

THE VILLAGE OF
FRANKLIN PARK

9500 Belmont Avenue · Franklin Park, Illinois 60131 (847) 671-8245, FAX # (847) 671-8790

**APPLICATION FOR OUTDOOR LICENSED PREMISE PERMIT
ON PRIVATE PROPERTY**

Executive Order No. 2020.04

****GUIDELINES ARE SUBJECT TO CHANGE BASED ON
LOCAL AND STATE RECOMMENDATIONS.****

Date Filed: _____ Permit # _____

Please type or print.

Name: _____

Business Name: _____

Health License Number: _____

Business Address: _____

Phone: _____ E-mail: _____

Location Requested: _____

Number of Tables: _____ Dates: _____ to _____

Liquor Approval Requested: Yes _____ No _____

Liquor License Number (if applicable): _____

Will parking spaces be utilized for your outdoor licensed premise? Yes _____ No _____

If yes, how many parking spaces? _____

I, the undersigned do hereby state that I have read, understand, and agree to conform to all rules and regulations set forth by Executive Order No. 2020.04 and the attached Restore Illinois Outdoor Dining Guidelines for an Outdoor Licensed Premise Permit.

Signature of Business Owner Date

****APPLICATION WILL NOT BE ACCEPTED WITHOUT A VALID SIGNATURE.****

FOR OFFICE USE ONLY

Approved _____ Denied _____ Zoning Administrators signature _____ Date _____

Director of Inspectional Services signature _____ Date _____

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Restrictions/Additional Requirements:

1. Dining area layout and all procedures related to sanitation, cleaning, and service must adhere to current Local and State Guidelines regarding Outdoor Dining as outlined in Attachments A and B.
2. All alcoholic beverages must be consumed on the premises of the licensed food service establishment. Alcoholic beverages may only be served on the premises of outdoor dining areas if food is also provided by the establishment.
3. No outdoor licensed premise permit shall be issued without a certificate of zoning compliance.
4. No food and/or drinks or alcoholic beverages may be stored, cooked or otherwise prepared in the outdoor licensed premise.
5. All outdoor licensed premises shall be accessible to persons with disabilities and the Permittee shall, at all times, comply with all applicable federal and state laws and Village ordinances.
6. All outdoor furnishings, materials and equipment shall be constructed of durable, smooth and easily cleanable materials and shall be kept in sound condition and good repair.
7. All outdoor furnishings (including, without limitation, chairs, tables, and tents) must be properly constructed and secured and items not permanently attached shall be removed when the licensed outdoor premise is closed.
8. The licensed outdoor premise shall be equipped with no less than one (1) trash receptacle located in the outdoor eating area. The trash receptacle shall be constructed of a sturdy and impervious material and equipped with a tight fitting cover.

FOR OFFICE USE ONLY

Layout of Area _____

Liquor Comm. Approval (date) _____

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In order for a request for an outdoor licensed premise permit to be considered for approval, the applicant must submit the following to the Department of Inspectional Services.

1. A completed outdoor licensed premise application. Outdoor licensed premise permits will be issued for operation between May 1 and November 1, or until Executive Order No. 2020.04 is lifted.
2. A copy of a valid business license.
3. A diagram of the proposed layout of the outdoor licensed premise with Local and State social distancing guidelines (see Attachments A and B), including sizes of fixtures and their location, and a plat of survey indicated the location of the proposed or existing dining area on the property. **(A new layout is to be submitted for approval should it change in any way from the layout originally approved by the Village).**
4. Businesses without a designated outdoor dining area may utilize on-site parking spaces for a temporary dining area if the following standards are met:
 - a. Required on-site parking spaces may be converted to outdoor dining areas to expand the footprint of the business operation as approved by the Community Development and Zoning Department. The converted use must be in conformance with all Franklin Park Fire Rescue requirements for building accessibility and social distancing requirements which provide at least six feet spacing between tables and pathways. Additionally, no parking for disabled persons may be repurposed for restaurant use.
 - b. The required landscape and buffer areas for the on-site parking spaces shall not be used as an expanded converted use for restaurant operations. There shall not be parking, outside seating, or retail activities in these areas.
5. If leasing property, a signed letter of consent from the property owner.
6. If an application for use of an area is located on adjacent private property not owned or leased by the applicant:
 - a. Written evidence of authority from the owner or property manager of any adjacent private property authorizing use of the area for the outdoor licensed premise of the applicant; or
 - b. Written evidence of authority from the landlord or property manager of the applicant of any adjacent private property authorizing use of the area for the outdoor licensed premise of the applicant.
7. A \$25 application fee is required.
8. Written Evidence of appropriate general liability insurance, Workers' Compensation insurance in the required statutory amount and dram shop insurance in the required statutory amount covering the outdoor licensed premise.

