

VILLAGE OF BROADVIEW

OUTDOOR DINING PERMIT APPLICATION

Application is hereby made for an Outdoor Seating Permit pursuant to Ordinance No. _____, “An Ordinance Authorizing and Approving Certain Regulations Related to Outdoor Seating At Restaurants in the Village of Broadview, County of Cook, State of Illinois” (the “Ordinance”) a copy of which is provided with this application.

Name of Applicant:	
Restaurant Name:	
Address:	
Restaurant Owner: Address: Phone Number:	
Contact Name: Contact Number: Email address:	
Anticipated date to begin Outdoor Dining:	

I have included the following items with this application:

<input type="checkbox"/> \$150 application fee (if applicable pursuant to Section 11).
<input type="checkbox"/> A detailed and measured site plan as articulated in Section 11, Paragraph C of the Ordinance
<input type="checkbox"/> Certificates of Insurance in the amounts specified in Section 11, Paragraph D.

By submitting this application and signing below, I attest that the applicant/business establishment is in compliance with all provisions of the Broadview Village Code, is not in arrears on any debt owed to the Village, and agrees to be bound by the provisions of the Ordinance, including but not limited to, the attached guidelines related to outdoor seating. I further agree to indemnify, hold harmless and defend the Village, its officers (elected and appointed), employees, agents, or assigns against any loss from and against all liability, claims, suits, demands, proceedings and actions, including costs, fees and expenses of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to person or property resulting from, or connected with, the negligent and/or willful acts or omissions of others arising out of or related to outdoor seating.

Signature: _____

Date: _____

GUIDELINES RELATED TO OUTDOOR SEATING

- The outdoor dining area shall meet all provisions of the current Federal American with Disabilities Act (ADA) Standard and the Illinois Accessibility Code.
- Outdoor dining areas shall be maintained in compliance with the Illinois Department of Commerce & Economic Opportunity's Restaurants & Bars for Outdoor Dining Guidelines issued on May 24, 2020.
- Outdoor seating activities shall not obstruct normal ingress and egress from the business establishment or block any fire lanes.
- Compliance with the Smoke Free Illinois Act (410 ILCS 82, *et seq*) must be maintained.
- During Phase 3 of the "Restore Illinois" Plan of the recovery from the COVID-19 pandemic, six (6) feet distance between customer tables and/or other seating areas shall be maintained; no more than six (6) people in a party/group
- The outdoor dining area shall not be occupied by patrons during the following hours:
Monday- Thursday: 12:30 a.m. and 6:00 a.m.;
Friday and Saturday: 1:30 a.m. and 6:00 a.m. on Saturday; and
Sunday: 1:30 a.m. and 12:00 p.m. (noon).
- All outdoor music or entertainment shall cease by 10:30 p.m. on Sunday through Thursday, and by 11:30 p.m. on Friday and Saturday and shall be in accordance with the Ordinance and other provisions of the Village Code.
- The outdoor seating area shall be maintained free from refuse or clutter at all times and provide trash receptacles to accommodate.
- Tables, chairs, temporary fencing, decorations, umbrellas and other items used for the outdoor dining shall not be permanently attached and shall be removed when not in use.
- Outdoor dining area activities shall be conducted in a manner that does not interfere with pedestrians, parking, or traffic.
- Except for restroom visits and to pick up orders, indoor premises are closed for public use until such time as the Governor allows on-premises, indoor dining as a result of the COVID-19 pandemic.
- Adequate safeguards, including barriers or fencing around the outdoor seating area, shall be provided for security, crowd control, lighting control and the protection of minors.
- Alcoholic beverage consumption shall be permitted within the designated outdoor seating area if the business establishment has a valid liquor license issued by the Village, that allows for the service of the type of alcoholic beverages being served.
- Outdoor seating areas in the public right-of-way shall be regularly monitored, bussed and cleaned with a sanitizer or disinfectant by an employee or contractor of the business establishment.

