

## COVID-19 Response Plan

**Restaurant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_

**Maximum Occupancy Number Allowed By Fire Marshal:** \_\_\_\_\_

Ensure this information is posted in an area that is visible to the public, as required by law

**COVID-19 Maximum Occupancy (50% of Fire Marshal Limit):** \_\_\_\_\_

It is recommended that a sign is posted in a public area that states "Due to the Ongoing COVID-19 pandemic, our current maximum occupancy is \_\_\_\_"

**Individuals that employees should contact with COVID-19 Questions:**

- Owner: \_\_\_\_\_
- Manager: \_\_\_\_\_
- Assistant Manager(s): \_\_\_\_\_
- Additional Staff to Contact: \_\_\_\_\_

**Communication to Guests about Changes**

- A sign must be posted in a common area to inform customers of new procedures or changes to the facility.

Signs will be posted in the following area(s): \_\_\_\_\_

\_\_\_\_\_

What will the signs say? \_\_\_\_\_

\_\_\_\_\_

**Seating available**

- Indoor
  - Number of Tables Indoors: \_\_\_\_\_
- Outdoor
  - Number of Tables Outdoors: \_\_\_\_\_

If adding additional seating, ensure your facility is in compliance with Michigan Liquor Control Commission and local city or township ordinances.

**Method used to ensuring parties are six feet or more away from other parties (check all that apply)**

- Hostess seats specific tables to ensure guests are spaced properly
- Tables will be removed from the establishment so all tables are spaced properly
- Chairs will be removed from tables that should not be used
- Certain tables will not be utilized. This will be determined in writing so all employees are knowledgeable
- Tables will be marked to ensure customers do not sit at tables.

**Customers waiting for seating (check all that apply)**

- Customers will not be allowed to wait in a common waiting area (required)
- Customers will be required to make reservations
- Customers may call ahead to get in line for seating
- Customers will wait in their car for seating
- Customers will be notified when their table is ready via the following:
  - Phone call
  - Text Message
  - Employee walking to car
  - Other method(s): \_\_\_\_\_
- Additional procedures will be used:
   
\_\_\_\_\_
   
\_\_\_\_\_
   
\_\_\_\_\_

**Customers waiting for takeout**

- 5 customers or less may wait inside for takeout food
- These individuals must be six (6) or more feet away from each other and from seated customers

Check all that apply:

- Customers will be allowed to wait inside for food
- Customers will wait in their car for food and it will be brought to them by employees
  - Precautions for employees working in curbside service include: \_\_\_\_\_

Describe markings, signs, or other methods to ensure these individuals are spaced away from each other and from any customers sitting and dining in the establishment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Mask requirements**

- Masks must be worn at all times when in contact with customers or when working within 6 feet of other employees for prolonged periods
- Masks are recommended for all employees. Employers may require masks for all employees
- In the event that an employee is medically unable to wear a face mask, a face shield may be worn to comply with the requirement. Employees who cannot or do not want to wear face coverings should not be in roles that interact with the public (host, cashier, etc.) or jobs that work within 6 feet of other people.
- Masks may be removed when an employee is on a break as long as they are in a non-public space and are six or more feet away from other employees

The following job positions will be required to wear masks or face coverings at all times:

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The following job positions will be required to wear masks or face coverings only when working within six feet of others:

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The following steps will be taken to remind customers to wear masks when picking up food and when common areas of the facility: \_\_\_\_\_

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**Hand Washing and Glove Use**

- Proper hand washing and glove use, as outlined in Act 92 of 2000 (Michigan Food Law) and the 2009 FDA Food Code, is still required.
- If gloves are worn by employees in circumstances other than Ready-To-Eat food (as required by the 2009 FDA Food Code), then employees must change their gloves between each customer as well as any other time contamination may have occurred.
- Hand sanitizer with at least 60% alcohol must be available to customers and staff

**Glove Use (check all that apply)**

- Gloves will be worn by all employees handling ready-to-eat food (required)
- Gloves will be worn by employees bringing food to customers (curbside or other to-go food)
- Gloves will be worn by cashiers
- Gloves will be worn at other times (please describe):

