Checklist for Assessment of Compliance to Executive Order #52

Food Service Guidance
Updated: 6/23/2020 9:29 AM

The following checklist allows a Health Officer or other Inspector to complete an informal compliance check of adherence to COVID-19 re-opening guidelines as outlined in Executive Order #52 issued on June 15th, 2020. You may complete the checklist by phone, observe at a distance, or visit the site with appropriate PPE. As the situation evolves, the executive order may be amended or changed, so check the following website for updates: [https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-restaurants.pdf](https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-restaurants.pdf)

<table>
<thead>
<tr>
<th>Risk Assessment Topic Area</th>
<th>Response (circle one)</th>
<th>Comments or Criteria</th>
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</thead>
<tbody>
<tr>
<td><strong>Step 1: General Business Guidance</strong></td>
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<tr>
<td>1. Reviews and follows:</td>
<td>Yes – No – Not sure</td>
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<tr>
<td>• Universal Guidelines</td>
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<td>• CDC Cleaning and Disinfection</td>
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<td>2. Provides ServSafe COVID training or equivalent and educates employees about new policies related to COVID</td>
<td>Yes – No – Not sure</td>
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<td>3. Social distancing policies integrated into operations to maintain a safe distance of at least 6 feet between employees and customers when feasible</td>
<td>Yes – No – Not sure</td>
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<td>4. Direct customer contact employees shall wear face coverings</td>
<td>Yes – No – Not sure</td>
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<tr>
<td>5. Customers asked to bring and wear a face covering when entering and exiting a facility; during the seating; or when getting up to use the restroom.</td>
<td>Yes – No – Not sure</td>
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<td>6. Follows procedures for reporting of employee symptoms and quarantine guidelines*</td>
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<td><strong>Step 2: Assess Consumer Protection</strong></td>
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<td>7. Outdoor seating areas permitted wherever they can be set up safely, Outdoor areas must be:</td>
<td>Yes – No – Not sure</td>
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<tr>
<td>• able to be cleaned and disinfected</td>
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<td>• clearly delineated and distanced from those walking by.</td>
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<td>8.</td>
<td>If expansion is in a shared space, approval from local authorities needed</td>
<td>Yes – No – Not sure</td>
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<td></td>
<td>For indoor seated areas in Belknap, Coos, Carroll, Cheshire, Sullivan and Grafton Counties:</td>
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<td></td>
<td>• dining areas limited to where table spacing is able to be maintained and congregating in other areas is avoided</td>
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<td></td>
<td>For indoor seated areas in Rockingham, Hillsborough, Merrimack and Strafford County:</td>
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<td>• dining at 50 percent capacity occupancy</td>
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<td></td>
<td>• dining areas limited to where table spacing is able to be maintained and congregating in other areas is avoided</td>
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<td>9.</td>
<td>Limit tables to no more than six (6) guests per table</td>
<td>Yes – No – Not sure</td>
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<td>10.</td>
<td>Tables spacing (both indoors and outdoors) should be maintained so people sitting at adjacent tables are more than 6 feet apart, and servers and waiters/waitresses should be able to maintain social distance while interacting with tables. People moving between tables should also have adequate space to move between tables.</td>
<td>Yes – No – Not sure</td>
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<td>11.</td>
<td>Reservations or call ahead seating is recommended. Reservations should be staggered to prevent congregating in waiting areas.</td>
<td>Yes – No – Not sure</td>
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<td>12.</td>
<td>Bar areas can open following social distancing protocols between groups or individuals at the bar.</td>
<td>Yes – No – Not sure</td>
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<td></td>
<td>• Customers are not allowed to stand/mingle in the bar area and must be seated.</td>
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<td>• Games and other bar functions (e.g. pool/billiards, darts, arcade games, etc.) are not allowed</td>
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<td>13.</td>
<td>Small group bands and solo music artists are allowed to perform in outdoor areas, maintaining social distance of 6 feet apart from each other and any table.</td>
<td>Yes – No – Not sure</td>
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<tr>
<td>14.</td>
<td>Signage posted throughout the venue to ask customers if they are experiencing COVID-19 symptoms</td>
<td>Yes – No – Not sure</td>
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### Step 3: Assess Business Process Adaptations