B

Passed 6-1-20

ORDINANCE NO. CO-2020-22

AN ORDINANCE AUTHORIZING AND APPROVING CERTAIN REGULATIONS RELATED TO OUTDOOR SEATING AT RESTAURANTS IN THE VILLAGE OF BROADVIEW, COUNTY OF COOK, STATE OF ILLINOIS.

* * * * *

WHEREAS, the Village of Broadview, County of Cook, State of Illinois (the “Village”) is a duly organized and existing village created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Illinois Municipal Code, and all laws amendatory thereof and supplementary thereto, with full powers to enact ordinances and adopt resolutions for the benefit of the residents of the Village; and

WHEREAS, the Village President (the “President”) and the Village Board (the “Village Board” and with the President, the “Corporate Authorities”) are committed to ensuring the effective administration of government, ensuring the health, safety and welfare of its residents, and facilitating economic stability in the Village; and

WHEREAS, outdoor seating provides numerous benefits and opportunities for Village residents and local restaurants in the Village including: creating additional space, enhancing curb appeal, providing residents with an open-air dining experience, and flexibility; and

WHEREAS, the Village desires to increase pedestrian traffic, increase comfortability for its residents at local restaurants and facilitate economic stability within the Village in a safe and reasonably regulated manner; and

WHEREAS, on March 9, 2020, Governor J.B. Pritzker, declared all counties in the State of Illinois as a disaster area in response to the outbreak of COVID-19; and

WHEREAS, pursuant to the authority granted by Title 1, Chapter 5 of the Village of Broadview Code of Ordinances (the “Village Code”), Section 11-1-6 of the Illinois Municipal Code, 65 ILCS 5/11-1-6; and Section 11 of the Illinois Emergency Management Agency Act, 20 ILCS 3305/11 to address the health threat posed by the COVID-19 pandemic, on March 16, 2020, the Corporate Authorities approved Ordinance No. CO-2020-13 which declared a local state of emergency (the “Declaration of Emergency”) due to the Coronavirus Disease 2019 (COVID-19); and

WHEREAS, on March 16, 2020, Governor Pritzker issued Executive Order No. 2020-07, which prohibited all businesses within the State that offer food or beverages for on-premises consumption – including restaurants, bars, grocery stores, and food halls – from providing on-premises service of food and beverages and limited their operations to delivery and carry-out services only, which Executive Order was extended through May 29, 2020 by Executive Order No. 2020-33 (the “Executive Order”); and

WHEREAS, of the many businesses within the Village that have been significantly and adversely affected by the ongoing COVID-19 pandemic, restaurants have been uniquely impacted by the inability to provide on-premises services during the pandemic; and

WHEREAS, subsequent to the issuance of the Executive Order, Governor Pritzker released the “Restore Illinois” Plan to provide a path for reopening businesses and facilities based on when geographic regions of the state meet specific goals regarding the spread of the virus and the availability of medical facilities; and

WHEREAS, on May 20, 2020 Governor Pritzker announced that restaurants will be allowed to open for outdoor dining as part of Phase III of the Restore Illinois framework

(the “Recovery Phase”) subject to the Recovery Phase guidelines and any additional regulations on outdoor dining adopted by units of local government and local health departments; and

WHEREAS, Governor Pritzker announced that, as of May 29, 2020, all regions of the state are expected to have satisfied the criteria to allow the entire state to transition to the Recovery Phase; and

WHEREAS, the Recovery Phase will allow all retail businesses to resume operations subject to social distancing requirements and other best practices related to preventing the spread of COVID-19; and

WHEREAS, Governor Pritzker encouraged municipalities to work with restaurants in their communities to safely facilitate the reopening of the hospitality industry using outdoor seating pursuant to guidelines issued by the Illinois Department of Commerce and Economic Opportunity (the “DCEO”) configured to comply with social distancing best practices; and

WHEREAS, the Corporate Authorities find that it is in the best interest of the Village and its residents to approve certain general regulations related to outdoor seating and certain temporary regulations related to the same in response to the COVID-19 pandemic that are in line with the requirements and guidance related to the Recovery Phase; and

WHEREAS, based on the aforementioned guidelines and examination of best practices from surrounding communities, the Corporate Authorities find that it is in the best interest of the Village and its residents to approve certain regulations which, among other things, would: (a) allow restaurants to utilize portions of the public rights-of-way