OTHER REQUIREMENTS:

- Periodic inspections and response to complaint will be conducted by the Department of Inspectional Services.
- Other information required from time to time by the Village to evaluate and process the application or ensure continued compliance by the applicant of the outdoor licensed premise.

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Application Checklist

A completed outdoor licensed premise application.

A copy of a valid business license.

A diagram of the proposed layout with dimensions of the outdoor licensed premise that indicates the following:

The area the outdoor dining facility is to be located

Proposed location of lighting, tables, chairs, tents or other objects or fixtures

All existing on-site parking, ingress and egress to the property

Other objects on the property.

If leasing property, a signed letter of consent from the property owner.

If an application for use of an area is located on adjacent private property not owned or leased by the applicant:

Written evidence of authority from the owner or property manager of any adjacent private property authorizing use of the area for the outdoor licensed premise of the applicant;

Written evidence of authority from the landlord or property manager of the applicant of any adjacent private property authorizing use of the area for the outdoor licensed premise of the applicant.

\$25 application fee

Written Evidence of appropriate general liability insurance, Workers' Compensation insurance in the required statutory amount and dram shop insurance in the required statutory amount covering the outdoor licensed premise.

ATTACHMENT A:
Executive Order No. 2020.04

EXECUTIVE ORDER NO. 2020.04

**EXECUTIVE ORDER ESTABLISHING LOCAL REGULATIONS REGARDING
OUTDOOR DINING IN COMPLIANCE WITH PHASE 3 OF THE STAY AT HOME
ILLINOIS RESTORE ILLINOIS PLAN IN THE VILLAGE
OF FRANKLIN PARK, COOK COUNTY, ILLINOIS
(COVID-19 – MAY 27, 2020)**

RECEIVED
MAY 28 2020
VILLAGE OF FRANKLIN PARK, IL
CLERK'S OFFICE

WHEREAS, the Village of Franklin Park (the "Village") is a non-home rule unit of local government as provided by Article VII, Section 7 of the Illinois Constitution of 1970; and

WHEREAS, COVID-19, also known as the "coronavirus", is a dangerous disease which has spread around the world, including in the United States, the State of Illinois, and County of Cook; and

WHEREAS, COVID-19 is a direct and serious threat to the public's health, safety, and welfare; and

WHEREAS, the Governor of the State of Illinois issued a disaster proclamation on March 9, 2020 due to the COVID-19 disease outbreak; and

WHEREAS, the President of the Board of Commissioners of the County of Cook issued a disaster proclamation on March 10, 2020; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 disease outbreak a worldwide global pandemic; and

WHEREAS, the President of the United States of America declared a national state of emergency on March 13, 2020; and

WHEREAS, on March 16, 2020, the Governor of the State of Illinois issued Executive Order 2020-07 that ordered the suspension of on-premise consumption of food and liquor and extended such suspension through Executive Order 2020-033; and

WHEREAS, on March 20, 2020, the Governor of the State of Illinois issued Executive Order 2020-10, a "Stay at Home" order, allowing only "essential businesses" to operate and limiting the movement of persons in Illinois in order to slow the spread of COVID-19; and

WHEREAS, on April 1, 2020, the Governor of the State of Illinois extended the disaster proclamation for an additional thirty (30) days; and

WHEREAS, on April 1, 2020, the Governor of the State of Illinois issued Executive Order 2020-18, extending the "Stay at Home" order through April 30, 2020; and

WHEREAS, on April 8, 2020, the Village President declared a state of emergency in the Village entitled "Declaration of a State of Emergency Village of Franklin Park, Cook County,

Illinois" (the "Declaration") and such state of emergency continues to exist in the Village; and

