



VILLAGE OF PALATINE
VILLAGE HALL - COUNCIL CHAMBERS
200 E. WOOD STREET
PALATINE, IL 60067-5339 – (847) 359-9050
<http://www.palatine.il.us>

SPECIAL VILLAGE COUNCIL MEETING

MINUTES

MAY 27, 2020

3:00 PM

Note: This Special Emergency Village Council Meeting is being conducted virtually through Webex. If you would like to listen to, or participate in, the meeting please call (312) 535-8110 and enter meeting access code 967018087 when prompted to.

I. ROLL CALL

Attendee Name	Title	Status	Arrived
Jim Schwantz	Mayor	Present	
Tim Millar	District 1 Councilman	Present	
Scott Lamerand	District 2 Councilman	Present	
Doug Myslinski	District 3 Councilman	Present	
Greg Solberg	District 4 Councilman	Absent	
Kollin Kozlowski	District 5 Councilman	Present	
Brad Helms	District 6 Councilman	Present	

Also Present:

Village Clerk Marg Duer, Deputy Village Manager Mike Jacobs, Village Attorney Patrick Brankin, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Community Development Director Harry Spila and IT Director Larry Schroth

II. AGENDA ITEM

1. Discussion, Direction, and Potential Motion to Authorize Actions Related to the Implementation of Outdoor Dining in Compliance with Governor Pritzker's Executive Order and Associated Restore Illinois Plan

Note: This Special Emergency Village Council Meeting was conducted virtually, through Webex.

Mayor Schwantz outlined the topic to consider authorizing actions related to the implementation of outdoor dining in compliance with Governor Pritzker's Executive Order and associated Restore Illinois Plan Phase III, announced May 24, 2020. The focus is to establish guidelines particularly for Palatine's unique downtown area. Having received the details just two days ago, and having just two days to implement the details, this must be a flexible plan.

Mayor Schwantz listed the broad issues:

- Hours: some restaurants serve breakfast, suggesting a 7 AM opening. Councilman Lamerand expressed concern for neighboring residents.

Councilman Helms supported the 7 AM opening every day, 10 PM close Sunday-Thursday, midnight close on Friday and Saturday.

- Outdoor seating requires identifying pedestrian and vehicular traffic patterns and potential use of parking spaces.
- No smoking regulations remain in effect.
- Temporary structures (tents) require Village inspection and approval. Councilman Myslinski recommended expediting Village inspection and approval of temporary structures for outdoor seating areas. Councilman Lamerand noted that a tent could occupy 20% of a parking lot but would require property owner permission and not disrupt nearby businesses. In response to Councilman Kozlowski, Attorney Brankin stated no side panels are allowed, not even on one side.
- Required: 6-foot social distancing in outdoor eating areas.
- Food and drink service to be offered to seated customers only, and all open alcohol sales will be suspended from 10 PM - 7 AM (Thursday through Sunday) and 12 AM - 7 AM (Fridays and Saturdays).

Public Comment:

Dave Gagner of J & L's Pizza & Sports Bar requested midnight close on Friday and Saturday. Councilman Kozlowski supported the recommendation, to be reviewed in June.

In response to Richard Mayer, Journal & Topics, Mayor Schwantz stated that live entertainment would not be allowed, but music could be provided.

Mayor Schwantz opened discussion of the closing of sidewalks to accommodate outdoor seating provided safe pedestrian walkway is near. Staff was directed to balance business needs and pedestrian right of way, noting that a few parking spaces may be closed to provide outside seating with careful consideration of pedestrian and traffic safety.

Consensus was to grant the preceding actions.

Public Comment:

Celia Kallenborn, Sweet C's, stated she has space for 2 tables in 2 private parking spaces on the side of the building, with property owner's permission to use them. Deputy Village Manager Mike Jacobs stated that any business will have to balance available parking and area for tables. It is variable.

In response to Richard Mayer, Jacobs said no pets are allowed in outdoor eating areas, and that the restaurant washrooms are open for customers' use.

Attorney Brankin stated that any changes can be made at the next regularly scheduled Village Council Meeting June 8, or prior to that, another Special Village Council Meeting can be called. Staff has flexibility. If a business is in violation, the Village can close it.

Councilman Helms noted that police will be covering the downtown area on foot.

Jacobs stated he will prepare a document for all businesses, containing a tool kit identifying guidelines, noting that the guidelines may change at any time, especially life safety or noise regulations. Businesses will be required to provide a site plan. Councilman Helms added that the Village has some barricades available.

III. AS SUBMITTED

Nothing was submitted.

IV. ADJOURNMENT – TIME: 4:11 PM

Adjourn the Special Emergency Meeting of the Village Council

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Kozlowski, Helms
ABSENT:	Solberg

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Discussion, Direction, and Potential Motion to Authorize Actions Related to the Implementation of Outdoor Dining in Compliance with Governor Pritzker's Executive Order and Associated Restore Illinois Plan

BACKGROUND:

As you are aware, Governor JB Pritzker issued a Stay at Home Executive Order on March 20, 2020 in response to the ongoing COVID-19 pandemic and related issues. The Stay at Home Order has been subsequently extended on multiple occasions.

On May 5, 2020, the Governor released his Restore Illinois Plan which contained five distinct phases to follow for reopening the State of Illinois. During the first two phases of the Restore Illinois Plan (see attached), bars and restaurants have been limited solely to carry out or delivery, thus significantly impacting their business operations. The Governor has indicated that this Friday (May 29, 2020) the entire State will enter Phase 3 of the Plan which allows for the loosening of some of the Stay at Home Order's restrictions, including allowing outdoor dining subject to the applicable rules and regulations.

Details regarding the rules and regulations related to outdoor dining we not released until this past Sunday (May 24, 2020) and are scheduled to go into effect this Friday (May 29, 2020). Given this short window, the Village and our Palatine bars and restaurants have had to quickly review these regulations, determine their applicability, and plan accordingly. To allow for any necessary policy discussions, or related actions, regarding the outdoor dining regulations, the Council scheduled an emergency meeting for May 27, 2020.

KEY ISSUES:

- As outlined in the attached document, the Illinois Department of Commerce & Economic Opportunity (IDCEO) has prepared guidelines for outdoor dining at restaurants and bars. These guidelines include specific requirements and suggested best practices. The guidelines follow some general topics including employee health and monitoring, physical work space and seating area guidelines, disinfecting and cleaning procedures, staffing and attendance controls, external (suppliers, non-customers visitors, etc.) interactions, and customer behaviors.
- For layout and seating purposes, the guidelines indicate individual table capacities should be limited to parties of 6 or less and that tables should be located a minimum of 6 feet apart. No limitations on seating capacity were included in the initial information shared by the IDCEO.
- While the outdoor dining guidelines provided by the IDCEO provide some general guidance, there are other issues that local municipalities can consider. With that in mind, Staff is seeking input and direction from the Village Council on issues such as the following:
 - Hours of operation (whether on public or private property): Restaurant and

bar establishments are presently governed by their individual Special Uses and their corresponding site plan, business operation plan, liquor license classifications, etc. Temporary adjustments to these elements could be processed administratively (under the Governor's existing Executive Order) subject to any associated conditions.

