



CITY OF HUNTINGTON PARK
 Community Development Dept. • Planning Division
 6550 Miles Avenue, Huntington Park, CA 90255
 Tel. (323) 584-6210 • planning@hpca.gov

TEMPORARY OUTDOOR DINING PERMIT APPLICATION

FOR OFFICE USE ONLY

Date Filed: _____ File No.: _____ Fee/Receipt No.: **\$ 0** Initials: _____

PROJECT ADDRESS: _____

BUSINESS OWNER'S INFORMATION

Business Name: _____

Business Owner: _____

Mailing Address: _____

Phone 1: _____ Phone 2: _____ Email: _____

PROPERTY OWNER'S INFORMATION

Property Owner: _____

Mailing Address: _____

Phone 1: _____ Phone 2: _____ Email: _____

TYPE OF BUSINESS:

Restaurant Coffee Shop/Cafe Delicatessens/Sandwich Shop Specialty Food/Other

Other (Describe): _____

Square Footage of Use: _____

Zone: _____ Hours of Operation: _____

Will you be serving alcohol in the outdoor dining area? Yes No

ABC License & Date Issued _____ CUP on file: Yes _____ No _____

OUTDOOR DINING CONFIGURATION AND SERVICES:

How many tables and chairs will you be using: _____

How many parking spaces will you be utilizing: _____ How many parking spaces will remain: _____

Will you be placing tables and chairs in the public right-of-way: Yes No

Will you maintain at least four (4) feet of clear and unobstructed sidewalk width between seating areas and edge of sidewalk: Yes No

Permit Requirements:

1. Outdoor hours of operation are limited to 8:00 am to 10:00 pm
2. Permittee shall provide for cleaning of the permitted encroachment area
3. Permittee shall provide for refuse disposal
4. Permittee shall comply with all other provisions of their existing Conditional Use Permit, Health Department Requirements, ABC Licensing, and all other State and County requirements

5. Alcohol Service
 - a. No Alcohol service or consumption outdoors without amended ABC license on file with the City of Huntington Park
 - b. Consumption shall occur only within the confines of the physical establishments or within the permitted encroachment area.
6. Valid insurance must be on file with the City of Huntington Park (coverage shall include \$1M per occurrence and \$2M aggregate)
7. Permittee shall sign a waiver and release of liability for participating in the program.
8. Permittee shall adhere to LA County Health Department Reopening & Outdoor Dining Protocols.

