



FORWARD TOGETHER | ADELANTE JUNTOS A Guide to Reopen Joliet Restaurants

DINE-IN RESTAURANTS

INTRODUCTION

This document provides guidance for dine-in restaurants, brewpubs, craft distilleries, breweries, bars, pubs, and wineries with a full kitchen to support a safe, clean environment for workers and customers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders.

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 (where respiratory protection is not required) 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 City of Joliet dine-in restaurants and still abide by social distancing rules, certain restaurants may temporarily offer off-premises (outdoor) dining until the State allows restaurants to operate indoors at full capacity. Restaurants wishing to offer off-premises (outdoor) dining 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.joliet.gov. **By following these guidelines, the City of Joliet will allow restaurants to temporarily offer off-premises (outdoor) dining but the City of Joliet makes no other representations as to consent or authorization by other entities, agencies or departments.**

The City of Joliet may revoke a restaurant's temporary off-premises (outdoor) dining for failure to comply with these criteria. Any directions by the Liquor Commissioner to modify or discontinue the use due to safety concerns shall be heeded immediately.

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 Joliet 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 Joliet 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 Joliet disclaims any liability based on information provided in these guidelines.

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

I. APPLICATION:

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 A1 brew pub license.
- Holder of a Class A2 craft brewery license with a full kitchen and properly licensed as a food service establishment prior to May 15, 2020.

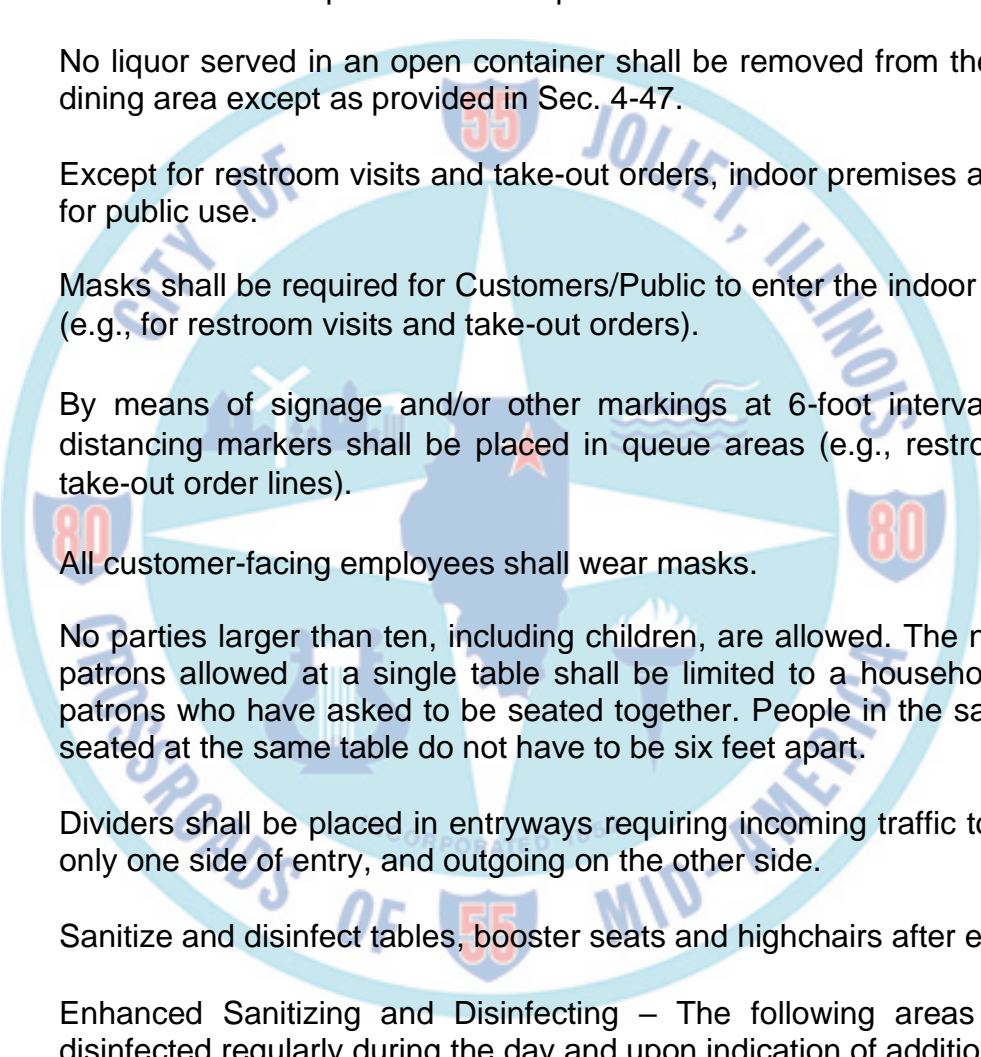
- Holder of a Class B license with a full kitchen and properly licensed as a food service establishment prior to May 15, 2020.
- Holder of a Class E license (restaurant or hotel/ with a full kitchen and properly licensed as a food service establishment) prior to May 15, 2020.
- Class F license with a full kitchen and properly licensed as a food service establishment prior to May 15, 2020.

