

XII. Addendum I: Accessible Businesses Program

INTRODUCTION

THE NEW ACCESSIBLE BUSINESSES PROGRAM IS A TEMPORARY OUTDOOR PERMIT DESIGNED TO ASSIST GARDEN GROVE BUSINESSES AND TEAM MEMBERS REOPEN THEIR BUSINESSES AMID NEW FEDERAL, STATE AND LOCAL GUIDELINES.

THE CITY OF GARDEN GROVE HAS CONSOLIDATED INFORMATION FROM THE CENTER FOR DISEASE CONTROL (CDC), NATIONAL RESTAURANT ASSOCIATION (NRA), CALIFORNIA OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA), AND EXECUTIVE ORDERS FROM GOVERNOR NEWSOM.

IT IS ALSO IMPORTANT THAT EACH BUSINESS DEVELOP NEW PROTOCOLS FOR YOUR OPERATION, IT IS INCUMBENT UPON YOU TO MEET RELEVANT STATUES INCLUDING STATE AND FEDERAL LAWS.

WE RECOGNIZE THAT THESE ARE EXTRAORDINARILY HARD TIMES FOR YOU AND YOUR BUSINESS. WE ARE WITH YOU EVERY STEP OF THE WAY AND WILL CONTINUE TO PROVIDE THE RESOURCES AND GUIDANCE YOU NEED TO SUCCESSFULLY NAVIGATE THESE UNPRECEDENTED TIMES.



OVERVIEW: ACCESSIBLE BUSINESSES PROGRAM



ACCESSIBLE EATERIES PROGRAM TEMPORARY OUTDOOR BUSINESS PERMIT

FILING INSTRUCTIONS FOR TEMPORARY OUTDOOR BUSINESS APPLICATION



The following instructions are intended to provide the necessary information for processing your Temporary Outdoor Business Permit Application in the quickest manner possible. Please note that the Applicant must submit the completed application and all required materials as described in this application to the Planning Division at City Hall, located at 11222 Acacia Parkway, Garden Grove, CA 92840. Email submittals will also be accepted, at planning@ggcity.org.

Once approved, a Temporary Outdoor Business Permit is in effect for 60 days. This period may be renewed upon approval of a request to the Planning Division, and in accordance with all applicable State and local health orders. If you have any questions regarding this application and the submittal requirements, please contact the Planning Division at (714) 741-5312.

SUBMITTAL REQUIREMENTS

Please submit the following plans and information to obtain a Temporary Outdoor Business Permit:

- 1 A completed Temporary Outdoor Business Application with property owner authorization. A letter from the property owner may substitute for a signature on the application.
- 2 A legible business area layout that includes basic dimensions, path of travel/exiting, and furnishings legend (minimum 8.5" x 11" size). Please refer to the Site Plan and Business Layout Design Checklist in the Temporary Outdoor Business Application.
- 3 A detailed Operational Plan. A sample form is provided as an attachment to the Temporary Outdoor Business Application.
- 4 A completed Encroachment Permit Application, if outdoor seating is proposed on City-owned right-of-way. A copy of the Encroachment Permit Application can be obtained from the Planning Services Division. For questions regarding the submittal requirements should be directed to the Public Works Department, Engineering Division at (714) 741- 5887 for the Encroachment Permit Application and submittal requirements.

11222 Acacia Parkway, Garden Grove, CA 92840 • ggcity.org



TEMPORARY OUTDOOR BUSINESSES APPLICATION



**CITY OF GARDEN GROVE
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
11222 ACACIA PARKWAY
GARDEN GROVE, CA 92840
PLANNING DIVISION (714) 741-5312
BUILDING & SAFETY DIVISION (714) 741-5307
ENGINEERING DIVISION (714) 741-5887
www.ggcity.org**

TEMPORARY OUTDOOR BUSINESS APPLICATION

In March 2020, in response to the outbreak of COVID-19, and under regulations from the State of California and the County of Orange, restaurants in Garden Grove were no longer allowed dine-in service. In response, the City of Garden Grove created the Accessible Eateries Program to allow for restaurants to provide seating on a temporary basis in outdoor locations. Now, as the COVID-19 pandemic continues, the City of Garden Grove is also allowing retail and service-type businesses to apply for a temporary outdoor location. Businesses may now temporarily convert portions of adjacent parking areas, walkways, patios, sidewalks, and public rights-of-way into business areas.

TEMPORARY OUTDOOR BUSINESS AREAS:		
Maximum sixty (60) days from permit issuance, plus renewals	Maximum 50% on-site parking spaces may be converted*	A physical barrier must be provided
Outdoor business area may not encroach into drive aisles	Outdoor business area must close with business' hours	Outdoor dining must maintain ADA accessibility
Comply with all CAL/OSHA and California Department of Public Health requirements	Encroachment permits are required for outdoor business in public right-of-way	ABC COVID-19 Temporary Catering Authorization License required for alcohol sales

*Subject to City approval

CONTACT INFORMATION:	
Business Name:	Business License No.:
Business Address:	
Applicant Name:	
Applicant Phone:	
Applicant Email:	
Property Owner Name:	
Property Owner Phone:	
Property Owner Email:	
Type of Business	<input type="checkbox"/> Restaurant <input type="checkbox"/> Retail <input type="checkbox"/> Service <input type="checkbox"/> Other
Area(s) Used:	<input type="checkbox"/> Parking Area <input type="checkbox"/> Walk Way <input type="checkbox"/> Right-of-Way <input type="checkbox"/> Other
Daily Hours:	From: _____ To: _____
<input type="checkbox"/> Proof of Liability Insurance and Worker's Compensation (Only for Dining in Public Right-of-Way)	
<input type="checkbox"/> Encroachment Permit Application/Agreement (Only for Dining in Public Right-of-Way)	
<input type="checkbox"/> Copy of the site plan and dining layout, minimum 8.5" x 11"	
<input type="checkbox"/> An operational plan	

The owner or representative of the business, and property owner, agree to conduct the temporary outdoor dining in accordance with the above and attached requirements, and acknowledges that the failure to comply with the subject conditions is a violation of the City Manager's Executive Order, and that legal action may be taken.