("ROW"), including but not limited to closed streets, for outdoor seating areas pursuant to a special permit issued by the Village; (b) authorize service or consumption of alcoholic beverages in conjunction with outdoor seating areas in the ROW; and (c) provide requirements and restrictions related to the same; and

WHEREAS, the Corporate Authorities have determined that the use of public property to allow business establishments to provide outdoor seating areas will benefit the community at large with all persons having an equal right to access and use the property; and

WHEREAS, sole title and control of the public property used to facilitate the implementation of outdoor seating areas will remain with the Village and will not be invested in a person or corporation as private property to be used and controlled as private property; and

WHEREAS, in light of the above, the Corporate Authorities find that the use of public property to facilitate outdoor seating constitutes a public purpose and therefore find that it is in the best interest of the Village and its residents to authorize and approve both general and temporary regulations related to the same, with such temporary regulations expiring at the earlier of the date on which the North Eastern region moves out of Phase III as determined by the Restore Illinois Plan, or until this Ordinance is revoked or repealed by the Corporate Authorities;

NOW, THEREFORE, BE IT ORDAINED by the President and the Village Board of the Village of Broadview, County of Cook, State of Illinois, as follows:

**ARTICLE I.
IN GENERAL**

Section 01. Incorporation Clause.

All of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true and correct, and the Corporate Authorities do hereby, by reference, incorporate and make them part of this Ordinance as legislative findings.

Section 02. Purpose and Term.

The purpose of this Ordinance is to implement general regulations related to outdoor seating at certain business establishments within the Village as well as temporary regulations in response to COVID-19 and guidance issued as part of Phase III of the Restore Illinois Plan.

Section 03. Invocation of Authority.

This Ordinance is enacted pursuant to the authority granted to the Village by the Constitution of the State of Illinois and the Illinois Compiled Statutes.

Section 04. State Law Adopted.

All applicable provisions of the Illinois Compiled Statutes, including the Illinois Municipal Code, as may be amended from time to time, relating to the purposes of this Ordinance are hereby incorporated herein by reference.

Sections 05-09. Reserved.

**ARTICLE II.
OUTDOOR SEATING ON THE PUBLIC RIGHT-OF-WAY**

Section 10. Permit required.

Notwithstanding any other provision in this Code it is unlawful for any person, firm, corporation, organization or association to use the public right-of-way for outdoor seating as an extension of certain business establishments, or to provide entertainment in

conjunction with such outdoor seating without obtaining an outdoor seating permit from the Village. Subject to the provisions of this Ordinance, such permits may be obtained at any time during a calendar year, but all permits shall expire on December 31 of the same calendar year. No permit shall be issued to any business establishment which is not in compliance with all provisions of the Broadview Village Code or maintains a debt that is in arrears to the Village.

Section 11. Application and fee.

All applicants for outdoor seating on the public right-of-way permits shall complete and submit to the Village an application in a form approved by the Village along with a non-refundable fee of \$150.00 or a non-refundable renewal fee of \$50.00 for those renewing a permit from the previous year where no substantial changes have been made to the site plan. For business establishments in existence and duly licensed by the Village, if required, as of the date this Ordinance is passed, the fees provided for in this Section shall be waived from the effective date of this Ordinance through December 31, 2020.

All applications shall include the following information:

A. Name of the proprietor and the business establishment for which the outdoor seating on the public right-of-way permit is sought.

B. The address and phone number of the proprietor and the business establishment.

C. A detailed and measured site plan showing all existing objects on the property and on the public right-of-way adjacent to the business establishment including a depiction of on-street parking adjacent to the business establishment, and the proposed location of each chair and table, service or bussing stations, waste and recycling cans, and

any other objects used in operation of the business establishment. The site plan must show the distance between tables and chairs and the business establishment shall, during the Recovery Phase, submit detailed plans exhibiting how social distancing will be achieved. When music or other entertainment is provided outdoors on the private property of the proprietor requesting the permit, the site plan shall include the area and placement of said music or entertainment.

