



**Restaurants
Canada**

The voice of foodservice | La voix des services alimentaires

COVID-19 RESTAURANT CLOSURE CHECKLIST

Talk to your suppliers

Understand their business, needs and expectations. Start an open dialogue with them to plan your financial needs in the immediate short and long term. Remember, your suppliers are an essential part of your business and you will still need them once this is all over.

Talk to your staff

Keep them informed. Make sure they are aware of the situation, if necessary, [let them know how they collect EI](#), what you are doing with their health benefits (if you have them), and how you are addressing tip pools that may still be there. Consider creating a staff Facebook group to keep information coming at them.

Talk to your community

Let them know your plan, reach out to help build connection and hopefully encourage support for your restaurant as you stay afloat.

Call your bank and financial institutions

[See what is available for credit, extended credit, loans or relief of payment](#). Analyze your payables, figure out your liability and arrange funding to bridge it. If you have receivables, do the same there.

Talk to your insurance company

Talk to your insurance provider to see if you can reduce coverage or eliminate some of it while you are not operating. You could also see if they will agree to deferred payments throughout this period. Ask them what your responsibilities are to keep the coverage you need up. Do you need security on site? What does that look like on your policy?

Shut down your draft system properly

[Understand what your current system](#) requires so you can ensure a smooth start once operations return to normal.

Make plans for refunds

Anyone that has taken a deposit for room rental, catering etc. should get that summary together and be prepared to refund

Adjust non-essential services

Have you:

- Cancelled TV subscriptions
- Cancelled or adjusted garbage service (as needed)
- Cancelled reservation services
- Adjusted POS services and apps (as needed)
- Adjusted music services

Make a plan for picking up mail

If you are closing your establishment completely have a plan to ensure that mail doesn't pile up.

Talk to your landlord

[If you have a landlord talk to them](#) about security in the event of a closure, what their expectations are for payment, if garbage searches are available during the down time and whether someone is able to go in and check on the refrigeration. Make sure you keep in touch with them to make sure you are both on the same page and new information is released.

Make a plan for unused food

The last thing you want is for valuable food to go to waste. Consider whether or not you can [donate food or freeze food](#). Make sure to record your waste because you may be able to claim it under your insurance policy and recoup some of your lost resources.

Document everything

Keep all relevant expenses documented including rentals, extra staff etc. This documentation may be part of the relief package you need to submit in order to get back on track when this is all over.

Reach out to your car dealer

Talk to them about what they can do to help. Maybe they will add another month on the other end of your lease or renew your lease early with a free month. They might also be able to defer a loan payment if needed.

Talk to your pest control company

Have them in before you close up to make sure you are in good shape and you won't have any issues with uninvited critters when there isn't anyone there to keep and eye on things.

Call you natural gas/propane/ oil supplier

Cancel any deliveries and talk about payment options while you are not operating.

Make sure your establishment is secure

Deposit all cash into the bank or take it home. Hide all exposed liquor from outside view. Overall make sure that there is nothing noticeable that may entice someone to break in. Streets in many cities across the country are empty and there will be people looking to take advantage of no one being around.

Check the Restaurants Canada website

[Restaurants Canada provides up-to-date information](#) on everything that would affect people in the foodservice industry on the website. Check it regularly to ensure you are apprised of how the federal and provincial governments are reacting to the pandemic, implementing policy and releasing funds as well as resources to help answer questions you may have.

Plan for recovery

Think about it now and have a plan so you are ready when the time comes. Most restaurants are going to need a massive cash influx to recoup lost income, so you don't want to lose out on any sales opportunities! [Download the Crisis Preparedness and Business Continuity Plan and start planning your next steps.](#)