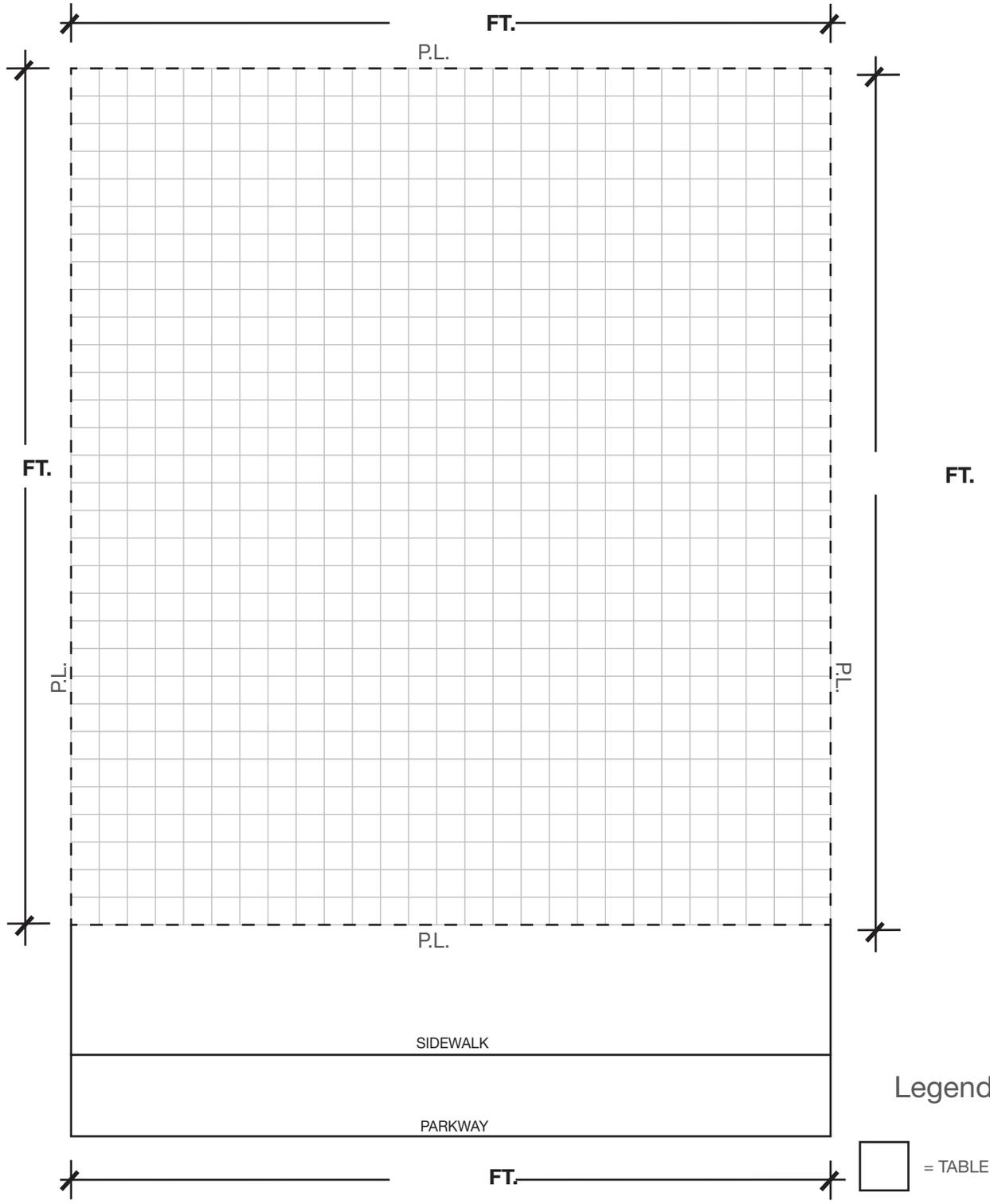
Public Works

9. Permission is granted to operate the established business as depicted on the attached site plan, preserving pedestrian access on the sidewalk and for emergency vehicles down the center of the roadway.
10. Implementation and maintenance of erosion, sediment, and storm water quality control measures are ultimately the responsibility of the business owner.
11. Sediment, debris and trash in the public right of way must be picked up using dry methods.
12. Equipment and material will not be allowed to be stored in the public right of way during non-operational hours.
13. Where temporary facilities will be approved, a minimum sidewalk width of four feet (4) shall be maintained at all times for safe passage. At no time shall pedestrians be diverted onto a portion of the street used for vehicular traffic.
14. Natural flow of drainage shall not be altered in any way.
15. The Permittee shall use Best Management Practices that comply with standards set forth by the City of Huntington Park and the National Pollutant Discharge Elimination System (NPDES) Permit and Waste Discharge Requirements (WDRs) applicable to municipalities within the County of Los Angeles to prevent non-rain water, liquids, debris, or other contaminants from entering storm drains.
16. Permittee is solely responsible for maintaining any area it uses in a safe, orderly, and clean condition so as to prevent any injury or damage to property or persons.
17. Upon written notice of cancellation or revocation of this Permit for any cause whatsoever, Permittee shall promptly restore Agency right-of-way and structures to their condition prior to the issuance of the Permit and then shall vacate Agency property. Should Permittee fail to promptly restore the premises or structures to a condition satisfactory to the Agency, the Agency may make any and all repairs or have repairs made and Permittee will be billed and shall reimburse Agency for all costs incurred.
18. Failure to follow any of permit requirements and guidelines may result in revoking of this permit
19. **CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I/We further certify that I am, or have permission by, the property owner to conduct the proposed use applied for herein.

Signature of Applicant

Date

Site Plan for Temporary Outdoor Dining



Legend

-  = TABLE
-  = CHAIR
-  = CHAIR
-  = TABLE W/ SEATING
-  = CHAIR
- P.L. = PROPERTY LINE

NAME: _____

ADDRESS: _____



City of

HUNTINGTON PARK california

COMMUNITY DEVELOPMENT DEPARTMENT

6550 MILES AVENUE

HUNTINGTON PARK, CA 90255

TEL: (323) 584-6210 FAX: (323) 584-6244

TEMPORARY OUTDOOR DINING PERMIT APPLICATION GUIDELINES

Applications for Temporary Outdoor Dining Permit are processed by the Planning Division within the Community Development Department. Temporary Outdoor Dining is only allowed within the General Commercial (CG), Commercial Professional (CP), Commercial Neighborhood (CN), and Downtown Specific Plan (DTSP) Zones of the City. Temporary Outdoor Dining Permits are **only valid for 90-days**. To apply for a Temporary Outdoor Dining Permit, submit a site plan showing in detail the proposed dining layout configuration (please use the attached sheet to draw your site plan). The proposal will be reviewed to determine conformity with local zoning regulations. Applicants are advised to inquire directly with other agencies as to their requirements. Temporary Outdoor Dining Permits are subject to revocation at any time.

Temporary Outdoor Dining may be proposed on one of the following areas:

- Private Parking Lot (private property); or
- Public Right-of-Way (i.e., sidewalk)

APPLICATION PROCEDURES

1. Complete and submit a Temporary Outdoor Dining Permit Application and Checklist (forms attached).
2. Submit Site Plan Layout (see attached sheet to draw your site plan).
3. Submit a letter of authorization from the property owner (if applicable).
4. Submit valid insurance with the City of Huntington Park (coverage shall include \$1M per occurrence and \$2M aggregate)
5. Submit signed waiver and release of liability for participating in the program.

