

Subject :	<b>CLEANING, SANITIZING, DISINFECTING</b>		
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## **Policy**

1. This policy describes the daily cleaning, sanitization, and disinfecting processes within the restaurant, broken down into the following sections:
  - a. Cleaning Schedule
  - b. Chemical Instructions
  - c. Cleaning Surfaces
  - d. BOH - Cleaning Kitchen Equipment
  - e. BOH - Warewashing/Dish Area Maintenance & Flow
  - f. FOH - Cleaning
  - g. Office Cleaning
  - h. End of Day Deep Clean
2. Please note that cleaning refers to the removal of germs, dirt, and impurities from surfaces while disinfecting refers to using chemicals to kill germs on surfaces ([CDC](#)).

## **Cleaning and Sanitization Schedule**

1. The Safety Manager is responsible for logging the completion of hourly disinfections.
2. All high touch surfaces throughout the restaurant must be cleaned and disinfected at least every hour.
3. Right before a guest is directed to their table at the start of a meal, all surfaces must be cleaned and disinfected.
4. All restrooms must be cleaned and disinfected after every use.
5. At the end of each service, both BOH and FOH will perform a thorough deep clean of their spaces.
6. At the end of each day, the restaurant will be sprayed down by peroxide disinfectant and left overnight.

## **Chemical Instructions**

<b><u>ECOLAB PEROXIDE CLEANER &amp; DISINFECTANT</u></b>	
Contact Time:	2 minutes
Active Ingredients:	Hydrogen peroxide based, 3% after dilution
Vendor:	Ecolab
Equipment Needed:	<ul style="list-style-type: none"><li>- Spray bottles (immediate area, boxes, bottles)</li><li>- <a href="#">Gallon Pump Sprayers</a> (large surface areas, hard to reach locations)</li><li>- Disinfectant <a href="#">Footwash</a> Mats</li></ul>
EPA Registration:	1677-238
Safety Data Sheet:	<a href="#">Link Here</a>
Special Notes:	<ul style="list-style-type: none"><li>- Do not mix with bleach or other chlorinated products. Mixing will cause chlorine gas.</li><li>- At dilution, no special protective equipment is required for handling.</li><li>- Wear gloves and goggles when using pump sprayer to disinfect large areas.</li></ul>

### 1. Using Ecolab Peroxide Disinfectant

- a. Contact your Ecolab rep to ensure dilution concentration of disinfectant is accurate.
- b. Allow the disinfectant to run for 1-2 seconds before filling up spray bottles to ensure stagnant water is flushed out from the tubes and the disinfectant has the correct dilution concentration.
- c. Kitchen and Equipment Usage
  - i. Cover any food product near the cleaning area.
  - ii. Remove debris from the surface using a kitchen cloth.
  - iii. Scrub down the surface with soapy water to loosen debris, grease, and stains.
  - iv. Wipe down or squeegee the soapy residue.
  - v. Spray area with Peroxide disinfectant and allow the chemical to sit for 2 minutes.
  - vi. Once the disinfectant has dried, spray down the surface with quaternary sanitizer liquid (200-400ppm) and wipe off with single use paper towels.

1. NOTE: Only use this method to wipe off sanitizer after using the Peroxide disinfectant. Disinfectant will rid the surface of germs and viruses, while Sanitizer makes surfaces food-safe.

QUATERNARY DISINFECTANT: <a href="#">CLEANSETEC RINSEQUAT</a>	
Contact Time:	> 60 seconds
Active Ingredients:	Quaternary Ammonium compounds, Chloride
Vendor:	Cleansetec
Equipment Needed:	<ul style="list-style-type: none"> <li>- Sani buckets</li> <li>- Single-Use C-Folds (for FOH)</li> <li>- Three-Compartment Sink (for warewashing)</li> <li>- Clean Kitchen Towels (for equipment cleaning)</li> </ul>
EPA Registration:	10324-63
Safety Data Sheet:	<a href="#">Link Here</a>
Special Notes:	<ul style="list-style-type: none"> <li>- Should not be used in place of peroxide disinfectant.</li> <li>- Only use for wiping down food contact surfaces that have been disinfected with peroxide disinfectant OR in the third compartment of a 3-compartment sink.</li> </ul>

