

RESTAURANT REOPENING CHECKLIST



REOPENING GOALS:

- Develop and train staff and management on CDC/COVID-19 safety protocols.
- Keep staff and customers safe .
- Make patrons feel comfortable and confident.
- Keep restrictions sound but friendly.

REOPENING CONSIDERATIONS:

- Evaluate current practices and adapt to CDC/COVID-19 safety protocols.
- Schedule employee and vendor arrivals and departures to minimize contact. Cordon off limited access areas for pick-ups and deliveries.
- Reconsider your capacity, allowing only a specified number of patrons during allotted times/hours.

PARKING:

- Block off spaces to keep visitor vehicles separated.
- Post parking signs instructing visitors to allow the person arriving first to exit their vehicle before exiting theirs.

SIGNAGE | MATERIALS | COMMUNICATION TOOLS:

- "We're Open" and "Welcome Back" banners and sandwich boards.
- Additional signage and materials reassuring customers that you are taking appropriate steps to keep everyone safe.
- Expectations of today's experience (out of stock, limited menu, etc.).
- Disposable menus, table tents, tablecloths.
- Signage stating COVID-19 policies for patrons throughout location:
 - Max Occupancy Number
 - Payment Options
 - Mask Requirements
 - Distancing Requirements
 - "If You're Sick Stay Home"
- Signage stating CDC/COVID-19 policies for staff (sanitation, PPE, etc).
- Distance markers for lines approaching entrance, restrooms, common areas, and check out.

REOPEN STRONG WITH:

- Branded to-go containers and labels.
- Coupon or offer to return.
- Branded apparel, face coverings, and giveaways.
- Direct mail postcard with menu and/or offer.
- Online presence (social media, ads).

RESOURCES AND GUIDELINES:

<https://www.cdc.gov/>
https://www.osha.gov/oregonrla.org/covid19_info.html
[osha.osha.gov/Pages/re/covid-19.aspx](https://www.osha.gov/Pages/re/covid-19.aspx)
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Check local ordinances for detailed reopening requirements and approvals.

BE SAFE

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