Applicant Signature: _____ Date: _____

Landlord Approval*: _____ Date: _____

*A letter of authorization from the property owner may be submitted in lieu of a signature.

OFFICE USE ONLY:		PERMIT NO.:	
Building Approval By: _____	Engineering Approval By: _____	Planning Approval By: _____	GGPD Approval By: _____
Date: _____	Date: _____	Date: _____	Date: _____

Last Updated: July 14, 2020



TEMPORARY OUTDOOR BUSINESSES APPLICATION (CONT.)



**CITY OF GARDEN GROVE
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT**
11222 ACACIA PARKWAY
GARDEN GROVE, CA 92840
PLANNING DIVISION (714) 741-5312
BUILDING & SAFETY DIVISION (714) 741-5307
ENGINEERING DIVISION (714) 741-5867
www.ggcity.org

TEMPORARY OUTDOOR BUSINESS PLAN SUBMITTAL REQUIREMENTS:			
SITE PLAN & LAYOUT DESIGN CHECKLIST			
<i>The site plan/layout of the proposed temporary outdoor business area at a minimum shall show:</i>			
<input type="checkbox"/> The location and dimensions of the proposed outdoor business area	<input type="checkbox"/> The locations and dimensions of all existing and proposed obstructions		
<input type="checkbox"/> The proposed sizes, locations, number, and arrangement of all barriers, tables, chairs, fixtures, umbrellas, and other furnishings	<input type="checkbox"/> A minimum 4'-0" ADA accessible pedestrian path of travel from the storefront and the parking areas		
<input type="checkbox"/> A description of the types, styles, and materials of all barriers, furnishings, umbrellas, lighting, and other furnishings, and fastening/weights	<input type="checkbox"/> A minimum distance of six feet (6'-0") between tables when in use		
<input type="checkbox"/> The locations and descriptions of signage in compliance with applicable public health requirements	<input type="checkbox"/> Visual clearance of a 25'-0" right triangle from the curb line, when the business area is adjacent to driveways or on a corner lot		
<input type="checkbox"/> Existing trees, lamp posts, or planters may not be removed or relocated	<input type="checkbox"/> If portable heaters are proposed, all applicable OCFAs requirements must be met		
<input type="checkbox"/> If umbrellas or canopy covers are provided, they must maintain a minimum 7'-0" clearance from ground level, not to exceed 10'-0"	<input type="checkbox"/> A temporary outdoor business area may only be located within the private property, unless an encroachment permit is obtained		
<input type="checkbox"/> The use of mist systems or other devices spraying water is prohibited	<input type="checkbox"/> A maximum height of 3'-0" for physical barriers		
INSURANCE AND WORKER'S COMPENSATION (FOR DINING IN PUBLIC RIGHT-OF-WAY)			
<i>The Applicant shall, prior to participation in the Temporary Outdoor Dining Program shall thereafter maintain in full force and effect while participating in the program:</i>			
<input type="checkbox"/> \$1 million commercial general liability insurance in a form, and to cover potential claims for bodily injury, death, or disability, and for property damage which may arise from or be related to the use of the public right-of-way for an outdoor dining area, naming the City, its officers, agents, and employees as additional insureds under the terms of the policy.	<input type="checkbox"/> Workers compensation insurance, in the amount required by California law, which includes a waiver of subrogation.		
	<input type="checkbox"/> If the Applicant is providing sales of alcoholic beverages, \$1 million liquor liability insurance is required.		
ADMINISTRATIVE REQUIREMENTS			
<i>The Applicant agrees to the following:</i>			
The plans and permit for a temporary outdoor business area shall be kept on the premises of the business for at all times.	Initials: _____	Each permit shall be personal to the permittee and is not transferrable, delegable, or assignable.	Initials: _____
The permit is only valid during the State's stay-at-home order. Once the order is lifted, the temporary outdoor business area must be removed.	Initials: _____	Once a temporary outdoor business area is removed, the applicant is responsible for returning the existing paving to its original state.	Initials: _____
The City shall have the right to suspend or prohibit the operation of a temporary outdoor business area at any time if necessary to safeguard the public health, safety, and welfare.	Initials: _____	A restaurant with an existing Conditional Use Permit and ABC license for on-sales of alcohol must comply with all applicable regulations for a COVID-19 Temporary Catering Authorization.	Initials: _____
For any outdoor business within the public right-of-way, an encroachment permit from the Engineering Division will be required. The applicant must comply with all applicable requirements for an encroachment permit.	Initials: _____		

Last Updated: July 14, 2020



TEMPORARY OUTDOOR BUSINESSES APPLICATION (CONT.)



CITY OF GARDEN GROVE
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
11222 ACACIA PARKWAY
GARDEN GROVE, CA 92840
PLANNING DIVISION (714) 741-5312
BUILDING & SAFETY DIVISION (714) 741-5307
ENGINEERING DIVISION (714) 741-5887
www.gocity.org

OPERATIONAL PLAN

Business Name: _____

Business Hours: _____

Will alcohol be served? If yes, please provide ABC License Type, and CUP reference number. Has a COVID-19 Temporary Catering Authorization License been received from ABC? If yes, provide a copy of the Authorization.

Are you aware of the COVID-19 related health measures published by CAL/OSHA and the California Department of Public Health? How will they be implemented?

When the business is closed, how and where will the tables, chairs, fixtures, and other furnishings be stored?

