Avoid Common Violations of COVID-19 Restaurant Requirements

Food service establishments must comply with COVID-19-related requirements issued by New York State. Avoid the most commonly observed violations by making sure you have put in place the following measures:

Maintain a safety plan.
- Prepare a reopening safety plan. See the business reopening safety plan template.
- Post the plan on-site in a visible location.
- Designate a site safety monitor who will make sure that there is continuous compliance with all aspects of the plan.

Maintain a daily cleaning log.
- Create a cleaning log that includes the date, time and scope of cleaning and disinfection. See the daily cleaning log template.
- Train staff on cleaning and disinfecting procedures and how to complete the log.
- Make sure that daily cleaning and disinfecting is performed and that the log is completed.

Conduct a daily health screening of employees.
- Screen employees by:
  - Conducting a temperature check and
  - Having employees complete a questionnaire on-site or remotely. See sample COVID-19 screening tool.
- Designate a person responsible for reviewing all screening questionnaires and for maintaining a daily record indicating that all health screening assessments have been reviewed. See sample template.

Designate markings that are 6 feet apart in areas where lines form or people gather.
- Indicate (for example, by placing tape or stickers on the floor) 6 feet of distance in areas where:
  - Customers line up to place an order, pick up food, pay, wait to be seated or use the restroom.
  - Employees may gather, such as clock-in and out stations, health screening stations and breakrooms.

Post required signs.
- Post signs in visible locations to remind customers and employees to:
  - Stay home if sick.
  - Wear a face covering (covering both their nose and mouth) at all times if they are an employee, and when not seated, if they are a customer.
  - Quarantine if they have recently been to a state with significant community transmission of COVID-19, in accordance with New York State travel advisory.
  - Properly store and discard personal protective equipment.
  - Adhere to physical distancing instructions.
  - Report symptoms of or exposure to COVID-19, and how they should do so.
• Follow cleaning and disinfection guidelines.
• Practice healthy hand hygiene.
• Cover your cough or sneeze with your arm, not your hands.
• Report any violations by calling 833-208-4160 or texting 'VIOLATION' to 855-904-5036.
• The number of patrons that constitutes 25% capacity in the establishment.
  ○ Printable signs in multiple languages can be found on the NYC Health Department’s [COVID-19 Posters and Flyers webpage](#).

The NYC Health Department may change recommendations as the situation evolves. 9.27.20