



DIRECTIVE: Outdoor Dining – Recovery Phase of COVID-19 Pandemic Guidelines

SUBJECT: A Public Health Approach to Safely Provide Outdoor Dining at food service establishments located in the Village of Hanover Park.

POLICY: To provide necessary structure to allow outdoor onsite dining at food service establishments in the Village pursuant to the State of Illinois Executive Order 2020-32 (Stay at Home Order)

PURPOSE: In response to the State’s “Restore Illinois” Phased Recovery Program, this policy establishes guidelines for the safe dining outdoors at Village food service establishments. Facilities will begin opening under the State’s Phase 3 plan allowing restricted access and requiring the use of personal protective equipment. Additional access and availability of services will be expanded and consistent with Phase 4 and Phase 5 of the State’s plan. Nothing in this policy restricts the Village from implementing additional restrictions on food service establishments or closing facilities completely should the State revert to Phase 2 or Phase 1. The health, safety and welfare of the community continue to remain top priority of the Village. The information contained within this policy is based upon the latest data and guidance from the Illinois Department of Public Health (IDPH) and the Centers for Disease Control (CDC). The Phased approach will proceed as follows:

- **PHASE 1:** Essential gatherings must be 10 or fewer. No non-essential gatherings.
- **PHASE 2:** Essential gathering must be 10 or fewer. No non-essential gatherings.
- **PHASE 3:** All gatherings of 10 or fewer allowed.
- **PHASE 4:** Gatherings of 50 people or fewer allowed, following CDC guidelines.

- **PHASE 5:** Large gatherings of all sizes can resume.

DEFINITIONS:

Clean:	Removal of food waste or food residue by using soap, water and abrasive action.
Disinfection:	Disinfection refers to specific measures taken to control, deactivate or kill infectious agents, such as viruses and bacteria.
Employee Area:	An area within a building restricted to use by employees only. Members of the general public are restricted from accessing the building expect for obtaining a takeout order or using the restroom.
Face Coverings:	A face covering is a device used to cover the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, linen, or a medical grade material. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.
Floor Markings:	Social distancing floor markings specifically denoting pathways for people to form a line and indicate where they may stand to ensure a 6' social distance.
Hand Sanitizer:	Hand sanitizer is a liquid or gel used to decrease infectious agents on the hands. Formulations of the alcohol-based type are preferable to hand washing with soap and water in most situations.
Outdoor Barrier:	A fence, partition or similar structure around the perimeter of the outdoor dining space. This would include fencing required to comply with ordinance requirements if liquor is served.
Outdoor Food Service Area:	The area outdoors designated by clear boundaries as the customer dining space.
Public Area:	An area within a building accessible to all persons.

- Sanitize: Use on a cleaned and rinsed surface of a chemical dilution of chlorine or quaternary ammonium in the specified concentration for food contact surfaces.
- Social Distancing: Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Distancing for purposes of this policy is a minimum of 6 feet in all directions.
- Sunset: The official daily time provided by the National Weather Service and the National Oceanic & Atmospheric Administration where the sun crosses below the horizon.
- Tent: A structure, enclosure, umbrella structure, or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents it protects.
- Umbrella Structure: A structure, enclosure or shelter without sidewalls or drops, constructed of fabric or pliable material supported by a central pole or poles.

I. Applicability and Administration

- A. All dine-in restaurants desiring to expand their operations outside may apply for a *Temporary Outdoor Food Service Permit*.
- B. This is a voluntary program that is temporary until the State allows restaurants to operate indoors at full capacity according to phased reopening guidelines.
- C. This program shall be administered in conjunction with the *Phase 3: Recovery, Restaurants & Bars for Outdoor Dining Guidelines* published by the Illinois Department of Commerce & Economic Opportunity.
- D. The program will be administered by the Fire Department, Inspectional Services Division with support from the Community Development Department, the Clerk's Office, and the Police Department, where applicable.
- E. Minimum guidelines shall be established to protect the health, safety, and welfare of all occupants of outdoor food service tents. Restaurant owners are strongly encouraged to develop operational procedures beyond the requirements established by this policy.
- F. The Village of Hanover Park shall have the authority to review and approve or deny each application for permit under the guidelines of this policy.