How will patrons be able to enter the business area? Will a reservation be required? How will overcrowding be prevented?

Will takeout or curbside delivery options also be available? How will the parking and circulation be monitored to maintain health and safety?

In the instance traffic and parking lot circulation becomes hazardous, how will parking be managed?

Last Updated: July 14, 2020



TEMPORARY OUTDOOR BUSINESSES APPLICATION (CONT.)



**CITY OF GARDEN GROVE
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
11222 ACACIA PARKWAY
GARDEN GROVE, CA 92640
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www.gccity.org**

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<input type="checkbox"/> Existing trees, lamp posts, or planters may not be removed or relocated	<input type="checkbox"/> If portable heaters are proposed, all applicable OCFCA requirements must be met	<input type="checkbox"/> If umbrellas or canopy covers are provided, they must maintain a minimum 7'-0" clearance from ground level, not to exceed 10'-0"	<input type="checkbox"/> A temporary outdoor business area may only be located within the private property, unless an encroachment permit is obtained
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<input type="checkbox"/> \$1 million commercial general liability insurance in a form, and to cover potential claims for bodily injury, death, or disability, and for property damage which may arise from or be related to the use of the public right-of-way for an outdoor dining area, naming the City, its officers, agents, and employees as additional insureds under the terms of the policy.	<input type="checkbox"/> Workers compensation insurance, in the amount required by California law, which includes a waiver of subrogation.	<input type="checkbox"/> If the Applicant is providing sales of alcoholic beverages, \$1 million liquor liability insurance is required.	
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Last Updated: July 14, 2020



TEMPORARY OUTDOOR BUSINESSES APPLICATION (CONT.)



City of Garden Grove
 11222 ACACIA PRKWAY, GARDEN GROVE, CA 92840
 (714) 741-5887 TEL / FAX (714) 741-5578
**RIGHT-OF-WAY ENCROACHMENT
 PERMIT APPLICATION/AGREEMENT**

Project Location: _____

Applicant Name: _____

Company Name: _____

CA State License No. _____

Address: _____

City: _____ Zip _____

CELL PHONE: _____ Office _____

Email: _____ (City Use) Permit No. _____

REQUIRED INFORMATION

- Sketch / Plans for Scope of Work are Required
- Inspection is required 48 hours in advance
- Any interference with normal traffic movement shall have prior approval by the Traffic Engineering Division by providing a Traffic Control Plan for review.
- Number of anticipated working days _____

THE UNDERSIGNED HEREBY APPLIES FOR PERMISSION TO EXCAVATE, CONSTRUCT, CLOSE TRAFFIC LANES AND/OR OTHERWISE ENCROACH ON CITY PUBLIC RIGHT-OF-WAY FOR THE FOLLOWING PURPOSE:

INDEMNIFICATION, DEFENSE, AND HOLD HARMLESS: Applicant agrees to defend, indemnify, hold free and harmless the City, its elected and appointed officials, officers, agents and employees, at the applicant's sole expense, from and against any and all claims, actions, suits, damage to property or injuries to or death of any person or persons, including attorney's fees or other legal proceedings brought against the City, its elected and appointed officials, officers, agents, and employees arising out of the performance of the applicant, its employees, contractors, and/or subcontractors, of the work undertaken pursuant to this Permit. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the applicant, its employees, contractors, and/or subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the applicant, its employees, contractors, and/or whenever any claim, action, complaint, or suit asserts liability against the City, its elected and appointed officials, officers, agents and employees based upon the work performed by the applicant, its employees, contractors, and/or subcontractors, under this PERMIT, whether or not the applicant, its employees, contractors, and/or subcontractors are specifically named or otherwise asserted to be liable.

INSURANCE: The contractor shall procure and maintain, during the entire term of this Agreement, the insurance coverage as set forth in the City's "Insurance Requirement for Contractors", attached hereto as Exhibit "A" and incorporated herein by this reference.

By signing this document the applicant affirms that they have the authority to act on behalf of the person/organization for whom this permit is being issued.

Signed _____ **Date:** _____

IMPORTANT NOTICE



Section 4216/4217 of the Government Code requires a Dig Alert Notification Number be issued before a "Permit to Excavate" will be valid. For your Dig Alert ID number call:

DIG ALERT

<https://www.digalert.org/home.htm>

↓

1-800-227-2600
Two Working Days
before you Dig



ROADMAP TO REOPENING (FOR DINE-IN): CHECKLIST



GARDEN GROVE

ACCESSIBLE EATERIES

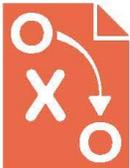
ggcity.org 

CAL/OSHA COVID-19 GENERAL CHECKLIST FOR DINE-IN RESTAURANTS

MAY 12, 2020

This checklist is intended to help dine-in restaurant employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Dine-in Restaurants. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

CONTENTS OF WRITTEN WORKSITE SPECIFIC PLAN



- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

TOPICS FOR EMPLOYEE TRAINING



- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- The proper use of face coverings.
- Information on leave benefits and workers' compensation for employees.

8 | GG Business Resource and Resiliency Plan

ROADMAP TO REOPENING: CHECKLIST (CONT.)

INDIVIDUAL CONTROL MEASURES & SCREENING



- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
- Provide disposable gloves to staff handling dirty dishes and impermeable aprons and eye and face protection to dishwashers. Change and/or disinfect frequently.
- Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- Communicate frequently to customers that they should use face masks/covers.

