COVID-19 FOOD ESTABLISHMENT REOPENING AND OPERATING PROCEDURES

Food establishments operating in a University location during the COVID-19 pandemic are required to follow these procedures to comply with the Washington state Retail Food Code, University policies and state requirements and guidelines for preventing COVID-19.

All UW food establishments (e.g., residence dining halls, intercollegiate athlete dining facilities, restaurants, food courts):

- Follow the required elements of the University's COVID-19 Prevention Plan.
- All UW personnel and students must comply with the University's Vaccination Policy. Establishment visitors are strongly encouraged, but not required, to be vaccinated against COVID-19.
- All UW personnel, students, visitors, and non-UW vendors and contractors must comply with the University's Face Covering Policy.
- All individuals must adhere to posted COVID-19 building signage.
- Share COVID-19 prevention information with non-UW vendors and contractors present on site.

Food establishments in UW Medicine medical facilities must follow additional procedures for healthcare settings.

Food establishments planning to reopen after temporarily closing operations during the COVID-19 pandemic and establishments currently operating should complete the Food Establishment Reopening and Operating Checklist in this document.

Additional COVID-19 Information and Resources

Stay up-to-date on the current COVID-19 situation in Washington, Governor Inslee’s Reopening Guidance for Businesses and Workers and the University's COVID-19 frequently asked questions webpage for more information.

- Washington State Coronavirus Response (COVID-19)
- Centers for Disease Control and Prevention COVID-19

Please contact EH&S at phdept@uw.edu or call 206.543.7262 with questions or for assistance. COVID-19 safety concerns can be anonymously reported to EH&S via the Report a Concern form on the EH&S website.

This document will be updated as regulations and public health guidance change.
FOOD ESTABLISHMENT REOPENING AND OPERATING CHECKLIST

Food establishments can use the following checklist to support reopening facilities that were previously closed and/or are transitioning to operate with on-site dining. Currently operating establishments should confirm their operations meet the updated requirements in this checklist.

Today's Date: ___________________________ Reopening Date (if applicable): ___________________________

Person in Charge (PIC): ___________________________

Location Name: ___________________________ Worksite Location(s)/Address: ___________________________

Completed by: ___________________________ Approved by: ___________________________

PLANNING

☐ Adhere to the elements in the University COVID-19 Prevention Plan for the Workplace and comply with all applicable codes and regulations. All University food establishments, including independent food establishments (i.e., those that do not have a memorandum of understanding with EH&S), must follow this protocol.

PRE-OPENING PREPARATION

☐ As a best practice, consider arranging some indoor seating to allow physical distancing, as possible, between tables.

☐ Make sure to connect with your service providers (e.g., food suppliers, oil collection, trash and recycling, pest control, appliance technicians, and chemical suppliers) to ensure you are fully stocked and supported as soon as operations begin.

☐ Ensure restrooms and handwashing facilities are fully stocked.

☐ Install or place hand sanitizer dispensers, particularly at entrances, exits, self-serve areas, and common areas.

☐ Identify high-touch surfaces that that will need regular cleaning and disinfection, such as handles, tables, chairs and point-of-sale equipment.

☐ (Optional) Apply floor markings to indicate recommendations of 6 feet distancing between customers to serve as visual reminders in areas where people tend to congregate (e.g., lobbies, waiting areas, food pickup areas).
FACILITIES RETURN TO SERVICE

Areas and equipment within food establishments that have been closed/out of use need to be cleaned and properly returned to service.

Thoroughly inspect physical facilities, including floors, walls, and ceilings to look for damage or where cleaning/service is required.

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
- Fully empty 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 at sanitizer dispensing locations and warewashing facilities.

- 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.

**COVID-19 SIGNAGE**

Post University COVID-19 prevention posters from the [Stay Healthy, Huskies Toolkit](https://stayhealthy.washington.edu) at food establishments, including:

- [Wash your hands the right way](https://stayhealthy.washington.edu) (post near hand sinks and in restrooms)
- [Stop! Feeling Sick? Stay home!](https://stayhealthy.washington.edu) (post at food establishment or building entrances).