WHEREAS, the Declaration was made pursuant to authority granted to the Village by Ordinance Number 1920-G-80 pursuant to the Illinois Municipal Code, 65 ILCS 5/11-1-6; and

WHEREAS, on April 30, 2020, the Governor of the State of Illinois extended the disaster proclamation for an additional thirty (30) days; and

WHEREAS, on April 30, 2020, the Governor of the State of Illinois issued Executive Order 2020-32 to extend the "Stay at Home" order with certain modifications; and

WHEREAS, on May 5, 2020, the Governor of the State of Illinois issued the Restore Illinois Plan, a five-phased plan to reopen the State of Illinois; and

WHEREAS, on May 24, 2020, the Governor of the State of Illinois declared that all four regions of the State of Illinois are on track to enter Phase 3 of Restore Illinois Plan on May 29, 2020; and

WHEREAS, on May 24, 2020, the Illinois Department of Commerce and Economic Opportunity and the Illinois Department of Public Health issued COVID-19 2020 Outdoor Dining Guidelines (the "Guidelines") as part of Phase 3 of the Restore Illinois Plan; and

WHEREAS, in order to ensure restaurants and bars within the Village of Franklin Park have the ability to comply with the Guidelines, the Village President has determined that it is necessary to make this Executive Order to best protect the public's health, safety and welfare regarding the COVID-19 pandemic; and

WHEREAS, as the Local Liquor Commissioner, the Village President has the authority to adopt rules and regulations related to the retail sale of alcoholic beverages within the corporate boundaries of the Village of Franklin Park; and

WHEREAS, the Village President has determined that it is necessary to make this Executive Order to best protect the public's health, safety, and welfare regarding the COVID-19 pandemic; and

WHEREAS, the Village President has further determined that the relief herein provided will benefit the residents and businesses of the Village and serve to alleviate the financial impact of the COVID-19 pandemic.

NOW, THEREFORE, BE IT ORDERED, by the Village President of the Village of Franklin Park, Cook County, Illinois:

Section 1. Incorporation. The recitals and findings above shall be and are incorporated in this Section 1, as if fully restated herein.

Section 2. Executive Order. To help Village residents, businesses and the community at large deal with the significant repercussions of the COVID-19 pandemic; to address certain matters contained in Phase 3 of Restore Illinois Plan and the COVID-19 2020 Outdoor Dining Guidelines, issued on May 24, 2020; and to establish local regulations concerning the outdoor consumption of alcohol and food on private property in an area adjacent to pre-existing licensed establishment but only to the extent herein provided, it is ordered:

1. **Outdoor Dining and Alcohol Consumption Permit.** Notwithstanding anything contained in the Village Code of Franklin Park, Illinois (the "Code") to the contrary, any existing licensed restaurant in good standing may be issued a permit by the Village to conduct a dining and alcohol consumption outdoor area on private property directly adjacent to the applicable establishment subject to the following minimum conditions:

- A. An application for a Licensed Premise, as herein defined, must be submitted identifying at minimum the following:
 - i. Name, address and contact information of the applicant.
 - ii. A detailed site plan indicating the area the outdoor dining facility is to be located and the proposed location of lighting, tables, chairs, tents or other objects or fixtures (the "Licensed Premise"), including all existing on-site parking, ingress and egress to the property and other objects on the property. The site plan must be approved by the Village.
 - iii. Copies of valid Business and Health/Sanitation Licenses, as provided in the Code.
 - iv. A copy of a valid Liquor License for on-premise consumption, if applicant intends on serving alcohol, as provided in the Code.
 - v. If an application for use of an area is located on adjacent private property not owned or leased by the applicant:
 - a. Written evidence of authority from the owner or property manager of any adjacent private property authorizing use of the area for the Licensed Premise of the applicant; or
 - b. Written evidence of authority from the landlord or property manager of the applicant of any adjacent private property authorizing use of the area for the Licensed Premise of the applicant.
 - vi. Written Evidence of appropriate general liability insurance, Workers' Compensation insurance in the required statutory amount and dram shop insurance in the required statutory amount covering the Licensed Premise.
 - vii. Other information required from time to time by the Village to evaluate and process the application or ensure continued compliance by the applicant of the Licensed Premise.
 - viii. An application fee for the Licensed Premise in the amount of \$25.00.