#### 1. Using Cleansetec Rinsequat

- a. The solution must be diluted to 200-400ppm and tested multiple times daily for proper dilution levels using Vendor Test Strips. Use the [Chemical Concentration Log](#) to record dilution levels.
- b. Usage Guidelines
  - i. Only use for wiping down food contact surfaces that have been disinfected with peroxide disinfectant:
    1. Cutting boards, mixing bowls, hotel pans, tools, etc.
    2. Food contact surfaces and tabletops
  - ii. For spray applications, spray 6 to 8 inches away from surface.
    1. Wipe off using a c-fold/ single use paper towel.

- iii. If disinfectant has not been previously used, the surface must remain wet for at least 60 seconds, then let the surfaces drain and then air dry.

HAND SANITIZER: <a href="#">ECOLAB FOAM HAND SANITIZER</a>	
Contact Time:	> 60 seconds
Active Ingredients:	62% Ethyl Alcohol
Vendor:	Ecolab
Equipment Needed:	- Touch-Free Foam Hand Sanitizer Dispensers
EPA Registration:	N/A
Safety Data Sheet:	<a href="#">Link Here</a>
Special Notes:	<ul style="list-style-type: none"> <li>- Should not be used in place of washing hands.</li> <li>- Meets FDA requirements for Healthcare Personnel Handwash.</li> </ul>

1. Using Hand Sanitizers

- a. Hand sinks and soap should be readily available throughout the restaurant. In instances where clean running water and soap are not available (such as when delivering food or working outside of a restaurant), use hand sanitizer with 60-90% alcohol content.
- b. Apply a generous amount of sanitizer and rub hands together until completely dried (about 30 seconds).
- c. Hand sanitizers should not replace handwashing, as handwashing will remove and potentially deactivate the virus from fingers and hands, and a hand sanitizer will kill the virus but not remove it from the hand.

2. Installing Dispensers

- a. Automatic No-Contact Dispensers are preferable.
- b. Dispensers should be located at all Point-of-Entry locations:
  - i. Entrances to the restaurant
    - 1. Delivery hatches, side and back doors
    - 2. Host Stand
  - ii. All areas outside of restrooms
  - iii. Office
  - iv. Locker rooms and storage facilities

3. Handling Ecolab Foam Hand Sanitizer
  - a. Flammable-- keep away from heat and open flame.
    - i. Store in a cool area, between 32-86°F.
4. Using Non-Alcoholic Hand Sanitizer
  - a. CDC notes non-alcoholic hand sanitizer is less effective against COVID 19.
  - b. Individuals who cannot use alcohol-based hand sanitizers should be encouraged to wash their hands with soap and clean water. Potential considerations for staff/guests/visitors:
    - i. Guests sensitive to alcohol
    - ii. Religious restrictions to abstain from alcohol
    - iii. Skin conditions sensitive to alcohol
5. **Sources**
  - a. [CDC Hand Hygiene](#)
  - b. [Study on Alcohol Contact Sensitivities](#)

## **Cleaning Surfaces**

### **1. Policy**

- a. Work tables, work stations, and high touch surfaces must be disinfected at least every hour and be logged by the Safety Manager.
  - i. High touch surface areas include:
    1. Handrails
    2. Faucet knobs
    3. Drawer handles
    4. Lowboy handles
    5. Walk-in handles
    6. Reach-in handles
    7. Equipment and product racks
    8. Commonly used kitchen equipment (can openers, hobart button/lever, kitchenaid, etc.)
- b. This standard is also to be used any time a new work surface or area is being set up for use, between tasks, and after it has been utilized.

