



Each Food Preparation, Delivery, or Take Out Business must complete, post onsite, and follow this Health and Safety Plan.

Check off all items below that apply and list other required information.

Business/Entity name:

Contact name:

Facility Address:

Email / telephone:

(You may contact the person listed above with any questions or comments about this plan.)

General Requirements for all Food Preparation, Delivery, or Take Out Businesses

- Familiarized with and completed all requirements set forth in Health Officer Directive No. 2020-5b, available at: <http://www.sfdph.org/directives>.
- Developed a plan to ensure Personnel and patrons comply with social distancing requirements.
- All Personnel required to use Face Coverings, wash hands frequently, and maintain physical distance of at least 6-feet to the extent possible.
- Designated areas/markings indicate 6-foot distancing for patrons in various settings (e.g. waiting to order, waiting for restroom, ordering take-out).
- Provided hand sanitizer (using touchless dispensers when possible) at key entrances, point of sale, and other high contact areas.
- Provided hand sanitizer to Personnel who shop, deliver, or drive for the business.
- Provided for contactless payment, if feasible.
- Created a barrier between customer and cashier, and/or ensured that customers can maintain social distance from Personnel.

Food Preparation

- Obtained, and maintained as current, all necessary permits to prepare food.
- Provided gloves and training to Personnel on use of gloves.
- To-go items are packaged and bagged to ensure that delivery Personnel and customers do not need to touch additional items.

Food Delivery

- Have procedures to maintain perishable foods at appropriate temperatures.
- Have procedures that all food remains in its original packaging at all times.
- Provided disinfectant to drivers and delivery Personnel.
- Refrigerated transport carriers and insulated bags are cleaned and disinfected after every use.

Checklist

- Instructed delivery Personnel to avoid touching high touch items, if possible. Delivery Personnel are instructed to wait outside while waiting for food to be prepared.
- Allowed delivery Personnel to use the restroom to wash hands.

Take Out/Carry Out

- Encourage customers to place orders in advance (by phone or online), and provide for contactless pick up, if possible.
- Designated space for curbside pickup, where possible.
- Closed areas where customers may congregate.

Operational Requirements

- Evaluated and made all feasible upgrades or modifications to the HVAC systems.
- Completed evaluation of electrical safety and implemented all required precautions.
- Confirmed that plumbing is functioning and, if the facility was dormant, flushed the pipes.
- Checked for harborage, and pests, and confirmed that pest control measures are functioning.
- Windows or doors are open, if possible, to ventilate areas for Personnel.
- Designated a Worksite Safety Monitor. Individual is familiar with obligations under Health Officer Directive 2020-5, and developed and implemented a plan to ensure compliance.
- Ensured daily COVID-19 symptom self-verifications are completed by all Personnel as required by the Social Distancing Protocol.
- Provided training to Personnel on requirements of this directive.
- Considered needs of Personnel who are at increased risk of severe disease if they get COVID-19.
- Considered additional protections for Personnel, including: discouraging Personnel gatherings in break rooms; staggering Personnel breaks to maintain physical distancing protocols; extending start and finish times to reduce the number of Personnel in the kitchen at the same time; creating additional shifts with fewer Personnel to accommodate social distancing.
- Provided dishwashers with equipment to protect the eyes, nose, and mouth from contaminant splash using a combination of face coverings, protective glasses, and/or face shields, and impermeable aprons.



Health Officer Directive No. 2020-05b (Exhibit B)
Health and Safety Plan (issued 12/15/2020)

Checklist

Additional Measures

Explain:

Self-certification (must be signed by Business Owner or Worksite Safety Monitor):

Initial each line and sign below:

_____ I acknowledge that I have read and fully understand the information above.

_____ The owner/Worksite Safety Monitor will ensure these principles and procedures will be reviewed with all current and future employees.

Print name

Date:

Signature