

Montgomery Township Health Department

Outdoor Dining Reference Guide and Checklist for Restaurants and Food Establishments

As we continue to address the COVID-19 pandemic, the Health Department is providing this food safety checklist to restaurants and other licensed food and beverage establishments who wish to offer outdoor dining.

This checklist addresses key COVID-19 prevention steps as announced by the New Jersey Department of Health on June 3, 2020.¹ This is not a comprehensive list, and all establishments are still required to follow existing food safety regulations.²

All restaurants wishing to operate outdoors must first receive written approval from their local health department.

Facility Operations	
<input type="checkbox"/>	Did you obtain all required municipal approvals and permits?
Customer Seating	
<input type="checkbox"/>	Is seating limited to a maximum of 8 customers per table?
<input type="checkbox"/>	Did you clearly mark tables and chairs that will not be used?
<input type="checkbox"/>	Is seating arranged 6 feet apart?
Social Distancing	
<input type="checkbox"/>	Do you have visual signs or markings to keep people 6 feet apart in dining areas, rest rooms, in line, while waiting, etc.?
<input type="checkbox"/>	Have you installed a physical barrier or partition at cash registers, bars, host stands and places where keeping 6 feet apart is difficult?
<input type="checkbox"/>	Have you trained employees on social distancing in shared spaces, including kitchens, break rooms, and offices?
<input type="checkbox"/>	Do you have a policy to ensure 6 feet of physical distancing between workers and customers except when actively serving?
Operation Changes	
<input type="checkbox"/>	Has your operation discontinued self-service (e.g. buffets, salad bars, customer operated drink and beverage stations)?
<input type="checkbox"/>	Are self-service items that are touched a lot removed from use (e.g. condiments such as ketchup bottles and salt/pepper shakers, and reusable menus)?
Cleaning Policies	
<input type="checkbox"/>	Do you have policies to disinfect customer tables, chairs, and shared items (such as menus, condiments, pens) after each use? Do you have a routine plan for frequent disinfection of high-touch areas (such as credit card machines, keypads, counters, door knobs)?
<input type="checkbox"/>	Are all areas of the food establishment, including restrooms and waiting areas, properly cleaned, stocked, sanitized, or disinfected, as appropriate?
<input type="checkbox"/>	Do you have sufficient stocks of cleaning and disinfecting supplies to accommodate ongoing cleaning and disinfection?
<input type="checkbox"/>	Are staff properly trained on cleaning procedures to ensure safe and correct application of disinfectants?
Handwashing and Hygiene Policies	

<input type="checkbox"/>	Do you require employees to wash their hands after removing their gloves and after directly handling used food service items?
<input type="checkbox"/>	Have you trained and reminded employees of effective hand hygiene practices including washing hands with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing their nose, coughing, or sneezing and after removing gloves?
<input type="checkbox"/>	Are all the handwashing sinks accessible and fully stocked (e.g. soap, paper towels, hand wash signs, and trash bins)?
<input type="checkbox"/>	Are you providing hand sanitizer stations (minimum 60% alcohol), as appropriate, in multiple locations to encourage hand hygiene by employees to supplement handwashing?
<input type="checkbox"/>	Are employees required to cover coughs and sneezes properly?

Weather Policy

<input type="checkbox"/>	Do you have a policy to transition to only takeout or delivery during bad weather?
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Employee Health

<input type="checkbox"/>	Are you following CDC and New Jersey Department of Health guidance and practices for employee health checks/screenings?
<input type="checkbox"/>	Will you require employees with symptoms of COVID-19 (fever, cough, shortness of breath) be sent home?
<input type="checkbox"/>	Do you have a policy to provide employees with break time for repeated handwashing throughout the day?
<input type="checkbox"/>	Have you provided employees with face coverings and gloves?
<input type="checkbox"/>	Is there a plan to assure an adequate supply of personal protective equipment (PPE) and/or cloth face coverings? Cloth face coverings should only be used if PPE is not required, and changed as needed if worn.

Customer Policies

<input type="checkbox"/>	Do you have a policy for customer social distancing, including wearing face coverings when away from their table or unable to social distance?
<input type="checkbox"/>	Are you helping customers social distance by encouraging reservations, recommending waiting in cars, and alerting customers via calls/texts?
<input type="checkbox"/>	Do you require a phone number when making reservations to facilitate contact tracing?
<input type="checkbox"/>	Do you have a policy that people wash and/or sanitize hands when entering the establishment?
<input type="checkbox"/>	Are you supplying a hand sanitizer station (minimum 60% alcohol), for customers' use?

Signs

<input type="checkbox"/>	Are signs posted to promote everyday protective measures to stop the spread of COVID-19?
<input type="checkbox"/>	Sign stating no one with a fever or COVID-19 symptoms should enter?
<input type="checkbox"/>	Sign stating everyone entering must wear a face covering
<input type="checkbox"/>	Everyone should practice social distancing and stay 6 feet apart
<input type="checkbox"/>	Handwashing / hand hygiene reminders

1https://www.nj.gov/health/legal/covid19/6-3-20_ExecutiveDirectiveNo20-014_OutdoorDining.pdf

2https://www.state.nj.us/health/ceohs/documents/food-drug-safety/chapter24_effective_1207.pdf

Montgomery Township Health Department
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