



COVID-19 BUSINESS COMMUNITY GUIDANCE PRELIMINARY – OUTDOOR DINING ON PUBLIC SIDEWALKS

Issued: May 26, 2020

Contact: Tammie Grossman, Director
Development Customers Services
Business @oak-park.us
708-358-5422

Pursuant to the Guidelines for Business Operations under Phase 3 of Governor JB Pritzker’s “Restore Illinois” plan, the following Outdoor Dining Preliminary Guidance is being provided. While Governor Pritzker has not yet set an official date for moving into Phase 3, the Village of Oak Park (“Village”) is planning for this to occur as early as Friday, May 29, 2020.

Outdoor dining on public property is governed by Chapter 22 (“Streets and Sidewalks”), Article 10 (“Commercial Use of Sidewalk Space”) of the Oak Park Village Code. It is anticipated the Village Board will undertake formal action to enact an ordinance regarding the following guidance on or before May 29, 2020.

GUIDANCE

The Oak Park Public Health Director notes the importance of individuals understanding the risk of COVID-19 disease, especially for individuals who may be at increased risk due to various factors including age, race or underlying health conditions. It is recommended that observance of precautions identified such as social distancing, hand washing, use of face coverings and avoidance of gatherings remain important. That said, the spread of COVID-19 is a rapidly evolving situation which may require amendment to this guidance.

OUTDOOR DINING ON PUBLIC SIDEWALKS

In order to provide preliminary guidance for outdoor dining accompanying Phase 3 of the Restore Illinois plan, the Village is providing rules to permit outdoor dining.

Since Phase 3 thresholds are expected to be met on Friday, May 29, 2020, which coincides with the end of the Governor’s Stay-at-Home order, the Village seeks to provide preliminary guidance in order to allow restaurants time to prepare for outdoor dining operations.

Safety in Phase 3 remains a priority for both customers and employees of Oak Park’s business community as steps are taken to reopen businesses. For questions regarding the requirements in this document, please email business@oak-park.us with “outdoor dining” in the subject line.

At the start of Phase 3, outdoor dining is permissible under Restore Illinois for eating and/or drinking establishments that serve food or beverages for on-site consumption and provide seating to accommodate customers prior to the COVID-19 pandemic. This includes restaurants, liquor licensed establishments, coffee and tea shops, ice cream shops, and similar business establishments.

Oak Park Permit Required - No Fees

The Village will continue to require a permit for outdoor dining on the Village sidewalk or other Village owned property. See attached permit application. The Village Board is being asked to waive the annual outdoor dining permit fee as an emergency provision in response to the COVID-19 pandemic as is anticipated to do so on or before May 29, 2020. Applications can be made as early as May 27, 2020.

Village inspectors may conduct site visits to ensure requirements are met and will contact business owners/managers for any modifications to outdoor dining operations including all State of Illinois requirements.

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.

If you have a special circumstance that is not accounted for in these guidelines, please email business@oak-park.us.

Length of Time

If approved, the permit for outdoor dining is granted for 2020 only and shall not extend past November 15, 2020.

Permitted Outdoor Dining Locations

Subject to permit approval, tables and chairs may be placed within public or private pedestrian areas at or near the business provided pedestrian access remains unobstructed and is ADA compliant.

Consideration may be given for tables and chairs to be placed within public on-street parking areas for businesses with direct street frontage if the pedestrian area does not provide adequate space for outdoor dining operations but only upon review and approval by the Village. To inquire about the use of public on-street parking, please email business@oak-park.us.

Table Placement

Tables shall be spaced to allow for a minimum of six (6) feet of separation between occupied chairs. Businesses with existing outdoor dining areas may need to block off stationary tables or seating areas, in order to achieve the 6-foot separate requirement but may expand the dining area in order to add seating capacity, provided all other requirements are met.

Outdoor Dining Rules

The following rules shall apply to outdoor dining:

1. No more than six (6) customers may be permitted to sit together.
2. The outdoor dining area shall be closed no later than 10 p.m. Sunday through Thursday and 11 p.m. Friday and Saturday.
3. Smoking is prohibited in outdoor dining areas.
4. Adequate lighting is required for outdoor dining areas, particularly where vehicular traffic has been rerouted to accommodate outdoor dining.
5. Businesses shall be responsible for disposing of any trash generated from outdoor dining and ensure the area is well-maintained. Please be cognizant of the wind.
6. Live music or electronically amplified music or sound shall not be permitted.
7. Enclosed tents for outdoor dining are prohibited. A tent with all sides fully open may be permitted but is subject to the issuance of a building permit.
8. The outdoor dining area shall not disturb the lawful use and quiet enjoyment of nearby properties.