- Potential closure (or partial closure of streets, sidewalk or parking lots): As has been considered in other communities, consideration could be given to the temporary closure (or partial closure) of public streets, sidewalks, or parking areas within the downtown area given the clustering of these establishments. This would be solely a policy decision and corresponding issues such as emergency access, traffic flow, access to other surrounding businesses, and liability/insurance must all be considered. While outdoor dining has previously been granted on portions of the public sidewalk in the downtown area, sidewalk closures are only being raised if needed to ensure any required separation between sidewalks and outdoor dining areas.
- Lastly, in conjunction with the pursuit of outdoor dining, it is anticipated that the use of tents will be desired by some businesses. If considered, tents could not have sides or they would conflict with the IDCEO's guidelines. While the review and inspection of tents could be handled at a Staff level, policy direction on issues such as size, location, separation from vehicular traffic, capacity, etc. is being sought at this time.

ALTERNATIVES:

1. Motion to concur on policy direction regarding the implementation of outdoor dining subject to the Governor's Executive Order and Restore Illinois Plan.
2. Refer back to Staff with comments.

RECOMMENDATION:

Action is at the discretion of the Village Council.

ACTION REQUIRED:

Action is at the discretion of the Village Council.

ATTACHMENTS:

- Restore Illinois Plan
- Restore Illinois Phase 3 - Outdoor Dining Guidelines for Restaurants & Bars
- Outdoor Dining Discussion Materials for May 27 2020

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

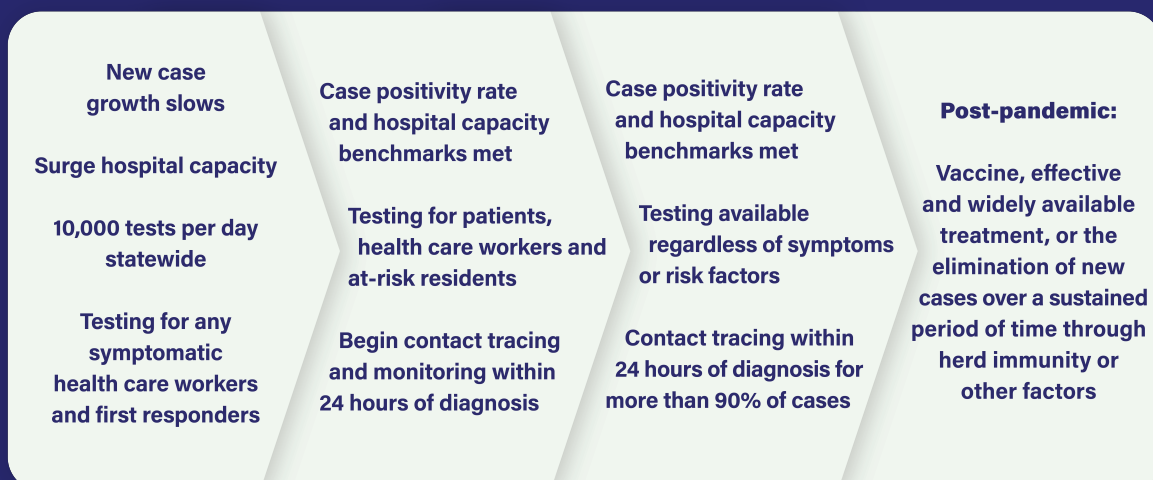


May 5, 2020

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open. Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.	Non-essential retail stores reopen for curb-side pickup and delivery. Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.	Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions. Gatherings of 10 people or fewer are allowed. Face coverings and social distancing are the norm.	Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health. Face coverings and social distancing are the norm.	The economy fully reopens with safety precautions continuing. Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.



An Introduction



From the beginning of the new coronavirus pandemic, Illinois' response has been guided by data, science, and public health experts. As community spread rapidly increased, Governor Pritzker moved quickly to issue a Disaster Proclamation on March 9, restrict visitors to nursing homes on March 11, close bars and restaurants for on-site consumption on March 16, move schools to remote learning on March 17, and issue a Stay at Home order on March 21. This virus has caused painful, cascading consequences for everyone in Illinois, but the science has been clear: in the face of a new coronavirus with unknown characteristics and in the absence of widespread testing availability and contact tracing, mitigation and maintaining a 6-foot social distance have been the only options to reduce the spread and save as many lives as possible.

Millions of Illinoisans working together by staying at home and following experts' recommendations have proven these mitigation and social distancing measures effective so far. The result has been a lower infection rate, fewer hospitalizations, and lower number of fatalities than projected without these measures. Our curve has begun to flatten. Nevertheless, the risk of spread remains, and modeling and data point to a rapid surge in new cases if all mitigation measures were to be immediately lifted.

Now that Illinois is bending the curve, it is vitally important that we follow a safe and deliberate path forward to get our Illinois economy moving. That path forward is not what everyone wants or hopes for, but it will keep Illinoisans as safe as possible from this virus as our economy is reopening.

Restore Illinois is about saving lives and livelihoods. This five-phased plan will reopen our state, guided by health metrics and with distinct business, education, and recreation activities characterizing each phase. This is an initial framework that will likely be updated as research and science develop and as the potential for treatments or vaccines is realized. The plan is based upon regional healthcare availability, and it recognizes the distinct impact COVID-19 has had on different regions of our state as well as regional variations in hospital capacity. The Illinois Department of Public Health (IDPH) has 11 Emergency Medical Services Regions that have traditionally guided its statewide public health work and will continue to inform this reopening plan. For the purposes of this plan, from those 11, four health regions are established, each with the ability to independently move through a phased approach: Northeast Illinois; North-Central Illinois; Central Illinois; and Southern Illinois.

The five phases for each health region are as follows:

Phase 1 – Rapid Spread: The rate of infection among those tested and the number of patients admitted to the hospital is high or rapidly increasing. Strict stay at home and social distancing guidelines are put in place and only essential businesses remain open. Every region has experienced this phase once already, and could return to it if mitigation efforts are unsuccessful.

Phase 2 – Flattening: The rate of infection among those tested and the number of patients admitted to the hospital beds and ICU beds increases at an ever slower rate, moving toward a flat and even a downward trajectory. Non-essential retail stores reopen for curb-side pickup and delivery. Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating and fishing while practicing social distancing. To varying degrees, every region is experiencing flattening as of early May.