**EMPLOYEE TRAINING, RESPONSIBILITIES, AND HEALTH MONITORING**

**Employee Training and Responsibilities**

The person in charge (PIC) is responsible for:

- Training personnel on employee health screening and reporting requirements in the [Food Code](https://food.code.wa.gov); making sure sick employees stay home or immediately go home if they develop symptoms on site. Ensuring employees complete the University's [COVID-19 Safety Training: Back to the Workplace](https://stayhealthy.washington.edu/safety-training/)
- Training workers on the [University COVID-19 prevention plan](https://food.code.wa.gov) requirements.
- Ensure on-site workers meet [COVID-19 vaccination requirements](https://stayhealthy.washington.edu/vaccinations/).

Employees are responsible for:

- Completing the [Back to the Workplace safety training](https://stayhealthy.washington.edu/safety-training/) and following [University COVID-19 prevention plan](https://stayhealthy.washington.edu/vaccinations/) requirements.

**Employee Health Monitoring**

- All employees must self-monitor daily for symptoms and stay home or go home if they are sick or have any symptoms of [COVID-19](https://covid.who.int) infection, regardless of vaccination status. Refer to “[What do I do if I feel sick?](https://stayhealthy.washington.edu/feel-sick)” on the University’s FAQ webpage for more information.
Individuals who had close contact with a person who has COVID-19 may need to stay home (or leave the worksite) to quarantine and get tested for COVID-19. Refer to “I may have been exposed to COVID-19. What should I do?” on the University’s COVID-19 FAQ webpage for detailed information.

Report all suspected or confirmed COVID-19 cases to the COVID-19 Prevention and Response Team at covidehc@uw.edu or 206.616.3344. (Personnel in UW Medicine clinical settings should report to their location employee health services).

### EMPLOYEE SAFETY, FACE COVERINGS, AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

- All individuals at a University location must adhere to the University’s [Face Covering Policy](#) and building signage.
- Units must provide face coverings to personnel who work at a UW location, for work-related use.
- Employees must utilize PPE as appropriate or required for the [activity being performed](#). A cloth face covering does not replace job-required PPE.
- Personnel must be trained on the proper use, care, storage and disposal of face coverings and PPE.

### CUSTOMER AND EMPLOYEE HYGIENE DURING OPERATIONS

- Ensure hand sanitizer is available at establishment entrances/exits.
- Ensure restrooms and hand sinks are stocked with adequate soap and paper towels.
- Make sure HVAC systems are operational to ensure appropriate airflow in indoor spaces. Contact your facility manager/building coordinator if you have questions about ventilation or air flow.
- Increase circulation of outdoor air in spaces by opening screened doors and windows, when possible.
- Consider having extra face coverings available at establishment entrances for customers who need or want one.

Self-service salad bars, self-serve food and buffets are allowed at food establishments if the following measures are implemented:

- Completely cover self-serve bars under a permanent barrier, such as a sneeze guard.
- Provide hand sanitizer supplies near the service area for use by customers and staff.
- Have staff monitoring the self-service area, cleaning it regularly and changing shared serving utensils frequently.

### CLEANING, DISINFECTION, SANITATION
All food establishments must follow the University's [COVID-19 Cleaning and Disinfection Protocols](https://www.ehs.washington.edu) for regular cleaning and disinfection of surfaces in dining areas.

- Wash, rinse and sanitize food-contact surfaces following routine procedures and using appropriate products. Use an EPA-registered product for food contact surfaces (such as chlorine, QUAT or iodine) at a concentration appropriate for sanitizing food-contact surfaces.
- Wear gloves when handling trash. After emptying trash, remove and dispose of gloves, and wash hands.
- Cordon off any areas where an individual with COVID-19 worked or touched surfaces while potentially infectious. Follow the University's [COVID-19 Cleaning and Disinfection Protocol](https://www.ehs.washington.edu).

### DELIVERIES

- Identify specific loading areas to limit third parties from entering the facility; ensure these areas have COVID-19 prevention signage from the [Stay Healthy, Huskies Toolkit](https://www.ehs.washington.edu).
- Follow [COVID-19 Information for Contractors and Vendors Working on Site](https://www.ehs.washington.edu).