

Village of Minooka Outdoor Dining Permit Application Checklist

(Ordinance Regulating Outdoor Dining 2020-16)

- Legal Business Name _____
- Business Address _____
- Proof of Ownership (attach)
- Concept Plan (see below or attach)
- Proof of Liability Insurance naming the Village (if located on Village property) or Hold Harmless Agreement (attach)
- Liquor License Holder Additional Dram Shop Insurance for Proposed Area (attach)
- Other items?

Concept Plan Below

- *Fencing – outdoor dining area must be entirely enclosed by a fence of a height, design, and material that is acceptable to the Village*
- *Hours of operation shall be 6:00 AM to 9:00 PM, however, for existing liquor license holders hours of operation are dictated by the Village Liquor Ordinance*

****Additional question, please call Village Hall at 815.467.2151*

VILLAGE OF MINOOKA

ORDINANCE NO. 2020-16

AN ORDINANCE AUTHORIZING AND REGULATING OUTDOOR DINING PERMITS FOR
THE VILLAGE OF MINOOKA, WILL, GRUNDY, AND KENDALL COUNTIES, ILLINOIS,
IN RESPONSE TO THE CORONAVIRUS DISEASE 2019 PANDEMIC

ADOPTED BY THE
BOARD OF TRUSTEES OF THE
VILLAGE OF MINOOKA

THIS 26th DAY OF May, 2020

Published in pamphlet form by the authority of the Board of Trustees of the Village of Minooka,
Will, Grundy, and Kendall Counties, Illinois this 26th day of May, 2020

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING AND REGULATING OUTDOOR DINING PERMITS FOR THE VILLAGE OF MINOOKA, WILL, GRUNDY, AND KENDALL COUNTIES, ILLINOIS, IN RESPONSE TO THE CORONAVIRUS DISEASE 2019 PANDEMIC

WHEREAS, the Corporate Authorities of the Village of Minooka, Will, Grundy, and Kendall Counties, Illinois, have the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

WHEREAS, in late 2019, a new and significant outbreak of Coronavirus Disease 2019 (“COVID-19”) emerged in China; and

WHEREAS, COVID-19 is a novel severe acute respiratory illness that can spread among people through respiratory transmissions and present with symptoms similar to those of influenza; and

WHEREAS, the spread of COVID-19 has necessitated widespread policies of isolation, quarantine, and social distancing; and

WHEREAS, on May 20, 2020, Illinois Governor J.B. Pritzker (the “Governor”) announced that he intends to permit food-service-industry businesses, including but not limited to bars and restaurants, to partially reopen on-premises services in the form of outdoor dining services (hereinafter “Outdoor Dining”) in the near future; and

WHEREAS, the Corporate Authorities anticipate that the Governor will subsequently issue an executive order authorizing Outdoor Dining and providing rules, regulations, and guidelines therefore; and

WHEREAS, the Corporate Authorities of the Village have determined that it is necessary and expedient to pass this Ordinance to set out the rules and regulations of the Village applicable to Outdoor Dining during the COVID-19 pandemic; and

WHEREAS, the Corporate Authorities of the Village have determined that the Outdoor Dining policy set forth in this Ordinance represents a reasonable compromise between the urgent need to allow food-service industry businesses to reopen and the immediate need to control and limit the spread of COVID-19 through social distancing.

NOW THEREFORE, BE IT ORDAINED BY THE CORPORATE AUTHORITIES OF THE VILLAGE OF MINOOKA, WILL, GRUNDY, AND KENDALL COUNTIES, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:

SECTION 1. *Incorporation of Recitals.* The Corporate Authorities hereby find that all of the recitals contained in the preamble to this Ordinance are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2. *Outdoor Dining Permits Authorized.* The Village President is hereby authorized to issue Outdoor Dining Permits to any person or business engaged in the food-service industry (*i.e.* the “Applicant” or the “Permittee,” where appropriate) within the Village, provided that no such permit shall be issued unless the Applicant complies with all provisions of this Ordinance. The Outdoor Dining Permit shall permit the service of alcohol consistent with the Applicant’s existing and currently valid liquor license. In addition, no Outdoor Dining Permit shall be issued to any Applicant that is not a currently registered Village business. Every Outdoor Dining Permit issued pursuant to this Ordinance shall be temporary in nature and shall remain valid only until the permit is revoked or this Ordinance is repealed, at which time the permit shall be immediately and automatically revoked and withdrawn without the need for any further action on the part of the Corporate Authorities of the Village.

