

The 5 practical steps the National Restaurant Association is telling operators to take now to be ready to answer immigration enforcement questions:

1. **Understand the risks of immigration violations** because employers who fail to comply with immigration regulations face significant penalties.
2. **Take steps to minimize the likelihood of a raid.** Some things employers should consider addressing immediately include:
 - I-9 compliance and audit process
 - Manager and HR training on these
 - Determine if they'll use E-Verify
 - And they should have a response plan to provide compliance information
3. **Know how to respond if ICE initiates an audit.** An ICE audit is often initiated through a Notice of Inspection, which requires employers to produce I-9 forms and additional records within 72 hours (three days).
 - a. When a restaurant operator receives a notice, they should:
 - i. Contact legal counsel immediately
 - ii. Gather and verify documentation
 - iii. Review findings and correct errors
4. **Know what to do if there is an ICE raid** because they are usually highly disruptive, often involving immediate inspections and potential detentions. Try to follow these steps to stay compliant:
 - b. Request and examine the warrant
 - c. Monitor but don't interfere
 - d. Avoid actions that could be construed as harboring
 - e. Document seized property or records
 - f. Manage public relations
5. **Prepare for workforce disruptions and absences.** If fear of raids affects worker attendance, train managers to engage with employees in a neutral, supportive manner and avoid threatening discipline for legally protected concerted activity.