

### **Phase 3 Restore Illinois Outdoor Seating Guidelines**

Restaurants in Illinois will be allowed to reopen with outdoor seating starting May 29, 2020 as part of Governor JB Pritzker's Phase 3 Restore Illinois Plan.

As part of this plan, the City of Wheaton is providing this additional guidance in order to allow dine-in restaurants to reopen in accordance with the State Order and to support a safe, clean environment for workers and customers.

It is essential that all possible steps be taken to ensure the safety of workers and the public. Key prevention practices include:

- Physical distancing to the maximum extent possible.
- Use of face coverings by employees and customers/clients.
- Frequent handwashing and regular cleaning and disinfection.
- Training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

To assist the City of Wheaton's dine-in restaurants and still abide by social distancing rules, certain restaurants may temporarily offer outdoor seating until the State allows restaurants to operate indoors at full capacity. Restaurants wishing to offer outdoor seating is voluntary, but those who do open ***shall adhere to these minimum guidelines.***

Furthermore, the City strongly recommends that restaurants conduct an internal analysis to determine other steps that can be taken to help ensure employee and customer safety. Advisors such as risk managers, insurance companies and safety consultants may be helpful in this endeavor. This guidance, as well as other COVID-19 recovery plans, are subject to change based on newly acquired data or circumstances regarding COVID-19 and economic recovery. Updates will be posted on our website at [www.wheaton.il.us](http://www.wheaton.il.us).



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**By following these guidelines, the City of Wheaton will allow restaurants to temporarily offer outdoor seating, but the City of Wheaton makes no other representations as to consent or authorization by other entities, agencies or departments.**

All other City Codes and Liquor License restrictions shall remain in full effect. The City of Wheaton may revoke a restaurant's ability to provide temporary outdoor seating for failure to comply with these criteria.

The City will continue to monitor the Illinois Department of Public Health's and the Illinois Department of Commerce and Economic Opportunities guidelines for reopening restaurants and may amend these requirements based on their guidance.

#### ***DISCLAIMER***

Any business that chooses to open may risk litigation. Adherence to any recommendations included in these guidelines, by individuals and/or businesses, will not prevent the communication of disease, including COVID-19, in every situation. Furthermore, the recommendations contained in these guidelines should not be interpreted as setting a standard of precaution or care, or be deemed inclusive of all proper methods of precaution or care, nor exclusive of other methods of precaution or care reasonably directed to obtaining the same results.

All information, content, and material contained herein is for informational purposes only and are not intended to serve as a substitute for the consultation, diagnosis, and/or medical treatment of a qualified physician or healthcare provider. The ultimate judgment regarding the propriety of any specific action must be made by each individual in consultation with their physician and in light of all the circumstances presented by the current pandemic, and the known variability and biological behavior of the individual's medical condition.

These guidelines and their conclusions and recommendations reflect the best available information at the time they were prepared. The results of future studies may require revisions to the recommendations in these guidelines.

The City of Wheaton does not make and hereby disclaims any warranty, express or implied, as to the accuracy or completeness of these guidelines whether authored by the City of Wheaton or others or any of the measures described therein, and undertakes no obligation and assumes no responsibility for any injury or damage to persons or property arising out of or related to any use of these guidelines and any information provided therein or for any errors or omissions. The sole risk of relying on these guidelines is that of each individual alone. The City of Wheaton disclaims any liability based on information provided in these guidelines.

If you have a medical emergency, call your doctor or 911 immediately.

## **I. APPLICABILITY:**

The following may permit off-premises (outdoor) dining subject to the restrictions as set forth herein:

- Any restaurant with a full kitchen and properly licensed as a food service establishment prior to May 15, 2020.
- Holder of a Class M or O Liquor License prior to May 15, 2020.

Collectively, the businesses identified in this Section I are collectively referred to as "Restaurants".

## **II. RESTAURANTS WITH EXISTING OUTDOOR SEATING SPACE:**

In addition to all applicable City Code and Zoning Ordinance requirements pertaining to their use, all Restaurants with existing outdoor seating space that wish to reopen such space shall abide by the following:

- a) Use shall cease, or be modified for compliance, if there is a State mandate or injunction specific to the Restaurant limiting such use.
- b) Restaurants shall comply with protocols or guidelines issued by the Illinois Department of Public Health, Centers for Disease Control or other official authority.
- c) Tables shall be spaced to allow for a minimum of 6-foot separation.
- d) Except for restroom visits and take-out orders, indoor premises are closed for public use.
- e) Masks shall be required for Customers/Public to enter the indoor premises (e.g., for restroom visits and take-out orders).
- f) By means of signage and/or other markings at 6-foot intervals, social distancing markers shall be placed in queue areas (e.g., restrooms and take-out order lines).
- g) All customer-facing employees shall wear masks.
- h) No parties larger than six, including children, are allowed. The number of patrons allowed at a single table shall be limited to a household unit or patrons who have asked to be seated together. People in the same party seated at the same table do not have to be six feet apart.
- i) Dividers or signage shall be placed in entryways requiring incoming traffic to walk on only one side of entry, and outgoing on the other side.
- j) Sanitize and disinfect tables, booster seats and highchairs after each use.

k) Enhanced Sanitizing and Disinfecting – The following areas shall be disinfected regularly during the day and upon indication of additional need:

1. Breakrooms
2. Restrooms
3. Counters
4. Workstations
5. Employee-Only Areas
6. Chairs
7. Touchpoints, including but not limited to the following: Transaction Registers/Computer Touchscreens/Keyboards, Shared Communications Equipment Including: Phones, Radios, etc., Light Switches, Doorknobs/Door Handles, Railings, Trash Bins, Multi-Function Machines, Drawer Handles, Etc., Self-Service Customer Transactions.

l) Enhanced Overnight Sanitizing and Disinfecting – Restaurants shall be thoroughly cleaned during non-operating hours.

m) The following touchpoints shall be temporarily placed out of service:

1. Child Play Areas
2. Drinking Fountains
3. Valet Use
4. Shared entertainment items such as bag and board games, etc.

n) In restrooms, signage shall be posted encouraging proper hygiene.

o) Sanitizing wipe packets and/or hand sanitizer shall be available at designated entrances.

p) Provide disposable menus to Customers/Public and/or make menus available digitally so that Customers/Public can view on a personal electronic device, if possible. If disposable menus cannot be provided, properly disinfect menus before and after Customers/Public use.

q) Discontinue pre-setting tables with napkins, cutlery, glassware, food ware, etc. These should be supplied individually to Customers/Public as needed. Do not leave card stands, flyers, napkin holders, or other items on tables.

r) Suspend use of shared food items such as condiment bottles, salt and pepper shakers, etc. and provide these foods in single serve containers, if possible. Where this is not possible, shared items such as condiment bottles, shakers, etc., should be supplied as needed to Customers/Public and disinfected after each use.

s) Pre-roll utensils in napkins prior to use by Customers/Public. Employees must wash hands before pre-rolling utensils in napkins. The pre-roll should then be stored in a clean container. After Customers/Public are seated, the pre-roll should be put on the table by

an employee who recently washed their hands.

- t) Reusable items including utensils, plates, glasses, etc., must be properly washed, rinsed, and sanitized. Cleaned utensils, plates, glasses, etc. must be properly stored away from Customers/Public and employees until ready for use. Use disposable items if proper cleaning of reusable items is infeasible.
- u) Offer masks to customers upon request.
- v) “Doggie-Bags” must be filled by Customers/Public and available only upon request.
- w) Dirty linens used at dining tables such as tablecloths and napkins should be removed after each use and transported from dining areas in sealed bags.
- x) Encourage reservations. Request Customers/Public to wait in their cars or away from the Restaurant while waiting to be seated. If possible, alert Customers/Public through their mobile phones when their table is ready and avoid use of shared “buzzers.”
- y) Consider allowing Customers/Public to order ahead of time to limit the amount of time spent in the Restaurant.
- z) Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
- aa) Do not leave out after-meal mints, candies, snacks, or toothpicks.
- bb) Consider utilizing “contactless” payment methods.

### **III. OUTDOOR SEATING (NEW):**

Restaurants seeking to temporarily add outdoor seating areas by using their parking lot or other outdoor areas on private property shall abide by all requirements contained in Section II above and the following:

- a) Prior to their use, Restaurants must submit a plan to the City Manager or his designee for approval, illustrating the proposed outdoor seating area and temporary improvements.
- b) All plans submitted for approval must include written permission from the property owner to use the proposed area for outdoor seating.
- c) If the outdoor seating area is in a parking lot, a temporary physical barrier shall separate the outdoor seating area from the rest of the parking lot.
- d) Private sidewalks may be utilized provided there is still means for pedestrian traffic on the remaining portion of the sidewalk.
- e) Driveways, drive aisles, drive throughs or other means for traffic circulation may not be

impeded or blocked.