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**Hand Washing Requirements**

- Hand washing requirements set forth in the 2009 FDA Food Code are still required
- Hands should be washed or sanitized between customers to prevent the possible spread of COVID-19 between tables and customers
- Hand sanitizer is not a substitute for handwashing when it is required by the 2009 FDA Food Code. If hand sanitizer is used in the facility, it should only be used when hand washing is not required by the Food Code (such as between customers at a cash register)

Initial here to confirm understanding and compliance with hand washing requirements: \_\_\_\_\_

Additional Hand Washing Requirements in this Facility:

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**Employee and Guest Illness**

- A sign must be posted on the front door reminding customers to not enter the facility if they are currently or were recently sick or if they have a sick member of your household (required)
- Employees will be screened daily for symptoms and risk factors (required)

Describe the steps for preventing ill individuals from entering the establishment

- A sign will be posted on the front door reminding customers to not enter the facility if they are currently or were recently sick or if they have a sick member of your household (required)
- A sign will be posted in other locations reminding customers to not enter the facility if they are currently or were sick or if they have a sick member of their household. The additional locations the sign will be posted are as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Social Media Posts
- Information will be communicated by Employees to Customers
- Employees will be screened daily for symptoms and risk factors (required)
  - Describe the process for screening employees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following steps will be taken if an employee has COVID-19 symptoms or risk factors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any individual who has COVID-19 symptoms but has not been tested for COVID-19 will be allowed to return when the following conditions are met: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disinfecting Procedures**

- Food Contact surfaces must be washed, rinsed, then sanitized with a Food Code approved sanitizer prepared to the correct concentration
- If a food contact surface is disinfected with a non-approved disinfectant or sanitizer, it must be properly washed, rinsed, and sanitized after the disinfecting process.
- High-touch surfaces must be disinfected between customers or as often as possible and necessary to reduce transmission of the virus

The following are high-touch surfaces that will be disinfected and the frequency at which they will be disinfected (for example: light switches – daily, pens – after customer use): \_\_\_\_\_

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Has this facility purchased a new sanitizer or disinfectant for the facility? \_\_\_\_\_

- If yes, what is the name of the product? \_\_\_\_\_

Will food contact surfaces be disinfected with a sanitizer or disinfectant other than Quat, Chlorine, or Iodine prepared to the concentrations allowed in the 2009 FDA Food Code? \_\_\_\_\_

- If yes, please initial here to confirm it will be properly washed, rinsed, and sanitized following that disinfecting step: \_\_\_\_\_



**Additional Precautions in the Facility**

Walk through your facility and look for places where there may be risk of spreading viruses between customers. Areas include surfaces that are touched frequently and places where customers and/or staff stand closely together. Use this page to include any additional precautions that have not been addressed in the other sections of this document. Add any additional documentation as needed.

Location: \_\_\_\_\_

Precautions: \_\_\_\_\_

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Location: \_\_\_\_\_

Precautions: \_\_\_\_\_

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Location: \_\_\_\_\_

Precautions: \_\_\_\_\_

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Location: \_\_\_\_\_

Precautions: \_\_\_\_\_

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**Employee Training Requirements**

List the topics that will be required training for employees who have been working through the shutdown: \_\_\_\_\_

\_\_\_\_\_

List the topics that will be required training for employees who are returning to work or who are new to working at the facility: \_\_\_\_\_

\_\_\_\_\_

Steps to take if an employee does not comply with the new requirements: \_\_\_\_\_

\_\_\_\_\_

Individual(s) responsible for training employees about new COVID-19 procedures: \_\_\_\_\_

\_\_\_\_\_

How will training be documented? \_\_\_\_\_

\_\_\_\_\_

Your inspector is here to partner with you to ensure staff and customers are safe. Please do not hesitate to reach out to your inspector with any questions.

Inspector Name: \_\_\_\_\_

Inspector Phone Number: \_\_\_\_\_

Inspector Email Address: \_\_\_\_\_

Main Phone Number: 616-393-5645

Main Email Address: [environmentalhealth@miottawa.org](mailto:environmentalhealth@miottawa.org)