PLAN REQUIREMENTS

Plans should include the following items:

1. Site plans must show the following information:
 - a. Property line boundaries.
 - b. Seating and Table layout.
 - c. Public Right-of-Way (sidewalk, curb, gutter) width.
 - d. All existing and proposed structures and uses.
 - e. Adjacent public improvements (street furniture, light poles, hydrants, etc.).
 - f. Landscaping (trees, shrubs, lawns, ground cover, etc.)
 - g. Special areas (walkways, entrances, etc.)

PUBLIC WORKS

No Encroachment Permit is required at this point but may be required in the future if the program is extended or modified.

INSURANCE REQUIREMENTS

Valid insurance must be on file with the City of Huntington Park (coverage shall include \$1M per occurrence and \$2M aggregate)

GENERAL OUTDOOR DINING REQUIREMENTS

- All outdoor dining furniture must be removed and stored at the end of each business day.

- Barricades or separation must be in place if dining is proposed within the public right-of-way. Barricades/separation must be removed and stored at the end of each business day.
- Outdoor dining areas shall remain neat and clean at all times.
- Restaurants should follow the Los Angeles County Health Department Reopening Protocols and Guidance on Outdoor Dining and Cloth Face Coverings
- Social distancing requirements shall be in place at all times during business hours of operation.

SUBMITTAL REQUIREMENTS – CHECKLIST

___ Completed Permit Application: To utilize the public property for outdoor dining, or for applicants who wish to use a private parking lot or sidewalk to further their operations, please submit the attached Temporary Outdoor Dining Permit Application.

___ Site Plan: Please provide the following legible, accurately drawn/scaled exhibits:

- i. Existing site plan or recent google map image (staff to inspect for accuracy);
- ii. Proposed site plan showing the layout of all furniture and other items proposed for the public right-of-way, including all existing features within the abutting right-of-way including trees, sign posts, street lights, traffic signals, parking meters, landscape planters, driveway, etc. and indicate number of tables to be used.
- iii. Photos of the existing parking lot/outdoor area.

___ Operational Plan: services provided, service hours, and set-up/clean-up hours (operations may not begin before 8:00 a.m. and must cease by 10:00 p.m.)

___ Sign Liability Waiver

___ For restaurants serving alcohol: a copy of existing or modified ABC license.

GUIDELINES & PROCEDURES

Permit Requirements

Businesses may expand their dine-in service to the public rights-of-way while adhering to public safety and physical distancing requirements. This program only applies to businesses identified by the State of California as “lower risk businesses.” For more information, visit the website at www.covid19.ca.gov

To promote public safety, applicants must adhere to the Outdoor Dining Requirements as detailed by the County of Los Angeles, including, but not limited to:

- Physical distancing measures will be in place.
- Face coverings shall be worn by wait staff; patrons are required to wear cloth face coverings when they are not seated at their tables.
- Outdoor seating and curbside pick-up are prioritized.
- Reservations will be highly encouraged.
- Post signage to remind people about face coverings, social/physical distancing, and staying home when sick or exhibiting symptoms of illness.
- Designate staff to help monitor social/physical distancing practices during busy times.

For the detailed protocol visit: <http://publichealth.lacounty.gov/media/coronavirus/> or for a list of specific industry reopening protocols visit <https://covid19.lacounty.gov/recovery/>

***Please be aware that each restaurant is expected to adhere to reopening protocols and social distancing measures by ensuring six feet of space between all diners and pedestrians. For specific questions relative to your proposed set-up, feel free to contact the LA County Health Department Norwalk/Whittier office at (562) 345-6800.

Program Locations

Businesses may obtain a temporary, fee permit to expand operations into:

Expansion is limited to the storefront width continued into the public street, and subject to emergency and pedestrian access as determined by the Public Works Department (note: it is the responsibility of each business or restaurant to provide their own tables, chairs, planters, etc.; maintenance and upkeep will be the responsibility of the participating establishments)

- Limited publicly-owned rights of way
- Public sidewalks outside of the Downtown area provided ADA and pedestrian access, public safety, and public health and ABC licensing requirements can be satisfied
- Private sidewalks and/or parking lots

Temporary Expansion on Private Property

Restaurants with access to private sidewalks or private parking lots may utilize these areas for dining in accordance with guidelines published by the California Department of Public Health: <https://covid19.ca.gov/pdf/guidance-dine-in-restaurants.pdf>. (Dine-in Restaurants)

Those wishing to utilize private property or parking lots must be granted additional approval by the City's Planning Division as part of the Temporary Outdoor Dining Permit process.