- G. The Village of Hanover Park shall have the authority to revoke a Temporary Outdoor Food Service Permit if it determines that a restaurant has failed to comply with the requirements established by this policy.
- H. The Village of Hanover Park shall endeavor to reduce its exposure to litigation. As part of the permit approval process, the applicant shall sign a hold harmless agreement that advises them of potential risks and indemnifies the Village of Hanover Park against claims arising out of this manner of operation.
- I. All required materials to accomplish the expansion of operations shall be the sole responsibility of the restaurant business owner or his/her designee.

II. Permit Process

- A. A new permit type and application shall be created specifically for restaurant owners wishing to take advantage of this program.
- B. The permit applicant shall provide a completed permit application and shall include the following information
 - a. A site plan or aerial image showing the approximate location for outdoor food service relative to the existing restaurant and surroundings. A plat of survey is not required.
 - b. A drawing of the proposed outdoor food service area. The drawing shall include the following information:
 - i. Overall dimensions of the outdoor food service area.
 - ii. Dimensions relative to existing structures and other site features such as walkways, parking, and carry-out/curbside service areas.
 - iii. Entrance and exit points from the proposed outdoor food service area.
 - iv. The placement of tables, with dimensions showing spacing to allow aisles and proper social distancing.
 - v. Location & type of barriers with detailed information on how barriers are to be mounted/secured in a temporary but safe manner.
 - vi. Locations for anchoring devices of tent, if applicable.
 - vii. Photos showing the area where the outside food area is to be located.
 - viii. Locations of required portable fire extinguishers.
 - c. If a tent or tents are going to be erected over the outdoor dining area, the business operator shall provide the following information about each tent:
 - i. Size
 - ii. Frame type and material composition
 - iii. Flame propagation performance certificate, where required by code
 - iv. Anchorage for the tent(s)

- v. Structural elements of the tent to prevent collapse or being affected by wind.
 - vi. Images(s) of any proposed graphics/logos, if applicable.
 - d. An operations plan outlining the following information:
 - i. Hours of operation for outdoor food service
 - ii. Procedure for severe weather events during business and non-business hours. An example would be relocating to their personal vehicles. Moving inside of the building would not allow for social distancing.
 - iii. Traffic flow to and from the site.
 - iv. Procedure for customers waiting to be seated.
 - v. Statement of tent operations if a tent is to be used. This statement shall include whether a tent is to remain in place when business is closed or if tent will be taken down daily. If a tent is intended to be left in place, the manufacturer's requirements for when the tent cannot be used shall be provided (example: tent shall be removed in wind conditions in excess of a specific windspeed, measured in miles per hour).
 - e. If an umbrella or umbrellas are going to be used, the business operator shall provide the following information about each umbrella:
 - i. Size
 - ii. Method of anchorage for the umbrella
 - iii. Image(s) of any proposed graphics/logos, if applicable.
- C. Submitted permit documents will be reviewed for compliance with applicable Village of Hanover Park codes and ordinances.
 - a. The Fire Department, Inspectional Services Division will review compliance with the 2018 International Building Code, 2018 International Fire Code, 2018 NFPA 101 Life Safety Code, 2017 NFPA 70 National Electrical Code, 2014 Illinois Plumbing Code, 2018 Illinois Accessibility Code, and the health requirements established by DuPage County, Cook County, and the Illinois Department of Public Health. Tents not subject to the above-mentioned codes shall still be required to be anchored to resist uplift and overturning.
 - b. Community Development will review compliance with the Village of Hanover Park Zoning Code and will make determinations regarding the approved number of parking stalls that may be temporarily converted and the approved overall area to be used for outdoor food service.
 - c. The Clerk's Office will review all special requests relating to liquor sales and licensing.
- D. Approved permits will be issued free of charge and shall be valid for a period of ninety (90) calendar days unless revoked or rescinded prior to expiration.

- E. Permits extensions of up to ninety (90) days at a time may be granted upon written request and will be issued at the discretion of the Building Official or designee.
- F. Approved permit documents with seating plans are to remain on-site at all times and will be subject to inspection and verification that plans match actual layouts.
- G. Contractor registration fees are waived however each contractor shall still register and provide a code compliance bond.
- H. Inspection of the outdoor food service area is required prior to allowing the operation to commence. The permit applicant shall be responsible to schedule a building inspection and a health inspection to verify compliance with approved permit documents.
- I. Permits will become invalid once the State allows restaurants to function at full capacity regardless of time remaining on the active permit.

