



Restaurant Readiness for Takeout Discussion Guide

1. People	YES / NO	Comments
Mock schedule devised with staffing needs, adjusted FC projections and additional required positions planned/ prepared (<i>Hospitality & Sanitation Coordinator</i> required during all hours of operation)		
Floor Plan devised for the week with Social Distancing and designated guest/high touch point sanitation lead identified?		
Wellness check with Crew and managers to ensure NO symptoms or illness is executed.		
GM is aware of the Rapid Response Staffing Guide document and has a staffing plan to address gaps?		
If utilized does the store follow Employee Temperature Screening procedures properly?		
McHire or staffing plan in place to address needs analysis <i>Hospitality & Sanitation Coordinator</i> properly trained on additional responsibilities and clearly identifiable (vest, special uniform, etc.)		
2. Customer Communication Plan	YES / NO	Comments
Clean exterior and Restaurant is inviting		
Current P.O.P / Menu board and MOP app updated and displayed properly with Limited Menu Messaging (limited menu with posted signage , as appropriate)		
Proper signage (including locally mandated) is posted indicating Social Distancing or Dining Room Closed on doors.		
Proper signage posted in restaurant for Beverage Bar closure , Play place closure . Barriers around the perimeter of the seating area .		
The front counter is set up for social distancing. Safety circles are clean, visible, and properly installed on floor.		
Handwashing signage posted in both restrooms		
General Cleanliness signage posted		
Have you posted the Enhanced Safety Measures customer awareness signage?		
3. Internal Communication Plan	YES / NO	Comments
General Manager aware of Coronavirus Resource Center and Crew Guidance for Customers.		
Reviewed with team the General Covid-19 talking points , Operating during the outbreak ;to include expectations on how to address customers in this new environment. Re-orientation of social distancing, handwashing, wellness checks, and etc.		
Inventory and verify enough cleaning supplies for increased utilization (e.g. hand soap, sanitizer, paper towels, cleaning supplies, toilet paper, etc.)		
Safety and Sanitation Safeguards reviewed with all management team members		



Have all crew watch Coronavirus Takeout Precautions Video		
4. Operations	YES / NO	Comments
FC Protective Panels purchased or DIY are installed		
Contactless Operations being executed properly		
Outside patio not being used		
All orders placed per our normal operating standards except Kiosks (Front counter, Drive thru, McDelivery and MOP): <i>** Remove all table tents from the Kiosks as table service will not be offered during contactless operations. In addition, relocate hand sanitizer kits per direction on the microsite</i>		
FC Drinks programmed to the DT panel		
ABS procedures for takeout		
Printers programmed for 2 nd receipt for DT Accuracy		
Proper floor directional decals installed indicating Social Distancing (including locally mandated)		
5. McDelivery/ MOP Operations		
3 Tamper Resistant stickers being used correctly for McDelivery		
McDelivery Procedures and contactless handoff / being completed.		
For Captive DT Lanes, the Skip Car Function/ Order Recall is used.		
Plan to educate customers how to download app and place mobile order via the Mobile App		
Ensure hours of operation are adjusted in GMA, Delivery, and E-Restaurant.		
All Delivery signage/MOP signage posted per McSource and curbside signage available		
6. Food Safety and Sanitation	YES / NO	Comments
Clean Dining Room Clean - Are floors, walls, ceilings, and equipment clean?		
Restrooms Clean -Stocked, enough supplies available for customers, and Good Repair (Check Both).		
Beverage Bar Clean – Not being used		
Customer visible areas clean and organized – No Clutter.		
Cup caddy removed from dining room.		
Kiosks Clean, Not being utilized and signed out.		
Is the Protective Paneling Clean - Protective Paneling Cleaning		
Handwashing Timer active and being conducted.		
Hand sinks stocked, accessible, and only used for handwashing w/ water at 100 degrees.		
Hand Sanitizer dispensers stocked and being used in recommended locations (e.g. back cash booth, pick up area, and entrances).		
3:1 Spray bottles readily available and stored properly.		
Proper Gloves use being executed and followed		
Only APPROVED Cleaning Products being used.		



Management team is aware of alternate sanitization procedures if Peroxide Multi-Surface Cleaner is not available.		
Masks Procedures properly executed		
A Deep Cleaning has been completed? Also an ongoing routine established for the restaurant (e.g. weekly/bi-monthly)?		