



County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH
FOOD AND HOUSING DIVISION

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COVID-19 Temporary Outdoor Dining Experience Standard Operating Procedures

This document is to assist Department of Environmental Health, Food and Housing Division (DEH-FHD) permitted operators who want to offer an “outdoor dining experience” during the COVID-19 pandemic. An “outdoor dining experience” is temporary outdoor dining not contiguous with a permanent restaurant that occurs during the COVID-19 pandemic. This is not required for expanding the outdoor dining footprint of a food facility. This guidance will help in the preparation of a required written description and San Diego Food Facility Operating Protocol of the proposed outdoor dining experience activities. All required documents in the checklist below must be reviewed and approved by DEH-FHD, followed by a field inspection at the outdoor dining experience location. These documents and procedures must comply with state and local Health Orders and all federal, state, and local requirements such as land use approvals. This is not an Event Permit.

All outdoor dining experiences must comply with the California Retail Food Code (CRFC). There are several options in the CRFC to offer a temporary outdoor dining experience. Each option involves a different DEH-FHD permit type and each permit type has slightly different CRFC operating requirements. Options include:

- 1) DEH-FHD permitted Caterers catering a contracted off-site outdoor food service dining experience.
- 2) DEH-FHD permitted Caterers operating direct sales outdoor dining experience catering at Host Facilities.
- 3) DEH-FHD permitted restaurants catering a direct sales outdoor dining experience (in compliance with #1 & #2).
- 4) DEH-FHD permitted Annual Temporary Food Facility Vendor conducting an outdoor dining experience (limited to operating no more than 25 days in a 90-day period).

Submit completed documents by email to fhdtempevents@sdcounty.ca.gov. Once submitted documents have been approved, please note that any changes to the menu, equipment, or standard operating procedures will require another review and written approval by DEH-FHD.

Business Name: _____ Health Permit #: _____

Business Owner Name: _____ Phone #: _____ E-mail: _____

Mailing Address: _____ City: _____ Zip Code: _____

1st Event Name, Location, Date and Time: _____

Documents to Include

✓ **Check the following items as you include them with this document.**

<input type="checkbox"/>	Application Packet – Complete and submit the Plan Check Application , this Standard Operating Procedure, and San Diego Food Facility Operating Protocol for review. Plan Check fees are waived through May 5, 2021, or until the appropriated funds have been expended; after which, the fee is \$141. A permit fee is required for new businesses. (Restaurants \$753-\$1,930, Caterer \$640, Annual Temporary Event Unpacked Vendor \$645). You must first have a valid Health Permit before applying for a Temporary Outdoor Dining Experience Approval. (Fees are valid for FY20/21.)
<input type="checkbox"/>	Commissary Agreement – All permitted operators must prepare and store all food and equipment at a commissary kitchen (permitted food facility). Complete and submit a copy of the signed commissary agreement . Restaurants’ commissary will be the permitted restaurant location.
<input type="checkbox"/>	Menu – Include all menus. List all food and beverages items to be sold.

<input type="checkbox"/>	Food Safety Manager Certification – Provide proof that an owner or employee has a valid Food Safety Manager certificate or card.
<input type="checkbox"/>	County Food Handler Card – Provide documentation that all employees have a valid County of San Diego Food Handler Card or San Diego In-House Food Handler Exam .
<input type="checkbox"/>	Specification Sheets – Caterers shall submit specification or cut sheets for all proposed equipment, including the <u>portable mechanical refrigeration, overhead protection/enclosure, and portable hand-washing sink(s) carts</u> that will be utilized during outdoor dining experiences. Provide documentation that shows the certification for sanitation and electrical standards by an American National Standards Institute (ANSI) accredited certification program such as NSF, UL, ETL, etc. for all equipment and refrigeration.
<input type="checkbox"/>	Log – A written log must be maintained for a minimum of 90 days after each outdoor dining experience to include the name and location of the outdoor dining experience, menu of foods and beverages served, reservation list and contact information for the reservations. When operating at a Host Facility, the log shall include menu and location/date/time of operation. Please describe how you will log this information (i.e. What type of database or written logs) and provide a sample of that log.

