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TO: Rolling Meadows Restaurants
FROM: The City of Rolling Meadows
DATE: May 28, 2020
SUBJECT: Outdoor Dining in Rolling Meadows as Part of Phase 3 of Governor Pritzker's "Restore Illinois" Plan

Greetings to our Rolling Meadows restaurant partners. We are excited to assist you in your re-opening plans. We are sending this information in response to the Governor's recent announcement last week to allow outdoor dining beginning this Friday, May 29, 2020, and our City Council's discussion of the topic last night, May 26, 2020. The following information is being provided to assist you in the re-opening process so that you are compliant with both local and state requirements and guidelines. We want you to know that while we are working hard to get you opened as quickly as possible, we are moving forward cautiously to protect public health and adhere to all State guidelines. We appreciate everyone's efforts in keeping us informed of your specific requests and experiences in other communities, as they have helped guide our decision making. Please continue to feel free to reach out to us with your thoughts and experiences.

If you choose, opening for outdoor service can begin as early as this Friday, May 29th, under one or a combination of scenarios as discussed more fully below. Also included with this information are helpful documents provided by the State to make sure you open safely and in accordance with their guidelines. The City has identified two scenarios where restaurants can open this Friday, on May 29, 2020. It is recommended that restaurants take advantage of these two allowances wherever possible to begin outdoor operations on this Friday if desired. A third scenario (2b) may authorize outdoor seating on adjoining sidewalks.

Next week at a special meeting to be held on June 3, 2020, the City Council also intends to allow for expanded outdoor dining into parking lot areas, upon approval by City staff of certain submittals and compliance with certain requirements. All outdoor dining scenarios are outlined below. Please review and determine where you fit in. Contact Martha Corner, Business Advocate at 847-870-9004, if you have any questions.

Please note that decisions about whether liquor will be allowed in Scenarios 2 and 3 will likely not be decided until the special June 3rd meeting. Unless you have been previously authorized to serve liquor outside, please do not plan to serve liquor outside until you have been authorized by the City to do so.

Scenario 1. Restaurants who have previously obtained Special Use Permit Approval by City Council:

Restaurants who have gone through a public hearing process at a Planning and Zoning meeting and obtained prior special use or other approvals from the City Council that allow outdoor dining in compliance with already approved site plans may re-open their outdoor dining on Friday May 29, 2020, in compliance with those plans, **PROVIDED THAT ALL STATE GUIDELINES ARE ALSO FOLLOWED**. (See attached documents for more information). Seating that limits parties to 6 or fewer people and providing 6' of separation between seated patrons will be the most significant physical difference between approved plans and compliance with new State Guidelines. Please note that it is NOT just tables that must be 6' apart. Instead, restaurant owners must ensure that seated patrons at tables are not closer than 6' from seated patrons at the next table. It may be necessary to modify previously approved plans by the City in order to comply with the new 6' separation requirements by the State.

Please note that restaurants in this category may open in compliance with City and State guidelines this Friday while also applying for future expanded seating opportunities under any of the additional scenarios outlined below, including new rules to be considered by the City Council at their special June 3rd meeting if desired. See Scenario 3 below for more information.

Scenario 2a. Restaurants who have obtained previous outdoor seating approval allowing 12 patrons or less AND complying with the State's 6' separation rules, OR modifying your prior approval to also comply with State Guidelines

If you are a restaurant that has previously submitted a permit application and received approval from Community Development for outdoor dining for 12 patrons or less on the sidewalk area immediately abutting your establishment, you may begin operation under that same approval this year beginning Friday, May 29, 2020, without the required annual application and without initially paying fees for the 2020 season, **PROVIDED THAT ALL STATE GUIDELINES ARE ALSO FOLLOWED**. If your prior approval does not comply with the State's 6' separation requirements, you may also operate under this scenario if you modify your plan to comply with the State's requirement. As an example, if you were approved for 12 patrons with 2 seats at 6 tables, but that arrangement does not allow for patrons between adjoining tables to have 6' of separation, you must adjust seating to comply with the 6' separation requirement. You may alter your seating if it complies with state requirements and all other requirements outlined in Exhibit B. Operating under this scenario may require a reduction in the total number of seats you were previously approved for. You **MUST** comply with the State's 6' separation between patrons at different tables to fall under this scenario. The City recommends restaurants open under this scenario on Friday, May 29th, even if intending to seek additional approvals outlined below.