III. Outdoor Food Service Operation Guidelines

Restaurants that wish to temporarily create an outdoor dining area by using parking spaces or other areas 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 Commerce & Economic Opportunity, the Illinois Department of Public Health, the Centers for Disease Control, and all other official authority with regard to Health Codes, public safety, and COVID-19 protocols.
- C. Umbrellas shall be securely anchored to tables or a weighted base to prevent uplift or overturning in wind.
- D. Umbrellas shall be maintained in a state of good repair and free from obvious damages, defects, or soiling.
- E. Umbrellas may display the company logo for the restaurant or the Village of Hanover Park but should not advertise specific vendors, slogans, or imagery unless specifically approved by the Village.

- F. Tents should be of a heavy frame that offers structural stability and resistance to wind and weather. Typically, tents of this construction are known as “frame tents”, “canopy tents”, “pole tents”, or “sailcloth tents”.
- G. Tents should not be made of a lightweight, collapsible-style frame with light fabric top. Typically, these tents are known as “pop-up” style tents. Use of this style tent shall be allowed only with approval from the Fire Department, Inspectional Services Division.
- H. Tents shall be maintained in a state of good repair and free from obvious damages, defects, or soiling.
- I. Tents should be of a single, solid color.
- J. Tents may display the company logo for the restaurant or the Village of Hanover Park but should not advertise specific vendors, slogans, or imagery unless specifically approved by the Village.
- K. Smoking is prohibited within 15 feet of the dining area to comply with existing ordinances that do not allow smoking in a work environment.
- L. Alcohol sales are permitted to the extent of existing licenses held by the restaurant owner. Alcohol shall only be sold and served within the approved outdoor food service area. All regulations established by Municipal Code, Chapter 10 – Alcoholic Beverages, shall remain in effect.
- M. Tables shall be spaced to allow for a minimum of 6-foot separation (blocking tables is allowed). Public seating and eating areas shall be reduced and/or reconfigured to allow for minimum separation of 6 feet.
- N. Restaurants not providing temporary lighting shall stop seating customers one hour prior to sunset and shall close at sunset. Restaurants providing temporary lighting may remain open until 10:00 p.m. Sunday through Thursday and 11:00 p.m. Friday and Saturday and shall stop seating customers no later than one hour before closing time.
- O. Restaurants providing temporary lighting shall submit for approval a temporary lighting plan with their permit application. The lighting plan shall comply with all relevant provisions of adopted village codes and ordinances.

- P. Generators shall be prohibited.
- Q. Gas-fired or electric heaters shall not be permitted unless otherwise approved by the Building Official.
- R. Outdoor food service areas shall be open (no side walls) but may utilize awnings, tents, or other top coverings that meet minimum code requirements.
- S. Adequate safeguards shall be in place for security, crowd control, lighting levels and the protection of minors.
- T. The outdoor food service area shall not disturb the lawful use and quiet enjoyment of nearby properties.
- U. Live entertainment will be allowed and shall respect the quiet enjoyment of neighboring properties. Electronically amplified music or sound will comply with Municipal Code, Chapter 54, Article VIII – Noise Abatement. All loud and raucous noises shall not be audible more than 50 feet away between the hours of 10:00 p.m. and 7:00 a.m.
- V. Bar areas are prohibited. All beverages shall be served by the staff of the business.
- W. Trash receptacles will be required for outdoor dining areas without wait staff and table service to allow customers to discard their refuse. At time of application indicate trash can locations that are not in the dining area. Food service areas that are attended by wait staff and table service shall have refuse removed from the tables by staff and discarded within the restaurant.
- X. Hand sanitizer stations shall be made available in the food service area for use by customers and staff.
- Y. No liquor served in an open container shall be removed from the outdoor food service area.
- Z. Except for restroom visits and take-out orders, indoor premises shall be closed for public use.
- AA. Face coverings shall be required for Customers/Public to enter the indoor premises for restroom visits and take-out orders.