D. Permit applications for outdoor seating on the public right-of-way must include Certificates of Insurance in the following amounts: 1) Commercial General Liability Insurance—\$1,000,000, showing the Village and its officers, employees, agents and volunteers as additional insureds, and containing a statement that said policies shall not be changed or canceled without 30 days written notice to the Village of Broadview; 2) Workers' Compensation—statutory amount; and 3) if alcoholic beverages will be consumed or sold, dram shop insurance in the maximum amount allowed by law shall be required.

E. A signed indemnification statement where the applicant shall indemnify, hold harmless and defend the Village, its officers (elected and appointed), employees, agents, or assigns against any loss from and against all liability, claims, suits, demands, proceedings and actions, including costs, fees and expenses of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to person or property resulting from, or connected with, the negligent and/or willful acts or omissions of others arising out of or related to this Ordinance. This signed indemnification statement shall be included with all permit applications for outdoor seating on the public right-of-way on a form provided by the Village.

An inspection of the property to document existing conditions of public improvements and the impact of the applicant's proposed outdoor seating plan shall be performed by the Village prior to issuance of a permit. Applications should be filed at least two (2) weeks prior to scheduled use to allow sufficient time for such inspection.

Section 12. Regulations.

All permit holders shall be subject to the following regulations, which may be amended from time to time:

A. The outdoor seating area shall be maintained clean and free from refuse or clutter at all times regardless of the source of such refuse and clutter. Refuse from any outdoor seating area shall not be disposed of in public waste receptacles and additional outdoor trash receptacles shall be provided by the restaurant in order to accommodate the outdoor seating.

B. Tables, chairs, temporary fencing, decorations, umbrellas and other items used for the outdoor dining (the "outdoor seating elements") shall not be permanently attached and shall be removed when not in use during cold weather months, generally October through March. Any outdoor seating elements owned by the business establishment, that are intended to be placed within the public right-of-way outside of established business hours, shall be identified within the annual permit application, and shall be subject to review by the Village. If approved, the Village reserves the right to require the establishment to remove or modify the outdoor seating elements, as deemed necessary by the Village.

C. For outdoor seating on the public right-of-way, all public improvements shown on the site plan, including, but not limited to, pavers, benches, light poles and trees

shall be maintained in the condition in which they existed immediately prior to the issuance of the permit, excluding normal wear and tear. The permit holder shall immediately report any damage to such public improvements to the Village. The Village shall repair or replace such public improvement at its discretion and shall charge the cost of repair or replacement to the permit holder unless the damage can be clearly shown to have resulted from a cause not related to the issuance of the permit. All outdoor seating elements shall meet all provisions of the current Federal Americans with Disabilities Act (ADA) Standard and the Illinois Accessibility Code.

D. Activities involving the outdoor seating on the public right-of-way shall be conducted in a manner that does not interfere with pedestrians, parking, or traffic.

E. Permits shall be posted in a conspicuous place inside the business establishment.

F. The source of music or other entertainment provided outdoors in conjunction with the permit, shall be located only on the private property of the permit holder and shall be provided, with noise levels maintained in strict compliance with the provisions of the Village of Broadview Code of Ordinance (the "Village Code") or any other codes which may be established with regard to noise or public nuisances. Furthermore, all outdoor music or entertainment shall cease by 10:30 p.m. on Sunday through Thursday, and by 11:30 p.m. on Friday and Saturday.

G. For outdoor seating within public rights-of-way, the outdoor seating area shall be limited to the areas designated on the permit, and shall not be located in front of any other business establishment or use unless the permit holder provides authorization to the Village from the adjacent business owner or occupant stating the owner's consent to

the sidewalk seating elements being placed in front of the adjacent business establishment or use.

