



# Food service premises re-opening check list\*

## The right products / tools

### Ensure you have the right products and tools in stock

- If not yet available, create an inventory list of products & tools needed as well as the quantity required to cover at least 2-4 week period (standard), 6-8 weeks during an outbreak
- Check product expiry dates, if expired, dispose of properly
- Check your current stock versus your inventory list
- Re-order to re-fill necessary supplies as per inventory list

#### Think of:

##### Cleaning products:

- Cleaner disinfectant
- Disinfectant
- Hand dishwash liquid  
Descaler
- Multi-purpose cleaner
- Degreaser / oven & grill  
cleaner
- Automatic dishwashing  
products
- Hand hygiene products: soap /  
disinfectant / reconditioner
- Floor cleaner
- Washroom cleaner
- Toilet seat cleaner
- Speciality products (ex mould  
remover, freezer cleaner, etc)
- Laundry products

##### Cleaning tools:

- Microfiber clothes
- (Semi)-disposable cloths
- Paper towels
- Brushes
- Mops
- Brooms
- Trigger bottles

##### PPE:

- (Disposable) hand gloves
- Safety glasses
- Masks
- Gowns

##### Other:

- Test strips
- Trash bags
- Body spillage kit

#### Tips:

- Ensure you use the right product for the job
- Ensure you are following local disinfecting guidelines and using locally registered products
- Make sure to follow dosage and contact times for the products (as per label directions)
- Always ensure that detergent/ disinfectants are rinsed off food contact surfaces
- Clean frequently as per your standard practice requirements
- Frequently clean and disinfect key touch points

## Safe storage

- Store chemicals in dedicated cabinet
- Storage area should be clean, climate controlled, well lit and secure
- Keep the refillable trigger bottles clean and properly labeled
- Ensure chemical solutions are fresh, check with proper test strips if applicable
- Keep chemicals in original, properly labeled, closed containers
- Full guidance on handling and disposal of Diversey products are provided in their safety data sheet; [sds.diversey.com](https://sds.diversey.com)

\* These materials are provided for general information purposes only and do not replace each user's responsibility to assess the operational, legal and other requirements applicable to each facility.



# Food service premises re-opening check list

## Hand hygiene

- Ensure that hand wash sinks are:
  - ✓ Accessible
  - ✓ Operational
  - ✓ In adequate numbers
  - ✓ Clearly designated for hand washing only
  - ✓ Fully stocked with soap and disposable towels
- Place sufficient hand disinfectants:
  - ✓ Toilets
  - ✓ Dining rooms & halls
  - ✓ Critical spots in food preparation areas
  - ✓ Near entrance
- Ensure that hand washing water temperature is appropriate (refer to local regulation)
- Post signs encouraging good hand hygiene practices
  - ✓ Above sinks
  - ✓ In washrooms

Hands are the main pathways of germ transmission, therefore regular hand washing with liquid soap is one of the most vital things you can do to help prevent and control the spread of pathogens.

Promotion and encouragement of hand washing is key: encourage frequent and thorough washing (at least 20 seconds) every 30 minutes, paying particular attention to removing soil from underneath fingernails.

## Chemical equipment

- Ensure cleaning stations are stocked and properly working

## IP outbreak products

- Ensure to have the right material readily available in case of localized incidents and break outs



# Food service premises re-opening check list

## Prepare the kitchen area

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- Run through stagnant water on all taps and water fed equipment before use!
- Pests can get everywhere, ensure everything is thoroughly cleaned and disinfected before opening (contact your pest control company if pest activity is noted)
- Ensure all touch points are cleaned and disinfected
- Clean and disinfect coolers and freezers, check the temperature
- Clean and disinfect ice machines/ bins
- Clean combi ovens and steamers thoroughly with water
- Check all equipment is clean and working properly
- Clean all beverage machines, feed-lines included, following the manufacturer's instructions or contact your supplier for beverage line maintenance and cleaning
- Clean drains and service grease traps
- Check for odours
- Ensure all food contact surfaces, such as prep tables and cutting boards are thoroughly cleaned and disinfected before preparing food
- Re-clean cutlery, crockery, glasses, pots and pans
- Clean and disinfect condiment dispensers
- Descalc dishwasher and bain-maries
- Clean and disinfect all the bins
- Clean the floor
- Check condition and expiration dates on food still at premises and dispose of anything that has expired

### Generic principles of cleaning:

- Clean from high to low
- Start from the furthest point of the room and work backwards to the door
- Clean from dry to wet
- Maintain a constant flow such as working in a clockwise direction around the room so no areas are missed

## Prepare the automatic dishwasher

- Ensure all touch points including buttons, switches and handles are disinfected regularly
- Thoroughly clean and descale the machine before use (Suma® D10 and D5)
- Ensure staff are correctly trained on the use of the dishwasher
- Ensure detergent and rinse aid are connected and dosed
- Always wear appropriate PPE when changing chemical
- Always ensure the scrap trays are kept clean and change the wash water regularly
- Ensure all curtains, if applicable, and spray arms are in place and functioning properly
- Ensure correct washing temperature 60-65°C / keep monitoring
- Ensure correct rinse temperature above 80°C / keep monitoring
- After emptying and cleaning dishwasher ensure the doors are left left open to prevent bacteria growth

### Operating tips:

- Wear gloves when pre-rinsing and loading the dishwasher
- Ensure wares are stacked in correct manner
- Always allow full cycle to complete
- Always wash hands with soap thoroughly before unloading the dishwasher
- Allow time for air drying before stacking
- Store and transport clean crockery in closed containers if possible



# Food service premises re-opening check list

## Prepare guest area

- Clean and disinfect all key high-touch points in front of the house
- Provide hand sanitizer at entrance for your guests
- Communicate to your guests your hygiene practices and any newly implemented protocols:
  - ✓ In form of sticker at the entrance door
  - ✓ On table reservation signs
  - ✓ Wait to be seated sign
- Tips to prepare the area for social distancing:
  - ✓ Implement sufficient distance between tables when possible or mark clearly tables/chairs that should be left free
  - ✓ Remove unnecessary elements from shared spaces (newspapers, board games...)
  - ✓ Implement protocol to control number of people entering the restaurant
- Support your guests with proper hygiene in public washrooms:
  - ✓ Clean the area thoroughly and as frequently as per set up procedure
  - ✓ Make sure soap and paper towel dispensers are properly stocked
  - ✓ Hang a sign on how to wash hands
  - ✓ Make a bin available near sink, make sure it is clean and emptied regularly
  - ✓ Provide a toilet seat cleaner for extra safety

## Prepare your staff

### Health screening

Your staff are required to stay at home when:

- Having symptoms of acute respiratory illness
- Vomiting
- Diarrhea
- Stomach cramps
- Nausea
- Fever

Employees who have any of the above are required to stay home until they are free of (signs of a) fever, and any other symptoms for at least 24 hours

### Furthermore:

- If an employee tests positive for COVID-19, follow your local health authority's guidelines and requirement
- Employees who have a sick family member at home with COVID-19, should notify their supervisor
- Employers need to inform employees if another employee is confirmed to have COVID-19 infection (but maintain confidentiality as required by law)

### Train your staff with focus on:

- Best personal hygiene practices
- Proper cleaning and disinfecting procedures
- Products being used safely and related potential hazards
- Good food handling practices
- How to health-screen themselves prior to show at work

### Social distancing tips:

- Keep minimum distance from other staff and guests
- Determine clear pathways to move freely and safely within the premises
- Limit the number of crew in certain areas



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