



# Howard University Building Manager Re-Activation Checklist



## Fall 2020

Name of Building \_\_\_\_\_

Building Manager \_\_\_\_\_

Email Address \_\_\_\_\_

## Facilities Operations

- Are all of the required regulatory/local Department of Health signs posted?
- Are signs posted on how to stop the spread of COVID-19 and promote everyday protective measures (e.g., hand hygiene, respiratory etiquette, social distancing floor signs, etc.)?
- Are the premises in good order, including fully operational utilities and equipment (e.g., electrical, lighting, gas services, and proper ventilation; hood systems for fire prevention; garbage and refuse areas; and toilet facilities)?
- Are all areas of the food establishment under management (FOH/BOH), properly cleaned, stocked, sanitized, or disinfected, as appropriate?
- Are the facilities checked for pest infestation or harborage, and are all pest control measures functioning?
- Are ventilation systems including air ducts and vents operating properly?
- Are high touch self-service containers and items requiring frequent hand contact removed from use (e.g., seating covers, tablecloths, throw rugs, condiments such as ketchup bottles and salt/pepper shakers, and reusable menus)?
- Are all water lines flushed, including equipment water lines and connections, according to the manufacturer's instructions?

- Are ice machines and ice bins cleaned and sanitized?
- Are all chemical dispensers operating properly?
  - If not contact Diversey and have repaired ASAP.
- Are sufficient supplies of chemicals, PPE and cleaning tools on hand?
  - A 2-week supply is recommended.
- Are documented facility cleaning and disinfection procedures in place if an associate or guest reports a COVID-19 positive test result?
- Have associates been provided FAQs or a suggested script on how to answer customer questions regarding new COVID-19 protocols?
  - Its very important that consistent messaging is used to ensure guests are confident that the marketplace is the safest place to eat.
- Are all Safety Data Sheets (S.D.S.) binders up-to-date (including an index of all chemicals inside the front cover) and available to employees?
  
- Training: Documented Process/Certification for Associate Completion of COVID-19, HazCom (including new chemicals such as Virex) and Blood Borne Pathogen Training**
  
- Have associates been provided FAQs or a suggested script on how to answer customer questions regarding new COVID-19 protocols?
- Have fire extinguishers been inspected for the 2020-2021 year?
- Have miscellaneous furniture in hallways been removed?
- Are all lights functional?
- Are elevators operational?
- Are all windows in classrooms locked?
- Are the desks in each classroom strategically placed and labeled to endure social distancing?
- Have extra (miscellaneous) desks in classrooms been removed?
- Have broken furniture in classrooms been removed?
- Have old posters on bulletin boards been removed?
- Are garbage cans empty?
- Are auditorium lights working?
- Are there ceiling tiles that need to be replaced?

## **Food Contact and Non-food Contact Surfaces (Clean, Disinfect, Sanitize)**

- Are necessary sanitizers and disinfectants that meet EPA's criteria for use against SARS-CoV-2 available and used per label instructions to clean and disinfect the facility during hours of operation?
- Scheduled and Documented - Food contact surfaces and counters cleaned and sanitized (e.g., wash, rinse, and sanitize food contact surfaces, food preparation surfaces, and beverage equipment after use)?

- Scheduled and Documented - High-touch areas and equipment cleaned and disinfected (e.g., doorknobs, display cases, equipment handles, check-out counters, order kiosks, and grocery cart handles)?
- Are there sufficient stocks of single-service and single-use articles (e.g., tableware, carryout utensils, bread wrappers, and plastic wrap) available?
  - If not, ensure all reusable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Employees should wash their hands after removing their gloves and after directly handling used food service items.
- Are staff properly trained on cleaning procedures to ensure safe and correct application of disinfectants?
- Has a disinfection schedule or routine plan been developed?
  - Ensure sufficient stocks of cleaning and disinfecting supplies to accommodate ongoing cleaning and disinfection.

## Food Safety Controls

- Are all coolers, freezers, and hot and cold holding units functioning?
- Are all coolers, freezers, and hot and cold holding units clean, sanitized, and protected from contamination?
- Are calibrated thermometers available and accurate to check equipment and product temperatures to ensure food safety/HACCP plans are executed as designed?
- Are temperature controls and labeling monitored, documented and provided for packaged foods during display, take-out and take-home?
- If our offer/service is changing (for example, food delivery is being considered), has a HACCP plan been developed (temperature or time as a control)?
- If there is increased use of mobile ordering, how are allergens being communicated?
- If we are providing disposable cups, food containers and plastic utensils to guests, how will these be distributed for use?
- Has all food been examined for spoilage, damage, expiration, or evidence of tampering or pest activity?
- Is food properly labeled and organized, such that receiving date and rotation is evident?
- Are all food, packaging, and chemicals properly stored and protected from cross contamination?

## Washing Equipment

- Is your 3-compartment sink clean and equipped with detergent and sanitizer?
- Is your washer clean and functioning and equipped with detergent and sanitizer (single temperature machine, 165°F; or reaches 180°F rinse (high temperature))?
- Do you have sanitizer test strips available and are the test strips appropriate for the sanitizer being used?

## Handwashing

- Have you trained (documented) 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?
- Are all of the handwashing sinks accessible and fully stocked (e.g., soap, paper towels, hand wash sign, and trash bins)?
- Are all of the handwashing sinks functional and able to reach 100°F minimum?
- Have you considered using hand sanitizers (minimum 60% alcohol), as appropriate, in multiple locations to encourage hand hygiene by both customers and employees to supplement hand washing?

## Employee Health/Screening

- Do you have a protocol to check employee health and personal hygiene practices within your unit?
- Has a dedicated QA/Safety champion been identified to train and maintain Personal and Hand Hygiene, Cough and Sneeze Etiquette, Correct Use of PPE, and Social/Physical Distancing standards?
- Have we implemented enhanced procedures for hand washing/glove changes?
- Have we created a workflow to provide required social/physical distancing between colleagues?
  - Provide visual indicators for associates to do so.
- Do we have a plan to schedule breaks providing employees the ability to properly physical distance?

## Social Distancing

- Are floor markers, barriers, signs or other visual indicators in use to provide social distancing while ordering/picking up/paying for food?
- Have you limited offering self-serve food or drink options, such as buffets, salad bars, and drink stations?
  - As local regulatory/health authorities lift levels of restrictions, limit use with additional monitoring.
- Have you restricted the number of employees in shared spaces, including kitchens, break rooms, and offices to maintain at least a 6-foot distance between people?

## Workplace Safety

- Are decals present on all glass/plexiglas barriers to prevent associate or customer injuries?
- Are associates aware of sanitation protocols before leaving their work stations for breaks or lunch (removal of PPE)?
- Are associates aware of sanitation protocols when returning to their work stations after breaks or lunch (e.g., hand washing, sanitizing and replacement of PPE)?
- Have associates who need to use PPE and equipment been trained on how to put it on, use/wear it, and take it off correctly?
  - This includes the context of their current and potential duties.
- Are blood borne pathogen clean-up kits readily available?
- Are chemicals correctly stored and labelled?
- Has the location staggered associate shifts and start times in order to reduce workplace exposure?
- Is all PPE properly removed, cleaned, and stored or disposed of to avoid contamination of self, others, or the environment?