

**Las Animas-Huerfano Counties District Health Department**  
**Restaurant Compliance Checklist**  
(Updated 5/26/2020 -- subject to change per State orders and guidance)

Taprooms, Breweries, Wineries, Tasting Rooms, & Distilleries can open in this phase as long as they serve food on-site. They must complete this restaurant checklist prior to opening.

No restaurant may operate dine-in service until they can meet and maintain all the applicable requirements in this document, including providing materials and equipment required to comply. No reopening inspections are required prior to a restaurant reopening provided they meet and maintain all requirements in this document. In addition:

- Employees must be educated in the requirements in the checklist and understand how these measures help to reduce the transmission and spread of COVID-19.
- The completed checklist must be posted either at the main entrance or inside the establishment with other required labor and employment postings.
- Enforcement will be handled on a complaint basis.
- Prior to opening, each individual business will need to submit this form to the Las Animas-Huerfano Counties District Health Department. If an inspector enters your facility, you will need to show how the measures included in this checklist are being complied with.
- This information could be updated with additional guidance and information as it is released by the state.
- Expansion of outdoor seating areas may require permitting from the local building, fire or liquor licensing authority. Contact these agencies prior to any plans for expansion of outdoor seating areas.
- For facilities with mixed uses, such as a food establishment inside a gym, the guidelines that apply separately to each portion of the business must be followed.

**Business name:**

**Facility address:**

**Operations**

- Limit party size to **eight people or less**
- Reduce gathering inside and outside the establishment including:
  - Encouraging reservations or call ahead seating, utilizing text on arrival if feasible
  - No communal seating, parties must be at individual tables
  - Suspend operations like salad bars, buffets, and beverage service stations.  
Alternatively, consider a cafeteria style (worker served) approach
- No bar seating may be used if the bar is being used for food or beverage service; if it's not being used for service then individual parties at bar seating must be spaced a minimum of 6 feet apart

- If service is provided from the bar, provide clear signage that the bar is not available for seating and for customers to maintain physical distancing from other guests waiting to be served
- Ask customers to wait outside of the restaurant and away from outside dining areas until seated in a clearly marked area separate from food pick-up space.
- Customers waiting to be seated must maintain proper physical distancing from other guests waiting to be seated
- Clearly mark the floor and ground for lobby/waiting areas/payment counters
- Place table tents, clearly marked decor or signage on tables not available for customer seating
- Post [clear signage](#) notifying patrons and employees of hygiene and sanitation expectations, including not entering if they are experiencing any symptoms, and wearing of face coverings other than when seated
- Remove shared or multiple use items from tables;
  - Do not leave condiments, silverware, flatware, glassware, or other traditional table top items on an unoccupied table.
  - Provide condiments only upon request, and in single use (non-reusable) portions.
  - Use disposable single-use menus, menu boards, or create on-line menus for guests to review from their electronic device
- Increase cleaning and disinfection protocols and track with publicly posted cleaning logs including:
  - Sanitize restrooms every 30 minutes
  - Block off stalls and urinals with proper signage to support 6ft between patrons. This may require reduced bathroom capacity or even only 1 person in a bathroom at a time.
  - Daily cleaning and disinfecting of frequently high touch surfaces such as light switches, desks, phones, door knobs and faucets
- Provide hand sanitizer at check-in table/desk and throughout the venue

## **Seating Areas**

Up to 50% of the total maximum occupancy of the establishment may be provided as indoor seating. All indoor and outdoor seating must be placed with 6 feet spacing or more, table to table.

Expansion of outdoor seating areas may require permitting from the local building, fire or liquor licensing authority. Contact these agencies prior to any plans for expansion of outdoor seating areas.

Maximum Occupancy of Establishment:

50% of Maximum Occupancy:

Indoor Seating Provided:

### **Outdoor dining space:**

- Outdoor seating areas must be completely unenclosed
- Minimum of 6 feet of spacing, or more, between parties - table to table.
- All employees must wear facial coverings and gloves

- Sanitization and deep-cleaning of all shared surfaces between seating's

**Indoor dining space:**

- Up to 50% of maximum seating code but not to exceed 50 patrons in total.
- Minimum of 6 feet of spacing, or more, between parties - table to table
- All employees must wear facial coverings and gloves
- Proper ventilation per OSHA guidance
- Sanitization and deep-cleaning of all shared surfaces between parties/at each turnover

**Tables:**

- Clean and disinfect any shared objects thoroughly between uses
- Provide single-use condiments (includes salt, pepper, ketchup, etc.)
- Minimize objects touched by multiple patrons including:
  - Remove/close games and dance floors that require or encourage standing around (darts/pool tables/shuffleboard, arcade games); remove board games
  - Discontinue use of table cloths, or move to single-use or remove and replace laundered table cloths between partons

## **Employee Health**

- Conduct daily temperature and checks and monitor symptoms in all employees, [logging all results](#). For more information on conducting employee symptom checks, please visit the [CDPHE COVID-19 website](#).
  - Employees who are symptomatic must be excluded from the workplace and required to isolate for 10 days.
  - Refer all symptomatic employees to their healthcare provider
  - Sick employees should be encouraged to get tested for COVID-19 either through a local provider or through <https://www.colorado.gov/pacific/cdphe/covid-19-testing>.
- Require employees to stay home and refer to employer or state support when unable to work due to sickness
- Provide guidance, systems, and encouragement on maintaining 6 foot distancing between employees to the greatest extent possible
- Require employees to wear gloves and facial coverings during customer interactions and whenever possible during other activities unless doing so would endanger their health. Employees who cannot wear a face covering should not have interaction with patrons or other employees.
- Require facial coverings and gloves for vendors, suppliers, and contract workers entering the establishment
- Encourage frequent breaks to wash hands (at least every 30 minutes) including upon arrival and departure
- Strict adherence to the hygienic practices listed in the *Colorado Retail Food Regulations* including:
  - Frequent hand washing
  - Changing of gloves between tasks, and
  - Use a fresh pair of gloves after each hand washing

- Implement policies to limit group interactions including staggering of shift changes, breaks, etc
- Considering modifying the menu to create additional space in the kitchen and promote physical /social distancing. Implement physical distancing where as much as possible
- Employee meetings must follow physical distancing. Consider virtual meetings or meetings outside with appropriate distancing.
- Employees should only use disposable cups. Employees should leave personal water bottles at home.
- Family meals or shift meals should not be consumed onsite.

**Notes:**

## **Customers/Patrons**

- Consider providing an option for customers to “sign in” to facilitate notifying them if an exposure occurs
- Use a reservation system to help aid in contact tracing and eliminate the need for waiting at the establishment for tables to become available
- Provide contactless payment options (whenever possible)
- Restrict standing and/or congregating in the bar area, entrance/exit, and any interior spaces.
- Continue curbside pick up/delivery options and recommend these options for individuals who are at higher risk of severe illness with COVID-19
- Request facial coverings be worn by customers when not eating or drinking i.e., walking past other tables to get to the delivery. Consider refusing service to customers who refuse to adhere to hygiene and physical distancing guidelines (restrictions based off of denial of service guidelines for alcohol)
- Make accommodations for individuals unable to adhere to hygiene and physical distancing requirements, such as takeout and delivery options

**Notes:**

\* 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 employee with any questions or comments about this protocol:**

**Name:**

**Phone:**

**Email:**