Phase 3 – Recovery: The rate of infection among those surveillance tested, the number of patients admitted to the hospital, and the number of patients needing ICU beds is stable or declining. Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions. Gatherings limited to 10 people or fewer are allowed. Face coverings and social distancing are the norm.

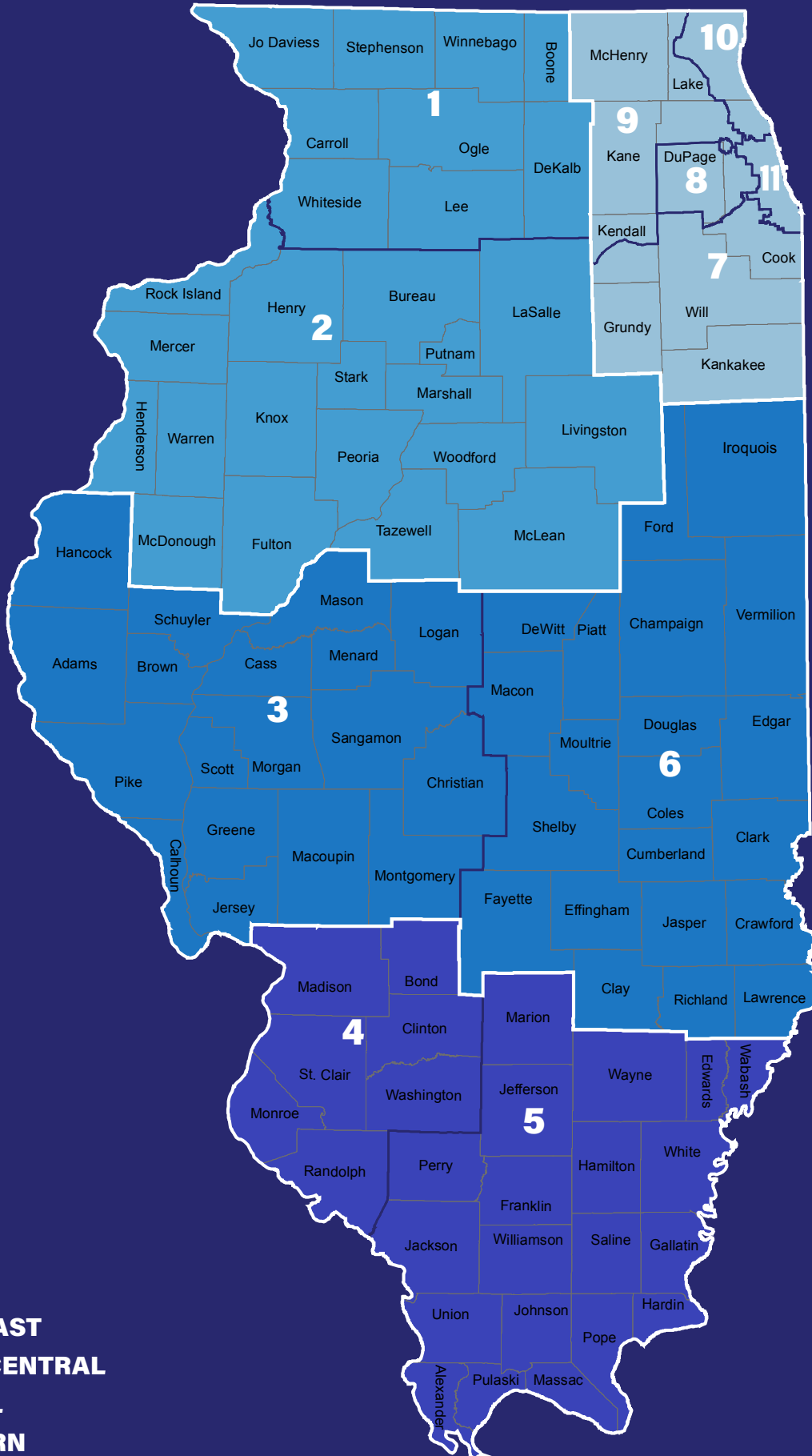
Phase 4 – Revitalization: The rate of infection among those surveillance tested and the number of patients admitted to the hospital continues to decline. Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health. Face coverings and social distancing are the norm.

Phase 5 – Illinois Restored: With a vaccine or highly effective treatment widely available or the elimination of any new cases over a sustained period, the economy fully reopens with safety precautions continuing. Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures in place reflecting the lessons learned during the COVID-19 pandemic.

Until COVID-19 is defeated, this plan also recognizes that just as health metrics will tell us it is safe to move forward, health metrics may also tell us to return to a prior phase. With a vaccine or highly effective treatment not yet available, IDPH will be closely monitoring key metrics to immediately identify trends in cases and hospitalizations to determine whether a return to a prior phase may become necessary.

*All public health criteria included in this document are subject to change.
As research and data on this novel coronavirus continue to develop, this plan
can and will be updated to reflect the latest science and data.*

RESTORE ILLINOIS HEALTH REGIONS



Phase 1: Rapid Spread

WHAT THIS PHASE LOOKS LIKE

COVID-19 is rapidly spreading. The number of COVID-19 positive patients in the hospital, in ICU beds, and on ventilators is increasing. The public health response relies on dramatic mitigation measures, like stay at home orders and social distancing, to slow the spread of the virus and prevent a surge that overwhelms the health care system. With a Stay at Home order in place, only essential businesses are in operation and activities outside of the home are limited to essentials, like grocery shopping.

WHAT'S OPEN?

Gatherings: Essential gatherings, such as religious services, of 10 or fewer allowed; No non-essential gatherings of any size

Travel: Non-essential travel discouraged

Health care: Emergency procedures and COVID-19 care only

Education and child care: Remote learning in P-12 schools and higher education; Child care in groups of 10 or fewer for essential workers

Outdoor recreation: Walking, hiking and biking permitted; State parks closed

Businesses:

- **Manufacturing:** Essential manufacturing only
- **"Non-essential" businesses:** Employees of "non-essential" businesses are required to work from home except for Minimum Basic Operations
- **Bars and restaurants:** Open for delivery, pickup and drive-through only
- **Entertainment:** Closed
- **Personal care services and health clubs:** Closed
- **Retail:** Essential stores are open with strict restrictions; Non-essential stores are closed

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity:

- Slowing of new case growth
- Availability of surge capacity in adult medical and surgical beds, ICU beds, and ventilators

Testing:

- Ability to perform 10,000 tests per day statewide
- Testing available in region for any symptomatic health care workers and first responders

Phase 2: Flattening

WHAT THIS PHASE LOOKS LIKE

The rise in the rate of infection is beginning to slow and stabilize. Hospitalizations and ICU bed usage continue to increase but are flattening, and hospital capacity remains stable. Face coverings must always be worn when social distancing is not possible. Testing capacity increases and tracing programs are put in place to contain outbreaks and limit the spread.

