



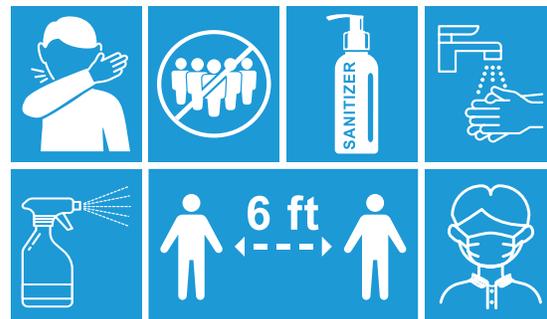
PREPARING NONPROFITS TO RESUME FOOD FUNDRAISING WITH COVID-19 IN MIND

When local and state municipalities allow restaurants to provide dine-in services, nonprofit organizations need to think about how they can serve food while still providing a healthy environment that incorporates social distancing and other disease-preventive controls. Based on the recently published *COVID-19 Reopening Guidance: A Guide for the Restaurant Industry* by the National Restaurant Association, Penn State Extension has developed this fact sheet for nonprofit organizations in Pennsylvania. It is important to note that these organizations must adhere to all state and local regulations and guidance.

BEFORE REOPENING

- » Deep clean the entire facility. Remember to use approved sanitizers on food-contact surfaces. Disinfectants can be used on non-food-contact surfaces. Deep cleaning should not only be completed before opening but also on a set schedule for regular detailed cleaning (weekly or more often, depending on use).
- » Inspect all food that has been on the premises since the closure for potential contamination that may lead to a foodborne illness. Check use-by or expiration dates on perishable (TCS, temperature control for safety) foods and dry goods. Discard any food that has passed the manufacturer's use-by date.
- » Arrange seating in dining areas to ensure at least 6 feet of separation between tables. Set a maximum capacity for your dining area based on the square footage and seating arrangement. This capacity will likely be significantly lower than the original capacity.
- » Do not allow self-service of food or beverages. If buffet-style service is desired, setup should be cafeteria style with volunteers serving food. Ensure 6 feet spacing between volunteers on the serving line and guests.

- » Install barriers such as plexiglass shields in front of pay stations.
- » If wait areas are still in place, implement procedures to separate groups of guests. This could be accomplished by marking spaced standing areas with tape or separating seats. Long benches capable of holding multiple groups of guests may need to be removed.
- » Install hand sanitizing stations near high-touch areas, such as by the entrance or pay station, and in other easy-access locations.
- » Develop a customer flow and mark that pattern with floor signs to ensure space to minimize the potential for close contact between people. This is especially important for the restroom areas, where an attendant or signage may be needed to enforce distancing.
- » Develop procedures to enable volunteers to maintain physical distancing while servicing customers. Train volunteers and conduct a walk-through prior to opening so that everyone understands and can operate effectively at the event.
- » If and where possible, install electronic order and payment systems to reduce direct interaction.
- » Limit menu offerings to improve efficiency and reduce waste.



DURING OPERATIONS

- » Consider implementing disposable plateware, plasticware, and drinkware for operations with limited dishwasher capacity, or define procedures to ensure proper sanitation of eating utensils, plateware, and drinkware.
- » Require patrons to wear a mask or face covering upon entry. Consider providing complimentary masks for those without masks. Offer a hygienic option, such as a small paper bag or an envelope, for guests to store their masks during the meal.
- » Have a volunteer explain the safety rules to customers upon entry or install a posted sign. These rules should include expectations of customers while on the premises, banning of physical contact such as handshaking, flow of traffic, and how an order will be placed and delivered.
- » Limit seating to that required by law or a maximum of four to six people per table.
- » Consider providing disposable menus or implement procedures needed to clean and disinfect menus handled by guests.
- » Between seatings, clean and sanitize tabletops and condiment bottles. Consider using disposable table coverings. Disinfect electronic order and payment touchpads, ink pens, reusable menus, seats, and any other surfaces that customers may have contacted.
- » Consider replacing refillable condiment bottles and salt, pepper, and sugar dispensers with individual portion-controlled packets or identify what procedures you will need to implement to disinfect and sanitize those refillable items. Do not put these single-use items on tables; rather, provide them as requested, discarding if unused.
- » Remove prewrapped condiments, lemons, and other individual items from self-service areas. Single-serve condiments and prewrapped straws can be provided when ordering.
- » Procedures for refilling beverages and condiments should be reviewed to determine how to limit volunteer-to-consumer exposure.
- » Actively manage customers to prevent crowded situations in and around waiting areas, cashier/pay station, and bathrooms.
- » Clean restrooms frequently (hourly or more often based on the number of patrons). Ensure that soap, disposable hand towels, and hand sanitizer are always available.
- » Only customers should package uneaten food in take-home containers. Volunteers should not assist customers with packaging served food at the table.

- » Require delivery drivers to wear masks when unloading food. Designate a place for drivers to wait until the order can be reviewed and accepted.

VOLUNTEERS

- » Volunteers should know the symptoms of COVID-19 and be advised to check themselves for signs (including fever, cough, headache, body aches, loss of sense of taste and smell), and stay home if they are sick.
- » Volunteers should wear face coverings as regulated. Train volunteers to follow proper procedures and use personal protective equipment (PPE).
- » Volunteers should maintain physical distance. Arrange any break areas to accommodate appropriate social distancing.
- » Volunteers must wash hands frequently.
- » Assign specific tasks to volunteers. A volunteer responsible for busing or clearing tables should not handle other tasks.

Organizations must adhere to state and local rules and recognize that these rules can change as local conditions change, so it is important to stay current. By enacting stringent rules and adhering to them, nonprofit organizations not only create but also ensure a safer environment for their customers and volunteers.

REFERENCES

- CDC. *Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)*. <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.
- National Restaurant Association. *COVID-19 Reopening Guidance*. <https://restaurant.org/Articles/News/Association-issues-reopening-guidance>.
- Pennsylvania Department of Health. *Order of the Secretary of the Pennsylvania Department of Health Directing Public Health Safety Measures for Businesses Permitted to Maintain In-person Operations*. www.governor.pa.gov/wp-content/uploads/2020/04/20200415-SOH-worker-safety-order.pdf.

Note: These recommendations are based on information as of July 2020.