



Outdoor Dining Guidelines

The State of Illinois has created a [Phase 3: Recovery Guidelines for Restaurants and Bars](#) regarding outdoor dining. The City of Springfield has produced this supplemental guide to provide additional information to our local bars and restaurants on topics more specific to City permitting and expectations. Please keep in mind that this information does NOT include orders produced by the Sangamon County Department of Public Health nor their inspection process.

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.
- 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. 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)
- 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, the City of Springfield dine-in restaurants will 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 State and City guidelines. By following these guidelines, the City of Springfield will allow restaurants to temporarily offer off-premises (outdoor) dining but the City of Springfield makes no other representations as to consent or authorization by other entities, agencies or departments.***

The City of Springfield may revoke a restaurant's temporary off-premises (outdoor) dining for failure to comply with these criteria.

I. APPLICATION

This document is applicable to businesses that meet the criteria outlined on page 1 of the State of Illinois Phase 3 guidelines for Bars and Restaurants ("Restaurants"). This includes 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 relevant local jurisdiction and State Liquor Control Board, if applicable, that can follow all minimum guidelines outlined in this document along with the State of Illinois guide.

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

II. OFF-PREMISES (OUTDOOR) DINING - ALL

An application is required for all Restaurants proposing to utilize a portion of their outdoor parking areas for outdoor dining. **Upon submission of the application, in addition to the site plan, the applicant may proceed with the outdoor set-up in full compliance with the Illinois Department of Commerce & Economic Opportunity requirements as well as the City's supplemental requirements.** Then **on completion of the set-up**, the applicant must contact the City of Springfield's Office of Building and Zoning at 217.789.2171 and request an inspection of the site. Questions related to your liquor license and proper insurance may be directed to the City's Business Licensing Office at 217.788.8411.

In addition, Restaurants that wish to temporarily expand an outdoor dining area by using parking spaces or other area shall abide by the following:

- a. Smoking and Vaping prohibited.
- b. 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.
- c. Any NEW outdoor dining area shall not disturb the lawful use and quiet enjoyment of nearby properties. Outdoor music must stop no later than 10:00 p.m. Sunday through Thursday and no later than 11:00 p.m. on Friday and Saturday, unless otherwise authorized.
- d. Outdoor dining areas shall be open (e.g., no side walls) but may utilize awnings or other top coverings that meet minimum City guidelines.
- e. Adequate safeguards shall be in place for security, crowd control, lighting control and the protection of minors.
- f. Outdoor trash receptacles shall be provided and maintained.
- g. No liquor served in an open container shall be removed from the outdoor dining area.
- h. Except for restroom visits and take-out orders, indoor premises are closed for public use.
- i. Masks shall be required for Customers/Public to enter the indoor premises and any common areas where six-foot distance cannot be maintained. (e.g., for restroom visits and take-out orders).
- j. By means of signage and/or other markings at six-foot intervals, social distancing markers shall be placed in queue areas (e.g., restrooms and take-out order lines).
- k. Maximum party size will consistently follow the State of Illinois guidelines and no parties larger than the state guidelines are allowed.
- l. Each patron must have an assigned table (seated or high top) and must remain at their table unless leaving the restaurant or going to the restroom.
- m. Sanitize and disinfect tables, chairs and booth seats, booster seats and highchairs after each use.
- n. Regarding sanitizing and disinfecting, please review the State of Illinois guidelines in addition to CDC information. Please be mindful of high touchpoint surfaces, including but not limited to the following:
 - Transaction Registers/Computer Touchscreens/Keyboards
 - Shared Communications Equipment Including: Phones, Radios, etc.
 - Light Switches
 - Doorknobs/Door Handles
 - Railings
 - Trash Bins
 - Multi-Function Machines
 - Drawer Handles, etc.
 - Self-Service Customer Transactions
- o. The following touchpoints shall be temporarily placed out of service:
 - Child play areas
 - Drinking fountains
 - Valet use
 - Shared entertainment items such as bag and board games, etc.

III. OUTDOOR DINING (EXPANSION)

Restaurants seeking to temporarily add or expand outdoor dining areas by using a parking lot or other outdoor areas must submit an application [via email](#) 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, but in no case shall the available parking be less than the required number of parking spaces per Chapter 155.100. Where it is desired to utilize in excess of 25% of the parking lot, the restaurant shall submit to the Office of Public Works a parking calculation based on Chapter 155.100 requiring 1 parking space for every 100 SF of floor area (including indoor and outdoor area) to be used by the public. The combination of which will determine the capacity of the number of patrons. (Only calculate the floor area that is currently open to the public for dining, i.e, exclude restrooms and any areas that are temporarily closed or off limits.)
- 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. ***See section titled "Parking Lot Barriers."***
- 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 meeting the requirements of Illinois Accessibility Code on the remaining portion of the sidewalk.
- g. Unless closed to vehicular traffic, streets may not be utilized.
- h. The use of on street parking spaces shall be permitted through the normal application process for "Parklets" with applications to be made through the Office of Public Works. Applications shall only be considered when all conditions of the permit are met. (See Parklet Application and Conditions)
- i. Driveways, drive aisles, drive-through or other means for traffic circulation may not be impeded or blocked. When planning for the amount of area needed for outdoor dining tables and facilities, accommodations shall also be made for patrons waiting to be seated, including waiting in the customers' own vehicles.
- j. ADA parking spaces are required and access to/from those spaces shall not be impeded.
- k. 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.
- l. 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.
- m. No permanent barriers may be installed without proper permits.
- n. Permanent plumbing, electrical, and lighting fixtures shall not be installed.
- o. Any temporary lighting shall be directed in a manner to not impair visibility on nearby streets and not shine into nearby residences.

PARKING LOT BARRIERS

Jersey barriers are recommended to be used where seating is placed in areas that would normally be open to traffic flow. Seating that is placed in parking spaces or sidewalks may be delineated by the use of cones or other lightweight delineators to separate dining areas from parking spaces that do not impede the normal traffic flow. If Jersey barriers cannot be obtained for use, drum style barricades or other high visibility barricades that can be adequately weighted to resist displacement from wind should be used. In all cases, barriers should be placed with no more than 3 feet of separation. If you are a business who provides this type of barrier equipment or are a Restaurant seeking a supplier, please contact the **Greater Springfield Chamber of Commerce who has the most up-to-date resources for these services.**

IV. EMPLOYER GUIDELINES

- a. Follow [State of Illinois guidelines](#) by performing a comprehensive risk assessment of all work areas; and designate a person at each Restaurant to implement the plan in addition to train and communicate with employees on the plan.
- b. Offer masks to employees upon request.
- c. Takeout containers must be filled by Customers/Public and available only upon request.
- d. 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.
- e. 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.”
- f. Consider allowing Customers/Public to order ahead of time to limit the amount of time spent in the Restaurant.
- g. Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
- h. 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.

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.