- BB. By means of signage and/or other markings at 6-foot intervals, social distancing markers shall be placed in queue areas such as restrooms, take-out order lines, and staging areas for customers waiting to be seated.
- CC. All employees interacting directly with customers shall wear face coverings.
- DD. 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 6 feet apart.
- EE. Sanitize and disinfect tables, booster seats and highchairs after each use.
- FF. Enhanced Sanitizing and Disinfecting – The following areas shall be disinfected regularly during the day and upon indication of additional need:
 - a. Breakrooms
 - b. Restrooms
 - c. Counters
 - d. Workstations
 - e. Employee-Only Areas
 - f. Chairs
 - g. Touchpoints, including but not limited to the following:
 - i. Transaction Registers/Computer Touchscreens/Keyboards
 - ii. Shared Communications Equipment Including: Phones, Radios, etc.
 - iii. Light Switches
 - iv. Doorknobs/Door Handles
 - v. Railings
 - vi. Trash Bins
 - vii. Multi-Function Machines
 - viii. Drawer Handles, Etc.
 - ix. Self-Service Customer Transactions
- GG. Enhanced Overnight Sanitizing and Disinfecting – Restaurants shall be thoroughly cleaned during non-operating hours.
- HH. The following touchpoints shall be temporarily placed out of service:
 - a. Child Play Areas
 - b. Drinking Fountains. Water shall be served by staff in cups when requested by the customer.

- c. Valet Use
 - d. Shared entertainment items such as bag and board games, etc.
- II. In restrooms, every other sink and urinal shall be taped off and signage shall be posted encouraging proper hygiene.
 - JJ. Food transported from the restaurant to the outdoor dining area shall meet all food safety requirements.
 - KK. No outdoor food or drink preparation is permitted.
 - LL. If feasible, provide separate entrance and exit points to the outdoor dining area.
 - MM. Restaurants may not expand outdoor dining in front of neighboring businesses without written permission from the neighboring business/property owner.
 - NN. Restaurants may utilize the approved area of their parking lot or site as determined by Community Development review.
 - OO. If the expanded dining area is in a parking lot, a temporary physical barrier shall separate the outdoor dining area from the rest of the parking lot.
 - PP. Restaurants that do not own their parking lot or other outdoor areas shall secure correspondence from the property owner or property manager granting permission to use the area for outdoor dining.
 - QQ. Restaurants within a strip mall, plaza, shopping center or other multi-tenant space shall secure correspondence from the property manager/owner prior to expanding outdoor dining into common parking, pedestrian, or greenspace areas.
 - RR. Sidewalks may be utilized provided there is still means for pedestrian traffic on the remaining portion of the sidewalk. The minimum width shall be no less than 3 feet.
 - SS. Unless closed to vehicular traffic by the Village of Hanover Park, streets may not be utilized.
 - TT. Driveways, drive aisles, drive throughs or other means for traffic circulation may not be impeded or blocked.

- UU. ADA parking spaces are required and access to/from those spaces shall not be impeded.
- VV. The temporary outdoor food service area shall be accessible and shall comply with all applicable laws, ordinances, and regulations concerning accessibility and nondiscrimination in the providing of services.
- WW. Temporary barriers to safely delineate the seating area do not require additional permitting. No permanent barriers may be installed without a permit.
- XX. Barriers shall physically prevent movement between the outdoor food service area and high-risk, heavily traveled vehicular traffic areas. Barriers shall visually prevent movement between the outdoor food service area and low-risk - low vehicular traffic areas.
- YY. Plumbing, electrical, and lighting fixtures shall only be allowed when approved as part of the permitting process.
- ZZ. 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.
- AAA. Offer masks upon request.
- BBB. 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.
- CCC. 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 "buzzers."
- DDD. Do not leave out after-meal mints, candies, snacks, or toothpicks. Offer them with the check or provide only on request.

IV. Employer Guidelines

Restaurants that wish to temporarily operate outdoor dining areas shall abide by the following:

- 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. Post signage reminding employees of CDC hygiene and safety guidelines.
- F. 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.
- G. 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.
- H. 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.
- I. Employers shall provide and ensure employees use all required protective equipment, including face coverings and gloves.
- J. Discontinue shared use of audio headsets and other equipment between employees unless the equipment can be properly disinfected after use.

V. Employee Guidelines

Restaurants that wish to temporarily operate outdoor dining areas shall educate their staff to abide by the following:

- A. Employees shall 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.

VI. Public Guidelines

Restaurants that wish to temporarily operate outdoor dining areas shall advise customers to abide by the following:

- 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 off-premises (outdoor) dining.