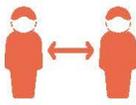
CLEANING AND DISINFECTING PROTOCOLS



- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces and surfaces touched by patrons.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Equip spaces such as dining rooms, bar areas, host stands, and kitchens with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Provide time for workers to implement cleaning practices during shifts and consider third-party cleaning companies.
- Install hands-free devices if possible.
- Consider upgrades to improve air filtration and ventilation.
- Provide disposable or digitally available menus.
- Provide table settings (napkins, cutlery, glassware, etc.) to customers only as needed.
- Supply shared condiments only as needed or supply single serve containers.
- Pre-roll utensils in napkins prior to use by customers and store in a clean container.
- Provide takeout containers as needed and ask customers to pack their own leftovers.
- Remove dirty linens from dining tables from dining areas in sealed bags.
- Thoroughly clean each customer dining location after each use.
- Provide mints, candies, snacks, and toothpicks only as needed. Do not leave out these or other items such as games.
- Provide hand sanitizer at guest and employee entrances and contact areas.

ROADMAP TO REOPENING: CHECKLIST (CONT.)

PHYSICAL DISTANCING GUIDELINES



- Prioritize outdoor seating and curbside pickup.
- Provide takeout, delivery, and drive through options for customers.
- Encourage customer reservations.
- Ask customers to wait in their cars away from the establishment and alert them that their table is ready through their mobile phones. Avoid using “buzzers.”
- Implement measures to physically separate workers and customers by at least six feet using measures such as reconfiguring space, installing physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Implement required use of face covers in working areas where physical distancing cannot be maintained.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- Reconfigure, restrict, or close common areas, like employee break rooms, provide alternative where physical distancing can be practiced, and discourage employees from congregating in high traffic areas.

Reconfigure kitchens to maintain physical distancing in those areas where practical and if not practical staggers shifts if possible to do work ahead of time.

- Remove tables and chairs from dining areas, use visual cues to show they are unavailable, or install Plexiglas or other physical barriers to separate customers.
- Close bar areas.
- Screen guests for symptoms.
- Limit the number of patrons at a single table.
- Show parties to their tables one party at a time.
- Face coverings are required for any employee who must be within six feet of customers.
- Do not seat customers where they cannot be six feet away from employee work and food and drink preparation areas.
- Prop open doors or automate opening if possible.
- Post physical distancing rules.
- Implement peak period queuing procedures, including a host to remind customers to practice physical distancing.
- Use contactless pick-up and delivery protocols to provide takeout food.



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covid19.ca.gov



CALIFORNIANS
ALL



ROADMAP TO REOPEN: TEMPORARY OUTDOOR BUSINESSES

THE CITY OF GARDEN GROVE IS TAKING STEPS TO ENSURE BUSINESSES HAVE THE ABILITY TO OPERATE SAFELY AND SUCCESSFULLY DURING THE COVID-19 ECONOMIC RECOVERY USING AVAILABLE PRIVATE AND PUBLIC RIGHT-OF-WAY AREAS.

Temporary Outdoor Businesses

In accordance with City of Garden Grove's Executive Order, businesses may expand their footprint to certain areas of public and private property not typically permitted for business activity, such as private outdoor areas, parking lots, and sidewalks, provided the applicable requirements described below can be met. For temporary footprint expansion on private properties, a business must complete a Temporary Outdoor Business Permit. Temporary outdoor business areas on public property, such as in on-street parking spaces, and public sidewalks, must complete both a Temporary Outdoor Business Permit, and an Encroachment Permit. All temporary outdoor businesses require the approval of the City.

General Requirements for all Temporary Outdoor Business

1. Private Parking Lots:

- ▶ Up to 50% of off-site private parking spaces counted for required parking may be converted to outdoor business space, subject to Planning Division approval.
- ▶ No parking for disabled persons may be repurposed for temporary outdoor businesses.
- ▶ The required landscape areas for off-site private parking areas shall not be used as an expanded converted use for business operations. There shall not be parking, outside seating, or other activities in these areas.
- ▶ For an individual business, the width of the temporary business area may not exceed the width of the storefront, unless approved by the property owner.
- ▶ Temporary business areas must be directly adjacent to the business's storefront.
- ▶ If a shopping center features multiple properties, multiple property owners, and reciprocal access agreements, all parties must agree to the placement of the temporary outdoor business area(s), before submitting an application to the City.



ROADMAP TO REOPEN: TEMPORARY OUTDOOR BUSINESSES (CONT.)

2. Walkways:

- ▶ A minimum four foot (4'-0") accessible walkway must be maintained at all times between the parking area, business area, and front of the business building.
- ▶ A minimum six foot (6'-0") spacing for required social distancing must be provided at all times between tables and pathways.
- ▶ The converted use must be in conformance with all Orange County Fire Authority (OCFA) requirements for building accessibility.
 - i. Barriers parallel to a fire lane must have breaks to allow for the safe passage of fire crews and equipment in case of emergency.

3. Temporary Barriers:

- ▶ A physical barrier of no more than three feet (3'-0") tall must be provided when the business area directly abuts any vehicular drive aisles.
 - i. Business areas not directly adjacent to vehicular traffic may delineate their business area, using removable tape, nontoxic paints, or other methods.
- ▶ Barriers must be weighed down, but may not be permanently anchored or staked into the ground. Sandbags, weights, tie-downs, and/or other fixtures may be used, so long as they do not encroach into required pedestrian walkways, or into vehicular drive aisles or streets.
- ▶ Fire hydrants, and other fire services (i.e. fire sprinklers) may not be tampered with, blocked, or otherwise obstructed by barriers, or any other furnishings.
- ▶ The storefront and address for the subject business must remain visible at all times.

4. Tables and Chairs:

- ▶ Tables and chairs must be arranged to keep a minimum six foot (6'-0") separation to the next table.
- ▶ Tables and chairs may not obstruct any pedestrian walkways, or vehicular drive aisles or streets.