WHAT'S OPEN

Gatherings: Essential gatherings, such as religious services, of 10 or fewer allowed; No non-essential gatherings

Travel: Non-essential travel discouraged

Health care: Emergency and COVID-19 care continue; Elective procedures allowed once IDPH criteria met

Education and child care: Remote learning in P-12 schools and higher education; Child care in groups of 10 or fewer for essential workers

Outdoor recreation: Walking, hiking, and biking permitted; Select state parks open; Boating and fishing permitted; Golf courses open; All with IDPH approved safety guidance

Businesses:

- **Manufacturing:** Essential manufacturing only
- **"Non-essential" businesses:** Employees of "non-essential" businesses are required to work from home except for Minimum Basic Operations
- **Bars and restaurants:** Open for delivery, pickup, and drive through only
- **Personal care services and health clubs:** Closed
- **Retail:** Essential stores are open with restrictions; Non-essential stores open for delivery and curbside pickup

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity: The determination of moving from Phase 2 to Phase 3 will be driven by the COVID-19 positivity rate in each region and measures of maintaining regional hospital surge capacity. This data will be tracked from the time a region enters Phase 2, onwards.

- At or under a 20 percent positivity rate and increasing no more than 10 percentage points over a 14-day period, AND
- No overall increase (i.e. stability or decrease) in hospital admissions for COVID-19-like illness for 28 days, AND
- Available surge capacity of at least 14 percent of ICU beds, medical and surgical beds, and ventilators

Testing: Testing available for all patients, health care workers, first responders, people with underlying conditions, and residents and staff in congregate living facilities

Tracing: Begin contact tracing and monitoring within 24 hours of diagnosis

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 3: Recovery

WHAT THIS PHASE LOOKS LIKE

The rate of infection among those surveillance tested is stable or declining. COVID-19-related hospitalizations and ICU capacity remains stable or is decreasing. Face coverings in public continue to be required. Gatherings of 10 people or fewer for any reason can resume. Select industries can begin returning to workplaces with social distancing and sanitization practices in place. Retail establishments reopen with limited capacity, and select categories of personal care establishments can also begin to reopen with social distancing guidelines and personal protective equipment. Robust testing is available along with contact tracing to limit spread and closely monitor the trend of new cases.

WHAT'S OPEN

Gatherings: All gatherings of 10 people or fewer are allowed with this limit subject to change based on latest data & guidance

Travel: Travel should follow IDPH and CDC approved guidance

Health Care: All health care providers are open with DPH approved safety guidance

Education and child care: Remote learning in P-12 schools and higher education; Limited child care and summer programs open with IDPH approved safety guidance

Outdoor recreation: State parks open; Activities permitted in groups of 10 or fewer with social distancing

Businesses:

- **Manufacturing:** Non-essential manufacturing that can safely operate with social distancing can reopen with IDPH approved safety guidance
- **"Non-essential" businesses:** Employees of "non-essential" businesses are allowed to return to work with IDPH approved safety guidance depending upon risk level, tele-work strongly encouraged wherever possible; Employers are encouraged to provide accommodations for COVID-19-vulnerable employees
- **Bars and restaurants:** Open for delivery, pickup, and drive through only
- **Personal care services and health clubs:** Barbershops and salons open with IDPH approved safety guidance; Health and fitness clubs can provide outdoor classes and one-on-one personal training with IDPH approved safety guidance
- **Retail:** Open with capacity limits and IDPH approved safety guidance, including face coverings

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity: The determination of moving from Phase 3 to Phase 4 will be driven by the COVID-19 positivity rate in each region and measures of maintaining regional hospital surge capacity. This data will be tracked from the time a region enters Phase 3, onwards.

- At or under a 20 percent positivity rate and increasing no more than 10 percentage points over a 14-day period, AND
- No overall increase (i.e. stability or decrease) in hospital admissions for COVID-19-like illness for 28 days, AND
- Available surge capacity of at least 14 percent of ICU beds, medical and surgical beds, and ventilators

Testing: Testing available in region regardless of symptoms or risk factors

Tracing: Begin contact tracing and monitoring within 24 hours of diagnosis for more than 90% of cases in region

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 4: Revitalization

WHAT THIS PHASE LOOKS LIKE

There is a continued decline in the rate of infection in new COVID-19 cases. Hospitals have capacity and can quickly adapt for a surge of new cases in their communities. Additional measures can be carefully lifted allowing for schools and child care programs to reopen with social distancing policies in place. Restaurants can open with limited capacity and following strict public health procedures, including personal protective equipment for employees. Gatherings with 50 people or fewer will be permitted. Testing is widely available, and tracing is commonplace.

WHAT'S OPEN

Gatherings: Gatherings of 50 people or fewer are allowed with this limit subject to change based on latest data and guidance

Travel: Travel should follow IDPH and CDC approved guidance

Health care: All health care providers are open

Education and child care: P-12 schools, higher education, all summer programs, and child care open with IDPH approved safety guidance

Outdoor Recreation: All outdoor recreation allowed

Businesses:

- **Manufacturing:** All manufacturing open with IDPH approved safety guidance
- **"Non-essential" businesses:** All employees return to work with IDPH approved safety guidance; Employers are encouraged to provide accommodations for COVID-19-vulnerable employees
- **Bars and restaurants:** Open with capacity limits and IDPH approved safety guidance
- **Personal care services and health clubs:** All barbershops, salons, spas and health and fitness clubs open with capacity limits and IDPH approved safety guidance
- **Entertainment:** Cinema and theaters open with capacity limits and IDPH approved safety guidance
- **Retail:** Open with capacity limits and IDPH approved safety guidance

HOW WE MOVE TO THE NEXT PHASE

Post-pandemic: Vaccine, effective and widely available treatment, or the elimination of new cases over a sustained period of time through herd immunity or other factors.

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 5: Illinois Restored

WHAT THIS PHASE LOOKS LIKE

Testing, tracing and treatment are widely available throughout the state. Either a vaccine is developed to prevent additional spread of COVID-19, a treatment option is readily available that ensures health care capacity is no longer a concern, or there are no new cases over a sustained period. All sectors of the economy reopen with new health and hygiene practices permanently in place. Large gatherings of all sizes can resume. Public health experts focus on lessons learned and building out the public health infrastructure needed to meet and overcome future challenges. Health care equity is made a priority to improve health outcomes and ensure vulnerable communities receive the quality care they deserve.