- f) ADA parking spaces are required and access to/from those spaces shall not be impeded.
- g) The temporary outdoor seating area shall be accessible to the disabled and shall comply with all applicable federal, state and City laws, ordinances, regulations concerning accessibility and nondiscrimination in the providing of services.
- h) Temporary barriers to safely delineate the seating area do not require additional permitting so long as the temporary barriers do not pose a safety hazard to occupants. No permanent barriers may be installed without proper permits.
- i) Permanent plumbing, electrical, and lighting fixtures shall not be installed.
- j) Upon expiration of the existing State orders restricting capacity or upon a State order allowing 100% restaurant capacity indoors, the use of parking lots or other areas for temporary outdoor seating shall cease, barriers placed therein shall be removed, and all areas used for temporary outdoor seating shall be returned to their original use.

#### **IV. OUTDOOR SEATING (SIDEWALK CAFÉ PERMIT):**

Restaurants seeking to temporarily add outdoor seating areas by securing a Sidewalk Café Permit shall abide by all requirements contained in Section II above, Section 26-54 of the Wheaton City Code pertaining to Sidewalk Café Permits and the following:

- a) A no fee permit shall be obtained in accordance with the requirements of Section 26-54 of the Wheaton City Code pertaining to Sidewalk Café Permits.
- b) All plans for tables extending beyond the frontage of applicant's leasehold or property must include written permission from the adjacent tenant or property owner to use the sidewalk in front of their leasehold or property.

## **V. EMPLOYER GUIDELINES:**

- a) Establish a written, worksite-specific COVID-19 prevention plan, perform a comprehensive risk assessment of all work areas, designate a person at each Restaurant to implement the plan and train and communicate with employees on the plan.
- b) Regularly evaluate the Restaurant for compliance with the plan and document and correct deficiencies identified.
- c) Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection.
- d) Update the plan as needed to prevent further cases.
- e) Self-Screening – Inform employees they should not report to work if they are experiencing symptoms of COVID-19 or have experienced symptoms in the 72 hours prior to start of shift. Any symptoms should be communicated to their respective supervisor. If requiring Self-Screening at home, which is an appropriate alternative to Pre-Work Screening, ensure that screening was performed prior to the employee leaving the home for their shift.
- f) Pre-Work Screening – Upon reporting to work, measure the body temperature of employees with a thermometer. Employees with body temperatures greater than 100.4°F or who have flu-like symptoms (e.g., cough, body aches) shall not perform on-site work duties and shall be directed to return to their homes. Any symptoms should be communicated to their respective supervisor. Both screeners and employees should wear face coverings for the Pre-Work Screening.
- g) Post signage reminding employees of CDC hygiene and safety guidelines.
- h) Personal Hygiene – Allow and encourage employees to take frequent breaks for handwashing with soap and water for at least 20 seconds or disinfecting of hands with a sanitizer.
- i) Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employees' job duties.
- j) When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and provide employees training on manufacturer's directions for safe use.

- k) Employers should provide and ensure employees use all required protective equipment, including face coverings and gloves.
- l) Discontinue shared use of audio headsets and other equipment between employees unless the equipment can be properly disinfected after use.

## **VI. EMPLOYEE GUIDELINES:**

- a) Employees should wash hands or utilize hand sanitizer after each Customer/Public transaction (e.g., moving items used by Customers/Public such as dirty cups, plates, napkins, handling trash bags or securing payment) and take frequent breaks for handwashing with soap and water for at least 20 seconds and/or disinfect hands with a sanitizer.
- b) Servers, bussers, and other employees moving items used by Customers/Public (e.g., dirty cups, plates, napkins) or handling trash bags should use disposable gloves (and wash hands before putting them on and after removing them) and provide aprons and change frequently.
- c) Personal Protection Equipment (PPE) Use – Facial coverings shall be worn while performing work duties or interacting with other persons. Facial coverings should be washed or disinfected after each shift.
- d) Actively remind and encourage Customers/Public to comply with the social distancing standards.

## **VII. CUSTOMER/PUBLIC GUIDELINES:**

- a) Customers/Public will be encouraged to perform self-screening prior to visiting the Restaurant. Anyone with a temperature greater than 100.4°F or who has flu-like symptoms (e.g., cough, body aches) should remain home.
- b) Customers/Public are reminded to refrain from touching their nose, mouth, and eyes, to wash their hands frequently with soap and warm water for at least 20 seconds and to use sanitizer.
- c) Customers/Public should refrain from entering the Restaurant if they, or anyone they have been in contact with, are experiencing symptoms of COVID-19 or have experienced symptoms in the 72 hours prior.
- d) Customers/Public are reminded that if they feel unsafe, they can avoid Restaurants with outdoor seating.