5. Umbrellas, Tents, and Other Shade Structures:

- ▶ Umbrellas and other canopies shall be fire-retardant, pressure-treated or manufactured of fire-resistant material.
- ▶ Umbrellas and canopies shall be between seven feet (7'-0") and ten feet (10'-0") above ground level.



ROADMAP TO REOPEN: TEMPORARY OUTDOOR BUSINESSES (CONT.)

- ▶ Canopies with sidewalls are not permitted.
- ▶ The maximum area covered by a single canopy is 700 square feet.
- ▶ Canopies, umbrellas, and awnings must be freestanding, and may not be attached to the buildings in any fashion. Any legs, ropes, structures, or any other appurtenance may not encroach into drive aisles, or any required accessible walkways.

6. Other Furnishings:

- ▶ Appropriate lighting of the temporary outdoor business space is required if operating outside of daylight hours.
- ▶ Use of landscaping and planters is permissible, however these materials shall not be permanently affixed to any public right-of-way.
- ▶ No heating, cooking or open flames are permitted in the outdoor business area.
- ▶ No food preparation, plastic food displays, food storage, or refrigeration apparatus shall be allowed in the outdoor business area.
- ▶ Space heaters are permitted provided that they are an outdoor approved type, are located in accordance with the manufacturer's recommendations, and meet all applicable OCFA requirements.

7. Operations:

- ▶ The business must conduct their operations in accordance with all applicable public health requirements, according to CAL/OSHA, OC Health Officer's Orders, and the California Department of Public Health.
- ▶ The business must maintain the expanded footprint area, including all furnishings, in good shape, and remove any portions that become a hazard, or otherwise dangerous to patrons.
- ▶ The on-sale of alcohol is only permitted for establishments with an existing and a valid on-sale ABC license, and a valid COVID-19 Temporary Catering Authorization from ABC.
- ▶ The operational hours of the space shall be restricted to the business' operating hours.
- ▶ No live entertainment is permitted.
- ▶ The plans and permit for a temporary outdoor business area shall be kept on the premises of the business for at all times.
- ▶ Each permit shall be personal to the permitted business and is not transferrable, delegable, or assignable.



ROADMAP TO REOPEN: TEMPORARY OUTDOOR BUSINESSES (CONT.)

- ▶ Along with the permit, an “Accessible Businesses Program” placard will be issued, identifying the business’s participation in the program. The placard is to be displayed prominently in a storefront window for the duration of the Temporary Outdoor business Permit.
- ▶ The combined number of indoor and outdoor seats may not exceed the existing total indoor seating capacity.

8. Signage:

- ▶ Business’s must comply with any signage required of them by CAL/OSHA, and the California Department of Public Health.
- ▶ No additional signage advertising the business is permitted under the Temporary Outdoor Business Permit. All temporary signage not required by CAL/OSHA, and/or the California Department of Public Health is subject to a Banner Permit.

9. Visual Clearance:

- ▶ For expanded footprint areas adjacent to driveways, a right triangle with twenty-five foot (25’-0”) legs at the driveway entrance, and street corner must be maintain an unobstructed visual clearance.

10. Removal of Temporary Outdoor Business:

- ▶ All temporary outdoor business areas must be removed at the end of the State’s stay-at-home order. Any costs associated with the removal will be the sole responsibility of the business associated with the permit.
- ▶ Once the temporary outdoor business area has been removed, it is the responsibility of the business to return the converted area back to its original state, and remove or repair any damage to the immediate area covered by the business area.
- ▶ The City shall have the right to suspend or prohibit the operation of a temporary outdoor business area at any time if necessary to safeguard the public health, safety, and welfare.

Additional Requirements for Temporary Outdoor Business in Public Right-of-Way

1. Encroachment Permit:

- ▶ In addition to a complete Right-of-Way Encroachment Permit Application/Agreement, the applicant must also submit plans, have an inspection a minimum of forty-eight (48) hours in advance, and provide an



ROADMAP TO REOPEN: TEMPORARY OUTDOOR BUSINESSES (CONT.)

approved Traffic Control Plan if any interference with normal traffic movement is proposed.

- ▶ The applicant must agree to indemnify the City, and hold it harmless from any damages that may be incurred on public property.

2. Proof of Liability and Workers Compensation Insurance

- ▶ The Applicant shall, prior to participation in the Temporary Outdoor Business Program shall thereafter maintain in full force and effect while participating in the program:
 - i. \$1 million commercial general liability insurance in a form, and to cover potential claims for bodily injury, death, or disability, and for property damage which may arise from or be related to the use of the public right-of-way for an outdoor dining area, naming the City, its officers, agents, and employees as additional insureds under the terms of the policy.
 - ii. Workers compensation insurance, in the amount required by California law, which includes a waiver of subrogation.
 - iii. If the Applicant is providing sales of alcoholic beverages, \$1 million liquor liability insurance is required.