- B. Each Licensed Premise issued a permit shall at all times be subject to the following minimum rules, regulations and procedures:
- i. The applicant's existing operations and Licensed Premise shall at all times comply with the COVID-19 2020 Outdoor Dining Guidelines issued as part of Phase 3 of the Restore Illinois Plan by the Illinois Department of Commerce and Economic Opportunity and the Illinois Department of Public Health.
 - ii. The Licensed Premise shall be maintained clean and free from refuse or clutter regardless of the source of such refuse and clutter. No refuse or clutter shall be disposed of in a public waste receptacle.
 - iii. As it relates to the sale or consumption of alcohol:
 - a. Alcohol can only be sold in the Licensed Premise in conjunction with the sale of a meal prepared on premise;
 - b. Alcohol can only be served by staff of the applicant to seated patrons at tables in the Licensed Premise;
 - c. No alcohol shall be removed from the Licensed Premise;
 - d. The sale of alcohol must be to a person at least 21 years of age by a person who is at least 21 years of age.
 - e. Outdoor bar areas are prohibited.
 - iv. The source of music provided outdoors shall be located only on the property of the applicant and shall be provided at noise levels maintained in strict compliance with the Code. Live music or entertainment is prohibited.
 - v. The Licensed Premise shall be limited to the area identified in the applicable site plan.
 - vi. Adequate safeguards shall be in place for security, crowd control, lighting control and the protection of minors. The applicant shall agree without reservation of right or defense to abide by the direction of the Franklin Park Police Department concerning same.
 - vii. Hours of operation of the Licensed Premise shall be limited to the hours of operation identified in the applicable permit, and in no event operate before 11:00 a.m. or after 10:00 p.m.
 - viii. Dancing or dance area is prohibited.
 - ix. No awning or tent shall completely enclose the Licensed Premise.
 - x. All operations of the Licensed Premise shall be conducted in a manner that does not interfere with pedestrians, parking, or traffic.
 - xi. Except for restroom visits and take-out orders, indoor premises of the applicant are to remain closed for public use. Social distancing markers and appropriate signage shall be placed in queue areas for restrooms and take-out order lines.
 - xii. Any outdoor furniture (including, without limitation, chairs, tables, and tents) must be properly constructed and secured and items not permanently attached shall be removed when the Licensed Premise is closed.

- xiii. Smoking shall be prohibited in the Licensed Premise.
- xiv. All operations shall not disturb the lawful use and quiet enjoyment of nearby tenants, property occupants or adjacent neighbors.
- xv. No public right-of-way shall be included or made a part of the Licensed Premise.
- xvi. Except as specifically provided herein, operations of the Licensed Premise shall comply with all applicable Federal, State and County laws, rules, regulations, and requirements.
- xvii. Driveways, drive aisles, drive thru or other means for traffic circulation may not be impeded or blocked.
- xviii. Barriers to safely delineate and secure the Licensed Premise must be identified in the site plan and installed to protect occupants in the Licensed Premise. No barrier shall pose a safety hazard to occupants. Any portion of the Licensed Premise adjacent to a parking area must separate the Licensed Premise from the rest of the parking lot.
- xix. Permanent plumbing, electrical, and lighting fixtures shall not be installed.
- xx. Temporary lighting shall be directed in a manner to not impair visibility on nearby streets and not shine into nearby residences.
- xxi. Abide by all applicable life-safety and health codes, regulations, and requirements.

2. **Term of Permits; Revocation.** Each permit issued pursuant to this Executive Order shall be valid until the expiration of the Gubernatorial Disaster Declaration, the withdrawal or amendment of this Executive Order or November 1, 2020. Any applicant who violates the provisions of this Executive Order shall be subject to fine and subject the permit to suspension or revocation because of a violation. No permit issued pursuant to this Executive Order shall constitute personal property, and the Village shall retain the right to terminate or revoke any permit at any time for use of the Licensed Premise upon twenty-four (24) hours' notice to the applicant. Each permit, except as provided herein, remains subject to any other applicable provisions of the Village's Liquor Code or Illinois Liquor Control Act and shall be subject to fine, suspension and/or revocation of the liquor license. Upon expiration or revocation of a permit, the applicant shall remove the Licensed Premise and return the area to its original use.