### **2. Equipment/Tools Needed**

- Spray bottles
- Clean towels/paper towels
- Sani bucket or spray bottles filled with Quat Sanitizer solution at proper dilution (200-400ppm)
- Spray bottle of Peroxide Disinfectant
- Disposable gloves
- Clean safety equipment (Face mask, gloves, disposable apron if necessary)

### **3. Procedure**

- a. Always wear appropriate safety equipment such as a face mask and disposable gloves.
- b. If a surface is visibly dirty, first clean using a regular cleaning product, such as soapy water. This needs to be done before a disinfectant agent is used.
- c. Employees should understand the manufacturer's directions (ex: application method, contact time) before using any cleaning agent such as disinfectant or sanitizer.
- d. Proceed to disinfect the desired area using a clean towel or c-fold and the peroxide disinfectant.
- e. Leave the disinfectant on the surface for 2 minutes to allow for thorough disinfection.
- f. If cleaning a food-contact surface, wipe the surface using a quaternary sanitizer afterwards to ensure that it is food-safe.

- g. This procedure should also be used every hour to ensure proper disinfection throughout daily operation. The logs posted in each area should be used to verify this.
- 4. Supporting Materials (Logs, Signage, Training & Locations)**
- a. This SOP will be posted in view at each applicable station.
  - b. [Hourly Station Sanitization and Disinfection Log](#)
- 5. Accountability (how the SOP will be enforced/managed)**
- a. MOD to enforce and hold all accountable for following this procedure.
  - b. Hourly log of surface cleaning to be kept and verified.
- 6. Sources**
- a. [NYC Department of Health](#)
  - b. [CDC: How to Clean and Disinfect Your Facility](#)

## **BOH - Cleaning Kitchen Equipment**

### **1. Policy**

- a. Kitchen equipment must be disinfected before and after each use and at least every hour, whichever is more frequent.
- b. Any food contact surfaces must be sanitized after disinfecting to be considered food safe.
- c. When not in use, store kitchen equipment away to prevent contamination.

### **2. Equipment/Tools Needed**

- a. Spray Bottle
  - i. Quat Sanitizer at proper dilution (200-400ppm)
  - ii. Peroxide-based Disinfectant
- b. Sanitizer Bucket(s)
- c. C-Fold paper towels
- d. Clean safety equipment (Gloves, Mask, Disposable Apron)

### **3. Procedure**

- a. Disassemble all removable pieces from the equipment to be cleaned.
- b. Properly scrub, wash, rinse and sanitize all parts using a commercial dishwasher or 3-compartment sink.
- c. Spray down with Peroxide disinfectant for non-food contact machinery.
  - i. Blender base, kitchen mixers, food processors, etc
    1. Knobs, switches, levers, buttons, cables
    2. Make sure equipment is unplugged before proceeding.
  - ii. Wipe off Peroxide with a single use paper towel after 45 seconds.
- d. All pieces of equipment should be left to air dry after washing, then reassembled.

### **4. Supporting Materials (Logs, Signage, Training)**

- a. Training all employees on proper procedures.
- b. Create signage using this SOP above warewashing stations.

### **5. Accountability (how the SOP will be enforced/managed)**

- a. MOD to enforce and hold all accountable for following this procedure.

### **6. Sources**

- a. [Westlaw NYC Sanitization Guidelines](#)
- b. [CDC Hand Hygiene](#)
- c. [EPA List of Approved Disinfectants](#)

## **BOH - Warewashing/Dish Area Flow**

### **1. Policy**

- a. Dish areas and stations should be set up so that 6 feet of social distancing can be maintained during service.
- b. Dish areas should be set up to ensure dishes are cleaned properly without a risk of contaminating cleaned items.
- c. The dish area should be fully cleaned and disinfected at the end of the shift.