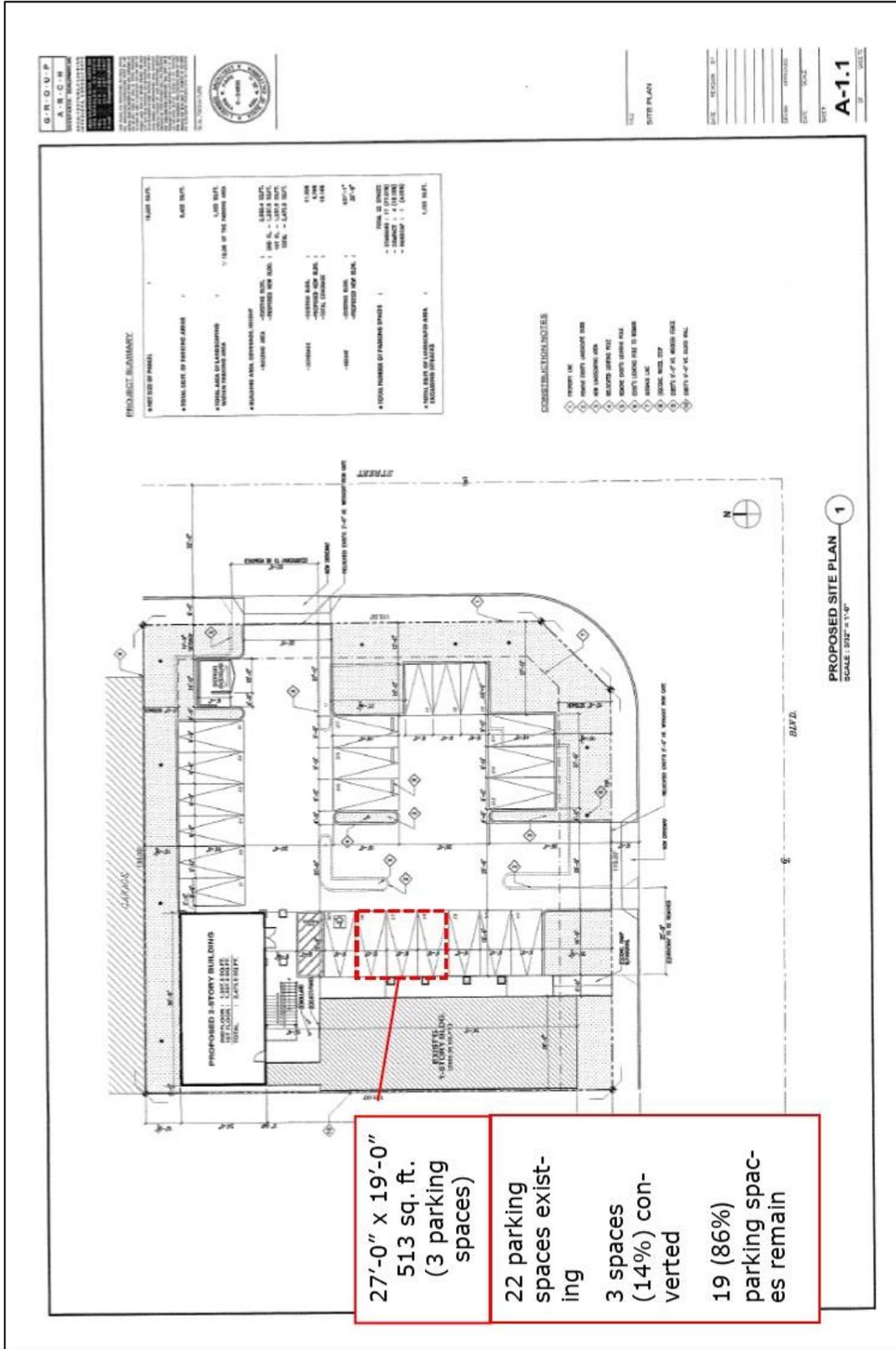
On a dimensioned site plan:

- ▶ Indicate overall dimensions of business area
- ▶ Indicate total number of parking spaces
- ▶ Indicate number of parking spaces converted to temporary business area
- ▶ Indicate number of parking spaces to remain
- ▶ Provide overall dimension and square footage of business area
- ▶ Dimension width of walkways
- ▶ Indicate number of, and distance between tables, chairs, and other equipment
- ▶ Indicate type(s) of barriers used, and required weigh-downs
- ▶ Show and detail any umbrellas, canopies, heaters, or other furnishings

See examples on next page.



Example of a Site Plan



27'-0" x 19'-0"
 513 sq. ft.
 (3 parking spaces)