SECTION 3. *Compliance with Applicable Federal, State, and Local Authorities Required.* Nothing in this Ordinance is intended or shall be construed to alter, amend, limit, or countermand any order, regulation, or guideline of any lawful authority of the United States, the State of Illinois, or the Counties of Will, Grundy, and/or Kendall (the “Applicable Authorities”), including but not limited to any and all executive orders of the Governor and any regulations, rules issued in connection therewith whether by the Governor or the Illinois Department of Public Health, and/or guidelines promulgated by the Centers for Disease Control and Prevention. If and to the extent that any provision of this Ordinance conflicts with any order of any such authority, the order of said authority shall prevail to the extent necessary to avoid the conflict. Every Applicant/Permittee shall at all times operate their business, including but not limited to the outdoor dining area, in full compliance with all orders and directives of the Applicable Authorities.

SECTION 4. *Intent of Ordinance; Interpretation; Suspension of Conflicting Ordinances and Resolution.* The express intent of this Ordinance is to provide a mechanism by which Applicants can legally and safely operate outdoor dining areas within the Village in compliance with this Ordinance and any other applicable laws, orders, rules, or regulations. Nothing in this Ordinance is intended to permanently suspend, rescind, repeal, limit, or avoid any existing ordinance, resolution, rule, regulation, license or practice of the Village; however, to the extent that the provisions of this Ordinance conflict with any existing ordinance, resolution, rule, regulation, license or practice of the Village, the provisions of this Ordinance shall control only to the extent necessary to avoid the conflict. Any ordinance, resolution, rule, regulation, license or practice of the Village that directly conflicts with the policies set forth in this Ordinance shall be considered suspended only for the duration of this Ordinance. It is the express intent of the Corporate Authorities of the Village that this Ordinance be liberally interpreted to permit Applicants to secure Outdoor Dining Permits and thereafter operate in accordance herewith for the duration of this Ordinance.

SECTION 5. *Application.* Any Applicant that wishes to operate an outdoor dining area shall submit an application for an Outdoor Dining Permit to the Village Clerk. The Application shall include the following information:

- a. The legal name of the business entity filing the application (*i.e.* the Applicant); and
- b. All business addresses of the Applicant located within the corporate boundaries of the Village; and

- c. Proof of ownership, leasehold, and/or owner's approval for each property on which an outdoor dining area is proposed; and
- d. A concept plan that complies with the requirements of Section 6 of this Ordinance, *infra*; and
- e. Proof of adequate liability insurance that includes coverage for the proposed location of the outdoor dining area and a certificate of insurance or hold harmless agreement in compliance with Section 9 herein; and
- f. In the case of any Applicant holding a Village liquor license: proof of adequate dram shop liability insurance that includes coverage for the proposed location of the outdoor dining area; and
- g. Any other information that the Village deems necessary.

SECTION 6. *Concept Plan; Outdoor Dining Area Requirements.* The Concept Plan required by this Ordinance shall show with particularity:

- a. All existing lot lines for the property on which the outdoor dining area is proposed; and
- b. All permanent improvements on and around the property on which the outdoor dining area is proposed; and
- c. The particular location in which the Applicant proposes to operate its outdoor dining area; and
- d. Any and all temporary improvements that will be made in connection with the outdoor dining area.

In addition, the Concept Plan shall include or be accompanied by a fencing plan that includes fencing dimensions, materials, and specifications.

SECTION 7. *Outdoor Dining Area Restriction.* All operation of any outdoor dining area permitted pursuant to this Ordinance shall be limited as follows:

- a. Location: The outdoor dining area shall be located adjacent to and operated as part of the Applicant/Permittee's business premises and shall further be entirely located on hard surfaces (*i.e.* concrete, asphalt, or brick materials).
- b. Fencing: Every outdoor dining area permitted pursuant to this Ordinance shall be entirely enclosed by a fence of a height, design, and material that is acceptable to the Village. Every outdoor dining area fence shall provide for emergency exits as required by the Village.
- c. Hours of operation: no outdoor dining area may be open to the public prior to six o'clock (6:00) a.m. or after nine o'clock (9:00) p.m., provided however, that the hours of operation for any outdoor dining area operated by any existing liquor licensee of the Village shall be

determined by the provisions of the Village's liquor ordinance as applicable to said licensee; and

