

CHECKLIST FOR FOOD ESTABLISHMENTS

NET Health needs you to return this questionnaire to the Environmental Health Department by **May 5, 2020**.

All of the Pre-Opening Requirements need to be in place for operations to begin safely. Use the guidance information & resources to develop the best safe practice for you.

QUESTIONNAIRE – RETURN BY MAY 5, 2020

Submit Online:

<https://docs.google.com/forms/d/1G9pZuliFelapoaKZ68cOZGL5ZzEW5OX3ErdYfhHG7ZU/edit>

Reply by email to: EnvironmentalHealth@netphd.org

Print & Mail To: Environmental Health
815 N. Broadway Ave. Tyler, TX 75702



What is the name of your permitted establishment? _____

What is the address of your permitted establishment? _____

What is your current operating status?

Are you permanently closed? Yes / No

Temporarily closed? Yes / No

- If so, How long have you been closed? _____

What services have you been offering? Curbside, Delivery, To Go, Etc. _____

Service Documents. Ensure that the following service documents are current

- Grease Interceptor servicing (Within the last 3 months) Date Serviced: _____
- Fire Marshal Inspection (Within the last year) Date Inspected: _____
- Update Certified Food Manager Registrations with NET Health Date Updated: _____
- Septic/Aerobic Maintenance if applicable: Date Serviced: _____

How are you planning to change menu or service style to eliminate customer self service or change in volume of meals? (Example: Turning the buffet around so that employees are serving customers to eliminate customer contact with utensils) (Example: Removing customer condiments and having employees issue single service condiments per customer request)

The Environmental Health Department would like to answer any questions you may have or connect you with resources you need to help move forward safely. We will use your feedback to develop a Frequently Asked Questions, Video or Conference Call based on your response.

BEFORE YOU OPEN – COMPLETE THESE PRE-OPENING REQUIREMENTS

Water Management Plan

- Flush all water faucets for about 5 minutes of any stagnant water.
- Flush and sanitize ice machines
- Flush all soda lines
- Ensure Hot Water system is above 120°F
- Clean & sanitize fixtures. Ensure that there is adequate Hot & Cold water to all sinks. At least 100°F at hand sinks & 110°F at ware wash sinks.
- Check all refrigeration, warming, & cooking equipment to ensure they are performing at proper operating temperatures. All refrigeration should read between (37°F & 39°F air temperature)
- Provide adequate supplies, such as hand soap, paper towels at hand sinks & detergent, dish sanitizer & chemical test strips

Verify the Environment is Operationally Ready. Ensure the following items are in compliance.

- All refrigeration is holding product (41°F)
- All refrigeration air temperature (37°F & 39°F)
- Warming cabinets maintaining (135°F plus)
- Cooking equipment operating properly
- No Insects or rodents in the building
- Soap and paper towels at all hand sinks
- Detergent, dish sanitizer & chemical test kits
- Employee Health Policy updated for COVID
- Contamination Event Policy & Kits Available
- Imminent Health Policy to include COVID-19 procedures.
- Certified Food Managers Registered
- Food Handlers trained & certified >60 days
- Test & Calibrate all thermometers (32°/212°)
- Hot water at Hand Sinks (100°F - 110°F) at ware wash sinks.
- All other sinks hot water (110°F plus)

TEXAS COVID PHASE I MINIMUM STANDARDS PROTOCOL

FOR RESTAURANTS [HTTPS://GOV.TEXAS.GOV/ORGANIZATION/OPENTEXAS](https://gov.texas.gov/organization/opentexas)

Health protocols for serving your customers:

- Parties maintain at least 6 feet distance apart from other parties at all times, including while waiting to be seated in the restaurant.
- Make a hand sanitizing station available upon entry to the restaurant.
- No tables of more than 6 people.
- Dining:
 - 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 menus (new for each patron)
 - If a buffet is offered, restaurant employees serve the food to customers.
 - Contactless payment is encouraged. Where not available, contact should be minimized.

Health protocols for your employees:

- Train all employees on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen employees before coming into the restaurant:
- Send home any employee who has any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
- Do not allow employees with the new or worsening signs or symptoms listed above to return to work until:
 - In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 7 days have passed *since symptoms first appeared*; or
 - In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
 - If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- Do not allow an employee with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).
- Have employees wash or sanitize their hands upon entering the restaurant, and between interactions with customers.
- Have employees maintain at least 6 feet separation from other individuals. If such distancing is not feasible, measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced
- Consistent with the actions taken by many restaurants across the state, consider having all employees wear cloth face coverings (over the nose and mouth). If available, employees should consider wearing non-medical grade face masks.

Health protocols for your facilities:

- Consider having an employee manage and control access to the restaurant, including opening doors to prevent patrons from touching door handles.

- Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, and chairs.
- Regularly and frequently clean restrooms, and document the cleanings.
- Disinfect any items that come into contact with customers.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees and customers.
- Place readily visible signage at the restaurant to remind everyone of best hygiene practices.
- Clean and disinfect the area used for dining (table, etc.) after each group of customers depart, including the disinfecting of tables, chairs, stalls, and countertops.
- Clean and sanitize restaurants daily.

OPERATING POLICY FOR COVID-19

- Monitor Employee **Health** Daily <https://www.dshs.texas.gov/coronavirus/docs/ReOpenedRetailGuidance.pdf>
- Establish steps to eliminate or limit customer contact points & steps for **increased cleaning & sanitation** of all contact surfaces https://dshs.texas.gov/foodestablishments/pdf/GuidanceDocs/COVID_19-Guidance_002.pdf
- Modify the seating, customer service areas & employee areas to accommodate **6' distancing** between people and proper reduction of occupancy (Phase I Occupancy = 25%)

GUIDANCE & BEST PRACTICE

- Governor's Executive Orders <https://gov.texas.gov/organization/opentexas>
- Visit <https://www.txrestaurant.org/texas-restaurant-promise> for the Texas Restaurant Association's "TRA Promise Program" for instilling consumer confidence & other free resources to local restaurants.
- Coronavirus Control <https://www.nethealthcovid19.org/control-the-spread> to read **How To Control Spread**.
- Review the TX DSHS Retail Food Group information <https://dshs.texas.gov/foodestablishments/>
- Policy Development <https://dshs.texas.gov/foodestablishments/guidance.aspx##GuidancePub>
- Want a consultation or facility visit? Contact the Environmental Health Department at (903) 535-0037.
- Occupancy Load Information. Call your City Building Inspection Department or County Fire Marshal bit.ly/OccupancyLoadGuide