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<td>15</td>
<td>Restrooms routinely cleaned and hand sanitizer available in reception and bathroom areas</td>
<td>Yes – No – Not sure</td>
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<td>16</td>
<td>Front-of-house surfaces cleaned and disinfected at least every 2 hours, including frequently touched surfaces</td>
<td>Yes – No – Not sure</td>
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<tr>
<td>17</td>
<td>Use disposable menus or menus that can be sanitized</td>
<td>Yes – No – Not sure</td>
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<tr>
<td>18</td>
<td>Self-serve utensils, plates, and napkins prohibited</td>
<td>Yes – No – Not sure</td>
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<tr>
<td>19</td>
<td>All tabletop items are sanitized after each table turns</td>
<td>Yes – No – Not sure</td>
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<tr>
<td>20</td>
<td>Disinfect chairs after each use</td>
<td>Yes – No – Not sure</td>
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<tr>
<td>21</td>
<td>Self-serve buffets and beverage stations prohibited</td>
<td>Yes – No – Not sure</td>
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<tr>
<td>22</td>
<td>Employee-staffed buffets are allowed so that staff only are touching serving utensils and serving customers; social distancing in serving lines must be maintained</td>
<td>Yes – No – Not sure</td>
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<tr>
<td>23</td>
<td>Evaluate building ventilation system to increase room and overall building ventilation</td>
<td>Yes – No – Not sure</td>
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### Wedding, Catering, and Function Hall Addendum:

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| 1 | All participants are strongly encouraged to follow physical distancing guidelines, including;  
   - Maintain a distance of at least 6 feet between individuals and a distance of 6 feet between household groups.  
   Outdoor venues may operate within any existing occupancy limits, as long as social distancing can be maintained | Yes – No – Not sure |
<p>| 2 | Indoor events may operate at 50 percent of their normal operating seating capacity. (This capacity limit applies statewide) | Yes – No – Not sure |
| 3 | Crowding should be minimized, and organizers use distancing measures to reduce close contact among people. | Yes – No – Not sure |
| 4 | Dancing within 6 feet of another individual is discouraged, with the exception of family members and | Yes – No – Not sure |</p>
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<tbody>
<tr>
<td>5.</td>
<td>Face coverings should be worn when social distancing is not possible between household groups.</td>
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**STEP 4: Educate & Enforce**

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<thead>
<tr>
<th>Discuss your findings with the owner or manager, and then help them to implement best practices.</th>
<th>Supporting actions: Educate the client on correct public health practices. Share any factsheets or links to CDC, NH DPHS, or other agency resources. Refer them to public or private consultants for assistance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the client understand how to improve practices?</td>
<td>Yes – No – Not sure</td>
</tr>
<tr>
<td>Does the client agree to improve practices?</td>
<td>Yes – No – Not sure</td>
</tr>
<tr>
<td>If needed, inform the responsible parties that you will visit again to inspect.</td>
<td>Set a date and time to follow up.</td>
</tr>
<tr>
<td>On follow up date, did the client improve practices and become compliant?</td>
<td>Yes – No – Not sure</td>
</tr>
<tr>
<td>If compliant, encourage them to maintain the sanitary conditions.</td>
<td>Re-inspect</td>
</tr>
<tr>
<td>If not compliant, contact law enforcement to help resolve the issues.</td>
<td>Share any written or photo evidence of non-compliance.</td>
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<tr>
<td>Add contact for law enforcement here:</td>
<td>Phone: Name:</td>
</tr>
</tbody>
</table>

*Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors outlined above should not be allowed into the facility:

I. Symptomatic persons should be instructed to leave the premise immediately and contact their health care provider to be tested for COVID-19 and self-isolate at home.

II. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should self-quarantine for 14 days from their last exposure or return from travel.

III. iii. **NOTE:** Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer “no” to this question

Employees who are sick or not feeling well must stay home or, if at work already, must leave work immediately, isolate at home, and contact their healthcare provider for COVID-19 testing. Persons who do not have a primary care provider should seek out COVID-19 testing through one of the many local COVID 19 testing options. Person(s) with suspect or confirmed COVID-19 must stay home until symptom-based criteria are met for discontinuation of isolation:

a) At least 10 days have passed since symptoms first appeared AND

b) At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)

**The Goal of the Health Inspection:** The goal of this checklist is to discover issues, improve performance, and teach public health practices, before beginning any enforcement actions. In order to remain open, all businesses need to follow guidance to prevent the spread of COVID-19. If you see a violation of an executive order, you may assess the health risks for spread of COVID-19, then work on a resolution with the property owner/manager, and then contact police if enforcement actions if needed. State and local police have the primary authority to enforce executive orders.

Drafted and Adopted by the New Hampshire Health Officers Association
References & Handouts to Share with Businesses:

All NH Emergency Orders Released in 2020 regarding COVID-19:

Universal Guidelines for All New Hampshire Employers and Employees

Outside Area Reopening for On-Premises Licensees (NH Liquor Commission)

CDC Guidelines for Specific Practices:

How COVID-19 Spreads

Social distancing

Respiratory etiquette
https://www.cdc.gov/oralhealth/infectioncontrol/faqs/respiratory-hygiene.html

Hand hygiene
https://www.cdc.gov/handwashing/when-how-handwashing.html

Cloth Face Covers

Cleaning and Disinfecting

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