H. Business establishments must maintain compliance with the Smoke Free Illinois Act (410 ILCS 82, *et seq.*).

I. Business establishments must provide public restrooms for patrons, as required by the Village Code.

J. Additional general regulations shall include the following:

1. Outdoor seating area shall be in conjunction with food service.
2. Entrance/exit doors and fire lanes shall not be blocked.
3. Areas shall be maintained, including free of rubbish or trash.
4. Activity shall not disturb the lawful use and enjoyment of nearby properties.
5. Businesses shall allow for adequate and safe pedestrian and parking accessibility.
6. Adequate safeguards, including barriers or fencing around the outdoor seating area, shall be provided for security, crowd control, lighting control and the protection of minors.
7. Separate queue areas for restroom visits and pick-up shall be provided as needed.
8. The area where service shall be provided must be owned, leased, or licensed to the business establishment.
9. The business establishment must provide measures to prevent interference with the operations of adjacent businesses and provide

for the safety of its customers.

10. All food and beverages served must meet all required health and safety standards.

K. In addition to the provisions of this Ordinance, during the COVID-19 pandemic and throughout the Recovery Phase, business establishments must comply with all guidelines related to operating its business as provided for herein or by the Village Code, and take additional measures to ensure that proper social distancing is maintained including but not limited to:

1. Ensuring that there are six (6) feet between customer tables and/or other seating areas and that all parties or groups shall be limited to six (6) or fewer people; and
2. In the case of indoor spaces where 50% or more of a wall can be removed via the opening of windows, doors or panels, ensuring that all dining tables are located within eight (8) feet from such opening; and
3. Compliance with all other social distancing measures and restrictions and requirements of the Restore Illinois Plan, including but not limited to the wearing of face masks by all employees, contractors and customers, except when the customers are consuming food or beverages.

Section 13. Restrictions.

A. Outdoor seating elements:

1. Shall be located and maintained in accordance with the approved

site plan; and

2. Shall be in compliance with all zoning and other regulations of the Village, where applicable; and
3. Shall not obstruct normal ingress and egress from the business establishment; and
4. Shall meet all provisions of the current Federal American with Disabilities Act (ADA) Standard and the Illinois Accessibility Code.

B. The following items or actions are prohibited in the outdoor seating on the public right-of-way area:

1. Outdoor seating elements in locations not approved by the Village or otherwise not in compliance with this Ordinance; and
2. Any and all electrical appliances; and
3. Any other equipment or objects deemed unsafe by the Village or that may pose a risk of harm to the general public.

C. The following provisions are required for business establishments where the service or consumption of alcoholic beverages will take place in conjunction with outdoor seating on the public right-of-way:

1. The business establishment shall have a valid liquor license issued by the Village, that allows for the service of the type of alcoholic beverages being served.
2. Alcoholic beverage consumption shall only be permitted within the designated outdoor seating area, or any other portion of the business

establishment to which the liquor license relates. The permit holder shall not allow or permit any customer, employee or other person to remove alcoholic beverages from the area designated in the outdoor seating area permit, other than to another location within the business establishment to which the liquor license relates except that said alcoholic beverages shall not be allowed in areas closed as a result of the Restore Illinois Plan related to the COVID-19 pandemic.

3. To ensure that consumption of alcoholic beverages is limited to the designated outdoor seating areas and operated in compliance with this Code, outdoor seating areas in the public right-of-way shall be regularly monitored, bussed and cleaned with a sanitizer or disinfectant by an employee or contractor of the business establishment.
4. The hours during which patrons may occupy the outdoor seating area shall not extend beyond the hours of operation of the other portions of the business establishment. Notwithstanding the foregoing, the outdoor seating area shall not be occupied during the following times:

Monday- Thursday: 12:30 a.m. and 6:00 a.m.;

Friday and Saturday: 1:30 a.m. and 6:00 a.m. on Saturday;

and

Sunday: 1:30 a.m. and 12:00 p.m. (noon).

Section 14. Penalty; enforcement; revocation.

A. Any person, firm or corporation who violates the provisions of this Ordinance may be fined no more than \$750.00 for each day on which the violation occurs or continues to occur. In addition, a permit issued pursuant to this Ordinance may be revoked as a result of any such violation. The Village retains the discretion to issue warnings to persons, firms and corporations not in compliance with this ordinance.