### **2. Equipment/Tools Needed**

- a. Designated drop-off area for soiled items
- b. Designated pick-up area for clean items
- c. Clean towels
- d. Sanitizer bucket
- e. Chemical test strips
- f. Commercial Dishwasher
- g. Designated chemicals for warewashing (EPA-approved cleaning products that are effective against COVID-19)
- h. Clean Safety Equipment
- i. Coarse Scrub Pad
- j. High pressure hot water spray hose
- k. Spray bottles

### **3. Procedure**

- a. For Opening:
  - i. After following proper arrival, uniform and safety equipment protocols, first rinse all work surfaces with water then wipe with a clean towel soaked in rinse quat to ensure removal of any residual peroxide disinfectant.
    1. Make sure to include handles of faucets, spray nozzles, levers and food traps on the dishwasher itself.
  - ii. Set up proper containers and area designations for silverware/flatware, utensils, pots, pans and equipment 6 feet apart from the station.
  - iii. Check that all chemicals are stocked, that hoses are submerged in their respective chemicals and that water and chemical lines are flowing.
  - iv. Fill the dish tank and use appropriate chemical test strips to ensure proper dilution of sanitizer solution (200ppm).
    1. Check sanitizer solutions periodically to ensure proper dilution and strength after multiple sanitizations and log the concentration values in the [Chemical Concentration Log](#).
    2. Verify manufacturer's specifications for chemical calibrations and water temperature.

- b. Silverware & Flatware:
  - i. Organize Dirty Dishes/Equipment/Flatware.
    - 1. All dirty silverware and flatware should be stored in its designated area.
    - 2. Each item should be put in its place preferably as close as possible to the dish area, while maintaining a safe distance (6ft) from whoever is operating the machine.
  - ii. Remove debris and stubborn pieces of food.
    - 1. All silverware, china, and equipment should be submerged in a pre-soak detergent solution.
    - 2. Scrub if needed, careful not to damage any equipment, plates, or flatware.
    - 3. Spray off food debris with hot, high pressure water.
  - iii. Place items in the dishwasher.
    - 1. Do not overload the dishwasher to ensure that all surfaces are in contact with hot water containing the proper dilution of active chemicals. These dilutions and chemicals may vary depending on the type or model of dishwasher. Refer to the user manual in order to determine proper usage.
  - iv. Let the machine run its complete cycle, unload, and restock clean items.
    - 1. Place clean items in their corresponding areas. Items that are to be passed off to others (silverware, plateware, commonly used utensils, pots and pans) should be in a designated area far enough away from the person working the dish tank to maintain physical distance.
    - 2. Depending on the size and layout of the operation, this may also call for a secondary, designated person to handle all clean items and their storage.
  - v. Return all other larger items to their storage locations.
    - 1. Larger items should be moved in groups to minimize the traffic you encounter while traveling to and from the dish area.
  - vi. If space allows for it, establish traffic lanes to avoid bottlenecks and crossover between employees.
  - vii. Every 30 minutes, check the dish machine water and change as necessary, depending on usage and volume.
  - viii. Log the time and PH level of the water & sanitizer each time after testing or changing in the [Chemical Concentration Log](#).
  - ix. Bus-tubs or any container used for holding soiled dishes should be washed before re-circulating back into the restaurant.
- c. For Closing:

- i. After all items have been cleaned and properly stored, empty out traps from the dish machine and clean them well with soapy water, then run them through the dish cycle.
- ii. Rinse all work surfaces with water and scrub with hot soapy water.
- iii. Spray work surfaces, faucet handles, spray nozzles and dishwasher levers with peroxide disinfectant and let it sit for 45-60 seconds to air dry.
- iv. Wipe with a clean towel soaked in rinse quat then let it fully air dry.
- v. Leave all cleaned and disassembled pieces flat on the station in preparation for EOD Deep Clean and Disinfection.

4. **Supporting Materials (Logs, Signage, Training & Locations)**

- a. [Chemical Concentration Log](#)
- b. Signage to determine designated areas for clean / dirty items.
- c. Signage or training to determine "traffic" lanes in order to avoid bottlenecks / cross-over.

5. **Accountability (how the SOP will be enforced/managed)**

- a. MOD/SM to enforce and hold all employees accountable for following this procedure
- b. Logs shall be printed in bulk and attached to clipboards at the each designated dish station to be completed and checked by the MOD at the start and end of each 8 hour shift.

