

**A Checklist for  
Re-Opening A Commercial Kitchen During A Pandemic  
From Your Friends at Florida Food Safety Systems**

- SANITATION! Thoroughly disassemble, move, clean, and sanitize the entire facility!
  - We will be providing a detailed cleaning checklist to assist with this (to be published on our website shortly, or contact [Danielle@FLFoodSafetySystems.com](mailto:Danielle@FLFoodSafetySystems.com) and we will email it to you.
- Continue with the takeout menu. Many people will be apprehensive about going out once things have settled. Consider family-style takeout meals as an option.
- If using a third-party delivery service, consider using stickers to seal to-go bags.
- Encourage door drop inventory deliveries to reduce foot traffic in the kitchen.
- Reduce the number of weekly deliveries you receive.
- Consider going cashless or contactless payments.
- Remove 50% of seating. A dining room with half the tables and chairs has much better ambiance than a dining room with half the seats cordoned off with yellow tape.
  - If available, encourage patio seating. Contact your local jurisdiction to confirm outdoor seating is permitted
- Until we've returned to "business as usual", you may want to temporarily reduce menu selections. This helps cut down on food costs.
- Order masks for staff so they're ready come opening day.
  - Train staff on proper hand washing prior to donning and doffing mask
    - Need assistance? Call us at [\(727\) 204-1676](tel:7272041676)
- Order or print disposable menus. This reduces the risk of contamination when passing menus from table to table.
  - If disposable menus are not an option, consider digital menu boards or a QR code with a downloadable menu.
- Remove all items from guest tables. Temporarily convert to disposable condiment packets or have servers deliver personal portions to tables upon request.
- Consider going to reservation-only for dine-in options. This ensures people won't congregate closely while waiting for a table.

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- Communicate with guests. Let them know you're practicing the most stringent standards available
  - We recommend our clients tell their guests that you are working with Florida Food Safety Systems.
- If you own more than one restaurant – prevent staff from working at multiple locations.
- Consider working your staff on teams where the same employees work together all the time. In the event one employee tests positive for COVID-19, only that team has been potentially exposed.
- Schedule prep to be done during off hours to reduce the number of employees in the kitchen.
- Establish standard operating procedures for sanitizing.
- Inspect all hand sinks. Do they all have hot and cold running water, soap, paper towels, and signage? You may want to think about installing a timer at each sink so employees wash hands for a minimum of 20 seconds.
- Verify you have enough sanitizer test strips. **THIS IS CRUCIAL RIGHT NOW!** Sanitizers should be checked HOURLY until concerns of the pandemic have lessened. Sanitizer buckets should be changed out at least every two hours, or more frequently if the sanitizer water becomes visibly soiled.
- Designate sanitizer buckets for each area. For instance, the bucket used to wipe down tables and chairs should not be used to clean a food prep surface.
- Provide all staff with a refresher food safety and sanitation course
  - It's free. Call us (727) 204-1676

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**Prior to Opening – Items to Address Now**

- Now is a good time to inventory. This may help you better manage food costs. Reach out to vendors to see if they offer refunds or credits for any product you're no longer using.
- Review your menu. Are some items not big sellers? Consider removing those items from the menu.
- Have your fire suppression system inspected/serviced if needed.
- Calibrate your thermometers.
- Service dish machine to ensure optimal sanitizing.
- Check the natural gas line (if using gas). Does it need serviced?
- Verify the POS system software is updated.
- Clean/service grease trap and trash dumpster.
- Update emergency contingency plans.
- Ensure all documentation required from DBPR is current and accurate
  - If you're not sure, call us at [\(727\) 204-1676](tel:7272041676)
- Organize oyster tags chronologically.
  - Discard any tags older than 90 days.
- Update signage
  - If you need new signs, call us at [\(727\) 204-1676](tel:7272041676)
- Update your website, Google Maps Business Page, Facebook and any other social media accounts.
  - Inform guests of changes to operating hours, menu, and if you are offering to-go and delivery services provide information on how to order.