WHAT'S OPEN

- All sectors of the economy reopen with businesses, schools, and recreation resuming normal operations with new safety guidance and procedures.
- Conventions, festivals, and large events can take place.

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 only¹; 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

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

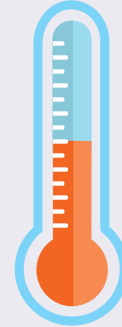


Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

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 contact² 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



² 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



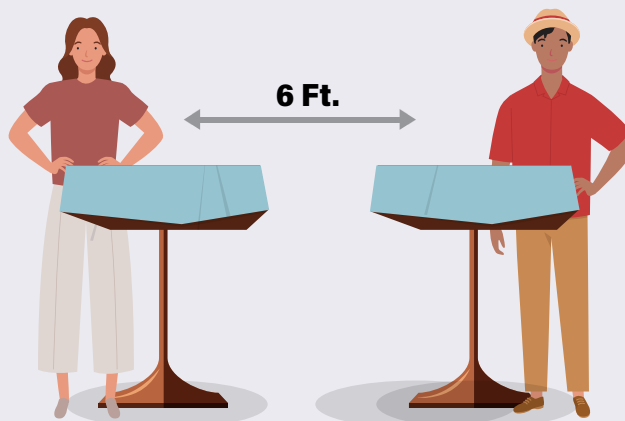
ii. Encouraged best practices

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
or return to www2.illinois.gov/business toolkit

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](#)



Outdoor Dining Issues & Concepts Relating to Governor Pritzker's Executive Order

Options to Consider Related to Outdoor Dining within Downtown Palatine

PHASE 3: RECOVERY

**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

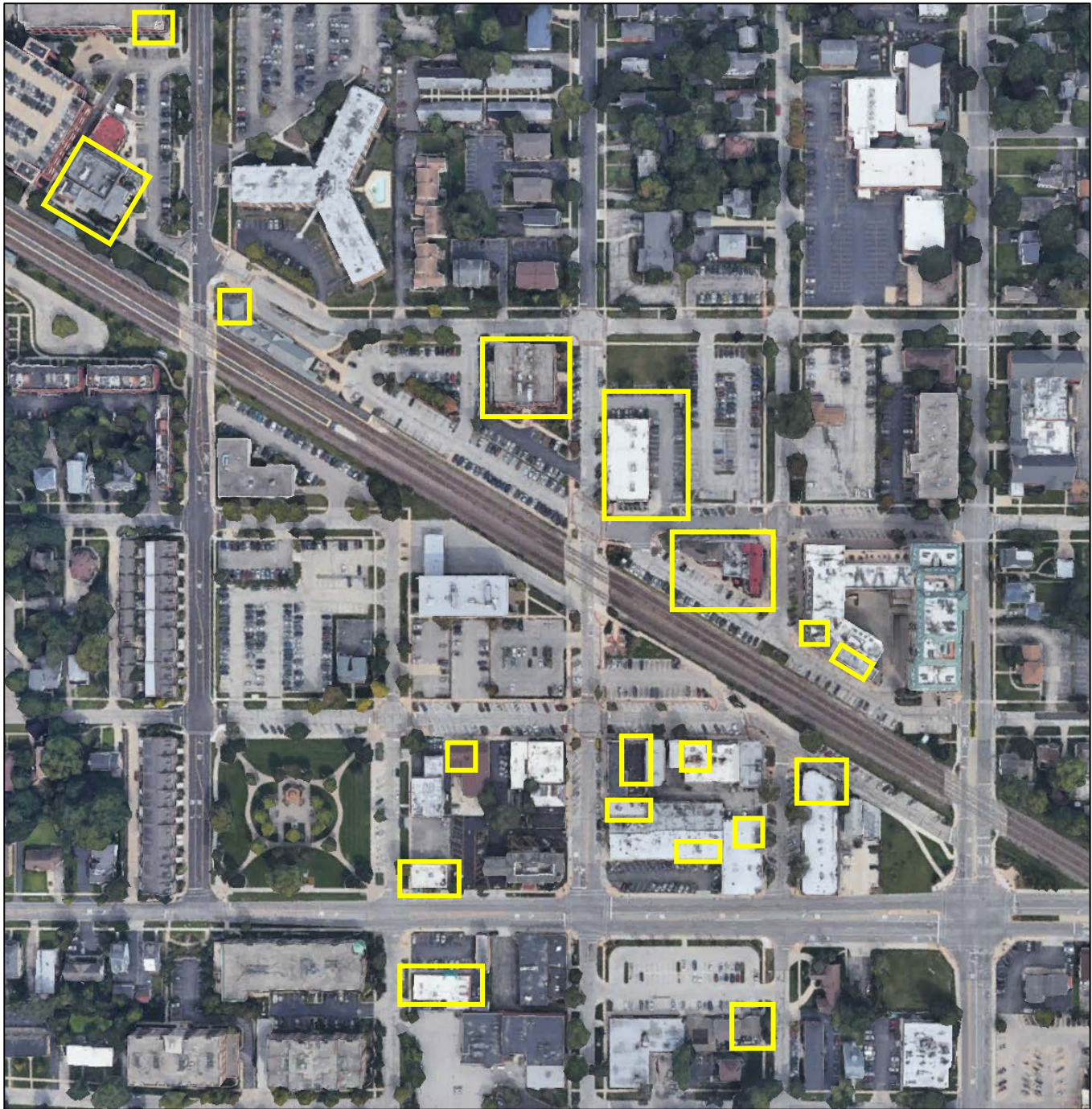
PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

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.



