



RESTAURANT RECOVERY CLEANING AND DISINFECTING PROCEDURE

Rodrick Group McDonald's includes:

7413 - Guy Enterprises, Inc. 345 Bayshore Blvd. SF CA 94124
3228 - 24th Street Mac, Inc. 2805 Mission St. SF CA 94110
10179 - 5454 Street Mac, Inc. 5454 Mission St. SF CA 94112
15473 - Front Street Mac, Inc. 235 Front St. SF CA 94111
16932 - Rodrick Foods, Inc. 302 Potrero Ave. SF CA 94103
22995 - Yosemite Street Mac, Inc. 5411 3rd St. SF CA 94124
36677 - Sutter Street Mac, Inc. 441 Sutter St. SF CA 94108

SIR Restaurant Group, Inc.
1462: 2114 Fourth St. San Rafael CA 94901
1561: 600 Redwood Hwy. Mill Valley CA 94941
8021: 2750 Geneva Ave. Daly City, CA 94014
11597: 190 Merrydale Rd. San Rafael, CA 94913
11742: 255 Winston Dr. SF CA 94132

PREPARATION

1. Create a task force to train and perform cleaning, sanitizing and disinfecting of the restaurant.
2. Be sure to have a restaurant manager and above involved in the clean-up procedure.
3. Maintenance personnel should be included in the team to help with proper equipment cleaning.
4. Review list of all high touch point areas that are critical to clean and disinfectant within the restaurant on page 5.
5. Cover and store all food products before implementing the procedures.
6. Perform cleaning at night or other times when the restaurant is closed.
7. Arrange to have a sufficient number of restaurant crew members for the clean-up process. (minimum of 6 people)
8. Perform a training session with the group prior to the clean-up procedure.
 - Discuss the reason for cleaning and disinfecting. Ensure a reportable disease reporting process is in practice and understood by all associates and management. Follow your local health departments recommendations.
9. Discuss characteristics of the virus found and its impact on public health.
10. Give clear directions on the cleaning and disinfecting process.
11. Define the schedule for cleaning including the approximate time necessary for the procedure.
12. Advise the team to be careful and wear slip resistant shoes, since the floors may be wet and slippery.
13. Arrange break times by providing snacks and drinks. Use this time for evaluation of the status of cleaning procedures and for any changes needed in the procedure.
14. Anyone involved in cleaning process must wash and/or sanitize hands at the start and end of each break.
15. Together with restaurant management, make sure that there is a sufficient supply of cleaning tools and products.
16. The following supplies are necessary:
 - Spray bottles filled with Peroxide solution (3:1 cleaner/disinfectant) for each area to be disinfected
 - Disposable or cleaning gloves
 - Paper towels
 - Quat and Chlorine sanitizer test strips
 - Cleaning/sanitizing (food contact)/disinfecting (non-food contact) products
 - KAY® SolidSense™ All Purpose Super Concentrate (APSC)
 - KAY® SolidSense™ Sanitizer 150-400 ppm
 - KAY-5® Sanitizer/Cleaner 100ppm (towel buckets)
 - KAY® Peroxide Multi Surface Cleaner and Disinfectant (3:1 cleaner/disinfectant)

- McD® Foaming Antibacterial Hand Soap
- KAY® QSR Hand Sanitizer
- Clean bucket filled with APSC solution for each area to be cleaned
- Two buckets filled with clean, sanitizer-soaked towels and KAY-5® Cleaner/Sanitizer solution for each area to be cleaned
- Mop buckets and mops (rinse thoroughly then spray sanitizer solution on the mop bucket and mop heads after cleaning is complete)
- Trash cans for each work area
- Tools that may be required for reaching hard to reach areas
- Ensure that SDS for all cleaning products are readily available upon request and that SDS instructions (for example, on how to use, handle and store product) are followed.
- Ensure that all employees on cleaning crew are trained on OSHA's Hazard Communication Standard.

PERSONAL HYGIENE

1. Ensure that hand wash sinks are operational and are fully stocked with antimicrobial soap and disposable towels.
 2. Ensure hand wash signage is in place.
 3. Ensure that handwashing water temperature is available, at least 100° F/38°C.
 4. Ensure that the hand washing sinks are not used for any other purpose and accessible at all times for crew use.
 5. Ensure proper handwashing techniques and frequencies are being practiced.
 6. Clean hands and exposed portions of arms using hand soap in a handwashing sink following the procedure below:
 - Rinse under clean, running warm water
 - Apply McD® Foaming Antibacterial Hand Soap, rub together vigorously for at least **20 seconds**, paying particular attention to removing soil from underneath fingernails
 - Thoroughly rinse under clean, running warm water
 - Dry hands using disposable towels
 7. Use disposable paper towels when touching surfaces or faucet handles on a handwashing sink or the handle of a restroom door to avoid hand recontamination.
 8. Ensure the use of disposable gloves when cleaning. If a tear or hole occurs in the disposable glove while cleaning, remove the glove and wash hands following proper procedures. Then, put on a new set of disposable gloves to continue the cleaning task. **Be sure to clean hands after removing gloves**
- Note: Glove use does not replace the need for handwashing.**
9. Provide aprons to all employees during this cleaning. Launder aprons after cleaning and disinfecting procedure is completed.