B. The Village, upon determining that the method or manner of use of the outdoor seating area or the conduct of persons serving within or using same pose an immediate threat to the public health, safety or welfare, shall have the power and authority to cause the outdoor dining elements to be removed immediately and to revoke the permit issued pursuant to this Ordinance and to take all other actions allowed by law.

Section 15. Headings.

The headings of the articles, sections, paragraphs and subparagraphs of this Ordinance are inserted solely for the convenience of reference and form no substantive part of this Ordinance nor should they be used in any interpretation or construction of any substantive provision of this Ordinance.

Section 16. Severability.

The provisions of this Ordinance are hereby declared to be severable and should any provision of this Ordinance be determined to be in conflict with any law, statute or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect.

Section 17. Superseder.

All code provisions, ordinances, resolutions, rules and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 18. Effective Date.

This Ordinance shall be effective and in full force immediately upon passage and approval.

[THE REMAINDER OF THIS SPACE INTENTIONALLY LEFT BLANK]

ADOPTED by the Village Board of the Village of Broadview, Cook County, Illinois on this 1 day of JUNE 2020, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Miller	✓			✓
Senior	✓			✓
Tierney			✓	
Horne	✓			✓
Abraham	✓			✓
Jones	✓			✓
(Mayor Thompson)				✓
TOTAL	<u>5</u>	<u>0</u>	<u>1</u>	<u>6</u>

SO PASSED, ADOPTED, APPROVED AND ENACTED IN AND AT THE VILLAGE OF BROADVIEW, COUNTY OF COOK, STATE OF ILLINOIS, THIS
1 DAY OF JUNE 2020.

APPROVED,



VILLAGE PRESIDENT

ATTEST:



Village Clerk

**Recorded in the Municipal Records:
 Published in Pamphlet Form:**



RESTAURANTS & BARS FOR OUTDOOR DINING GUIDELINES



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

RESTORE ILLINOIS
A Public Health Approach To Safely Reopen Our State

PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE III | ISSUED ON MAY 24, 2020

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

This document is applicable to businesses that meet the following criteria:

- Full-service restaurants, limited-service restaurants, snack and nonalcoholic beverage bars, taverns, and other food services and drinking places licensed to serve food, beverages and liquor for consumption by the relevant local jurisdiction and State Liquor Control Board, if applicable, that can follow all minimum guidelines outlined in this document
- In Phase III, services for Restaurants and Bars should be limited to:
 - i. Outdoor dining and/or drinking only; and
 - ii. Parties of 6 persons or fewer.
- For the purposes of these guidelines, a dining or drinking area is considered an outdoor dining or drinking area if the area meets any of the following criteria:
 - i. Located on the rooftop of a building or within establishment with retractable roof (should remain open during hours of operation of outdoor dining and/or drinking); or
 - ii. Outdoor space connected to or located on the site of a restaurant, grocery store, health or fitness center, hotel, golf club, or other social club with a food establishment license; or
 - iii. Indoor space where 50% or more of a wall can be removed via the opening of windows, doors, or panels provided that dining tables are within 8-ft from such opening; or
 - iv. Any other outdoor dining and drinking areas authorized by local governments provided that food and drinks are prepared by licensed food or liquor establishments and that proper social distancing of 6-ft between designated customer tables and/or other seating areas is observed and parties are of 6 persons or fewer.
- For the purposes of these guidelines, businesses may be subject to additional regulations on outdoor dining by units of local government and local health departments

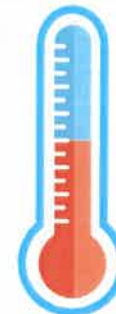
¹ This guidance is subject to State and local liquor control, food safety, and other applicable laws and regulations.