## **FOH - Cleaning**

### **1. Policy**

- a. Dining tables must be disinfected and cleaned after each use, following the Cleaning Surfaces procedure.
- b. High touch surfaces must be disinfected every hour and logged by the Safety Manager:
  - i. Tabletops
  - ii. Bar & Countertops
  - iii. Chairs
  - iv. Purse Hooks
  - v. POS Screens
  - vi. Tablets
  - vii. Door Handles
  - viii. Pens
  - ix. Credit Card Readers
  - x. Check Presenters
  - xi. Drink trays
  - xii. Host/Greeter stand
- c. Guest Restrooms
  - i. Restrooms should be cleaned and disinfected after every use or every 30 minutes, whichever is more frequent.
  - ii. Pay attention to high touch surfaces such as:
    1. Faucet Handles
    2. Soap Dispensers
    3. Toilet Paper Holders
    4. Mirrors
    5. Toilets and Flushing Lever/Buttons
    6. Walls
    7. Towel holders

### **2. Procedure**

- a. Dining Room Usage
  - i. Employees should wear appropriate safety equipment when using the disinfectant:
    1. Face mask
    2. Gloves
    3. Laundered uniform and apron
  - ii. Option 1: Peroxide Disinfectant
    1. Spray down and use single-use paper towels to remove food debris, sauce, stains, spills for preliminary cleaning of the tables and chairs.
    2. Thoroughly spray down, a second time, for tables, chairs, and high touch surfaces.

- a. Focus on table edges and corners, under tables, backs of chairs, under chairs, purse hooks, and any adjacent areas that may have been used.
      - b. Let the disinfectant sit and dry for 2 minutes. Allow extra contact time for any porous surfaces.
      - c. After waiting the appropriate contact time, wipe off the Peroxide disinfectant with single use paper towels.
      - d. Change gloves and wash your hands each time after disinfecting.
    - iii. Option 2: Single Use 70% Alcohol Table Turners ([Example](#))
      - 1. Use single-use paper towels to remove food debris, sauce, stains, spills for preliminary cleaning of the tables and chairs.
      - 2. Use disposable alcohol-based table turners to wipe and disinfect for tables, chairs, and high touch surfaces.
        - a. Focus on table edges and corners, under tables, backs of chairs, under chairs, purse hooks, and any adjacent areas that may have been used.
        - b. Use extra wipes for maximum potency for alcoholic disinfectant.
        - c. Discard wipes, change out gloves and wash your hands after disinfecting.
      - 3. Secondary use
        - a. Pre/Post Bathroom Usage for Guests
          - i. Allows guests to use for wiping down surfaces while in the bathroom for disinfecting and ease of mind.
          - ii. Allows for guests to use for hands post bathroom usage.
3. **Accountability (how the SOP will be enforced/managed)**
- a. MOD/SM to enforce and hold all accountable for following this procedure.

## **Office Cleaning**

### **1. Policy**

- a. The office should be cleaned at the start and end of the day, as well as after each use.
- b. Proper scheduling should be put in place to ensure accountability, cleanliness, and adherence to limited capacity guidelines.
- c. For electronics, always follow the manufacturer's cleaning and disinfection instructions.
  - i. Consider the use of wipeable covers for electronics.

### **2. Procedure**

- a. A cleaning schedule should be put in place to delegate cleaning.
  - i. Each person should disinfect all contact surfaces in the office before and after working in the office.
  - ii. A manager must clean and disinfect the office after each use and at the beginning and end of each day.
- b. Disinfecting Electronics (printers, phones, keyboards, mice, iPads, etc...)
  - i. If no manufacturer guidance is available:
    1. First remove any visible dirt and contamination from the device surface.
  - ii. To disinfect, use an alcohol-based wipe containing at least 70% alcohol.
  - iii. Dry surfaces thoroughly to avoid pooling of liquids. Allow all surfaces to air dry thoroughly.
  - iv. Do not spray electronic devices directly to avoid potential damage to the device.
- c. Hard Non-Porous Objects (desk, doorknob, safe, light switches, etc...)
  - i. First clean using a regular cleaning product, such as soapy water or kitchen sanitizer to remove any visible dirt.
  - ii. After the area has been cleaned, disinfect the area by wiping the surface or object thoroughly with an alcohol-based wipe or peroxide disinfectant-dampened C-fold and let it air dry for at least 2 minutes.
- d. End of Day Sanitization steps below should be implemented in the office at the end of the day.