Scenario 2b. Restaurants who have not obtained previous outdoor seating approval, or who wish to modify their prior approval to locate in an expanded sidewalk area or to increase sidewalk seating to greater than 12 patrons.

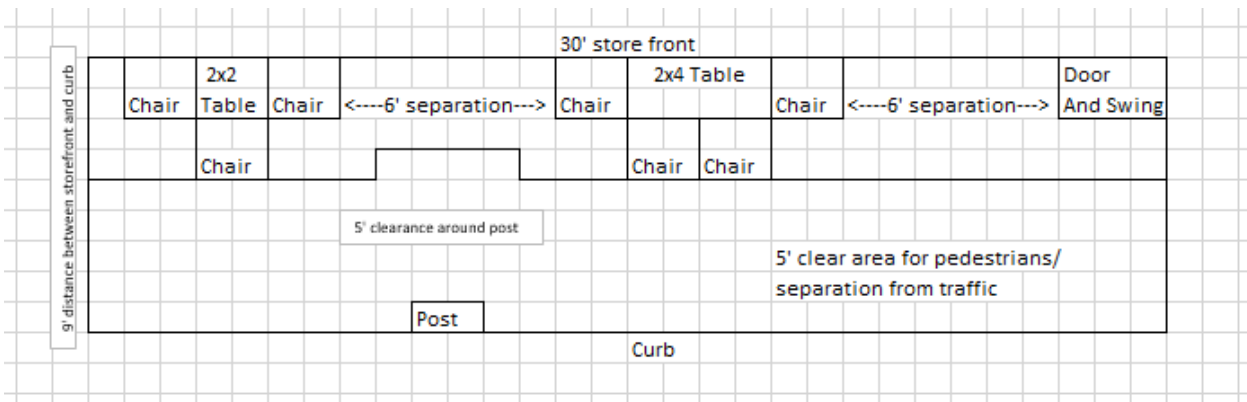
This scenario applies if:

1. You are a restaurant that has never received approval for outdoor dining in compliance with the City's existing requirement authorizing outdoor dining for 12 patrons or less without special use approval.

2. You are a restaurant that has previously submitted an application and received approval for outdoor dining for 12 patrons or less on the sidewalk area immediately abutting your establishment, but wish to accommodate more than 12 patrons in the area approved.
3. You are a restaurant that has previously submitted an application and received approval for outdoor dining for 12 patrons or less on the sidewalk area immediately abutting your establishment, but have the property owner's permission to expand into an adjoining sidewalk area or other approved area abutting your property not previously allowed.

At their meeting on May 26, 2020, the City Council authorized City Staff to expand seating areas previously approved (if allowed by property owners), or to allow more than 12 patrons on adjoining paved surfaces, provided that other City and State requirements could also be met. This scenario requires approval from the property owner/landlord for the area being requested for consideration, and submittal to/approval by the City of an the application form provided in Exhibit A, and a scaled site plan showing compliance with the requirements outlined in Exhibit B.

Your scaled site plan must show tables and chairs in compliance with the State's 6' separation requirements between patrons at different tables. Please utilize an additional 4 square feet (2'x2'), for each chair placed around a dimensioned square or round table. You may want to consider using an Excel spreadsheet to create square feet visuals showing compliance similar to the example below, where each square represents one foot in both directions. The example shows compliance for 7 seated patrons along a 30' store front with 9 feet of sidewalk space in front of their store. Sidewalk areas beyond your store front will be considered if you provide proof of property owner authorization. Exact scenarios will vary by location, but feel free to contact Martha Corner, Business Advocate, at 847-870-9004, for assistance if necessary. Submittals will be reviewed and approved verbally by City Staff if compliant.