FOOD EQUIPMENT AND SMALLWARES CLEANING AND SANITIZING

1. Wash rinse and sanitize all food contact utensils, trays, prep table pans, food containers and other small equipment at the back sink or in a warewasher and then allow to air dry.
2. All food contact surfaces, equipment, and utensils within the eating establishment should be sanitized and allowed to air dry.

RESTAURANT AND KITCHEN SURFACE CLEANING AND DISINFECTING

Disinfect all non-food contact surfaces including areas frequently touched by hands. Reinforce daily cleaning and sanitizing procedures from the Planned and Daily Maintenance O&T Manual.

CLEANING:

1. Fill a clean bucket with KAY® SolidSense™ All Purpose Super Concentrate solution.
2. Dip a clean sanitized-soaked towel in the APSC bucket, remove all excess soil by wiping, or scrubbing the surface
3. Use clean, sanitizer-soaked towels and replace with new clean towels once the towel becomes soiled to avoid cross contamination.
4. Change cleaning solutions frequently.
5. Discard paper towels and nonabrasive pads regularly.

RINSING:

1. Remove detergent with a thorough, potable water rinse of the pre-cleaned surfaces using a clean, sanitizer-soaked towel. Change towels often.

DISINFECTING:

1. Spray contact surface, equipment or high-touch point surface heavily with Peroxide solution (3:1 cleaner/disinfectant) and allow to be wet for at **least 45 seconds or allow to air dry.**
 - If a food contact surface is contaminated, after disinfection, thoroughly rinse surface with potable water and sanitize with KAY® SolidSense™ Sanitizer, according to label directions.
2. Allow all surfaces to air dry.
3. Wash hands after the disposal of used gloves and paper towels.

Notes:

- *Do not use the tools designated for food contact surface areas in other areas. All brushes and tools must be washed, rinsed and immersed in sanitizing solution after use.*
- *Clean and dry all tools; store tools in a sanitary manner in designated areas.*
- *Follow approved label and SDS directions.*
- *Do not clean blood or other potentially infectious materials (human body fluids); call an outside vendor to do this cleaning.*



Cleaning and Disinfecting Checklist - High Touch Points

	Employee Assigned	Manager Sign Off (initial)
<p>NOTE: Clean and disinfect any surface that hands may have touched (allow solution to sit on surface for at least 45 seconds or air dry)</p>		
Back of House	Employee Assigned	Manager Sign Off (initial)
Door handles and push plates and area surrounding		
Handles of all the equipment doors and area surrounding		
Equipment operating push buttons		
Equipment display screens		
Ice machine door		
Handles of the dispensers (beverage, etc.)		
Ice scoops		
Walk-in and other refrigerator handles and area surrounding		
Walk-in refrigerator and freezer plastic curtains		
Freezer handles and area surrounding		
3-compartment sink and mop sink handles		
Handwash sink handles		
Soap dispenser push plates at handwash sink		
Cleaner dispenser push buttons		
Towel dispenser handle at handwash sink		
Trash receptacle touch points		
Cleaning tools		
Buckets		
Bump bars		
All kitchen counter surfaces		
Trash cart handles		
Shelving units/racks		
Ladders		
Washing machine lid/controls		
Mop sink handles and dispensers		
Bun racks		



Service Area	Employee Assigned	Manager Sign Off (initial)
Headsets and batteries ** See microsite for cleaning details Headset Cleaning		
Point of sale registers (POS) ** See microsite for cleaning details Technology Equipment Cleaning		
All service area counter surfaces		
Drive-Thru window handles and area surrounding		
All service equipment operating push buttons		
All service equipment display screens		
Handles of all the equipment doors and area surrounding		
Bump bars		
Service area handwash sink handles		
Service area soap dispenser push plates at handwash sink		
Service area towel dispenser handle at handwash sink		
RMHC collection boxes		
Credit card readers ** See microsite for cleaning details Technology Equipment Cleaning		
Coin changer quick cup		
Telephone keypad and handset		
Biometrics ** See microsite for cleaning details Technology Equipment Cleaning		
Mobile Scanners** See microsite for cleaning details Technology Equipment Cleaning		
ORB Scanners/ Touch screen** See microsite for cleaning details Technology Equipment Cleaning		



Office and Crew Room	Employee Assigned	Manager Sign Off (initial)
Back Office equipment **See microsite for cleaning details Technology Equipment Cleaning		
Manager's office cabinet handles		
Office desk and items on the desk that would be touched		
Safe keypad and handle		
Outside of coin changers		
Register tills		
Telephone keypad and handset		
Safe keypad** See microsite for cleaning details		
Crew room tables and chairs		
Lockers		
Any other equipment that would be touched (computer, remote etc.)		
Coat racks and hangers		
Managers' clipboard		



Dining Area	Employee Assigned	Manager Sign Off (initial)
Door handles, push plates, thresholds and hand railings		
Dining tables		
Chairs and booths		
Trash receptacle touch points		
Highchairs		
Front counter		
Drink and condiment dispensers and area surrounding		
Display cases		
Table Locators		
All digital touchscreens		
Kiosks ** See microsite for cleaning details		
Cup cart		
Trays		
Drink station and condiment center		
Mop sink handles and dispensers		
Restrooms	Employee Assigned	Manager Sign Off (initial)
Door handles and area surrounding		
Sink faucets and toilet handles		
Towel dispenser handle		
Soap dispenser push plates		
Baby changing station		
Trash receptacle touch points		
Hand dryers		

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