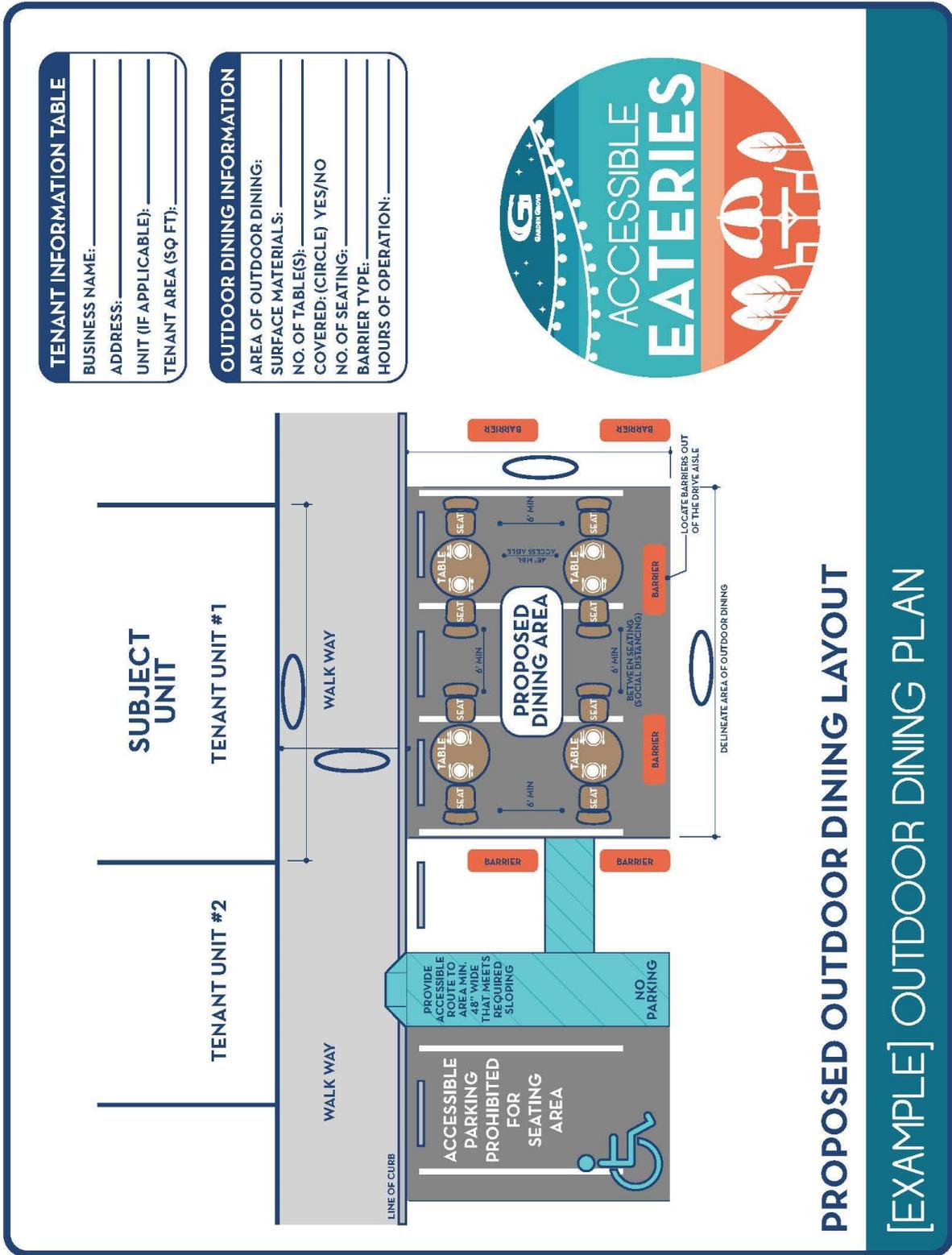
22 parking spaces existing

3 spaces (14%) converted

19 (86%) parking spaces remain



Example of a Dining Layout – Outdoor Dining Plan

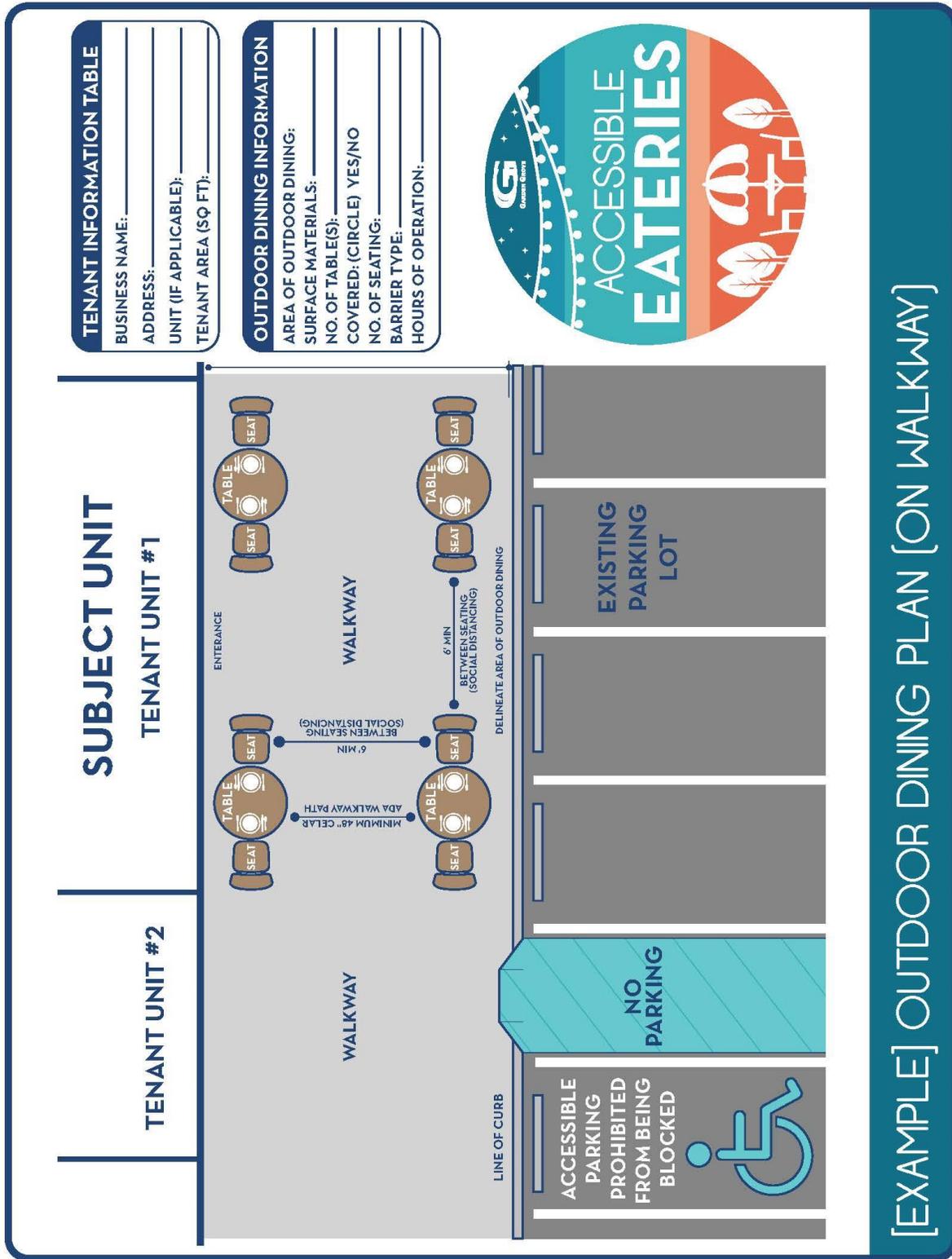


PROPOSED OUTDOOR DINING LAYOUT

[EXAMPLE] OUTDOOR DINING PLAN



Example of a Dining Layout – Outdoor Dining Plan (on Walkway)