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#).
2. Arrange seating to provide a minimum of 6-ft between tables. Use of plexiglass between tables is a best practice.
3. Employer should provide hand washing capability or sanitizer to employees and customers
4. Bar and restaurant employees should wash hands for 20 seconds every 30 minutes, and:
 - a. Upon arrival to work
 - b. Prior to and during food preparation
 - c. When switching between tasks
 - d. Before donning gloves to work with food or clean equipment and utensils
 - e. After using the restroom
 - f. After handling soiled dishes and utensils
 - g. When visibly soiled
 - h. After coughing, sneezing, using a tissue, touching face,
 - i. After eating or drinking
 - j. After smoking or vaping
 - k. After handling cell phone
5. An adequate supply of soap, disinfectant, hand sanitizer, and paper towels must be available
6. Gloves should be worn by staff preparing food per pre-COVID food handling protocols, such as handling Ready to Eat (RTE) foods



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website
2. Employers should continue to limit all non-essential business travel
 - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home.
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois guidelines website
 - a. Employer should conduct in-person screening of employees upon entry into workplace and mid-shift screening to verify no presence of COVID-19 symptoms
3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical
5. Where appropriate, notify employees who have been exposed
6. Any employee who has had close contact² with co-worker or any other person who is diagnosed with COVID-19 is required to quarantine for 14 days after the last/most recent contact with the infectious individual and should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



² Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to outdoor dining and drinking establishments:

PHYSICAL WORKSPACE**i. Minimum guidelines**

1. Employer should display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
2. Employer should configure space to allow for at least 6-ft. of distance between tables or other designated customer service areas
3. Employees should maintain social distance to the extent possible while performing services
4. Employer should close all open congregate areas (e.g., waiting areas)
5. Employers should close all self-service food areas (e.g., buffets, salad bars, coffee station)
6. Employers should eliminate table presets (e.g., table tents, menus, salt and pepper shakers, lemons, straws, shared condiments, etc.)
7. Employers should use single packet condiments, if possible, OR serve condiments in containers – such as a washable bowl or paper cup – that can be sanitized or disposed of after use (no shared condiments permitted)
8. Employers should use disposable silverware, if possible, OR use rolled silverware or silverware place in sleeves (employers should utilize gloves while rolling/placing in sleeves)
9. Employers should use disposable or touchless menus, if practical, or use menus that can be sanitized between each use
 - a. If practical, QR Digital menu or app-based ordering should be used
10. Employers should eliminate refilling customer beverages altogether and should use a new glass cleaned using proper dishwashing procedures
11. Close all self-service beverage stations
12. Water fountains in employee breakrooms, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles
13. Customers should handle their leftover food to be taken to-go
14. Ensure that the area for take-out customers allows for at least 6-ft of separation from seated customers
15. Customers should not be seated if inclement weather is forecasted
16. In case of inclement weather or emergency while customers are outdoor dining, food should be packaged to-go and customers encouraged to leave

**ii. Encouraged best practices**

1. Deliver items to table on service trays to minimize hand contact
2. Display visual markers 6-ft. apart at customer queue points
3. Display signage at exits of restrooms to promote use of paper towel to open door for exit
4. Display signage to promote distancing within shared restrooms
5. Eliminate seating at bars within restaurant to the extent possible
6. If practical, install impermeable barriers (e.g., plexiglass) from street and/or sidewalk traffic
7. If practical, install impermeable barriers between tables
8. If practical, install impermeable barriers in close contact areas (e.g., host stand, cashier)
9. If practical, implement touchless transactions
10. If practical, allow one-way traffic flow in and out of restaurant to the outdoor seating area to limit any congregation
11. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with [CDC protocols](#) on a routine basis
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every half hour recommended for high-traffic areas
3. Sanitization of multi-use items (e.g., menus, if reuse, special cards, pens, check presenters, etc.) should be completed after each use
4. Disinfect tables and chairs between parties and again at closing time (see [EPA approved list of disinfectants](#))
5. Discard any single-use or paper articles (e.g., paper menus) after each use