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

II. OFF-PREMISES (OUTDOOR) DINING - ALL:

Restaurants with existing outdoor dining and Restaurants that wish to temporarily expand 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 Public Health, Centers for Disease Control or other official authority.
- c) Smoking is prohibited.
- d) The outdoor dining area shall be in conjunction with food service. Alcohol can only be sold with a meal.
- e) 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.
- f) The outdoor dining area shall be closed no later than 10:00 p.m. Sunday through Thursday and no later than 11:00 p.m. on Friday and Saturday.
- g) The outdoor dining area shall not disturb the lawful use and quiet enjoyment of nearby properties.
- h) Outdoor dining areas shall be open (e.g., no side walls) but may utilize awnings or other top coverings that meet minimum City guidelines.

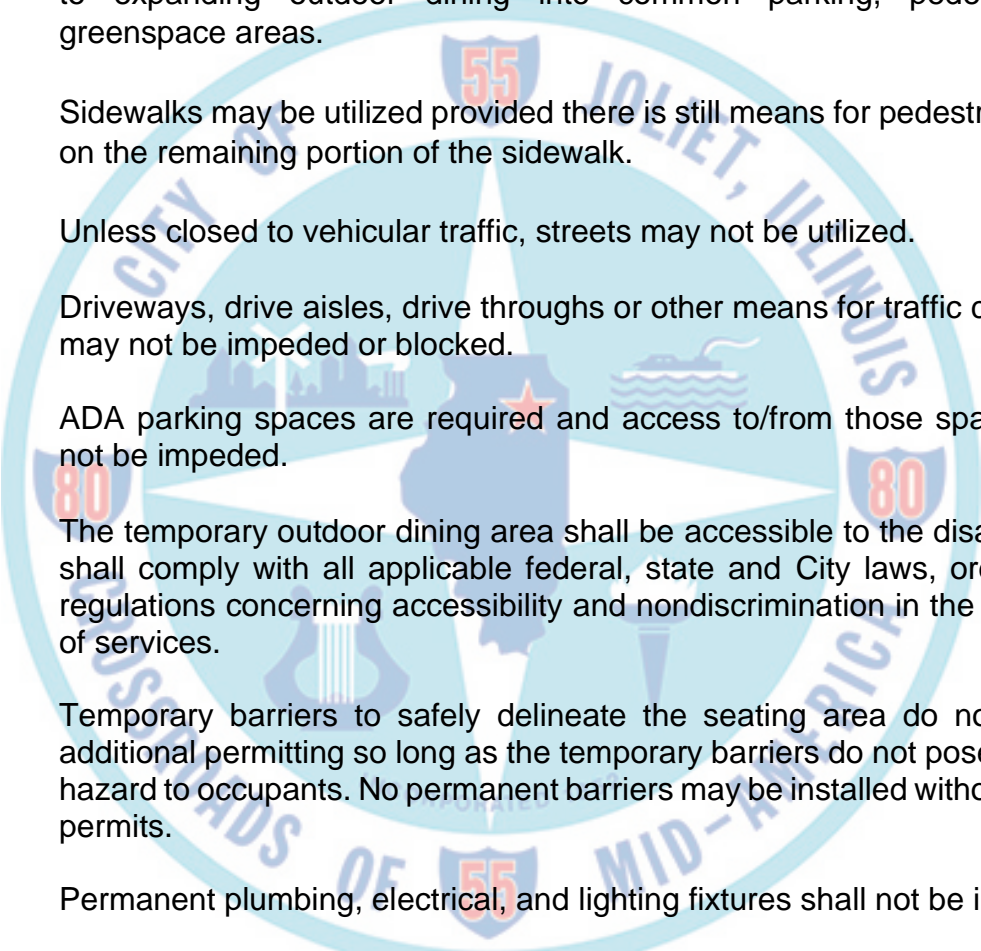
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- i) Adequate safeguards shall be in place for security, crowd control, lighting control and the protection of minors.
 - j) Live entertainment and electronically amplified music or sound shall not be permitted.
 - k) Bar areas are prohibited.
 - l) Outdoor trash receptacles shall be provided and maintained.
 - m) No liquor served in an open container shall be removed from the outdoor dining area except as provided in Sec. 4-47.
 - n) Except for restroom visits and take-out orders, indoor premises are closed for public use.
 - o) Masks shall be required for Customers/Public to enter the indoor premises (e.g., for restroom visits and take-out orders).
 - p) 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).
 - q) All customer-facing employees shall wear masks.
 - r) No parties larger than ten, 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.
 - s) Dividers shall be placed in entryways requiring incoming traffic to walk on only one side of entry, and outgoing on the other side.
 - t) Sanitize and disinfect tables, booster seats and highchairs after each use.
 - u) 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:
- 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
- v) Enhanced Overnight Sanitizing and Disinfecting – Restaurants shall be thoroughly cleaned during non-operating hours.
- w) 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.
- x) In restrooms, every other sink and urinal shall be taped off and signage shall be posted encouraging proper hygiene.
- y) Sanitizing wipe packets and/or hand sanitizer shall be available at designated entrances.
- z) The Restaurant previously maintained adequate control and supervision of their Restaurant and has consistently operated their Restaurant in substantial compliance with the City's liquor code.

