

Daily checklist



This document was prepared to help establishments in the restaurant and bar industry manage health and safety issues in the workplace. It also aims to ensure that restaurants and bars can resume or continue their activities in the safest possible manner, i.e., by taking measures to address various issues specific to the COVID-19 pandemic.

- The employer has received a confirmation from employees that they are in good health and have no COVID-19 symptoms.

NOTE: _____

- Employees have been notified of the procedure requiring that they leave the workplace if they develop one or more symptoms of COVID-19.

NOTE: _____

- The employer has reconfigured workstations and reviewed work methods to comply with the 2-metre physical distancing rule whenever possible¹.

NOTE: _____

- The 2-metre physical distancing rule is, whenever possible, observed when employees leave work as well as during breaks and at lunchtime.

NOTE: _____

- Bathrooms are cleaned according to customer traffic or use, but at least every work shift. They are also disinfected once a day.

NOTE: _____

- The staff dining room and common areas are cleaned before and after each use, and disinfected once a day (e.g., tables, refrigerator handles, backs of chairs, microwave, etc.).

NOTE: _____

1. If the workplace counts a health and safety committee member or prevention officer, this person shall be involved in all of the COVID-19 measures implemented.

- Surfaces that are touched frequently (e.g., doorknobs, faucets, toilets, telephones, computer accessories, etc.) are cleaned and disinfected according to use (e.g., at every work shift) and whenever they are visibly soiled.

NOTE: _____

- The tools and devices used are cleaned and disinfected after every work shift or whenever they are used by multiple employees.

NOTE: _____

- Soap and water or a hydroalcoholic solution containing at least 60% alcohol are available for employees to wash their hands.

NOTE: _____

- Rules concerning hand hygiene, respiratory etiquette and physical distancing are posted and adhered to.

NOTE: _____

- Suppliers, subcontractors, partners and customers are aware of the measures implemented by the establishment to decrease and control risks associated with the COVID-19 pandemic. They are aware of the importance of these initiatives and have been asked to comply.

NOTE: _____

Specific measures

- All information that could prove useful to customers is clearly communicated by means of a sign at the entrance reiterating the rules, the manner in which services will be provided, the lineup process, accepted payment methods, takeout conditions and the process for ordering online or by telephone.

NOTE: _____

- Customers who exhibit COVID-19 symptoms are advised that they must postpone their planned outing at the restaurant or bar.

NOTE: _____

- Personnel who offer catering or private chef services perform a pre-visit evaluation to determine whether customers are exhibiting symptoms of COVID-19.

NOTE: _____

- The number of customers inside the establishment at any given time is limited, as per the applicable public health provisions. If necessary, an employee will be stationed outside the establishment or at the entrance to manage the waiting line.

NOTE: _____

- Whenever possible, measures will be taken to ensure that people inside the establishment move in a same direction, thereby limiting face-to-face encounters.

NOTE: _____

- Physical barriers (full and easily disinfected partitions) have been erected between workstations that are too close together and cannot be moved.

NOTE: _____

- Physical barriers (full and easily disinfected partitions) have been erected to separate cashiers from customers as well as in front of open kitchen spaces, bars, front counters, etc.

NOTE: _____

- Signs (e.g., marks on the floor) have been set up to indicate the necessary physical distancing (2 m) near the cash register, front counter and cloakroom, as needed (i.e., anywhere customers could find themselves waiting in line).

NOTE: _____

- Contactless payment (e.g., debit card used at a contactless terminal) is favoured, as it eliminates the need for customers to touch the payment terminal. If a customer wants to pay in cash, the cashier, server or bar employee involved disinfects his hands immediately after the transaction, using a no-rinse cleaning product (hydroalcoholic solution containing at least 60% alcohol).

NOTE: _____

- The payment terminal is disinfected after every use by a customer.

NOTE: _____

- Delivery personnel dropping off supplies have been advised to leave all packages on a clean surface, in the presence of establishment personnel but without directly handing over anything to the latter and while maintaining, whenever possible, the necessary physical distancing of 2 metres or more.

NOTE: _____

- When serving customers (tableside or at the bar) where there are no physical barriers and the tasks involved call for being at a distance of less than 2 metres, employees must wear a procedure mask and eye protection (protective goggles/glasses or a full-face visor).

NOTE: _____

- When preparing food where there are no physical barriers and the tasks involved call for being less than 2 metres from one another, kitchen staff must wear a procedure mask and eye protection (protective goggles/glasses or a full-face visor). If the temperature in the kitchen is sufficiently high to make it impossible to wear a procedure mask (that would be constantly wet), a full-face visor (covering the entire face, from forehead to chin) is recommended as a last resort.

NOTE: _____

- The necessary protective equipment, including procedure masks and eye protection (protective goggles/glasses or a full-face visor) have been provided for, and adequate quantities are available for employees.

NOTE: _____

- The continuous wearing of protective equipment is favoured over the repeated donning and doffing of masks, etc.

NOTE: _____

- Workers have received information on the proper method of discarding single-use protective equipment, be it in a garbage can or by using sealable containers or bags earmarked for this purpose.


NOTE: _____

- A method for disinfecting reusable protective equipment with a special product has been implemented.

NOTE: _____

- The equipment and devices used by most of the service personnel, including credit card readers, cash registers, touchscreens, headsets (for drivethrough service), reusable plastic menus and trays, are frequently cleaned.

NOTE: _____

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- All objects, equipment or other surfaces liable to come into contact with food are cleaned and disinfected according to the [methods recommended](#) by the MAPAQ (Québec department of agriculture, fisheries and food).

NOTE: _____