- d. Capacity: at the time that any Outdoor Dining Permit is issued by the Village, said permit shall include a maximum occupancy for said outdoor dining area. The maximum occupancy shall be determined in cooperation with local fire and health officials and shall fully address safety concerns related both to social distancing and to the possibility of fire.
- e. Noise: noise emitting from any outdoor dining area authorized and permitted by this Ordinance may not unreasonably disturb the surrounding area. Noise limits for outdoor dining areas are as follows (as measured from the property line of the receiving property):

<u>Receiving property type</u>	<u>Daytime (6:00 am to 8:00 pm)</u>	<u>Nighttime (8:01 pm to 5:59 am)</u>
Residential	60 dB	50 dB
Commercial	65 dB	--

- f. Bar Areas Prohibited: No bar area (including but not limited to service bars) shall be permitted in any outdoor dining area.
- g. Indoor Premises Closed: The indoor business premises of the Permittee shall be closed to the public except for (i) carryout orders and (ii) restroom visits. All social distancing guidelines must be observed at all times within the Permittee's indoor premises.
- h. Temporary Lighting: Each Permittee must provide adequate lighting for its outdoor dining area(s). All temporary lighting fixtures installed in connection with an outdoor dining area shall be directed in a manner to not impair visibility on nearby streets and to not shine into nearby residences.
- i. Temporary Barriers and Fixtures: The Permittee may install temporary safety barriers and other necessary temporary plumbing, electrical, and lighting fixtures, but the Permittee may not install any permanent barrier or plumbing, electrical, or lighting fixture without securing all required building permits and approvals from the Village.

SECTION 8. *Issuance of Permit; Duration; Revocation; Restoration of property.*

- a. The Village President or his designee shall review the Applicant's application and supporting documents (including the concept plan) and shall have authority to grant the application, deny the application, or request that the Applicant submit additional or alternative plans or information. Once the Village President, or his designee, approves the Applicant's application and concept plan, he shall issue an Outdoor Dining Permit to the Applicant.
- b. Every permit issued pursuant to this Ordinance shall be valid and effective so long as this Ordinance remains in effect and shall thereafter be rescinded, revoked, and/or withdrawn as of the date on which this Ordinance is repealed by the Corporate Authorities. It is the express intent of the Corporate Authorities of the Village that the permits authorized by this

Ordinance are and shall be a temporary and extraordinary measure designed to help Permittees conduct business during the COVID-19 pandemic; that said, once the Corporate Authorities determine that this measure is no longer necessary and repeal this Ordinance, every Permittee will be responsible for reverting the outdoor dining area to the condition it was in before their Outdoor Dining Permit was issued.

- c. The Corporate Authorities of the Village may revoke any permit issued pursuant to this Ordinance for cause while this Ordinance remains in effect, but only after providing the permittee with notice and an opportunity to be heard. Any violation of this Ordinance or any law, rule, regulation, or order of any Applicable Authority (*see* Section 3, *supra*) shall constitute cause sufficient to justify the revocation of an outdoor dining permit issued pursuant to this Ordinance.
- d. Any person or entity that receives an Outdoor Dining Permit pursuant to this Ordinance shall be required to return the outdoor dining area to the condition it was in prior to issuance of said permit within ninety (90) days of either:
 - i. Revocation of said person's/entity's Outdoor Dining Permit for cause (*see* Section 8(c), *supra*); or
 - ii. The repeal of this Ordinance by the Corporate Authorities of the Village (*see* Sections 2 and 8(b), *supra*).

Any permittee may request, and the Corporate Authorities of the Village may grant, up to one extension of the timeframe in which said permittee must restore their business premises, provided that such extension must be granted by resolution and may not exceed an additional ninety (90) days. No extension shall be granted except for good cause shown.

SECTION 9. *Insurance or Indemnification.* Where the Outdoor Dining Area results in encroachments on the public right of way, the Applicant shall provide either:

- a. A certificate of insurance naming the Village, its officers, appointed and elected officials, volunteers, agents as additional insureds on a commercial general liability policy (including the broad or extended liability endorsement) during the term of the Outdoor Dining Permit with limits of not less than \$1,000,000 for combined single limit bodily injury and property damage liability per occurrence (the insurer shall be subject to the approval of the Village), or
- b. An indemnification and hold harmless agreement in a form provided by the Village for any and all claims, actions, causes of action, demands, costs, including attorney's fees, resulting from or relating to Applicant's operation of the Outdoor Dining Area.