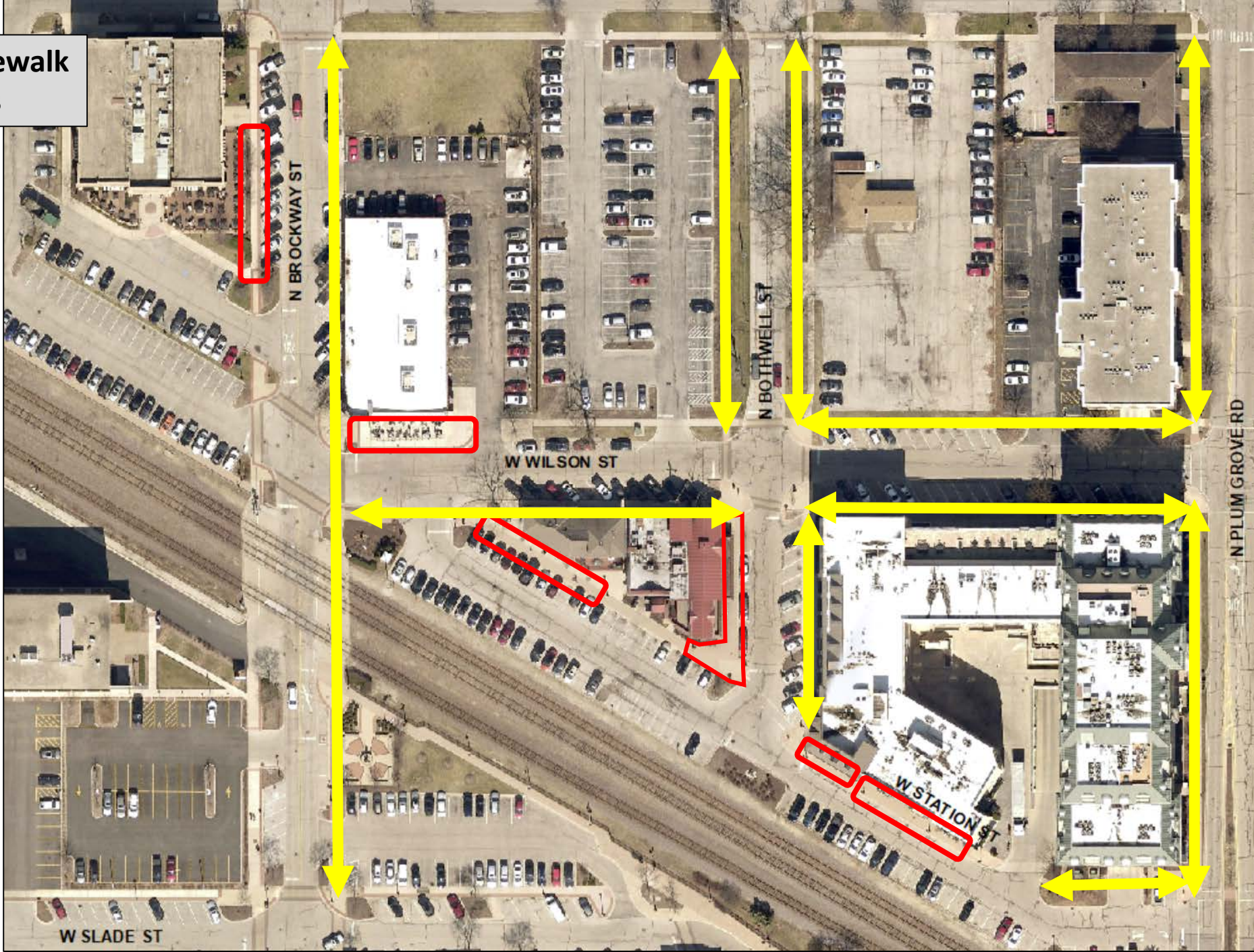
Downtown Dining & Food Establishments:



Potential Sidewalk Closures to Create Dining Areas



Potential Sidewalk
Closures



Potential Sidewalk Closures

Sidewalk Closures May be Necessary to Eliminate Spacing Required Between Outdoor Dining Areas and Sidewalks



New Sidewalk Provides Continuous Sidewalk Through the Area

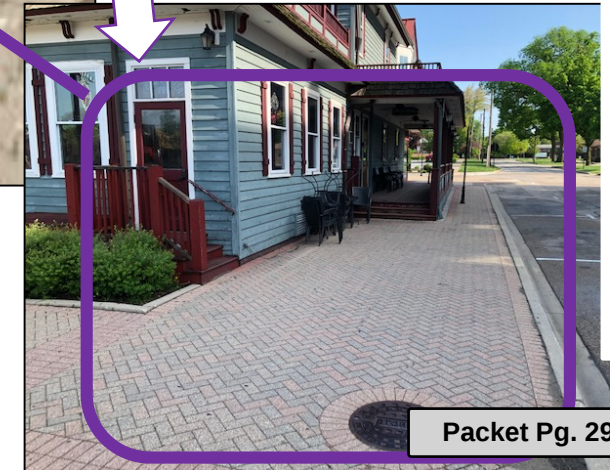
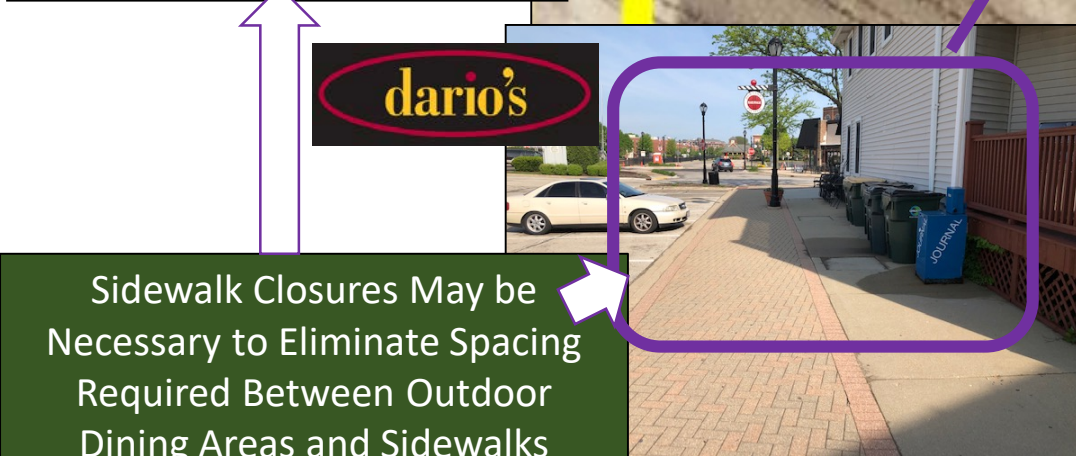
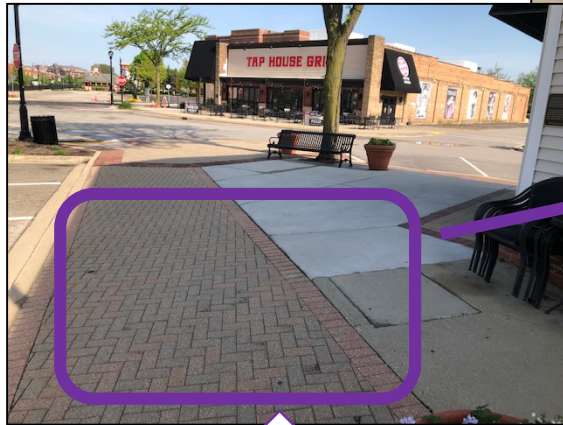


Potential Sidewalk Closures

New Sidewalk Provides Continuous Sidewalk Through the Area

Sidewalk Closures May be Necessary to Eliminate Spacing Required Between Outdoor Dining Areas and Sidewalks

