<td></td>
</tr>
<tr>
<td>Location Name:</td>
<td>Worksite Location(s)/Address:</td>
</tr>
<tr>
<td>Completed by:</td>
<td>Approved by:</td>
</tr>
</tbody>
</table>

PLANNING

- Adjust your business operating plan using the COVID-19 Food Establishment Operating and Reopening Guidance.
- Assign a COVID-19 Site Supervisor.
- Develop a site-specific COVID-19 prevention plan.
- Use this checklist to document all required and appropriate safety precautions.
## PRE-OPENING PREPARATION

- Arrange seating to allow a minimum of 6 feet from seats at adjacent tables and block off or remove seating that does not adhere to capacity limitations for the current phase.
- If 6 feet of distance between seats at adjacent tables is not feasible, there must be a wall separating booths or tables.
- Order food and cleaning supplies well in advance of reopening, without over-ordering, as some items may be in short supply and shipping times may be extended.
- Make sure your service providers – such as food suppliers, oil collection, trash and recycling, pest control, appliance technicians, and chemical suppliers – are able to serve your needs.
- Ensure restrooms are fully stocked.
- Install or place hand sanitizer dispensers, particularly at entrances, exits and transition areas.
- Identify touchpoints that will need frequent disinfection such as handles, tables, chairs and point of sale equipment.
- Thoroughly clean and inspect all physical facilities including floors, walls and ceilings.
- Apply floor markings to indicate 6 feet between customers where they congregate (e.g., lobbies, waiting areas, food pickup areas).
- Order single use condiments (as applicable).

## FACILITIES

Areas and equipment within food establishments that were not in use during the dining area closure will need to be cleaned and properly returned to service to ensure a safe reopening.

### Utilities

- Ensure electricity, gas, and water are available throughout the facility.
- Check that all plumbing, such as sinks and toilets, is operating properly.
Verify hot and cold water is available at all sinks.
Check grease traps and clean if necessary.
Confirm lights are operational and functioning properly.
Ensure ventilation units and fire suppression systems are working.

**Drinking Water**
- Flush water system and all plumbed food equipment for a minimum of 5 minutes.
- Refer to the Washington Department of Health [Restoring Service After Extended Water Interruption Guidelines for Food Establishments](#) for information on cleaning and flushing instructions for specific equipment:
- After flushing, make sure all floor drains are working properly.

**Refrigerators and Freezers**
- Assess and discard food that is no longer safe.
- Check that all refrigeration equipment is functioning properly and is able to maintain food temperatures at or below 41°F.
- Check that freezers are functioning properly and that food is frozen solid.

**Cleaning and sanitizing equipment**
- After fully emptying ice makers, drain the pipes; then wash, rinse, and sanitize the equipment.
- Ensure that low temperature chemical sanitizing machines have correct water temperature and sanitizer concentration.
- Ensure that high temperature (hot water) sanitizing machines have correct wash temperature, final rinse temperature and final rinse pressure.
- Ensure that all chemical dispensing devices have the correct concentration of sanitizer.
- Provide appropriate test strips.
- Wash, rinse, and sanitize all food contact surfaces before use, including:
☐ Cutting boards
☐ Food prep sinks
☐ Three-compartment sinks
☐ Utensils, cups, plates and other service ware
☐ Clean non-food contact surfaces as needed.

### EMPLOYEE TRAINING, HEALTH AND SAFETY

☐ Prepare for employees to perform [symptom screening or attestation](https://www.ehs.washington.edu) prior to each shift.

☐ Ensure employees complete the University's [Back to the Workplace safety training](https://www.ehs.washington.edu).


☐ Provide cloth face coverings and PPE as appropriate or required for the activity performed.

☐ Ensure handwashing sinks are stocked with soap and paper towels and hand sanitizers are available.

☐ Stagger work schedules and break times as much as possible to reduce employee contact with each other.

☐ Establish a schedule that includes frequent cleaning and disinfection of high touch areas.

### CUSTOMER PROTECTIONS

☐ Print hard copies of a log book for guests voluntarily provide contact information as described in the Food Establishment Operating Guidance for COVID-19 Prevention section of this document

☐ Post a signage as described in the Food Establishment Operating Guidance for COVID-19 Prevention section of this document.