### **3. Accountability (how the SOP will be enforced/managed)**

- a. MOD/SM to enforce and hold all accountable for following this procedure.

### **4. Sources**

- a. [Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019](#)

## **End of Day Deep Clean**

### **1. Policy**

- a. This protocol should only be used after all equipment is scrubbed free of debris, rinsed, and dried.
- b. The End of Day Disinfecting should be the last task performed in the restaurant every day. The individual who performs the disinfecting procedure should immediately leave the premises upon completion.
- c. All surfaces, smallwares, and equipment must be cleaned and put away before starting the End of Day Sanitization process.
- d. Managers should delegate different areas for employees to clean in order to follow social distancing guidelines.
- e. Each restaurant management team should establish a path of disinfecting within their restaurant in order to avoid additional contamination or redundant disinfecting.

### **2. Equipment/Tools Needed**

- a. Chemicals:
  - i. Peroxide Disinfectant (Ecolab)
  - ii. Quaternary Sanitizer (Cleasetec)
- b. Equipment
  - i. Test Strips for Quat Sanitizer
  - ii. Spray Pump for Peroxide Disinfectant
  - iii. Sanitizer Bucket(s)
  - iv. Clean Towel(s)
- c. Safety Equipment
  - i. Safety Equipment Disposal near building exit
  - ii. Clean Safety Equipment:
    1. Gloves
    2. Face masks
    3. Disposable sleeves
    4. Disposable hair cover
    5. Plastic apron

### **3. Procedure**

- a. Prepare BOH/FOH spaces for disinfection.
  - i. Ensure that all surfaces are clean and free of debris.
  - ii. All food products should be tightly wrapped and stored properly.
  - iii. Make sure that all flatware, plateware, pots, pans and utensils are wrapped or covered to avoid contamination from chemicals.
  - iv. Leave any personal items close to the restaurant exit to avoid walking through the disinfected restaurant when locking up and leaving the premises.

- b. Once this is accomplished, a designated manager should report to a designated area to change into clean safety equipment (plastic apron, hair covering, mask, gloves, and disposable sleeves).
  - c. Fill the spray pump with Peroxide Surface Disinfectant. The designated cleaning person will operate within the space on their own to ensure no other parties contaminate the area during disinfection.
  - d. The cleaner should begin at the designated starting point and spray every surface with Peroxide Surface Disinfectant, working the spray up and down as they follow the path and walk to cover all potentially contaminated surfaces.
  - e. Give extra attention to commonly touched surfaces, such as:
    - i. Low boy and walk in handles,
    - ii. Door knobs, stove knobs, railings
    - iii. Counter-top and edges
    - iv. Keyboards, POS surface, telephone set, safe
    - v. Dishwashing area, faucet, spray hose
    - vi. Furniture
  - f. Make sure to evenly distribute the disinfectant across all surfaces so that nothing is missed. Ensure that all lower shelving units are being covered with disinfectant.
  - g. After all surfaces are sprayed with disinfectant, the Safety Manager will log and sign off on completing the disinfection, dispose of their safety equipment in a designated area, and fully close and lock up the restaurant.
4. **Supporting Materials (Logs, Signage, Training)**
- a. [EOD Deep Clean Log](#) (to be filled out and signed by the SM)
  - b. Training to take place with all employees
5. **Accountability (how the SOP will be enforced/managed)**
- a. Enforced and completed daily by SM and staff.
  - b. Cleaning checklist and log to be filled out by SM before exiting the premises.
  - c. SM should take visual evidence every night of deep clean via video and photos.