



Re-Opening Checklist following an extended closure due to COVID-19:

Prior to restocking perishable items and reopening a food establishment, it's important to ensure the facility, equipment and utility services are functioning properly to meet the requirements of the food regulations.

This checklist will assist you in determining if your food establishment is prepared to restock perishable food and reopen. This checklist is not all-inclusive of all requirements in the food regulations, but is intended to cover key factors of a prolonged closure.

Physical Facility:

- Electricity is available throughout the food establishment
- Sewer is fully functional
 - All sinks and drains have been assessed to determine if sewage backup has occurred during the closure. (see cleaning and sanitation section)
- The food establishment has a fully functional restroom
- Hot and cold running water is available throughout the food establishment
- If the food establishment operates from a private well or water source, recent water test results showing the water source is safe.
- The plumbing is in full working condition
- The water system has been cycled, if applicable. ([Click Here for CDC Building Water System link](#))
- Natural gas or propane are available
- Exhaust hoods and ventilation are functional
- There is no significant damage to the food establishment facility affecting operation
- The food establishment has sufficient lighting
- The facility is free of the evidence of pests, pest droppings or other pest activity evidence

Food Equipment:

- Clean and sanitize ice machines and ice bins
- Refrigeration and freezers are fully functional
 - Refrigerators and cold holding units are holding at or below 41^oF
 - Freezer are holding at or below 0^oF
 - Units needing repair have been unplugged and labelled out of order or do not use
- Food that has signs of thawing and refreezing is disposed
- Refrigeration units have thermometers installed
- Hot holding units are at 155-160^oF to hold food at 135^oF
- Dishwashers are functioning properly, including properly sanitizing

Food – discard food if:

- Food and packaging affected by pests (i.e. mouse dropping or chewed packages)
- Food in freezers has signs of thawing and refreezing, (i.e. frozen condensation, pools of ice in the bottom



of the freezer unit, or food that is clumped together)

- **Food – discard food if (continued):**
- Food without date marked but whose safety is unknown or questioned, discarded. WHEN IN DOUBT, THROW IT OUT
- Past use-by date discarded
- Signs of yeast or mold growth

Cleaning, Sanitizing, and Disinfection:

- Proper cleaning, sanitizing, and disinfection chemicals for operation, including soap and sanitizers (bleach, quaternary ammonia or iodine sanitizers) are available ([EPA-registered disinfectants for use against COVID-19](#))
- Sanitizers and disinfectants (including those automatically dispensed) are at proper concentration as stated on the chemical label
- All food contact surfaces have been wash, rinse and sanitized
- Food equipment cleaned and sanitized to sight and touch. Examples include prep sinks, refrigerators/freezers, food containers, prep tables, steam tables
- Other surfaces cleaned and sanitized. Examples include hand sinks, 3-compartment sinks, serving counters, customer seating/dining areas (when allowed by the public health order restrictions)
- Floors and ceilings cleaned to sight and touch. If there is evidence of sewage backup, such as discoloration on floor near drains or near other possible sewage outlets, then the area has been properly cleaned and sanitized

Employee Health and Food Establishment Operation:

- Employee health policy (including COVID-19 related) updated and implemented
 - [CDC guidance for businesses and employers](#)
 - [CDC guidance for employees in close contact with COVID-19 positive individual](#)
- COVID Safe Practices (CSP) are in place
- Employees have been trained on updated employee health policies and retrained on key food handling practices like handwashing, glove usage, and sanitizing and disinfecting surfaces

For further assistance, please visit us on the web, email us, or contact your local NMED field office.

On the web: <https://www.env.nm.gov/foodprogram/>

COVID-19 resources (including FAQs) on the web: <https://www.env.nm.gov/foodprogram/covid-19-faqs/>

Email: food.program@state.nm.us

Local field office: <https://www.env.nm.gov/district-field-offices/>



New Mexico Environment Department
Environmental Health Bureau

**Checklist for Opening Following Retail
Food Establishment Extended Closure**