2.1.c



Potential Sidewalk Closures

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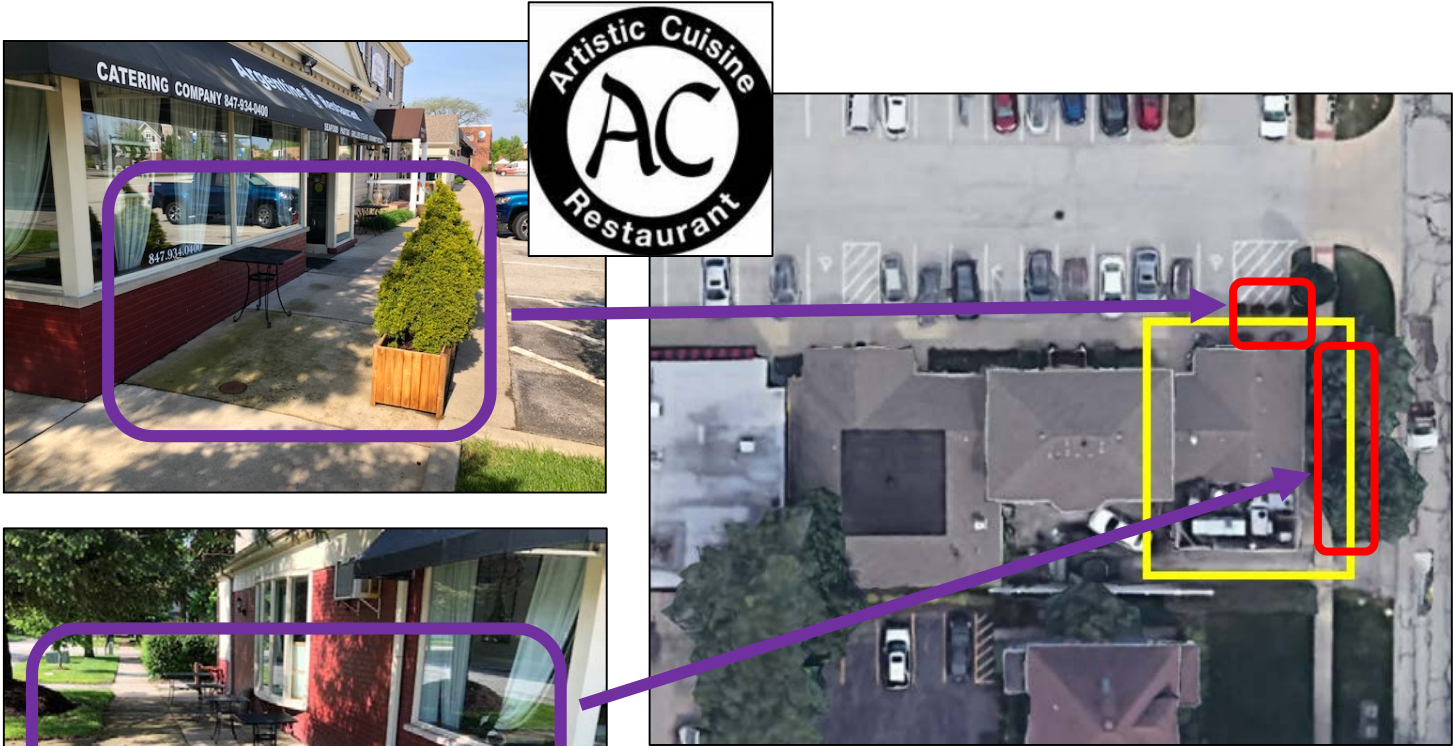
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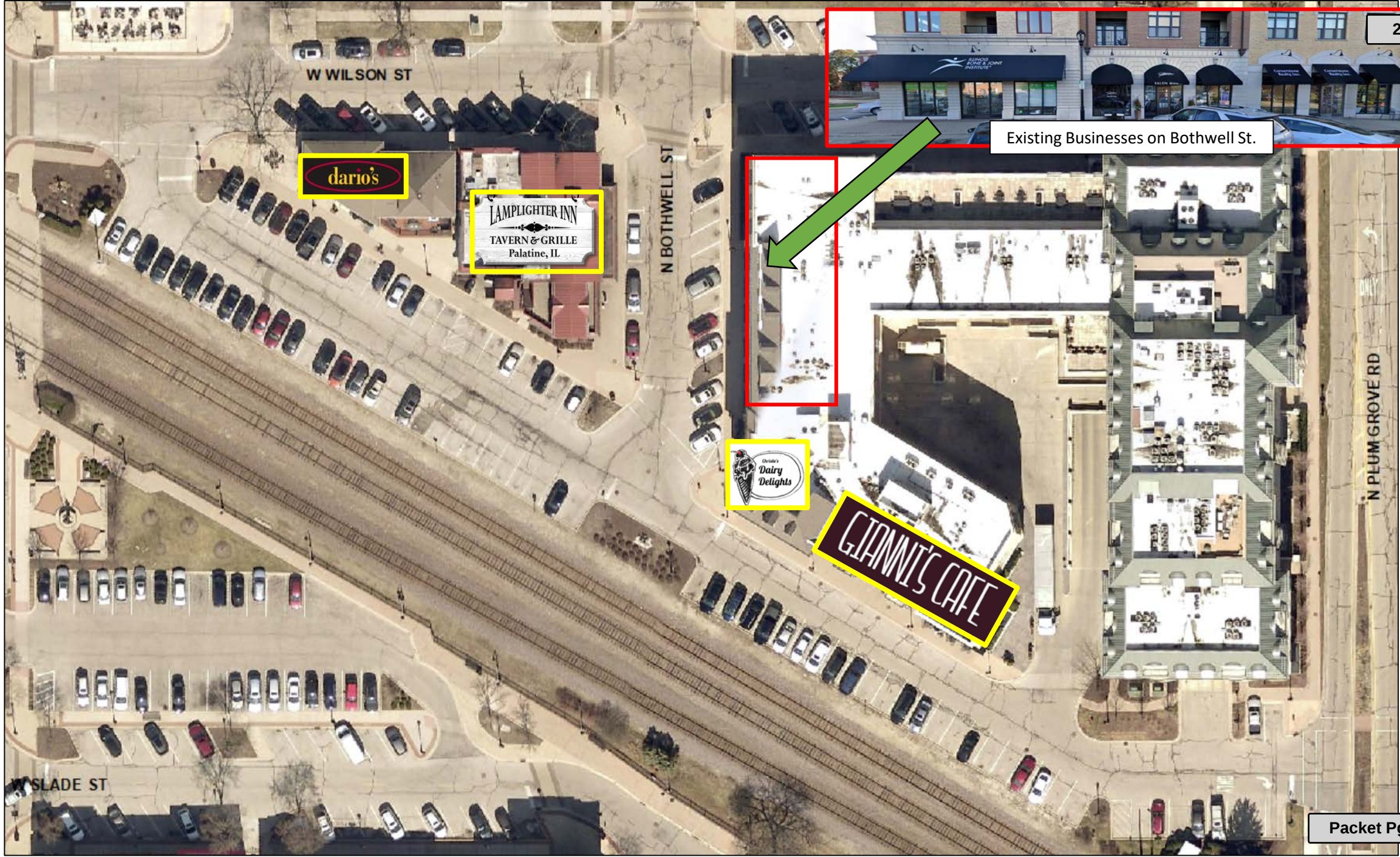


Sidewalk Closures May be Necessary to Eliminate Spacing Required Between Outdoor Dining Areas and Sidewalks



Potential Street and/or Parking Closures to Expand Dining Areas





Existing Businesses on Bothwell St.