III. OUTDOOR DINING (EXPANSION):

Restaurants seeking to temporarily add or expand outdoor dining areas by using a parking lot or other outdoor areas do not need to submit any permit application to do so and shall abide by the following:

- a) Restaurants may not expand outdoor dining in front of neighboring businesses without written permission from the neighboring business/property owner.
- b) Restaurants may utilize up to 25% of their parking lot.

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- c) 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.
 - d) 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.
 - e) 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.
 - f) Sidewalks may be utilized provided there is still means for pedestrian traffic on the remaining portion of the sidewalk.
 - g) Unless closed to vehicular traffic, streets may not be utilized.
 - h) Driveways, drive aisles, drive throughs or other means for traffic circulation may not be impeded or blocked.
 - i) ADA parking spaces are required and access to/from those spaces shall not be impeded.
 - j) The temporary outdoor dining 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.
 - k) 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.
 - l) Permanent plumbing, electrical, and lighting fixtures shall not be installed.
 - m) Any temporary lighting shall be directed in a manner to not impair visibility on nearby streets and not shine into nearby residences.
 - n) 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.

IV. 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.

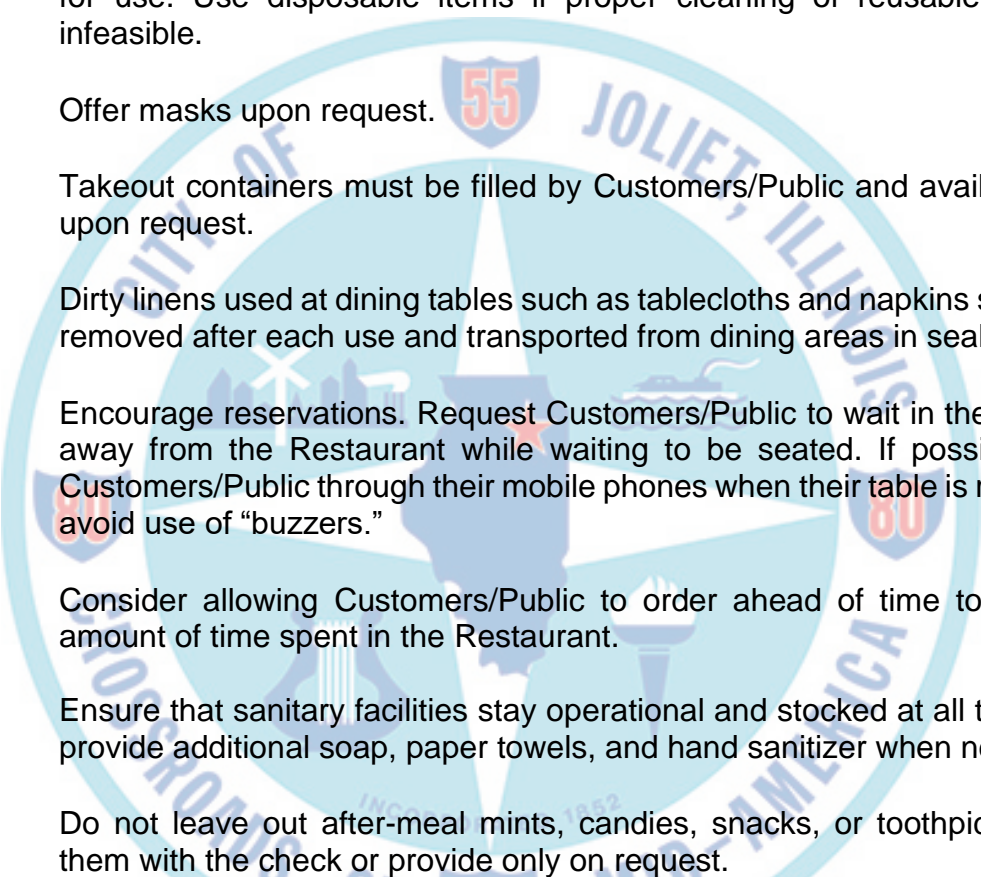
- k) Employers should provide and ensure employees use all required protective equipment, including face coverings and gloves.
- l) Discontinue shared use of audio headsets and other equipment between employees unless the equipment can be properly disinfected after use.

V. 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.

VI. GUIDELINES FOR RESTAURANTS:

- a) Provide disposable menus to Customers/Public and 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.
- b) 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.
- c) 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.

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- d) 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.
 - e) 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.
 - f) Offer masks upon request.
 - g) Takeout containers must be filled by Customers/Public and available only upon request.
 - h) 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.
 - i) 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.”
 - j) Consider allowing Customers/Public to order ahead of time to limit the amount of time spent in the Restaurant.
 - k) Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
 - l) Do not leave out after-meal mints, candies, snacks, or toothpicks. Offer them with the check or provide only on request.

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 off-premises (outdoor) dining.

