Temporary Outdoor Dining Guidelines

In an effort to assist our local restaurants and food service establishments, the Village of Mokena will be allowing certain businesses to utilize portions of their property for outdoor dining purposes. During this time, all businesses (including those with existing outdoor dining or beer gardens) must apply for a Temporary Outdoor Dining Permit prior to conducting any outdoor dining operations (application attached). At a minimum, the application shall include the following:

1. Business plan with proposed hours of operation.
2. Diagram showing the proposed dining area, including table placements, seat counts, access points, and locations of refuse containers and/or serving stations, etc.
3. Written approval of the plan by the property owner (if different from the applicant).

In accordance with local ordinance and State Guidelines, please note the following restrictions that apply to all requests for temporary outdoor dining:

- No outdoor preparation of food or service bars will be allowed.
- Tables, chairs, booster seats and highchairs are to be sanitized after each use.
- Smoking is not allowed in the outdoor dining area.
- Live entertainment and electronically amplified music or sound is not permitted.
- Outdoor trash receptacles shall be provided and properly emptied/maintained.
- The indoor premises shall be closed to public use, with the exception of carryout orders and restroom visits.
- Accessible walkways must be maintained to the interior restrooms.
- Waitresses and waiting staff shall wear personal protective equipment.
- Tables should be spaced so that seats area at least six feet apart from the seats of the neighboring tables.
- Owners must police their outdoor dining areas to ensure that social distancing is being practiced. Uncontrolled violations of social distancing may result in the revocation of the outdoor dining permit.
- There shall be no standees within the dining area. Owners must turn away customers, or provide a waiting area designed for social distancing once the outdoor dining area is full.
- Temporary outdoor lighting may be permitted as long as it meets all applicable building code and life safety standards, and does not negatively impact neighboring properties and/or tenants.
Temporary Tents/Canopies:
- Tents or canopies can only be utilized with the following restrictions:
  - All tents or canopies must be fire rated.
  - Tents and canopies must be open on all sides.
  - Tents and canopies must be properly secured.

Utilization of Parking Areas:
- If the outdoor dining area is located in a parking lot, temporary physical barriers shall be used to separate the outdoor dining area from the rest of the parking lot.
- Not more than 25% of a parking lot can be utilized for an outdoor dining area.
- In multi-tenant plazas not more than 25% of the overall parking lot can be used by all tenants wishing to do business outdoors.
- Outdoor dining areas cannot block drive aisles, fire lanes, or access to other tenant spaces, and clear access must be provided to all accessible parking spaces.
- Outdoor dining areas cannot be placed on any public property including public sidewalks without specific approval of the Village.

Liquor/Alcohol Sales:
- Those establishments with approved liquor licenses shall be permitted to serve alcohol within the designated outdoor dining area; however, any alcohol served in an open container must be consumed on site, and cannot be transported and/or removed from the outdoor dining area.

Terms of Use:
- Outdoor Dining Permits are temporary in nature and may be revoked if the conditions of the permit are not adhered to.
- The permit holder understands that the temporary outdoor dining permit may be terminated by the Village with 24 hours' notice.
- 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 dining shall cease, barriers placed therein shall be removed, and all areas used for temporary outdoor dining shall be returned to their original use.

ATTACHMENTS:
- Temporary Outdoor Dining Permit Application
- Sample seating diagram
- State of Illinois Outdoor Dining Guidelines

Please contact the Community Development Department at (708)479-3930 with any questions regarding the Village's Temporary Outdoor Dining Guidelines.
Temporary Outdoor Dining Permit Application

Property Address: ____________________________

Business Name: ____________________________

Start Date: _______________ Hours of Operation: __________________

Required Submittals:

1) Business Plan including:
   - Map/Aerial Image of outdoor dining location and parking lot barriers (if applicable)
     - Not more than 25% of a parking lot can be utilized for an outdoor dining area
   - Table and Seating Layout
     - Tables should be spaced so that seats area at least six feet apart (no designated standing areas)
   - Dining Area Access Points (Patrons & Staff)
   - Refuse container locations
   - Detailed specifications for any temporary accessory structures being proposed (ie; tents, canopies)

2) Signed Letter of Authorization from Property Owner*
   * Signed letter of authorization is not required if the property owner is serving as the applicant

Property Owner Information

Property Owner Name: ____________________________ Phone: __________________

Address: ____________________________

Applicant Information

Applicant Name: ____________________________ Phone: __________________

Applicant Waiver: I have read and agree to comply with all locally adopted guidelines and regulations for temporary outdoor dining, and all applicable regulations adopted by the State of Illinois.

Applicant Signature: ____________________________ Date: __________________

Office Use Only- Approved: ______ Date Issued: ______ Permit Fee: (NO FEE)

Comments: ____________________________

Permit No. ____________________________
Fig. 1

Example of seating plan that adheres to social distancing requirements

13 Tables of 4 guests show in a 30’ x 50’ space

Spacing is based on the back of a chair being 18” away from table edge

Server
This document is applicable to businesses that meet the following criteria:

- Full-service restaurants, limited-service restaurants, snack and nonalcoholic beverage bars, taverns, and other food services and drinking places licensed to serve food, beverages and liquor for consumption by the relevant local jurisdiction and State Liquor Control Board, if applicable, that can follow all minimum guidelines outlined in this document.

- In Phase III, services for Restaurants and Bars should be limited to:
  i. Outdoor dining and/or drinking only; 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**

1. Minimum guidelines
   - 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.
   - Arrange seating to provide a minimum of 6-ft between tables. Use of plexiglass between tables is a best practice.
   - Employer should provide hand washing capability or sanitizer to employees and customers
   - 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
   - An adequate supply of soap, disinfectant, hand sanitizer, and paper towels must be available
   - 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 contact 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

* 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)
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](#)