Business owners should assess if they are ready to open in a modified posture, while adhering to public health guidance.

**OPERATIONS CHECKLIST**

In developing an operations plan, it should address the following:

- Create sitemap (including location of business staff, proposed signage of requirements, queue spacing among customers, seating, access to bathrooms, entry and exits to the line, hand-sanitizer stations (if applicable)).

- Ensure proper sanitization protocols and supplies to include:
  - Use only single-use utensils, condiments, and sanitize all common items in between each table seating;
  - Clean and sanitize all food-contact surfaces every 2 hours;
  - Ensure food-handling staff wear masks and gloves.

- Prepare online reservation and ordering systems whenever possible to keep customer logs to facilitate contact tracing.

- Speak with your staff to assess who is ready and willing to return and inform them of your plan operations.

**ENFORCEMENT CHECKLIST**

In developing an enforcement plan, it should address the following:

- Communication strategy, both before and during hours of operation, to inform the public and staff of the safety requirements;

- Communication strategy regarding safety requirements for customers, both before and during hours of operation;

- Method for monitoring and ensuring compliance with safety requirements for employees;

- Proposed enforcement measures should an employee or employer fail to comply with safety requirements; and

- Staffing needed to address concerns or potential violations - show location on-site plan.

**CLOSURE PLAN CHECKLIST**

In the event restaurant operations must modify due to a health incident or executive order, the business should be prepared to initiate a closure plan. The closure plan should address the following:

- Proposed steps to close;

- If closure or modified operations is mandated through an executive order, ensure full steps are taken to comply with the order;

- Communications to employees and customers about the modified operations or closure; and

- Continue to monitor guidance from DC Government at coronavirus.dc.gov.

Last updated: May 22, 2020