Existing Businesses on Slade St.

Existing Businesses on Bothwell St.

Existing Businesses on Bothwell St.



Outdoor Dining Issues to Consider

General Outdoor Dining Issues to Consider:

- State's applicable rules & regulations (shared on Sunday, May 24, 2020)
- Existing outdoor dining areas (both in the right-of-way and on private property) and associated compliance with State's rules & regulations
- Time frame of any Village actions
- Still accommodating take out/curbside pickup for restaurants or other nearby businesses
- Closure of streets and/or private off-street parking areas (issues include the following):
 - Pedestrian access & access to other nearby businesses
 - Business deliveries
 - Emergency access
 - Loss/relocation of business parking
 - Hours of operation & related impacts on surrounding area
 - Barriers used to block traffic and define outdoor dining areas
 - Tents, lighting, portable heaters, etc. and corresponding Code requirements
 - ADA access issues
 - Seating design (shared seating potential)
 - Garbage management
 - Cleaning of public areas (street & sidewalks)
 - Insurance/liability issues
- Bathrooms (able to access those in buildings or need to provide porta-potties)
- Weather (can't enter building if threatening weather)

Outdoor Dining & Code Related Requirements:

1. Seating layout and max occupant signage
2. Maintain aisle widths and clearances
3. Provide 5% ADA seating- (not on grass)
4. Exterior lighting
5. Protection from cars/vehicular traffic
6. Restrooms access
7. Handwash stations
8. Weather protection- NFPA approved overhead covering
9. Propane heaters (if provided shall be listed for commercial use and separated from combustibles)
10. If outdoor food prep is being discussed:
 - a. Outdoor grills/kitchen equipment- commercial rated and maintain clearance requirements
 - b. Separation distance of the propane tank to the dining area, exit path and maximum tank size allowed



Existing Outdoor Dining Regulations (within the right-of-way)

- (4) Outdoor Seating Design and Operation Standards. All outdoor seating located in the public right-of-way shall be subject to the following standards:
- (a) Maintenance. The public right-of-way associated with the outdoor seating shall be kept in a neat, orderly and clean condition. General maintenance and upkeep shall be the responsibility of the business owner. General maintenance and upkeep does not include the repair, replacement, or other improvement to any public infrastructure.
 - (b) Accessibility. The operation of an outdoor seating shall not reduce the open portion of the public sidewalk to less than the minimum required width identified in the Illinois Accessibility Code, but in no event shall an outdoor seating use permitted by this section reduce the open portion of any sidewalk to less than five (5) feet in width. For the purposes of this subsection, “open portion” shall be defined as the area of sidewalk lying between the outermost restaurant table or chair placed in its normal position for use by restaurant patrons and the curb or, if closer, the nearest permanent obstruction, including, but not limited to, traffic sign, tree or tree well, bicycle rack, or other natural or manmade object located on or adjacent to the sidewalk or public right-of-way, except as otherwise authorized by the Village of Palatine through an approved license agreement. Such restrictions shall not apply to areas where seating is at the end of a sidewalk area and the required five (5) foot width is provided closer to the building from the seating area.
 - (c) Outdoor Furnishings. All outdoor furnishings shall be composed of durable and heavyweight materials.
 - (d) No Permanent Fixtures. All tables, chairs and other fixtures shall be constructed in such a manner that they can be easily removed at the end of the lease period or as required by the Village. Said tables and chairs shall be secured, in a manner acceptable to the Village, when the subject business is closed.
 - (e) Outside Storage. In no event shall any food, serving materials, or other restaurant supplies be stored in the outdoor seating area.
 - (f) The proposed use shall not unreasonably interfere with pedestrian or vehicular traffic or obstruct any means of required ingress or egress in the area as determined by the Village.
 - (g) Liquor Sales and Consumption. The sale and consumption of alcoholic beverages in the outdoor dining area shall be restricted by the liquor license governing the restaurant.

PALATINE CODE OF ORDINANCES - APPENDIX A - ZONING

- (h) Service Materials. The outdoor service of all food and beverages shall utilize the same serving materials as indoor service.
 - (i) Outdoor Music. Amplified sound systems shall be no louder than conversation level.
 - (j) Parking. The Zoning Administrator may waive the parking requirements for outdoor seating in accordance with Section 7.03 (b) (1).
 - (k) Public Health and Safety. Any other condition(s) deemed necessary by the Village Manager to protect the public health, safety and welfare may be imposed.
- (5) Additional Requirements for Outdoor Seating in Public Right-of-Way. The applicant shall enter into a license agreement for use of the public right-of-way. The license agreement shall address the following:
- (a) License Period and permitted hours of operation. Outdoor seating shall be permitted from March 1 through November 30 of each year that said lease is in effect and the allowable hours of operation shall be consistent with a licensee’s applicable liquor license hours of operation.
 - (b) Insurance. The applicant shall provide the Village evidence of general liability and dram shop insurance (if required) in an amount acceptable to the Village Attorney. The policy shall include the Village shall be a named insured and insure the Village against any liability resulting from the operation of the outdoor seating.
 - (c) Hold Harmless. The applicant shall agree to indemnify the Village from any liabilities that might arise that are related to the outdoor seating.
- (6) Expiration and Revocation. An outdoor seating agreement shall be subject to an annual review and may be revoked by the Village at any time upon thirty (30) days advanced written notice. (Ord. No. 0-54-08, §1, 4/21/08; Ord. No. 0-28-16 3/14 16)

Issues to Consider Related to Outdoor Dining on Private Property within Palatine

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Issues to Consider:

- **Zoning process (review/approve administratively subject to parameters established by Council)**
- **Hours of Operation**
- **Manner of defining outdoor dining area and separating seating area from vehicular traffic**
- **Operational limitations**
- **Other issues?**



Outdoor Dining Issues & Concepts Relating to Governor Pritzker's Executive Order