Scenario 3. Restaurants requesting approval under a new set of requirements to be considered by City Council at a special meeting on Wednesday, June 3rd to allow outdoor seating in parking lot areas if approved by property owners.

At their meeting on May 26, 2020, City Council authorized a special meeting to be held on Wednesday, June 3rd to consider adoption of an ordinance allowing for and regulating expanded outdoor seating in parking lot areas. Although it is encouraged that restaurants that seek such expanded seating to apply for such expansion right away, approval under this category will NOT be available for consideration until after the Council's June 3rd special meeting, and must comply with the following minimum requirements:

1. Property owner's signature on the application acknowledging their approval for the restaurant to locate outdoor seating in the parking lot.
2. Submittal of a scaled site plan showing the exact location and size of each table and chair in the parking lot in compliance with State requirements.
3. Detailed and scaled circulation plans and temporary signage temporarily redirecting traffic in an alternate route within the parking lot. Plans may NOT involve locations in a required "Fire Lane" or in a manner that interferes with or blocks accessible parking or depressed curb walkways. A clear and unobstructed 6' access to each business entrance must be provided.
4. Tents will not be considered, however plans may involve the use of table umbrellas to provide shade. Other amenities such as planters and use of Plexiglas separators are encouraged to improve separation and provide a sense of security for your patrons.
5. Details on how the seating area will be safely separated from traffic to safeguard patrons from cars entering the outdoor seating area.
6. Provision of an indemnification agreement on a form provided by the City (to be determined).
7. Acknowledgement of, and agreement to abide by City and State regulations and guidelines (in existence and to be further determined).

Exact details are still being refined and will be considered by Council on Wednesday, June 3rd, so interested restaurants who haven't already are encouraged to first discuss their plans with their property owners/landlords, and then contact Business Advocate Martha Corner at 847-870-9004 to discuss details and receive preliminary feedback on your proposal.

SUMMARY

City Staff is here to assist you. Please make every effort to familiarize yourself with local and State requirements and guidelines so you can operate successfully and safely. Also, please don't operate in violation of any requirements or prior to the City's authorization, as no one should risk that liability.



Exhibit A

Community Development Division
3600 Kirchoff Road Rolling Meadows, IL 60008
847-506-6030 www.cityrm.org

APPLICATION FOR TEMPORARY SEASONAL OUTDOOR SEATING 2020

Please Print or Type

Legal Business Name (including DBA):

Name of Authorized Restaurant Applicant: Phone:

Business Address:

Property Owner's Name: Phone:

Emergency Contact Name: Phone:

Does your establishment have an existing liquor license? Yes No

Are you requesting approval to serve liquor outside? Yes No

Indicate maximum outdoor seating capacity within area to be approved: Seats

Hours of operation: to Sunday - Thursday to Friday - Saturday

Required Submittals Checklist (Must be included on or attached to this Application):

Scenario 2b and Scenario 3 Applicants

- A scaled site plan that clearly identifies the area to be used for outdoor seating...
Landlord printed name above and signature below approving this application.
Details/Cut sheets on outdoor seating materials (tables, chairs, umbrellas, planters, etc.) to be used, showing compliance with Items J, K, and L on the attached Exhibit B.

Scenario 3 Applicants (those requesting approval to expand in the parking lot) Must Also Provide the following:

- A scaled site plan showing modified circulation plans and temporary signage temporarily redirecting traffic in an alternate route within the parking lot.
Details on how the seating area will be safely separated from traffic to safeguard patrons from cars entering the outdoor seating area.
Signed Indemnification by authorized restaurant and property owner individuals on form to be provided by the City.

APPLICANT'S AGREEMENT AND SIGNATURE: I certified that an am authorized by the Legal Business Name identified above in this application to act on behalf of that business. I hereby apply to the City of Rolling Meadows, Illinois for temporary outdoor seating during the 2020 calendar year.

