



HOSPITALITY REOPENING CHECKLIST

Schaffer Law Firm PLLC has developed this checklist to assist hospitality businesses reopening. This checklist covers three (3) main areas: **Employees, Facility** and **Customers**.



GENERAL

1. Identify business category: is your establishment a restaurant or a bar?
2. Identify phase-specific restrictions



EMPLOYEES

1. Create written safety protocol for employees
 - a. Use the following resources to develop your protocol: *(links below)*
 - i. Restaurant Association:
 - ii. TN Pledge
 - iii. CDC
 - iv. Local government guidelines
2. Send rehire letters to employees
 - a. Document acceptance and rejection
3. Determine employee COVID-19 testing policy
 - a. Duration and frequency
4. Implementation
 - a. Purchase masks for employees and no-touch thermometers
 - b. Question each employee daily for symptoms
 - c. Frequent hand washing
 - d. Train on new procedures
5. Develop disciplinary protocol for employees who fail to abide by protocol



FACILITY

1. Determine which areas are opening
 - a. Inside and/or outside?
2. Physical Distancing
 - a. How many tables and where
 - b. Party size restrictions
 - c. Barriers between tables
 - d. Wait areas
3. Miscellaneous items to address
 - a. Remove shared condiments
 - b. Silverware
 - c. Menus
4. Update and monitor as we move through phases of reopening



CUSTOMERS

1. Determine restrictions
 - a. Party size
 - b. Hours of operation
 - c. Temperature checks
 - d. Mask requirements

