



# Reopening Food Establishments: Cleaning and Disinfecting Guidelines

Stay Healthy.  
Stay Safe.

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REOPENING PLANS

CLEANING • DISINFECTION • INSPECTION



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# Cleaning and Disinfecting Guidelines for Reopening

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- INVENTORY ALL P&G PRODUCTS – REORDER AS NEEDED
- WEAR PERSONAL PROTECTIVE EQUIPMENT
- WASH HANDS FREQUENTLY
- WASH/RINSE & SANITIZE SMALL WARES IN 3 COMP SINK AND/OR MECHANICAL WAREWASHER
- CLEAN & DISINFECT FLOOR TOOLS IN MOP SINK WITH COMET DISINFECTANT WITH BLEACH
- DISINFECT HIGH TOUCH SURFACES WITH SPIC & SPAN DISINFECTING ALL PURPOSE CLEANER
- CLEAN & DISINFECT ALL DINING AREAS WHETHER CURRENTLY OPEN TO GUESTS OR NOT
- TEST THERMAL AND CHEMICAL SANITIZING PROCESSES
- REFER TO PROCEDURE BINDER FOR OFFICIAL SOP's



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# Reopening Your Restaurant

Stay Healthy.  
Stay Safe.

## Purpose & Scope:

This document provides sanitation information, guidelines, and hygienic practices that may be necessary to reopen a restaurant that has been closed for an extended period of time.

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You will use the primary cleaning procedures and guides in the P&G Professional Cleaning Binder to ensure that you return to safe and sanitary operations.

The guideline may not cover all needs for every operation and health department jurisdictions. If not, or you have additional questions about procedures and products needed for recovery, please contact your establishment's Safety Manager and/or contact Procter & Gamble Professional at 1-800-332-RSVP.

## Reopening Cleaning Plan

The basic guidelines that should be followed for recovery are:

- Inventory and Order Cleaning Supplies
- Verify Operational Performance of Chemical Dilution Equipment
- Conduct Employee Training and Alignment
- Execute Cleaning Plan

## Appoint A Cleaning Team

Minimum training shall consist of: use of Personal Protective Equipment; review of cleaning procedures and items to be cleaned prior to starting unit clean-up.

The Person In Charge or Operations Leader shall appoint a clean-up team. It's recommended to have 2 to 3 people that are experienced employees on the team.

The Person In Charge shall review clean up procedures and tasks with the clean -up team before beginning steps specified in the reopening plan. Also, emphasize the importance of frequent hand washing and changing of gloves during cleaning process. Assign people to the following checklist and guides.

The clean-up team shall don PPE before beginning the clean-up tasks. The PPE items are:

- Gloves
- Apron
- Face covering
- Goggles



# Cleaning Supplies and Equipment Check List

Inventory

Order

Operational Checks

## Step 1: Inventory and Order Chemicals

- Check program binder for what chemicals are in your program and verify that you have the chemicals on hand.
- 3-Compartment Sink – Pot and Pan Detergent and Sanitizer
- Hand Soap
- Mop Sink Diluted Chemicals – Floor Cleaner, Disinfectant/Cleaners, Degreasers, etc.
- Ancillary chemicals such as grill cleaners, oven cleaners, fryer cleaner, etc.
- If applicable, Mechanical Warewash Detergent, Rinse Aid, and/or Sanitizer
- Order chemicals that you do not have

## Step 2: Inventory and Order Tools and PPE

- Floor Cleaning Tools
  - Wet floor sign, broom/dust pan, mop bucket, mop, extra mop heads, deck brush, floor squeegee.
- 3-comp sink tools
  - Scouring pads, brushes
- Towels
- Sanitizer buckets and spray bottles
- Other tools according to your brand standard
- PPE that meets brand standard requirements as well as local regulatory requirements which might include face covering.
- Test strips for measuring chemical sanitizer concentration for 3-comp sink or low temperature mechanical warewasher
- Irreversible temperature measuring device/indicator for measuring ware surface sanitizing temperatures for high temperature mechanical warewashers.

## Step 3: Operational Checks of Dilution Equipment

- Chemicals hooked up to Dilution equipment at mop sink and 3-compartment sink
- Prime chemical supply lines (concentrate bottle to dispensers)
- Turn water supply to dispensers and push buttons to ensure that solution is flowing out of dispensers
- Test sanitizer solution coming out of 3-comp sink dispenser (must be 150 to 400 ppm for Clean Quick Broad Range Quaternary Sanitizer)
- Test low temperature dishmachine chemical sanitizing process with test strips to ensure sanitizing rinse is 50 to 100 ppm chlorine.
- Call the P&G Professional Call Center, if equipment is failing.