Applicant's Signature Date

PROPERTY OWNER'S AGREEMENT AND SIGNATURE: I certified that I am the Property Owner or am authorized by the Property Owner identified above in this application, and have the authority to approve Applicant's request for the City's consideration of outdoor seating during the 2020 calendar year as requested in this application.

Property Owner's Signature Date

City Review: Approved Denied Date: Comments/Conditions:

Exhibit B

Outdoor Dining on Adjoining Sidewalk Requirements

- A. Submittal of a scaled site plan or detailed dimensioned layout is required showing exact dimensions of all existing conditions (store fronts, doors, piers and other vertical barriers), and all planned tables and chairs with dimensions (chairs shall be assumed to be a minimum 4 square feet or 2'x2' dimension). Plans shall be compliant with all requirements listed below.
- B. Written approval from the property owner/landlord is required.
- C. Seating limited to no more than 12 total patrons, or as approved by the property owner/landlord and the City. More than 12 will be considered with property owner approval and compliance with all other terms
- D. Must be on hard sidewalk surface immediately abutting or adjoining the indoor premises, and not on or closer than five feet (5') from any parking, drive surface or fire lane.
- E. Continued conformance to accessibility guidelines, including the maintenance of five feet (5') of unobstructed walkway around the seating area, and unobstructed depressed curb areas.
- F. A minimum six feet (6') separation must be left clear around all access points into the adjoining building premises.
- G. Music shall remain at a conversational level and be discontinued by 10:00 p.m.
- H. Exterior lighting shall be inwardly directed so that no direct lighting is cast off-premises.
- I. Hours shall be limited to 6:00 a.m. to 10:00 p.m. on Sunday through Thursday and 6:00 a.m. to 11:00 p.m. on Friday and Saturday.
- J. All tables, chairs and other items are to be removed at the end of the permitted time period and not stored outside.
- K. All furnishings shall be durable, kept in a neat, orderly and clean condition.
- L. *Outdoor* furnishings and their color should be selected for harmony and aesthetic quality with the adjoining buildings and streetscape and be capable of withstanding a wind force of 30 mph. Materials shall be of durable quality such as wrought iron and not plastic, aluminum or other light gauge material.
- M. Any other conditions deemed necessary by the City Manager to protect the public health, safety and welfare may be imposed.

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 only¹; 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

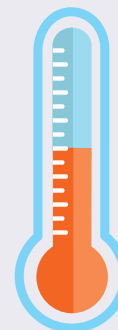
¹ This guidance is subject to State and local liquor control, food safety, and other applicable laws and regulations.

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



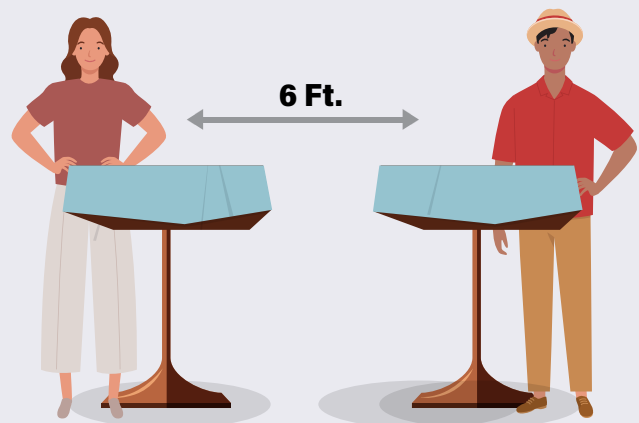
ii. Encouraged best practices

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](#)



RESTAURANTS & BAR FOR OUTDOOR DINING GUIDELINES

GENERAL HEALTH

1. Wear face coverings in presence of others
2. Maintain social distance of at least 6-ft., arranging seating as necessary
3. Bar and restaurant employees should wash hands for 20 seconds every 30 minutes, upon arrival to work, prior to and during food preparation, when switching between tasks, before donning gloves, after using the restroom, after handling soiled dishes, when visibly soiled, after sneezing/coughing/touching face, after eating or drinking, after smoking/vaping, after using cell phone.
4. Wear gloves when preparing food per pre-COVID food handling protocols

