



## TEMPORARY OUTDOOR SEATING FOR RESTAURANTS AND BARS

### Rules for Operating on Public Streets

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Restaurants and bars possessing a Temporary Outdoor Seating Permit from the City of Galena are permitted to position tables and chairs on the street near their establishment for outdoor eating and drinking subject to the following rules:

1. Each bar and restaurant will be allocated Main Street parking spaces for outdoor seating for eating and drinking as close to their business as possible. The City will assign the outdoor seating space for each establishment. Every effort will be made to assign space as close to the establishment as possible, but the space may be on the opposite side of the street where space is limited.
2. All outdoor seating areas may extend from the curb to the edge of the parking spaces but shall not impede on lane of travel (the normal lane of travel can be used by pedestrians but must be free of obstructions to allow access by emergency vehicles).
3. The City of Galena will provide metal barriers that must be used to define the north and south sides of the outdoor seating area of each business.
4. No seating or obstructions are permitted on the sidewalk.
5. Consumption of alcohol is permitted in the outdoor seating area associated with the establishment that sold the alcohol.
6. Tables and chairs must be provided by each establishment. Tables must be spaced at least six feet apart and may not seat more than a party of six.
7. Shade devices, planters, and temporary lighting are permitted. Electrical connections for lighting must be approved by the Electrical Inspector.
8. One portable sandwich board sign may be displayed per establishment to identify the business. A sign may also be displayed on each interior side of the outdoor seating area. A menu board may also be displayed. Signs that move or create the illusion of movement are not allowed.
9. Tables, chairs, shade structures, and signs may remain on the street during the duration of the street closure except during a time for street sweeping by the City may be established not more than once weekly.
10. All cooking must be conducted inside the establishment. No bartending or buffets outside.
11. Trash and recycling collection and disposal is the responsibility of each establishment. Collection bins must be emptied not later than the end of each day.
12. No live music, broadcast music, movies, or broadcast sports.
13. No outdoor games, such as bags or ring toss.
14. No standing areas allowed that would promote congregating.
15. No pets in the outdoor seating areas.
16. All general nuisance (excessive noise, light, fumes, etc.) ordinances remain in place.
17. Food and drink service may begin as early as 6:00 a.m. All patrons must be out of the outdoor seating areas by 10:00 p.m. Sunday-Thursday and 11:00 p.m. Friday and Saturday.
18. The Temporary Outdoor Seating Permit is available for full-service restaurants, limited-service restaurants, taverns, and other food services and drinking places licensed to serve prepared food, beverages, and liquor for consumption by the Jo Daviess Health Department and State Liquor Control Board, if applicable.
19. Each establishment must fully comply with all state, county, and local regulations pertaining to COVID-19, food service, and servicing patrons.
20. Each business that wishes to utilize the public street for outdoor seating for eating and drinking must complete the Temporary Outdoor Seating Permit Application and the Temporary Outdoor Seating Disclaimer/Acknowledgement. Forms are available under "Forms and Applications" at [www.cityofgalena.org](http://www.cityofgalena.org). Please contact the City of Galena at 815-777-1050 with any questions.



# TEMPORARY OUTDOOR SEATING APPLICATION

1. **Name of Applicant** \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

2. **Name of Owner (if different than applicant)** \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

3. **Business Name** \_\_\_\_\_

Common Address/Location of Property \_\_\_\_\_

4. **Required Submittals**

Site Plan (please include location of tables, chairs, canopies, lighting, waste and recycling receptacles, etc.) City staff will provide you with an aerial map of the public street available for your outdoor seating area.

Certificate of business liability insurance naming the City of Galena additionally insured

Signed Temporary Outdoor Seating Disclaimer/Acknowledgement

5. **How to Submit:** Please email completed applications to City Administrator, Mark Moran, at [mmoran@cityofgalena.org](mailto:mmoran@cityofgalena.org) or deposit in the drop box next to the front door of City Hall.

**Do Not Write in the Space**

1. Date Submitted: \_\_\_\_\_

2. Approved: \_\_\_\_\_

3. Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_

4. Permit Number: TOS-2020-\_\_\_\_\_



## TEMPORARY OUTDOOR SEATING Disclaimer/Acknowledgement

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All applicants acknowledge that adherence to the rules and regulations of the Illinois Department of Public Health (IDPH), Jo Daviess Health Department, and the City of Galena, will not prevent the communication of disease, including COVID-19, in every situation. Furthermore, the rules and regulations of the IDPH, Jo Daviess County Health Department, or the City of Galena 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.

The City of Galena does not make and hereby disclaims any warranty, express or implied, as to the accuracy or completeness of the regulations for outdoor dining whether established by the City of Galena 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.

Any restaurant owner or property owner applying for a Temporary Outdoor Seating Permit (the "Applicant") acknowledges that the City assumes no responsibility for any injury or damage to persons or property arising out of or related to the temporary outdoor seating area. Further, the applicant acknowledges the obligation to remove the temporary outdoor seating area and restore the area to the previous condition as a condition of the issuance of this permit. Finally, the applicant acknowledges that the requirements contained herein are subject to change based on further guidance from the Governor, IDPH, or Jo Daviess County Health Department and any temporary outdoor seating area is required to comply with any such forthcoming guidance even if more restrictive than the City's regulations.

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Printed Applicant's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Thank you for operating your business in the City of Galena. Please do not hesitate to contact the City of Galena at 815-777-1050 with questions.

# 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 only<sup>1</sup>; 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

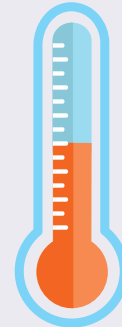
<sup>1</sup> This guidance is subject to State and local liquor control, food safety, and other applicable laws and regulations.

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 contact<sup>2</sup> 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



<sup>2</sup> 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



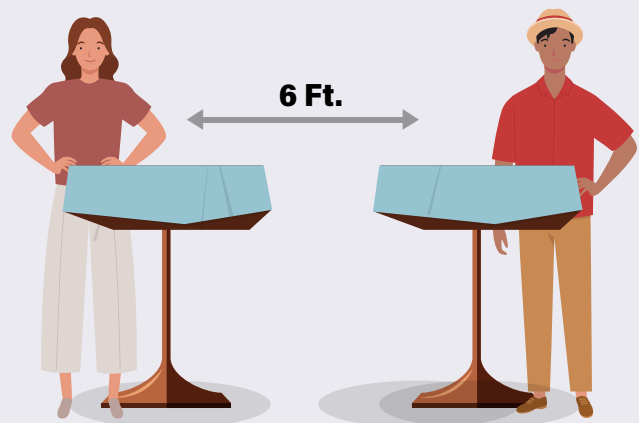
### ii. Encouraged best practices

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](mailto:ceo.support@illinois.gov)  
or return to [www2.illinois.gov/businessstoolkit](http://www2.illinois.gov/businessstoolkit)**

### 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](#)