

Checklist for COVID-19 Infection Control Measures (for restaurants, etc.) Revised Edition
(16 check items)

1. Restaurant hygiene management, etc.

- 1 Arrange seating to prevent crowding and close proximity of customers and install partitions to prevent airborne droplets, so as to match the shape of the store.
When a buffet-style service is provided, partitions are installed to prevent customers' droplets on the food. Tongs and other items used by an unspecified number of people are frequently disinfected or replaced.
- 2 The interior of the restaurant (including the kitchen and backyard) should be ventilated by bringing in outside air on a regular basis.
- 3 Thoroughly clean the restaurant (including the kitchen and backyard) and frequently disinfect doorknobs, ticket machines, and other areas that are in contact with the general public.
- 4 Tables, chairs, menu books, etc. are frequently disinfected every time customers change.
- 5 Hand washing facilities such as toilets should be equipped with disinfectant soap. Use of hand dryers should be stopped and replaced with paper towels that can be used individually.
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2. Employee health management, etc.

- Perform a health check of the employee's temperature and physical condition before work. If the employee has fever or cold symptoms, have them take a leave of absence.
- 7 **If there is a suspicion that an employee has been infected with a COVID-19 infection, respond in accordance with the instructions under "If an Employee Contracts a COVID-19 Infection".**
 - 8 During the workday, wear a mask and disinfect your hands and fingers frequently. In addition, wear gloves when cleaning and disinfecting the restaurant.
 - 9 Create manuals and work checklists and thoroughly work on infection control measures.

3. Dealing with Customers

- The restaurant's measures against infectious diseases and precautions for customers
- 10 will be publicized by signs and information boards. Also ask customers to comply with them.
 - 11 Disinfectant solution should be placed at the entrance of the restaurant for customers to disinfect their hands and fingers.
 - 12 **Unreasonable refusal of entry due to discrimination or prejudice should NOT be made.**
 - 13 Use coin trays or other items to avoid handing cash to the customer at checkout.
 - 14 Devise ways to serve food so that multiple people do not come into contact with the same dish, e.g., serving food in individual dishes or having employees take out the food for customers.
 - 15 If there is a queue of people waiting in line, have employees ask customers to maintain a 2-meter interval or use tapes to guide them to keep the interval from other customers.
 - 16 When conducting a take-out service, devise ways so that take-out customers and restaurant users do not get too close together in the restaurant, e.g., separate lines of communication between take-out customers and restaurant users.