Food Production

Outdoor Dining Experience Catering operations, including restaurants operating as caterers, must comply with the California Retail Food Code’s requirements for [Limited Food Preparation](#) when operating at a Host Facility or contracted off-site service location. Limited Food Preparation includes the following activities:

- (1) Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hot dogs, or assembly of non-prepackaged food.
- (2) Dispensing and portioning of non-potentially hazardous food.
- (3) Holding, portioning, and dispensing of any foods that are prepared by a Catering Operation for a Host Facility.
- (4) Slicing and chopping of food on a heated cooking surface during the cooking process.
- (5) Cooking and seasoning to order.
- (6) Juicing or preparing beverages that are for immediate service, in response to an individual consumer order, that do not contain frozen milk products.

Outdoor Dining Experience Annual Temporary Event Vendor operations must meet all requirements as specified in Chapter 11 of the [California Retail Food Code](#) and as outlined in the [Temporary Event Vendor Checklist](#).

1. Below, please describe your menu and where each item will be prepared, at the commissary or on-site at the outdoor dining experience location.

MENU DESCRIPTION		
Indicate all the food and beverage items for sale.	WHERE WILL THE FOOD BE PREPARED?	
FOOD ITEM	COMMISSARY	OUTDOOR DINING LOCATION
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**2. List equipment and utensils that will be used. Please be specific on equipment's use and function.
For example: Equipment: Blender Intended use: Make Smoothies**

Equipment	Intended use during food preparation or catering event
Refrigerator	

3. Transport and Storage - Describe the procedures for transportation (more than 30 minutes) and storage of food and equipment. Include methods to cold-hold and hot-hold potentially hazardous foods (e.g. foods that require temperature control to prevent the growth of pathogens) and the methods to hold food until service (e.g., covered chafing dishes, etc.). Include information about the proposed catering enclosure and handsink. Please note that all potential hazardous foods not held at 41°F or below during operation shall be discarded at the end of service.

- Transport Vehicle**
- Interior is constructed of smooth, washable, impervious material.
 - Holding area does not drain liquid to street, sidewalk, or premises.

Hot Holding Method (135°F and above)	During Transport-
	At Outdoor Dining Experience-
Cold Holding Method (41°F and below)	During Transport-
	At Outdoor Dining Experience-
Other Food Storage	During Transport-
	At Outdoor Dining Experience-
Equipment	During Transport-
	At Outdoor Dining Experience-
Enclosure and Hand sink	Enclosure-
	Hand sink-
Closing Procedures	Food Disposal-
	Transport-

4. Cleaning - Describe the procedures you will use to clean and sanitize food contact surfaces, equipment, and utensils at the commissary.

Indicate the specific sanitizer or sanitizing method that you will use by checking the box below:

Contact with a solution of 100 ppm (parts per million) available chlorine for at least 30 seconds.

Contact with a solution of 200 ppm available quaternary ammonium for at least one minute.

Check the option you will use: Commercial pre-mixed solution or I will prepare my own sanitizer solution.

Statements

Initial next to the below statements indicating that you understand and will abide by them.

_____	1	A catering permit, restaurant when operating as a caterer, or annual temporary food facility vendor permit may be used to serve food at contracted off-site host facilities and outdoor dining experiences during COVID-19 pandemic only.
_____	2	A caterer may not directly or indirectly sponsor a private or public event, social function, or sponsored commercial function at which the caterer prepares or serves food.
_____	3	A caterer may not have a substantial ownership interest in a host facility.
_____	4	Preparation or storage of food at a private home is strictly prohibited.
_____	5	When operating, a sign or business cards must be posted/provided on the premises stating the business name, address, and DEH-FHD permit number. Maintain a copy of your approved plan on-site.
_____	6	At the end of the operational period, all multi-use utensils will be washed and sanitized at the approved commissary.
_____	7	Sufficient handwashing sinks must be available and operational at all times during hours of operation.

Acknowledgment

I understand and agree that if I make changes to my operating procedures, I must notify the DEH-FHD within 7 days. Revised operating procedures may be provided by E-mail: fhdtempevents@sdcounty.ca.gov. Failure to notify DEH-FHD of any changes may result in an administrative citation, suspension, or revocation of the Health Permit issued to me to operate. Ensure approvals are obtained from all applicable agencies prior to operation (e.g., fire, zoning, etc.).

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____

- For Office Use Only -

Reviewer of Operational Procedures: _____, REHS

Date Approved: _____

District Route: _____