A sidewalk dining facility must comply with the following requirements:

1. All sidewalk dining chairs, tables, fences, planters, barriers, and related furnishings and equipment, collectively, the "Sidewalk Dining Furniture and Equipment," must be placed within the sidewalk dining facility area. All sidewalk dining furniture and equipment (including umbrellas and outdoor heaters) cannot encroach into the required unobstructed pedestrian path.
2. No sidewalk dining furniture and equipment placed in the public right-of-way may be fastened to the sidewalk, and it must not cause any damage to the sidewalk.
3. No furniture and/or other items except umbrellas or outdoor heaters may exceed 42 inches in height.
4. Fire Department approval is required for tents and outdoor heaters in a sidewalk dining facility.
5. Open umbrellas require a minimum vertical clearance of seven (7) feet, and they cannot extend outside of the area approved for sidewalk dining.

Alcoholic Beverages may be served within the expanded service area if the business has a current State ABC license:

- a. Requires a prominently posted sign stating: "Alcoholic Beverage Consumption Is Permitted Only Within Designated Sidewalk or Dining Facilities. G.M.C. Section 9.20.140."
- b. The perimeter of a sidewalk dining facility approved for alcoholic beverage service must have removable physical barriers to prevent the unrestricted movement of people to and from the outdoor dining area except through the approved entrance/exit
- c. Applicant must coordinate directly with ABC, and adhere to all required ABC requirements, including notifying the City of Huntington Park should their existing ABC license be modified. A copy of the business' ABC license is required as part of this application.

Public Works Requirements:

- Implementation and maintenance of erosion, sediment, and stormwater quality control measures are ultimately the responsibility of the business owner.
- Sediment, debris and trash in the public right of way must be picked up using dry methods.
- Equipment and material will not be allowed to be stored in the public right of way during non-operational hours.

- Where temporary facilities will be approved, a minimum sidewalk width of four feet (4) shall be maintained at all times for safe passage. At no time shall pedestrians be diverted onto a portion of the street used for vehicular traffic.
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- Upon written notice of cancellation or revocation of this Permit for any cause whatsoever, Permittee shall promptly restore Agency right-of-way and structures to their condition prior to the issuance of the Permit and then shall vacate Agency property. Should Permittee fail to promptly restore the premises or structures to a condition satisfactory to the Agency, the Agency may make any and all repairs or have repairs made, and Permittee will be billed and shall reimburse Agency for all costs incurred.

Permit Revocation

Temporary Outdoor Dining Permits are licenses to use City property and do not bestow or vest a permanent property right; these permits are revocable. The City reserves the right, in its sole and absolute discretion, to revoke a permit, and to remove a sidewalk dining space that, (i) obstructs or causes congestion to pedestrians and by so doing creates a danger to the health, safety, or general welfare of the public, (ii) where the City requires the removal for redevelopment or improvements of the street or sidewalk, or for utility repairs, or (iii) where a business violates the requirements of these Guidelines or State or local laws, regulations, ordinances or orders. Any costs incurred by the City for removal or storage of sidewalk tables, chairs, and other equipment as a consequence of permit revocation shall be the responsibility of the business, and shall be promptly paid to the City upon request for reimbursement. The City is not responsible for any damages or loss of equipment removed pursuant to this subsection.

Questions

For more information, please contact the Planning Division by calling (323) 584-6210, between 7:00 a.m. and 5:30 p.m., Monday through Thursday.

CITY OF HUNTINGTON PARK

WAIVER AND RELEASE OF LIABILITY

FOR PARTICIPATION IN THE OUTDOOR DINING PROGRAM

In consideration of participation in the City of Huntington Park Outdoor Dining Program (“ODP”), I/We, the undersigned business/property owner(s) listed below agrees and understands that such an activity has inherent risks and other risks associated with the COVID-19 pandemic, and which may result in injury or other damages, including but not limited to those set forth in the assumption and acknowledgment of risks paragraph below. I/We further understand that the City of Huntington Park by permitting the undersigned to participate in the ODP has no oversight or control over the business operations of the undersigned. With the foregoing understandings, I/We agree as follows:

ASSUMPTION AND ACKNOWLEDGMENT OF ALL RISKS. I/We, on my/our own behalf, knowingly, voluntarily, and freely accept and assume any and all risks, both known and unknown, of injuries or other loss or damage that result while participating in the ODP however caused, **even if caused in whole or in part by the action, inaction or negligence** of the City of Huntington Park (“City”), including all City Departments, and its elected and appointed officials, officers, agents, employees, contractors, and volunteers; and all other persons or entities acting in any capacity with respect to the ODP (collectively referred to as "Released Parties"). Such risks include, but are not limited to, contraction of the COVID-19 virus, property damage to personal property, physical and/or emotional injuries (including death) caused by such outdoor dining or contraction of the COVID-19 virus. The risks assumed include those inherent in the ODP offered by the Released Parties.