3. **Implementation, Administrative Rules and Procedures.** The Department Head of the Police Department, Community Development and Zoning Department, Building Department and Health Department of the Village (the "Departments") are hereby authorized to formulate administrative rules and procedures and draft an appropriate application necessary to implement and enforce this Executive Order. Discretionary acts under this Executive Order shall be made by each Department Head of the Departments and the Village President using their best judgment.

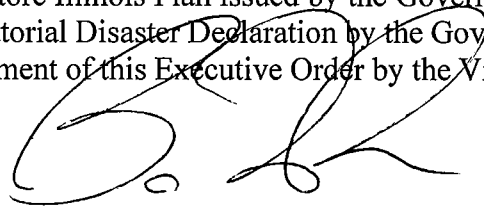
Section 3. No Vested Rights. This Executive Order grants no vested rights and no person or entity shall have any claim to vested rights in any relief granted in this Executive Order or any claim or property right in any permit or license authorized or issued pursuant to this

Executive Order.

Section 4. Legal Effect. This Executive Order only addresses the matters set forth above arising under the Village Code. This Executive Order does not waive or suspend compliance with any Federal, State, County or other applicable local laws, rules, regulations, and requirements.

Section 5. Saving Clause. If any section, provision or clause of this Executive Order or its application to any person or circumstance is held invalid by any court of competent jurisdiction, this invalidity does not affect any other section, provision or clause or application of this Executive Order, which can be given effect without the invalid section, provision or clause or application. To achieve this purpose, the sections, provisions, or clauses of this Executive Order are declared to be severable.

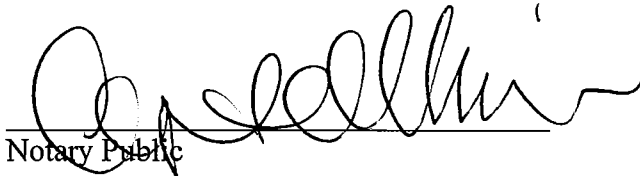
Section 6. Duration. This Executive Order takes effect immediately and expires upon the earlier of (a) the termination of Phase 3 of the Restore Illinois Plan issued by the Governor of the State of Illinois; (b) the termination of the Gubernatorial Disaster Declaration by the Governor of the State of Illinois; or (c) the withdrawal or amendment of this Executive Order by the Village President.



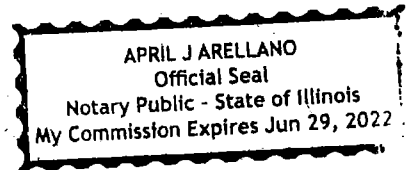
Barrett F. Pedersen, Village President
Village of Franklin Park, Illinois

Date: May 27, 2020

Subscribed and sworn to (or affirmed) before me by
Barrett F. Pedersen, Village President, Village of Franklin
Park, Illinois who is to me personally known on May 27, 2020.



Notary Public



(SEAL)

ATTACHMENT B:

*Illinois Department of Commerce
and Economic Opportunity:
Restore Illinois
Outdoor Dining Guidelines*

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

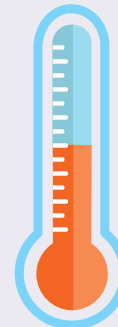
¹ This guidance is subject to State and local liquor control, food safety, and other applicable laws and regulations.

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



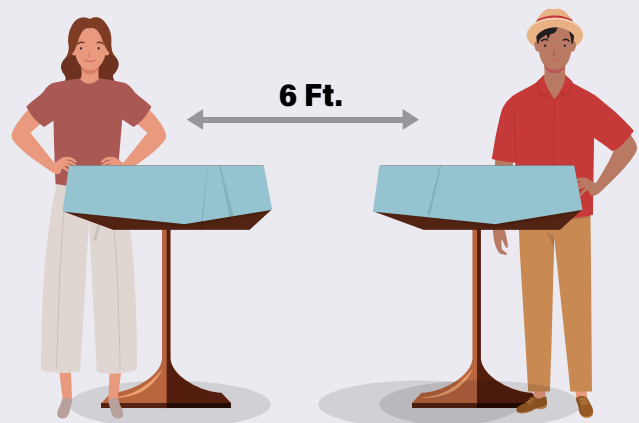
ii. Encouraged best practices

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 www2.illinois.gov/businessstoolkit**

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](#)