



DOT-ACCREDITED RESTAURANTS Safety Seal Assessment Checklist

INDICATOR	YES	NO	REMARKS
MINIMUM PUBLIC HEALTH STANDARDS (for ALL Employees, Customers and Suppliers)			
1			Use of StaySafe.ph App or other contact tracing apps integrated with the same
2			Completion of Health Declaration and Contact Tracing Forms upon entering the restaurant premises
3			Mandatory body temperature checking
4			Contactless transactions (e.g. payment, delivery and food take-out)
5			Strict observance of: <ul style="list-style-type: none"> * Proper wearing of face mask and face shield • Proper Physical Distancing • Respiratory etiquette • Hand hygiene (and proper hygiene/grooming for employees)
6			Regular briefing on updated health and safety information, protocols, and other relevant management policies
EMPLOYEE HANDLING			
1			Provision of appropriate PPEs for employees depending on the scope of work, such as but not limited to: <ul style="list-style-type: none"> • Hairnets • Face masks • Face Shield • Gloves • Apron
2			No wearing of jewelries (e.g. rings, bracelets, watches, earrings, and exposed body piercings, etc.) for kitchen personnel while working
3			Use of appropriate utensils (spatulas, tongs, single use gloves, or dispensing equipment) when touching food. Proper hand washing for 20 seconds before and after removing gloves
4			Shifting schedules for staff break and meal times
5			No loitering outside employees' work stations and no unnecessary chatting
6			Annual health check-up for employees

INDICATOR	YES	NO	REMARKS	
RESTAURANT MANAGEMENT AND OPERATIONS				
1	Maintenance of cleanliness in the restaurant premises including the kitchen, counter, storage, back areas, and parking			
2	Observance of maximum allowable seating capacity based on the community quarantine level			
3	Tables and chairs must be at least one (1) meter distance on all sides. For fixed seats, alternate seats are used			
4	Installation of transparent dividers for face-to-face seating			
5	Display of menu/QR Code in the counter or in conspicuous areas			
6	No self-service station. All foods, beverages, utensils and condiments must be served by restaurant personnel. Food servers and food covers are provided for managed buffet			
7	Designated pick-up or take away zones for take-out orders			
8	Presence of demarcation lines/floor markers to ensure physical distancing			
9	Operation of ancillary leisure facilities and amenities (e.g. in-house play areas, libraries, karaoke machines, etc.) if any, are temporarily suspended			
SERVICE AND OTHER PROCEDURES				
1	Single-serve items (napkins, fork, spoon/other utensils and condiments) are wrapped with biodegradable packaging and dispensed with by the staff directly to the clients			
DELIVERY				
1	Use of clean and appropriate container/ boxes of hot and cold food for delivery			
2	Proper separation of raw from cooked food			

INDICATOR		YES	NO	REMARKS
SANITATION, DISINFECTION, SAFETY MEASURES AND OTHERS				
1	Deep cleaning, frequent disinfection and sanitation of high touch areas and restaurant premises			<i>Compliance with DOH Department Memorandum No. 2020-0157 and 0157-A or the Guidelines on Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure Against COVID-19 and Cleaning and Disinfection of Environmental Surfaces in the Context of COVID-19 by the World Health Organization (WHO)</i>
2	Sanitation of food contact surfaces, beverage equipment, tablewares and other utensils			
3	Availability of appropriate disinfecting products/solutions/materials			
4	Use of different rags/wipes and gloves when cleaning different areas			
5	Proper handling of used linens and fabrics			
6	Regular pest control			
7	Availability of 70% solution alcohol or alcohol-based hand sanitizer and tissue paper or table napkins in the prominent areas inside the restaurant			
8	Directional signages for handwashing stations			
9	Functional hand-washing sink and toilet flushing facilities with soap and toilet paper/paper towels			
10	Toilets are cleaned and sanitized every two (2) hours			
11	Designated handwashing station for kitchen staff and employees			
12	Directional arrows for foot traffic management in the kitchen			
13	Sufficient ventilation (e.g. air conditioning, air ducts, exhaust, fresh air supply)			<i>Compliance with DOLE Department Order No. 224-21 or the Guidelines on Ventilation for Workplaces and Public Transport to Prevent and Control the Spread of COVID-19</i>
14	Proper disposal of used PPEs			
15	Proper waste segregation and disposal			

We hereby certify that the above information are correct. This document is being submitted to the Department of Tourism as part of our application to the Safety Seal Certification Program.

Name and Signature of Authorized Representative :

Date of Reporting:

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