

COVID-19 FOOD SAFETY CHECKLIST FOR DELIVERY & TAKE-OUT

GLOBAL BEST PRACTICE GUIDELINES

RUN THIS CHECKLIST ATLEAST THRICE A DAY

- Temperature of all team members (and third parties) is being measured with thermal scanners prior to entry in the premises
- No team member on premises is displaying signs of cough or cold
- All team members are wearing single-use gloves
- All team members are washing hands and forearms (upto elbows) regularly (set timers if required) with an approved sanitizer for atleast 20 seconds, and changing single-use gloves after each wash
- All high contact BOH surfaces and equipment (kitchen tops, door knobs, refrigerator handles, condiment containers, etc) are being cleaned with an approved disinfectant regularly (set timers if required)
- All high contact FOH surfaces and equipment (tables, chairs, POS, door knobs, etc) are being cleaned with an approved disinfectant regularly (set timers if required)
- All restrooms are being cleaned with an approved disinfectant regularly (set timers if required)
- All cooking utensils are being washed at high temperatures
- All fresh vegetables, fruits and eggs are washed in 50 ppm chlorine solution before preparation
- All raw meats and seafood are cleaned thoroughly before preparation
- Cutlery, napkins, ketchup sachets, etc are not being added to takeout / delivery orders unless specifically asked for by customers
- All takeout and delivery packages are being properly sealed with tape

prior to handover to customer / delivery partner

- Delivery bags are being sanitized every 2 hours incase delivery is handled by company riders
- Contactless delivery is being implemented incase delivery is handled by company riders
- Orders are not being handed over to third party delivery service if their rider is seeming unwell
- Deep-cleaning of premises is being done daily

Implement this SOP or your own SOP on [COVID Safety App](#)