



## Indoor Bar & Restaurant Guidelines

**Signage regarding mask requirement and social distancing may be downloaded & printed at [www.springfield.il.us](http://www.springfield.il.us). Mask requirement signage must be posted at all business entrances.**

The State of Illinois has created Recovery Guidelines for Restaurants and Bars regarding indoor food and beverage services. The City of Springfield has produced this supplemental guide to provide additional information to our local bars and restaurants on topics more specific to City expectations. Please keep in mind that this information does NOT include orders produced by the Sangamon County Department of Public Health nor their inspection process.

It is essential that all possible steps be taken to ensure the safety of workers and the public. Key prevention practices include:

- Physical distancing to the maximum extent possible.
- **Employees must wear face coverings over their nose and mouth** when within six-feet of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate.
- Customers should wear face coverings over their nose and mouth while on premises, except while eating and drinking at table (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
- Frequent handwashing and regular cleaning and disinfection.
- **Training employees** on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place **appropriate processes to identify new cases of illness in workplaces** and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

To assist, the City of Springfield **dine-in restaurants and all bars will still abide by social distancing rules**, certain restaurants may temporarily offer off-premises (outdoor) dining until the State allows restaurants to operate indoors at full capacity. Restaurants wishing to offer off-premises (outdoor) dining is voluntary, but those who do open ***shall adhere to these minimum State***

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

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

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

### INDOOR BAR & DINING SERVICES - ALL

Questions related to your liquor license and proper insurance may be directed to the City's Business Licensing Office at 217.788.8411.

Restaurants and bars providing service indoor and/or outdoor shall abide by the following:

- a. Smoking and Vaping prohibited.
- b. **Masks shall be required for Customers/Public to enter the indoor premises and any common areas. (e.g., waiting for a table, for restroom visits and take-out orders).**
- c. By means of signage and/or other markings at six-foot intervals, social distancing markers shall be placed in queue areas (e.g., restrooms and take-out order lines).
- d. Maximum party size will consistently follow the State of Illinois guidelines and no parties larger than the state guidelines are allowed.
- e. **Each patron must have an assigned table (seated or high top) and must remain at their table unless leaving the restaurant or going to the restroom. If a patron moves away from their assigned table or seat (whether to visit another table, go to the bar or restroom), a face covering must be worn.**
- f. Sanitize and disinfect tables, chairs and booth seats, booster seats and highchairs after each use.

- g. Regarding sanitizing and disinfecting, please review the State of Illinois guidelines in addition to CDC information. Please be mindful of high touchpoint surfaces, including but not limited to the following:
- Transaction Registers/Computer Touchscreens/Keyboards
  - Shared Communications Equipment Including: Phones, Radios, etc.
  - Light Switches
  - Doorknobs/Door Handles
  - Railings
  - Trash Bins
  - Multi-Function Machines
  - Drawer Handles, etc.
  - Self-Service Customer Transactions
- h. The following touchpoints shall be temporarily placed out of service:
- Child play areas
  - Drinking fountains
  - Valet use
  - Shared entertainment items such as bag and board games, etc.

## EMPLOYER GUIDELINES

- a. Follow State of Illinois guidelines by performing a comprehensive risk assessment of all work areas; and designate a person at each Restaurant to implement the plan in addition to train and communicate with employees on the plan.
- b. Offer masks to employees upon request.
- c. Takeout containers must be filled by Customers/Public and available only upon request.
- d. Dirty linens used at dining tables such as tablecloths and napkins should be removed after each use and transported from dining areas in sealed bags.
- e. Encourage reservations. Request Customers/Public to wait in their cars or away from the Restaurant while waiting to be seated. If possible, alert Customers/Public through their mobile phones when their table is ready and avoid use of “buzzers.”
- f. Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
- g. Do not leave out after-meal mints, candies, snacks, or toothpicks. Offer them with the check or provide only on request.

## DISCLAIMER

Any business that chooses to open may risk litigation. Adherence to any recommendations included in these guidelines, by individuals and/or businesses, will not prevent the communication of disease, including COVID-19, in every situation. Furthermore, the recommendations contained in these guidelines should not be interpreted as setting a standard of precaution, or care, or be deemed inclusive of all proper methods of precaution, or care, nor exclusive of other methods of precaution or care reasonably directed to obtaining the same results.