

### Dining Safety Officer Checklist

All items must be confirmed prior to the event. The signed copy must be kept with the records of the Chapter.

Function	Yes	No	Notes or Issues for Record
Hand sanitizer is available for dining servers and Companions			
All dining servers have had a temperature check and exhibit no flu-like symptoms			
All dining servers are wearing masks and gloves			
Preparation area, cookware, and cooking utensils are properly sanitized			
All Companion dining are separated by a distance of 6 feet			
Disposable tablecloths are on all dining surfaces			
Only disposable silverware and individual condiment servings are used			
All beverages are individual disposable servings (i.e., canned or bottled)			
Meals are served in individual boxes (Phase I)			
Meals are served by established crew (Phase II)			
All meals are disposed of individually			
Tablecloths are disposed of			
All cookware, serving utensils, etc., are properly sanitized/cleaned			
All surfaces are properly sanitized/cleaned			

Date: \_\_\_\_\_ Event: \_\_\_\_\_

Dining Safety Officer (Print Name): \_\_\_\_\_

Dining Safety Officer Certification (Signature): \_\_\_\_\_