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# Back of House Check List

Smallwares

Equipment

Facility

Mechanical Warewash

## Step 1: Wash, Rinse, Sanitize All Smallwares

- Refer to Standard Procedures
- Prepare 3-Compartment Sink and/or Mechanical Warewasher
- Wash/Rinse/Sanitize (WRS) in 3-Comp Sink or Mechanical Warewasher
- Wash all Smallwares in restaurant

## Step 2: Equipment

- Refer to Standard Procedures
- Food Preparation Sink
- Refrigeration Equipment (Reach-In and Walk-In Coolers and Freezers)
- Cooking equipment
- Fryers are drained and cleaned according to company standard
- Hot holding equipment is clean and damp-wiped
- Ice Machine Bin and Exterior
- Damp wipe all equipment with sanitizer towel.

## Step 3: Facilities

- Refer to Standard Procedures
- Verified and if needed clean ventilation hoods and hood filters
- Sweep and Deck Brush Floors
- Garbage cans are cleaned and disinfected

## Step 4: Mechanical WareWash

- Wash & Rinse the interior of the dish machine
- Clean & Disinfect operator handles and switches
- Clean all removable parts e.g. – screens, curtains, wash and rinse arms
- Ensure power is ON to the dish machine and the external chemical dispenser “if applicable”
- Ensure chemicals are properly installed and primed
- Start up the dish machine according to the manufactures recommendation
- Verify proper operating temperatures according to the data plate
- Test sanitization levels according to the machine type
  - Chemical sanitizing machines should be tested to ensure a sanitizer concentration of 50 to 100 ppm chlorine.
  - Thermal sanitizing machine should be tested to ensure the surface of wares achieve a temperature of 160 °F or higher as measured by an irreversible registering temperature indicator.

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# Front of House Check List

Clean

Sanitize

Disinfect

## Step 1: Dining Area

- Note that many jurisdictions or corporate standards may not allow in-restaurant dining due to the COVID-19 so be sure to block access to dining area in these situations.
- Refer to Master Cleaning List and Standard Procedures in Cleaning Binder
- Disinfect Tables and Chairs with Spic and Span 3in1
  - Note that while dining area may be blocked off it is important to clean this area
- Sweep and mop floors
- Disinfect all high touch surfaces
- Clean Soda fountain
- Clean and stock condiments station
- Clean windows
- Clean and disinfect garbage cans and garbage can housing

## Step 2: Restrooms

- It is important to provide access to clean restrooms for customers and/or employees to ensure compliance with hand hygiene requirements
- See Restroom Cleaning and Disinfecting procedures
- Verify hand washing sinks are dispensing hot water
- Restock hand soap
- Ensure there is a means to dry hands (disposable towels and/or air-dryer)
- Restock toilet paper and other amenities as per brand standard

## Step 3: Outside

- Follow outside cleaning procedures in binder
- May need to block access to outside dining areas per local orders or company standards during COVID-19 pandemic.
- Windows are clean
- Trash is picked up
- Garbage cans are cleaned and disinfected
- Dumpster area is clean and free of debris
- If applicable, drive through pad is clean
- Menu board is clean

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# DISINFECTING HIGH-TOUCH SURFACES

## PURPOSE

High-touch surfaces have been shown to play a role in the transmission of pathogens both directly by surface-to-mouth contact and indirectly by contamination of hands and subsequent hand-to-mouth contact. In order to keep our teams and customers safe, focus on the following throughout the day:

- Reinforcing and strengthening proper cleaning procedures, especially in high-traffic areas (as shown below).
- Use Spic and Span® Disinfecting All-Purpose Spray and Glass Cleaner and Comet® Disinfecting Cleaner with Bleach. For proper disinfection, let product dwell according to the label instructions.
- For food contact surfaces, rinse with water after disinfecting and sanitize with proper sanitizer.



## BACK OF HOUSE

- Door handles and push plates
- Handles of all the equipment doors and operation push pads
- Handles of the dispensers (beverage, etc.)
- Walk-in and other refrigerator handles
- 3-compartment sink and mop sink
- Mop handle
- Ice scoop (frequently through dishwasher)
- Hand-washing sink handles
- Soap dispenser push plates at the hand-wash sink
- Towel dispenser handle at hand-wash sink
- Trash receptacle touch points
- Cleaning tools
- Buckets
- Telephone keypad and hand set
- Manager's computer



## RESTROOMS

- Door handles
- Sink faucets and toilet handles
- Towel dispensers handle
- Soap dispenser push plates
- Baby changing station
- Trash receptacle touch points



## DINING ROOMS & LOBBY AREAS

- Door handles, push plates, thresholds and hand rails
- Dining tables
- Chairs and booths
- Trash receptacle touch points
- High chairs
- Bar area