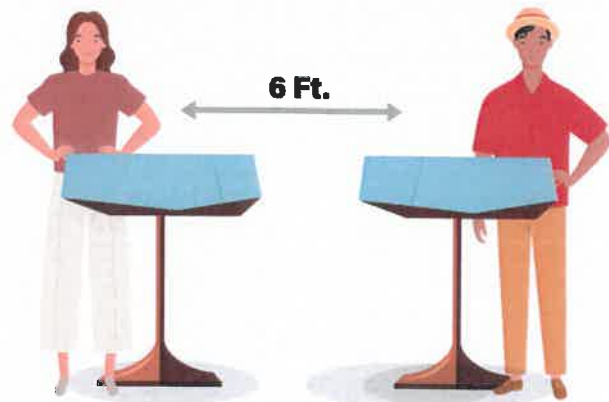
ii. Encouraged best practices

1. Provide hand sanitizer in outdoor seating area for customers. If hand sanitizer is placed in restrooms, assure handwashing is still encouraged
2. Create and implement an enhanced cleaning/sanitizing schedule for all food contact surfaces, and cleaning/disinfecting of non-food contact surfaces; if practical, have designated staff member that responsible for cleaning

STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Outdoor area capacity shall be determined by arranging seating to provide a minimum of six feet between tables or other designated customer service areas.
2. Employee should social distance from customers while not performing services
3. Employer should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements
4. Live music is permitted but employees and performers should follow social distancing guidelines, keeping the maximum distance possible from each other and from customers. Performers should wear face coverings where possible and the use of barriers between singers and customers and employees during the performance is strongly encouraged.



ii. Encouraged best practices

1. If practical, alter hours of operation to adequately spread out customer traffic and allow for additional cleaning time
2. Stagger shift start and end times to minimize congregation of employees during changeovers
3. If practical, group employees in clusters and schedule groups on same shifts to reduce cross-team exposure

EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or non-customer visitor (excluding third-party visitors providing carry-out services only) to enter, or while requiring them to wait in a designated area, employer should ask whether external supplier or visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, employer should take external supplier or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Employer should keep log of all external suppliers who enter premises
3. Suppliers and other non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face-covering)



ii. Encouraged best practices

1. Limit contact between external suppliers and employees
2. Restrict suppliers from entering premises and if practical, have deliveries dropped at door

CUSTOMER BEHAVIORS

i. Minimum guidelines

3. 6-person party limit
4. Implement a reservation or call ahead model, if practical. All outdoor dining areas must be staffed to ensure social distancing will be maintained prior to guests being seated
5. Customers should wait for services off premises, either outdoors and maintaining social distance of 6-ft with use of recommended face coverings or in their vehicles. Customers should be seated immediately upon entry
6. Customers should wear face coverings over their nose and mouth while on premises, except while eating and drinking at table (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)



ii. Encouraged best practices

1. Before allowing entrance, employers ask whether customer is currently exhibiting COVID-19 symptoms
 - a. If practical, employer should take customer temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)

**If you have questions or need additional support:
Please call our hotline at 1-800-252-2923
or e-mail us at ceo.support@illinois.gov
or return to www2.illinois.gov/business toolkit**

Additional Resources:

- **FDA:** [Food Safety and COVID-19](#)
- **FDA:** [Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery During COVID-19](#)
- **FDA:** [Use of Respirators, Facemasks, and Cloth Face Coverings in the Food and Agriculture Sector During Coronavirus Disease \(COVID-19\) Pandemic](#)
- **FDA:** [Employee Health and Personal Hygiene Handbook](#)
- **CDC:** [Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#)
- **CDC:** [What Grocery and Food Retail Workers Need to Know about COVID-19](#)
- **CDC:** [COVID-19 Resources for Businesses and Employers](#)
- **CDC:** [Restaurants and Bars Reopening Decision Tree](#)
- **CDC:** [COVID-19 Printed Resources](#)
- **IDPH:** [COVID-19 Resources for Businesses and Organizations](#)
- **IDPH:** [Guidance for Maintaining Water Systems During Reduced Use and Returning Water Systems to Regular Use after Extended Periods of Reduced Use](#)
- **IDPH:** [Retail Food Page and Food Codes](#)
- **Illinois Department of Human Services:** [FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- **EPA:** [List of EPA-registered Disinfectants](#)
- **AFDO:** [Planning for Reopening Food Service Establishments As COVID-19 Impacts Best Practices and Protocol](#)
- **OSHA:** [Guidance of Preparing Workplaces for COVID-19](#)
- **National Restaurant Association:** [COVID-19 Reopening Guidance: A Guide for the Restaurant Industry](#)