

Temporary COVID-19 Liquor License Establishment Protocol

The restrictions on outdoor operations and other regulations of the Galesburg Municipal Code and administrative regulations issued regulating restaurants and bars for outdoor dining service are hereby suspended and replaced with these rules during this Phase 4 period until **November 1, 2020**.

1. All guidelines set forth and attached by the Illinois Department of Commerce & Economic Opportunity must be followed unless otherwise outlined below.
2. Patrons are not permitted to take alcoholic beverages outside the designated outdoor area.
3. The maximum occupancy for any standing areas (bar, waiting area) is 25% of the standing area capacity.
4. No smoking is allowed within 15 feet of the outdoor area.
5. All tables indoor and outdoor must be spaced at least 6 feet from each other.
6. If serving alcohol, the outdoor area must be completely enclosed by a non-permanent barrier at least four feet high to serve as a defined area. Caution tape is not acceptable.
 - a. This barrier must not allow easy ingress/egress except at the entrance.
 - b. If using City-owned property, and serving alcohol, a four foot fence must be used.
7. This temporary license shall be limited to that area owned, leased or rented by the license holder on which the premises is located, unless the City of Galesburg has allowed the sidewalk or City-owned parking lot to be used.
8. **The hours of operation allowed will be 7 a.m. to 1 a.m., Sunday through Thursday; and 7 a.m. to 2 a.m. on Friday and Saturday.**
9. The following rules shall apply for use of City-owned property:
 - a. Maintain a three-foot wide unobstructed pedestrian walkway at all times on the sidewalk.
 - b. A five-foot clear zone shall be maintained at a corner location of two public sidewalks.
 - c. No applicant shall make any permanent installation on the sidewalk.
 - d. Operate the outdoor dining so that it does not interfere with pedestrian traffic or vehicular traffic, or access into or from any building.
10. If using City-owned sidewalks or parking lots, we must receive a copy of your certificate of liability insurance listing the City as an additional insured.
11. Excessive noise is prohibited.
12. The establishment and employees must regularly monitor the outdoor area for trash and debris generated as part of your outdoor operation and take immediate action to clean up and remove any of these items from the outside area or the sidewalk near your premises.



RESTAURANT AND BAR ESTABLISHMENT SAFETY GUIDANCE

GENERAL HEALTH

1. Wear face coverings over nose and mouth
2. Maintain social distance of at least 6-ft., arranging seating as necessary
3. Bar and restaurant employees should wash hands for 20 seconds every 30 minutes, upon arrival to work, prior to and during food preparation, when switching between tasks, before donning gloves, after using the restroom, after handling soiled dishes, when visibly soiled, after sneezing/coughing/touching face, after eating or drinking, after smoking/vaping, after using cell phone
4. Wear gloves when preparing food per pre-COVID food handling protocols

HR AND TRAVEL POLICIES

1. Employees shall not report to, or be allowed to remain at, work if sick or symptomatic

HEALTH MONITORING

1. Employers should make temperature checks available and post information about COVID-19 symptoms to allow employees to self-assess whether they have any symptoms and should consider going home
2. Have a wellness screening program for conducting in-person screening upon arrival as well as a mid-shift screening for employee shifts greater than 5 hours
3. If employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days after symptom onset OR until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 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
5. Any employee who has had close contact with a person who is diagnosed with COVID-19 should quarantine for 14 days
6. Have an adequate supply of personal protective equipment (PPE) and/or cloth face coverings for staff, as well as a policy and training for staff to wear their masks

PHYSICAL WORKSPACE

1. Display signage at entry with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed
2. Configure space for at least 6-ft. of distance between tables/customer service areas / break areas
3. To the extent possible, eliminate refilling patron beverages and use a new glass cleaned using proper dishwashing procedures or a new disposable cup; employers using disposable cups may refill beverages only if employee wears appropriate face covering and gloves and uses pitcher to refill. Self-service beverage fountains are permissible with additional precautions.
4. Eliminate table presets (e.g., table tents, menus, salt and pepper shakers, lemons, straws, shared condiments, etc.) and service of shared snacks at bar
5. Use single packet condiments, disposable silverware, disposable or touchless menus

6. Display visual markers 6-ft. apart at customer queue points
7. Buffets should adhere to additional minimum guidelines:
 - Self-serve food areas should have hand sanitizer stations at both ends of the self serve station and signage to encourage use
 - If not configured to allow self-service, designated staff should serve onto patron's plate wearing appropriate face covering and gloves, while maintaining 6-ft social distancing
 - Separate buffet stations should maintain 6-ft distancing
 - Impermeable barriers should be put in place between servers and patrons; patron and servers should not exchange or pass the same plate multiple times
 - Queue points should be established 6-ft apart with markers
 - Queue should be limited to patrons in respective party
 - Serving utensils should be changed hourly
8. Eliminate seating at bars within restaurant to the extent possible

DISINFECTING/CLEANING PROCEDURES

1. Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on weekly basis
2. Frequently 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 hour for high-traffic
3. Sanitization of multi-use items (e.g., menus, if reused, special cards, pens, check presenters, etc.) after each use
4. Disinfect tables and chairs between parties and at closing time
5. Discard single-use or paper articles (e.g., paper menus) after each use

STAFFING AND ATTENDANCE

1. Seating capacity determined by arranging seating with a minimum of six feet between tables or other designated patron service areas
2. Maximum occupancy for standing areas to be 25% of capacity
3. Limit occupancy of common areas to allow for social distancing
4. Live music is permitted in alignment with Theater and Performing Arts guidelines

EXTERNAL INTERACTIONS

1. Before allowing anyone to enter, except third-party visitors providing carry-out services only, ask whether the individual is currently exhibiting COVID-19 symptoms
2. Keep log of all external suppliers who enter premises

CUSTOMER BEHAVIORS

1. Patrons should handle their leftover food to be taken to go
2. Seating areas capacity determined by arranging seating 6-ft apart; no more than 25% of standing area capacity
3. 10-person party limit
4. Reservation or call ahead model
5. Customers should wait for services off premises
6. Customers should wear face coverings over their nose and mouth while on premises, except while eating and drinking at table