SECTION 10. *Invalidity of a Provision.* In the event that any provision or provisions, portion or portions, or clause or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

SECTION 11. *Clerk to Publish.* That the Village Clerk is hereby directed to publish this Ordinance in pamphlet form.

SECTION 12. *Effective Date.* That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PRESENTED and **PASSED** by the Board of Trustees on a roll call vote on the 26 day of May, 2020 with 6 Trustees voting aye, 0 Trustees voting nay, 0 Trustees abstaining, and with 0 Trustees absent, President BRENNAN voting —: said vote being: HOUCHENS aye, MARTIN aye, THOMPSON aye, PARRISH aye, HRECHKO aye, and OFFERMAN aye.

Orsola Evola (mp)
ORSOLA EVOLA, VILLAGE CLERK

APPROVED this 26th day of May, 2020.



Patrick J. Brennan
PATRICK J. BRENNAN, VILLAGE PRESIDENT

Orsola Evola (mp)
ORSOLA EVOLA, VILLAGE CLERK

STATE OF ILLINOIS)
) §§
COUNTIES OF WILL)

I, Orsola Evola, Village Clerk of the Village of Minooka, Counties of Will, Grundy, and Kendall and State of Illinois, DO HEREBY CERTIFY that the attached is a true, perfect, and complete copy of Ordinance number _____, “AN ORDINANCE AUTHORIZING AND REGULATING OUTDOOR DINING PERMITS FOR THE VILLAGE OF MINOOKA, WILL, GRUNDY, AND KENDALL COUNTIES, ILLINOIS, IN RESPONSE TO THE CORONAVIRUS DISEASE 2019 PANDEMIC,” which was adopted by the Village Corporate Authorities at a meeting held on the ____ day of _____, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand in the Village of Minooka, Counties of Will, Grundy, and Kendall and State of Illinois, on this ____ day of _____, 2020.

ORSOLA EVOLA, VILLAGE CLERK

(SEAL)



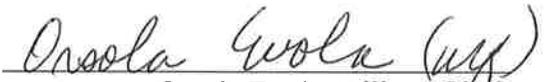
STATE OF ILLINOIS)
) SS
COUNTY OF GRUNDY)
COUNTY OF WILL)
COUNTY OF KENDALL)

I, the undersigned, Clerk of the Village of Minooka, State of Illinois, do hereby certify that the foregoing is a true and correct copy of Ordinance (2020-16) entitled “An Ordinance Authorizing and Regulating Outdoor Dining Permits for The Village of Minooka, Will, Grundy, and Kendall Counties, Illinois, in Response To The Coronavirus Disease 2019 Pandemic” which was duly passed on roll call vote by a vote of 6 ayes, and 0 nays with 0 absent of the President and Board of Trustees of the Village of Minooka on the date shown on the ordinance.

I do further certify that I am the legal custodian of all papers, documents and records of said Village.

I do further certify that there are six trustees of the Village authorized by law to be elected.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Minooka this 26th day of May, 2020.


Orsola Evola, Village Clerk





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. 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



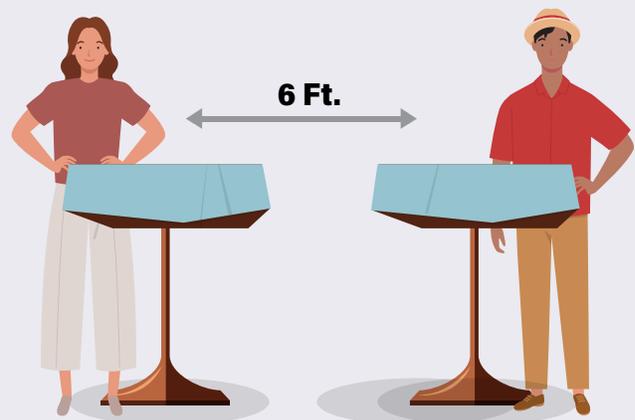
ii. Encouraged best practices

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 illinois.gov/businessguidelines**

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](#)