

**Checklist of Efforts to Prevent the Spread of COVID-19  
(For Restaurants, Pubs, and Other Food Establishments)**



**1. Wear a mask and wash your hands regularly.**

- Ask customers and employees to wear a mask.
- Ask customers and employees to wash and sanitize their hands regularly.
- Establish disinfection stations in various places.

**2. Practice social distancing. (Maintain a distance of more than 2 meters.)**

- Guide lines and restrict entry as necessary to avoid crowded stores.
- Partition seats to prevent droplet transmission, maintain a distance of at least 1 meter (more than 2 meters when possible), and ask customers and employees to refrain from talking loudly.
- Decrease contact between customers and employees during payment. Instead of handing over cash directly, use cash trays or cashless payment options.

**3. Avoid the Three Cs (Crowded places, Close-contact settings, Confined and enclosed spaces).**

- Restrict the number of customers and establish a dining or drinking time limit during peak hours.
- Ventilate regularly. Open doors and windows and use ventilating fans (at least twice per hour).
- Ventilate employee break rooms at all times or regularly, and avoid having meals and conversations while facing each other.

**4. Clean and disinfect common spaces, and practice proper hygiene.**

- Disinfect tables and counters between customers.
- Avoid serving food in large plates. Instead, have employees serve customers, or take other precautions.
- Wear a mask and gloves for cleaning, disinfection, and garbage collection. Wash and sanitize your hands afterwards.

**5. Be aware of customer and employee health.**

- Ask customers who have a fever or cough to refrain from entering your establishment.
- Confirm employees' physical condition as they arrive at work. Ask them to rest if feeling unwell.
- Take precautions such as keeping a list of customers, in case someone tests positive for COVID-19.

**6. Miscellaneous cautions**

- Avoid crowding at registers by guiding lines or allowing bills to be paid at tables.
- Disinfect karaoke microphones frequently and ask customers to wear a mask when singing.
- Ask customers to refrain from pouring drinks for others and sharing glasses.

**In addition to the above, please follow your business or organization's guidelines.**