WAIVER OF ALL CLAIMS. I/We, on my/our own behalf, and on behalf of employees, customers, agents or , **expressly waive any and all claims, suits or demands for personal injury, property damage or other loss** against the Released Parties, and each of them, including but not limited to, **any and all negligence, negligent supervision, negligent operation, negligent hiring and any and all negligent practices associated with the ODP.** To the fullest extent permitted by law, this waiver is **intended to be a complete release of the Released Parties for any and all** responsibility for personal injuries, property damage or death sustained by me/us from participation in the ODP whether arising out of or resulting from, including but not limited to, my or their participation in the ODP. This release is further binding on the heirs, representatives and estates of myself/ourselves. I/We further agree to waive, release and hold harmless the Released Parties, from and against all claims, damages, injuries, expenses, or death arising out of or resulting from administering or participating in the ODP.

INDEMNITY. I/We further agree to defend, indemnify and hold harmless the Released Parties, and each of them, including attorney’s fees and costs, against any and all claims, lawsuits or demands resulting from any loss, injury, damage, or death, as well as property damage, arising out of, connected to, or relating in any way to my/our participation in the ODP. This agreement to indemnify the Released Parties, includes, but is not limited to any active or passive negligence of the Released Parties, by me/us, and/or any third party.

I/WE HAVE CAREFULLY READ THIS AGREEMENT, FULLY UNDERSTAND ITS CONTENTS, UNDERSTAND THAT I/WE HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, SIGN IT

FREELY AND VOLUNTARILY, THAT PARTICIPATION IN THE ODP IS STRICTLY VOLUNTARY, AND AGREE TO BE BOUND BY IT FOR MYSELF/OURSELVES AND OUR BUSINESS OR BUSINESS ENTITY. If any portion of this agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Business Name: _____

Business Owner Name: _____

Business Owner Signature: _____

Address: _____

Phone: _____

Date: _____

Business Owner Name: _____

Business Owner Signature: _____

Address: _____

Phone: _____

Date: _____

Property Owner Name: _____

Property Owner Signature: _____

Address: _____

Phone: _____

Date: _____

Protocol for Restaurants: Appendix I

Recent Updates:

6/28/20: Updated to align with Governor's order to close bars, brewpubs, and tasting rooms wineries.

6/29/20: Additional details provided regarding reporting a cluster of cases to Public Health

7/1/2020: Updated to align with Governor's order to prohibit indoor dining at all restaurants and food facilities.

7/3/20: Brewpubs, bars, brewery and winery tasting rooms, and craft distilleries are to remain closed for onsite beverage or food consumption until allowed by the County

Due to the continued rapid spread of the Novel Coronavirus (COVID-19) and the need to protect the most vulnerable members of our community, this protocol has been updated to align with the State Public Health Officer order to limit restaurants and other food facilities that prepare and serve food to outdoor dining, delivery, drive thru or carry out only. No indoor dining is permitted within restaurants or other food facilities. In addition to the conditions imposed on restaurants by the State Public Health Officer, restaurants must also be in compliance with these employee safety and infection control protocols.

Except as specified below, brewpubs, bars, brewery and winery tasting rooms, and craft distilleries are to remain closed for onsite beverage or food consumption until allowed by the County Health Officer to resume modified or full operation. Brewpubs, bars, brewery and winery tasting rooms, and craft distilleries are prohibited from contracting with a food vendor to resume operation. Brewpubs, breweries, tasting rooms and craft distilleries are approved for retail sales and manufacturing and must adhere to the applicable protocols.

Restaurants, bars, or brewpubs that possess a moderate risk or high risk restaurant public health permit may continue to offer sit-down, meals in an outside dining area which are prepared on site as allowed by the Health Officer Order, and in compliance with this Protocol. Bar counters are required to close. Restaurant and other food facilities should continue to offer and encourage takeout and delivery service to the extent possible.

This protocol is not intended for concert, performance, or entertainment venues that have on-site food facilities. These food facilities are to remain closed until they are allowed to resume modified or full operation through a specific reopening order.

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document and related guidance.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols.

All restaurants covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Business name:

Facility Address:

Prior Maximum Occupancy:

Date Posted:

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH
(CHECK ALL THAT APPLY TO THE FACILITY)**

- Everyone who can carry out their work duties from home has been directed to do so.
- Vulnerable staff (those above age 65, those who are pregnant, and those with chronic health conditions) are assigned work that can be done from home whenever possible, and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- All employees have been told not to come to work if sick or if they are exposed to a person who has COVID-19.
- Workers are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting sick leave and worker's compensation for COVID-19](#), including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20](#).
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- In the event that the owner, manager, or operator knows of three (3) or more cases of COVID-19 within the workplace within a span of 14 days the employer must report this outbreak to the Department of Public Health at (888) 397-3993 or (213) 240-7821. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival. A temperature check should be done at the worksite if feasible.
- All employees who have contact with the public or other employees during their shift(s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees need not wear a cloth face covering when the employee is alone.