HR AND TRAVEL POLICIES

1. Employees should not report to, or be allowed to remain at, work if sick or symptomatic

HEALTH MONITORING

1. Employers should make temperature checks available for employees and encourage their use
2. Have a wellness screening program for conducting in-person and mid-shift screenings of employees upon arrival
3. If employee contracts COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset until feverless and feeling well for at least 72 hours OR has 2 negative COVID-19 tests in a row, 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed

DISINFECTING/CLEANING PROCEDURES

1. Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on a weekly basis
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and high-touch surfaces (e.g., entry/exit doorknobs, stair railings) frequently; every half hour for high-traffic areas
3. Sanitization of multi-use items (e.g., menus, if reuse, special cards, pens, check presenters, etc.) after each use
4. Disinfect tables and chairs between parties and at closing time
5. Discard single-use or paper articles (e.g., paper menus) after each use

PHYSICAL WORKSPACE

1. Display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
2. Configure space for at least 6-ft. of distance between tables/customer service areas
3. Close open congregate areas (e.g., waiting areas) and self-service food areas (e.g., buffets, salad bars, coffee station)
4. Use single packet condiments, disposable silverware, and disposable or touchless menus, if possible.
5. Eliminate table presets (e.g., table tents, menus, salt and pepper shakers, lemons, straws, shared condiments, etc.), refilling customer beverages, self-service beverage stations
6. Use single packet condiments, disposable silverware, disposable or touchless menus
7. Water fountains in employee breakrooms, except for touchless water bottle refill stations, should be made unavailable for use
8. Customers should handle their leftover food to be taken to-go
9. In case of inclement weather or emergency while customers are outdoor dining, food should be packaged to-go and customers encouraged to leave
10. Deliver items to table on service trays
11. Display visual markers 6-ft. apart at customer queue points
12. Eliminate seating at bars

STAFFING AND ATTENDANCE

1. Limit occupancy of common areas
2. Live music is permitted with social distancing; performers should wear face coverings where possible and the use of barriers between singers and customers and employees is strongly encouraged

EXTERNAL INTERACTIONS

1. Before allowing external supplier or non-customer visitor (excluding third-party visitors providing carry-out services only) to enter, ask if they are currently exhibiting COVID-19 symptoms
2. Keep log of all external suppliers who enter premises

CUSTOMER BEHAVIORS

1. 6-person party limit
2. Reservation or call ahead model
3. Customers should wait for services off premises
4. Customers should wear face coverings over their nose and mouth while on premises, except while eating and drinking at table



RESTAURANTS & BARS REOPENING GUIDELINES

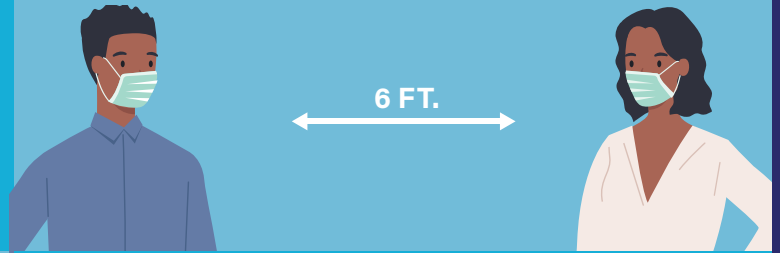
1

Wear face coverings in presence of others



2

Maintain social distance. Keep at least 6-ft. between tables and no more than 6 people to a party



3

Outdoor drinking and dining only



4

Employees must wash hands for 20 seconds, at least every 30 minutes



5

Eliminate refilling customer beverages, close self-service beverage stations and water fountains



6

Clean and disinfect common areas and high-touch surfaces every 30 minutes, multi-use items after each use, and tables and chairs between parties