Measures for Prevention

All outdoor dining locations must follow the Illinois Department of Public Health (IDPH) and the Department of Commerce and Economic Opportunity (DCEO) guidance. The most recent guidance is attached. For further information, please see:

<https://www2.illinois.gov/dceo/Pages/RestoreILP3.aspx>.

Additionally, the following measures are required or strongly encouraged as part of outdoor dining operations:

1. Face coverings will be required for customers leading up to and after dining and for staff when facing customers.
2. Waiting areas are discouraged. Consider using a reservation system or provisions that allow customers to wait at or near their cars until seated.
3. Tables, chairs, and high touch areas should be cleaned after each use or every two (2) hours.
4. The placement of condiments, napkin dispensers, and other shared items on tables is discouraged. Please consider using single use items that will be disposed of when tables are cleaned after each customer.
5. Touchless payment is encouraged.
6. Restroom use shall be managed to allow customers and staff 6-foot spacing. For smaller restrooms, consider restricting to one occupant at a time. For larger restrooms, every other sink, urinal, or toilet should be blocked off. Queuing areas, including hallways leading to restroom facilities, should allow 6-foot spacing. Signs and floor markings should be used to provide clear instructions for restroom use.

DISTRIBUTION: Village Website
Department Directors
Village Board of Trustees
Oak Park Business Community



Commercial Use of Public Sidewalk

The Village of Oak Park
Development Customer Services
123 Madison St.
Oak Park, IL 60302

708.358.5427
business@oak-park.us
www.oak-park.us

GUIDELINES

In addition to this application, please ensure you have attached the following:

- Proof of liability insurance (minimum \$500,000) showing Village of Oak Park as co-insured or additional insured. Insurance must list "sidewalk use" on certificate.
- Patio or sidewalk use site plan, including layout showing placement of tables, chairs, umbrellas, fencing and server stations
- Detailed description of fencing materials and anchoring.
- Exact location of all obstacles in the public way (lights, trees, electrical boxes, etc.)
- Dimensions and path of the public access route
- Location of all tables accessible for disabled people

GENERAL INFORMATION

Name of Applicant(s) _____ D.B.A. (if applicable) _____

Applicant Street Address _____ City _____ State _____ ZIP _____

Phone Number _____ Email _____

Total Patio Square Footage Desired Total Fee (\$50 base fee + 50 cents per square foot)

Type of Use (Choose One) Outdoor Dining with Wait Service
 Outdoor Dining without Wait Service
 Floral Display

Address of Permit Request _____ Daily Hours in Use (Expected) _____

Number of Tables _____ Table Dimensions _____ Number of Chairs _____

Number of Umbrellas _____ Umbrella Dimensions _____ Where Will Tables and Chairs Be Stored?
(Note: Signage is not permitted on umbrellas)

CERTIFICATION

I, the undersigned, acknowledge that I have fully read, understand and agree to abide by the commercial use of public sidewalk requirements and specifications, and further understand that failure to comply with these requirements may result in the revocation of the permit.

Applicant's Name _____ Applicant's Signature _____ Date _____

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

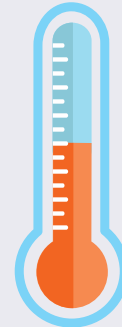
¹ This guidance is subject to State and local liquor control, food safety, and other applicable laws and regulations.

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



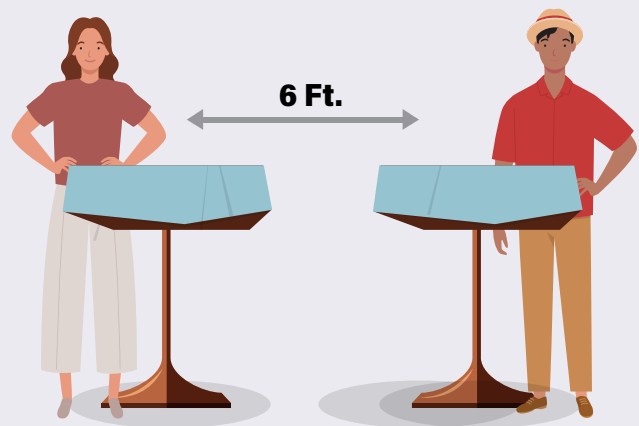
ii. Encouraged best practices

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](#)