- Employees are instructed on the proper use of face covering, including the need to wash their face coverings daily.
- Face shields are provided and worn by wait staff and other employees when servicing customers not wearing a cloth face covering to eat and drink. The face shield is to be worn in addition to the cloth face covering. Cloth face coverings protect others from the wearer's droplets; face shields help protect the wearer from other's droplets.
- Face shields are to be used, cleaned and disinfected per manufacturer's directions.
- Employees are directed to ensure hand hygiene practices including handwash frequency, use of hand sanitizer and proper glove use are adhered to.
- Employees are allowed time to wash their hands frequently.
- Employees are reminded to cover coughs and sneezes with a tissue. Used tissue should be thrown in the trash and hands washed immediately with soap and warm water for at least 20 seconds.
- Employees are prohibited from eating or drinking anywhere inside the food facility other than designated break rooms.
- All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use face coverings when around others.
- Breaks are staggered, in compliance with wage and hour regulations, to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
 - Break rooms _____
 - Restrooms _____
 - Other _____
- Disinfectant and related supplies are available to employees at the following location(s):

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures:

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- If possible, an employee wearing a cloth face covering is posted near the door but at least 6 feet from the nearest customers, to monitor that physical distancing procedures are adhered to.
- Measures to ensure physical distancing are adhered to where customers or employees are in a queue. This includes check-stands and terminals, deli counters and lines, restrooms, elevator lobbies, host stands and waiting areas, valet drop off and pickup, and any other areas where customers congregate.
 - Placing tape or other markings at 6-foot intervals in any area where members of the public may form a line or stand.
 - Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees and customers from passing by one another.
- Food facilities offering food pick-up options or delivery are to ensure physical distancing practices are implemented for those customers in the queue when ordering or during pick-up.
- On-site outdoor seating is subject to adhering to the 6 feet physical distancing requirements between

customers at different tables.

- Bar counters used for the purposes of preparing or serving alcoholic beverages are closed to food and beverage service at the counter.
- Onsite seating within an indoor food court is prohibited.
- Entertainment operations are prohibited. This includes, but is not limited to, Disk Jockey and live music and entertainment.
- Restaurants may not host receptions, banquets, or other large gatherings.
- Expand outdoor seating where possible, in compliance with local planning and zoning codes.
- Technology solutions where possible have been implemented to reduce person-to-person interaction; mobile ordering and menu tablets, text on arrival for seating, contactless payment options.
- Design interaction between customers, delivery drivers and employees to allow for physical distancing.
 - Floors in and outside of the restaurant in areas when customers, delivery drivers or others may wait for are marked to enable and enforce physical distancing.
 - The use of contactless processes for pickup and delivery and other electronic systems for guest interactions have been implemented, where possible.
 - Interactions between servers or other employees' interactions and customers are limited to a maximum of five minutes per occurrence, where possible.
- On-site outdoor dining made by reservation or customers notified to call in advance to confirm outdoor seating/serving capacity, where possible. Contact information for party is collected, if practicable in the normal course of business operation, either at time of reservation booking or on site to allow for contact tracing should this be required.
 - Consider a phone reservation system that allows people to queue or wait in cars and enter only when a phone call, text or other method, notifies the customer that a table is ready.
- If the establishment has capacity and chooses to offer on-site ordering, customers should be offered a menu (posted or a single-use handout), to allow for ease of ordering, and items orders should be gathered, packaged and picked up by the customer as soon as possible; customers should be notified of the estimated pick-up time. Customers waiting for items may not congregate within the business. They should either remain in their car or return at the appropriate time to obtain their order.
- Limit the number of guests at a single outdoor table. People in the same party seated at the same table do not have to be six feet apart. All members of the party must be present before seating and hosts must bring entire party to the table at one time.
 - On-site outdoor seating at a table shall be limited to no more than 6 people in the same party.
- Limited contact between wait staff and customers.
 - Install physical barriers such as partitions or plexiglass at registers, host stands, ordering counters, etc., where maintaining physical distance of six feet is difficult.
 - Limit the number of employees serving individual parties.
- Discourage employees and customers from congregating in high traffic areas such as bathrooms, hallways, bar areas, reservation and credit card terminals, etc.
 - Require employees to avoid handshakes and similar greetings that break physical distance.
- Use barriers or increase distance between tables/chairs to separate employees in employee breakrooms. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.
- Operations have been redesigned, where possible, to achieve physical distancing between employees.
 - Kitchen and other back of house area's floors are marked to reinforce physical distancing requirements.

- Physical distancing protocols should be used in any office areas, kitchens, pantries, walk-in freezers, or other high density high-traffic employee areas.
 - Incidental contact is to be expected, however, the goal is to limit this to less than 15 minutes, preferably 10 minutes, and the employees are always wearing their face coverings.

