

Deep Cleaning Procedural Guide (COVID-19)

Host Cleaning Requirements

1. Sanitize benches, host stand, menus, entry/exit handles, highchairs, boosters, slings, and bus tubs every half hour.
2. Wipe down menus after every use with sanitizer.

Cashier Cleaning Requirements

1. Sanitize counter, POS system, cash stand, pens, receipt holder, gift card holders, retail display, dessert trays and shelves. (all items within stand)
2. ToGos Only: Place sticker over opening of containers and bags to ensure they stay sealed.

Server Cleaning Requirements

1. Hot teas are to be served by asking about preferred flavor and 2 packets will be given along with lemon and honey
2. Creamers are to be upon request only and are not to be taken to the tables. 2 per request
3. All silverware rolling is to be done with gloves.
4. Change sanitizer buckets every hour. Check to make sure sanitizer is at appropriate level

Busser Cleaning Requirements

1. Sanitize Door Handles, Stahl Doors, Hand Rails in stalls, Sinks/Faucets, Mirrors, Paper Towel Dispensers, Toilet Paper Dispenser, Soap Dispensers, Toilets.
2. Check trash/throw out if needed
3. Sanitize Tables, Seat Covers, Chair Backs, Salt & Peppers, Condiments, Table Tents.
4. Have gloves on at all times.
5. Change gloves often.

Cooks/Dishwasher Cleaning Requirements

1. Change gloves regularly and in critical circumstances (Cross Contamination, Leaving and Returning, Touching trash, etc.)
2. Make sure food is at the appropriate temperature. Use a thermometer.
3. Sanitize counters throughout shift
4. Dish machine solution always at appropriate level by using testing strip
5. Change sanitizer buckets every hour. Check to make sure sanitizer is at appropriate level using test strips

All employees must wash or sanitize hands every 15 minutes.

Employee Signature:

Date: