Restaurant TENTEKOMA

GUIDANCE for

Re-opening of

~Take measures for COVID-19~

Ten Teko Maji

Location:

TEL & FAX: Misc.:

Hours of operation:

1225 Pale San Vitores Rd. #1275, Tumon, GU 96913
The Plaza Shopping Center, 2nd Floor
TEL: 647-7878 / FAX: 647-7781
Wasco Guam Inc. dba: TENTEKOMAI
Expiration date of Business License : July 31th, 2020
11:00am to 7:00pm *Temporary
(*Regular is 7:00am to 10:00pm)

■Sign Board in the restaurant



*Safe & Secure



*Please wait here



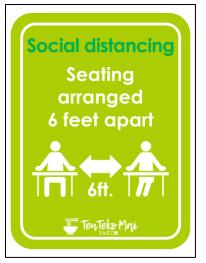
*Disinfection of table & seat



*Face Mask



* Hand sanitizer dispenser



* Social distancing Seat



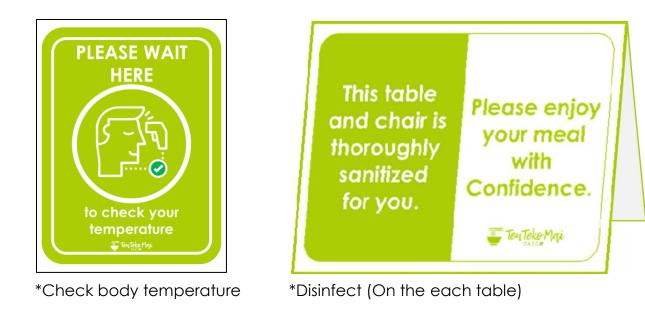
*Sanitize Hands



*Hand Disinfection



^{*} Signage of Capacity





*Laminated Limited Menu (One flat type / On the table)

■COVID-19 Related items



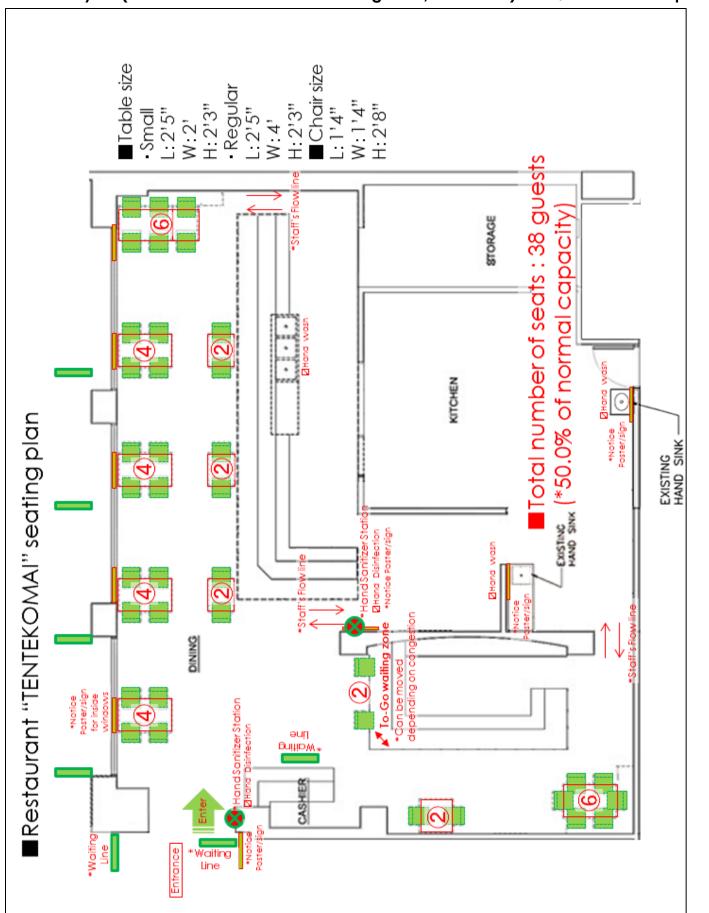
*Face Mask



*Disinfectant product



*+Thermometer



A.) Preparation before resuming operations

- > Provide masks as a part of mandatory uniform policy
- > Non-contact infrared thermometer. (*To check employees' body temperature)
- > Hand sanitizers to be installed in several locations for customers and staffs
- > Install acrylic glass for counter, cashier
- > Seating arrangement (chairs & tables) at 50% capacity

(Required tasks)

- > Temporarily remove Tables and Chairs which are not being used (50%)
- Place poster in the kitchen for employees (Proper hand washing method and hygiene guidelines)
- > Thoroughly disinfect the restaurant, Cookware & dinnerware to be washed
- > Install acrylic barrier at cashier counter
- Create and post various signboards in the restaurant
 *Maintain social distance (6 feet)
 - *Place floor marketing for social distancing at the entrance of restaurant and front of cashier
- > Create and laminate Limited Menu to be placed on each table
- > Create and laminate Table / Chair Disinfection Sign to be placed on each table
- Installing hand sanitizer dispensers at entrance, cashier, wait staff's service counter, & Central locations in the kitchen

B.) Daily pre-opening preparations

- > Measure employees' temperature (*Send home if 100F or higher)
- Wear face mask
- > Disinfect all accessible location; tables, chairs
- > Place hand sanitizer for customer use at restaurant entrance
- > Pre-operation briefing & assigning of staff-in-charge for
 - 1. Guide customer at entry, seating to cashier
 - 2. Cashier
 - 3. Disinfect tables and chairs after customers are finished dining
 - 4. In charge of food service

C.) During hours of operation

- 1. Customer will be requested to wait outside the restaurant until greeted by wait staff
- 2. Customers shall be escorted to a clean and disinfected tables
- 3. Taking orders and settlement of payment will be conducted at the table
- 4. Each table, chair and menu will be thoroughly sanitized after each use After the sanitation is completed, the staff shall place the "Clean & disinfected" sign on the table which will be removed when the next customer is seated and acknowledges that the sanitization was completed
- > Condiments are to be distributed as requested (*Not to be left on table or counter)
- > Provide disposable chopsticks covered by paper for each group of customers

D.) After closing

> Thorough cleaning and disinfection of the restaurant

COVID-19 Employee Health-Screening Form

Date :

Supervisor's name :

Name	Time	Body temperature (F°)	Respiratory symptoms? (Y/N)	Screened by

*If an employee's body temperature is at or above 100.4 degrees Fahrenheit, the employee must be sent home immediately and the following completed:

*HR Only

NAME :

Date and Time the employee was sent home: _____ Recorded temperature: _____

Are visible signs of respiratory illness present? _____ Yes _____ No

An employee sent home with a fever can return to work when:

•He or she has had no fever for at least three days without taking medication to reduce fever during that time; AND

•Any respiratory symptoms (cough and shortness of breath) have improved; AND

•At least ten days have passed since symptoms began.

The employee may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides a written release for the employee to return to work.

Date the employee returned to work: _____