C. MEASURES FOR INFECTION CONTROL

PRIOR TO OPENING

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased.
 - Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas.
- For facilities that have not been operating, flush each of the hot and cold-water fixtures for five minutes prior to reopening to replace stale water in the facility's plumbing with a fresh and safe water supply.
- Facility has been thoroughly cleaned and sanitized/disinfected (using products approved for use against COVID-19), especially if it's been closed.
 - Procure options for third-party cleaning company to assist with the increased cleaning demand, as needed.
- Spaces such as dining rooms, host stands, and kitchens have been equipped with proper sanitation products, including hand sanitizer and sanitizing wipes for all employees directly assisting customers.
 - Ensure sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
 - Recommend installing touchless dispensers for hand sanitizer, soap dispensers, paper towel and trash dispenser.
- Drop-off locations are designated to receive deliveries away from high traffic areas. Person-to-person contact for delivery of goods has been eliminated whenever possible.

FOOD SAFETY CONSIDERATIONS

- All food safety practices outlined in the California Retail Food Code (CRFC) are being followed and maintained.
 - Keep hot food hot (135 °F or above) and cold food cold (41 °F or below).
 - Thoroughly cook foods as required in the CRFC.
 - Clean and sanitize utensils and equipment at the required frequency outlined in the CRFC.
 - Adhere to employee health and hygiene practices: Don't work when ill; wash hands frequently; gloves used as required in the CRFC.
 - Ensure all food and food ingredients are from an approved food source.
 - Food preparation employees are discouraged from changing or entering others' workstations during shifts.
- Self-service machines, such as soda and frozen yogurt machines are dispensed by a food employee and cleaned and sanitized frequently.
- Areas where customers may congregate or touch food or foodware items that other customers may use have been closed. These items are provided to customers individually and discarded or cleaned and disinfected after each use, as appropriate. This includes but is not limited to:
 - Self-service areas with condiment caddies, utensil caddies, napkins, lids, straws, to-go containers, etc.

- Self-service food areas, such as salsa bars, salad bars or buffet-style, including food sampling.
 - Tableside food preparation and presentation such as food item selection carts and conveyor belts, guacamole preparation, etc.
 - After-meal mints candies, snacks, or toothpicks for customers. These are offered with the check or provided only on request.
- A designated food employee is assigned the task of wrapping silverware prior to providing to the customer, rather than multiple employees handling uncovered silverware prior to customer use.
- Refilling beverages at the table or from common containers (e.g. pitchers, carafes, decanters, bottles) is not allowed. Clean glassware is provided for customer refills.

FACILITY CONSIDERATIONS

- A food employee per shift is designated to oversee and enforce additional sanitization and disinfection procedures, as needed.
- A cleaning and disinfection plan for high-touch surfaces and access areas has been developed and is followed.
- Common areas and frequently touched objects related to customer pickup and payment (e.g., tables, doorknobs or handles, credit card readers) are disinfected on an hourly basis during business hours using EPA approved disinfectants.
 - All payment portals, pens, and styluses are disinfected after each use.
- Facility is thoroughly cleaned and sanitized/disinfected (using products approved for use against COVID-19) nightly. A log is kept to monitor completion wherever possible.
- Audio headsets and other equipment are not shared between employees unless the equipment is properly disinfected after each use. Consult equipment manufacturers to determine appropriate disinfection steps.
- Dishwashers that wash multi-use customer utensils are provided with equipment to protect their eyes, nose and mouth from contamination due to splash using a combination of face coverings, protective glasses, and/or face shields. Dishwashers are provided impermeable aprons and required to change frequently. Reusable protective equipment such as face shields and glasses are to be properly disinfected between uses.
- Restrooms are checked regularly and cleaned and disinfected on an hourly basis using approved EPA disinfectants.
- Hand sanitizer and trash cans are available to the public at or near the entrance of the facility.

CUSTOMER SERVICE/OUTDOOR DINING AREAS

- Customers should enter through doors that are propped open (this will be evaluated for approval based on overall vermin exposure) or automated if possible. Hand sanitizer should be available for guests who must touch door handles.
- Customers are instructed that they must wear cloth face coverings whenever they are not eating and/or drinking; this includes upon entry to the facility, when walking anywhere in the facility, and when using the restrooms. This applies to all adults and to children over the age of 2. Only individuals with chronic respiratory conditions or other medical conditions that make the use of a face covering hazardous are exempted from this requirement.
- Customers may remove cloth face coverings while seated at a table and eating and/or drinking.
 - Customers who refuse to wear a cloth face covering may be refused service and asked to leave.
- Customers arriving at the site with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are wearing face coverings if age permits.

- Servers, bussers, and other employees moving items used by customers (dirty cups, plates, napkins, etc.) or handling trash bags use disposable gloves (wash hands before putting gloves on and after removing them) and are provided aprons which they must change frequently.
- Reusable menus are cleaned and disinfected between customers. If using paper menus, discard after each customer use. Alternatives such as stationary menu boards, electronic menus, or mobile device downloadable menus should be considered.
- Outdoor customer seating areas are cleaned and sanitized after each use. Seating, tables and other items on table must be single-use or cleaned/sanitized between customers. Each table has either a top cloth replaced between guests or a hard-non-porous surface which is sanitized between guests.
- No flatware, glassware, dishware, menus, condiments or any other tabletop item is present on tables prior to the seating of customers. All such items are fully sanitized between seat changes and stored during non-use in a location that prohibits potential contamination.
- Takeout containers are filled by customers and available only upon request.
- Cashless transactions are encouraged. If reasonable for the food facility, customers are enabled to swipe their own credit/debit cards, and card readers are fully sanitized between each guest use.
- Optional - Describe other measures (e.g. providing senior-only hours, incentivizing non-peak sales):

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- A copy of this protocol is posted at all public entrances to the facility.
- A sign notifying customers to use hand sanitizer and to wear a face covering when not eating or drinking is also posted at all entrances.
- Signage is posted that reminds the dining public to maintain physical distancing of six feet, wash hands or use sanitizer upon entry into a restaurant, and to stay home if they are ill or have symptoms consistent with COVID-19.
- Signage is posted that notifies customers that while it may be common practice for diners to socialize after the meal, this practice will be discouraged during the pandemic.
- Online outlets of the establishment (website, social media, etc.) provide clear information about facility hours, required use of face coverings, policies in regard to preordering, reservations, prepayment, pickup and/or delivery and other relevant issues.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Services that are critical to the customers/clients have been prioritized.
- Transactions or services that can be offered remotely have been moved on-line.
- Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER**



Business Contact Name:

Phone number:

Date Last Revised:

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Recent Updates:

6/27/20: Additional clarification provided around what staff must wear if they can't wear a face covering, and clarification provided around which patrons are not required to wear face coverings.

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow for people to start to use public spaces again in ways that will limit the risk of exposure to COVID-19. This guidance is intended to provide considerations for Cities or Food Facility Operators who have questions about setting up outdoor dining areas during the COVID-19 recovery stage. It is important to consider these steps below in order to use outdoor dining spaces in a way that keeps everyone healthy.

- 1. Lines for Take Out** - The food facility operator is responsible for ensuring and monitoring social/physical distancing but may need assistance from law or code enforcement officials if members of the public become uncooperative with food facility operators. Consider developing standards for uniform use of floor markings used to guide social/physical distancing.
- 2. Face Coverings**-Wait staff should use both a cloth face covering and a face shield while interacting with patrons who are not masked. Staff who are exempt from wearing a face covering due to a medical condition and who are employed in a job involving regular contact with others must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their medical condition permits it. A drape that is form fitting under the chin is preferred. Patrons are required to wear cloth face coverings when they are not seated at their table UNLESS they cannot remove it by themselves, have difficulty breathing, or have been told not to wear one by their medical provider. Note that Children under the age of 2 (including infants) should not wear cloth face coverings and those between the ages of 2 and 8 should use them but under adult supervision.
- 3. Outside Dining** – If on the sidewalk – an impermeable and cleanable barrier that is at least 6 feet high should be provided to protect diners from pedestrians if 6 feet social/physical distancing is not possible. Local zoning officials should be consulted if tables will be placed on sidewalks or in parking lot areas.
- 4. Separate Order and Delivery Areas and Curbside Pickups** – Businesses should be encouraged, if they provide take out, to have separate order and delivery areas – Local zoning officials should be consulted if curbside pickup parking spots/zones are needed.
- 5. Online Orders and Reservations** – Businesses are encouraged to have online ordering and to institute use of a reservation process to discourage gathering in wait areas.
- 6. Designate Monitors** – Designate ambassadors to help monitor social/physical distancing practices during busy times.



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- 7. Cleaning and Disinfection Protocol for Public Areas** – Institute a plan with procedures for disinfecting high touch surfaces such as benches, bathrooms, rails, traffic light push buttons, etc. Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions: <https://www.epa.gov/pesticide-registration/listn-disinfectants-use-against-sars-cov-2>
- 8. Post Signage Reminders** – Post signage to remind people about face coverings, social/physical distancing and staying home when ill with COVID-19 symptoms.
- 9. Temporary Outdoor Plaza Dining** – If tables or other seating for dining are available, institute a plan and procedures to clean and sanitize between uses. A pedestrian traffic plan should also be considered during busier times.
- 10. Handwashing stations or Hand Sanitizer dispensers (60% alcohol minimum)** – Consider placing handwashing stations or contactless hand sanitizer dispensers in public areas.