WORKSITE SPECIFIC PLAN TEMPLATE

GARDEN GROVE

WORKSITE SPECIFIC PLAN TEMPLATE

ggcity.org

GENERAL INFORMATION

Business name, Garden Grove address(es), brief description

PLAN SUMMARY

Person(s) responsible for plan
Names, titles, contact numbers

Summary of measures to prevent coronavirus spread
Provide summary here: Physical distancing, sanitizing, other measures

Summary of employee training and communication
Provide summary here: awareness of state guidelines, training sessions, signs

Procedure for alerting Orange County Health Care Agency to any Covid-19 cases
Describe procedure here: Follow up with sick employees, alert OC with confirmed cases

**Alert OC Health
(833) 426-6411**

Describe plans to trace anyone in contact with infected employee
Describe plans here: check schedules for others on duty at time, check work assignments



WORKSITE SPECIFIC PLAN TEMPLATE

EMPLOYEE TRAINING

Summary of information provided to employees about coronavirus

Answer here: state guidelines, CDC information, city information, posters, flyers, signs, training sessions

Summary of employee prevention measures

Staying home when sick, self-screening at home, taking temperature, frequent hand washing, use of face masks and coverings and proper cleaning

PHYSICAL DISTANCING

Summary of physical distancing measures

Signs, partitions, floor markings, Plexiglass, minimizing contact between customers and employees, staggering breaks, dedicated entrances or exits



WORKSITE SPECIFIC PLAN TEMPLATE

CONTROL MEASURES, SCREENING

Summary of control and screening measures

Screening employees for symptoms, temperature checks, keeping sick workers home, hand sanitizer, require or recommend face coverings, use of gloves as needed, spacing out seating

CLEANING, DISINFECTING

Summary of cleaning, disinfecting

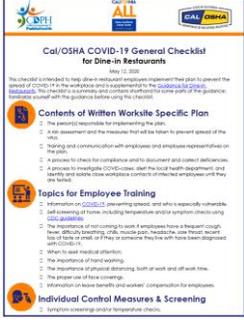
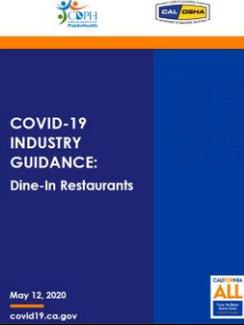
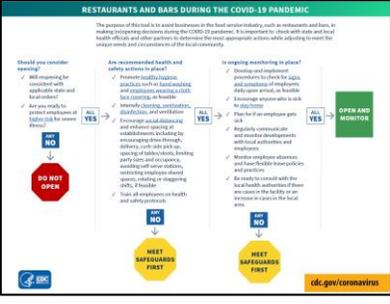
Cleaning of high traffic areas, disinfecting of commonly used services, cleaning shared equipment, touchable surfaces, sanitizer at entrances and exits, use EPA disinfectants, adjust shifts or business operations for regular cleaning



This template is a general guide for documenting a Worksite Specific Plan. All businesses are encouraged to access the Garden Grove Business Toolkit at ggcity.org for additional reopening information from the State and County of Orange.

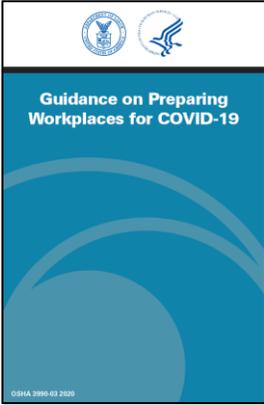
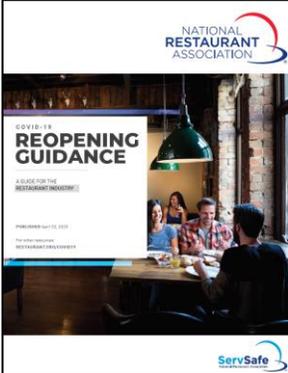


ROADMAP TO REOPEN: REFERENCES + RESOURCES

Guideline	Group	Description
 <p>Cal/OSHA COVID-19 General Checklist for Dine-in Restaurants May 12, 2020</p> <p>This checklist is intended to help dine-in restaurant employers implement their plan to prevent the spread of COVID-19 in the workplace and is a supplement to the published COVID-19 Emergency Preparedness and Response Plan template for a complete plan of the employer.</p> <p>Contents of Written Workplace Specific Plan</p> <ol style="list-style-type: none"> The person(s) responsible for implementing the plan. A risk assessment and the measures that will be taken to prevent spread of the virus. Training and communication with employees on employee responsibilities on the job. A process to check for compliance and to document and correct deficiencies. A process to investigate COVID cases, alert the local health department, and identify and isolate close contacts in order to reduce employee-to-employee transmission. <p>Topics for Employee Training</p> <ol style="list-style-type: none"> Information on COVID-19, preventing spread, and who is especially vulnerable. Self-screening of signs, including temperature and/or symptom checking (if applicable). The importance of continuing to wear face coverings from the moment you leave facility parking or the outside gate through the time you board the bus to the end of your shift. When to seek medical attention. The importance of hand-washing. The importance of physical distancing, both at work and off work time. The proper use of face coverings. Information on leave benefits and/or sick/compensation for employees. <p>Individual Control Measures & Screening</p> <ol style="list-style-type: none"> Temperature checks (not temperature checks). 	 <p>CALIFORNIA ALL Your Actions Save Lives caall19.ca.gov</p>  	<p>This checklist is intended to help dine-in restaurant employers implement their plan to prevent the spread of COVID-19 in the workplace.</p>
 <p>COVID-19 INDUSTRY GUIDANCE: Dine-in Restaurants May 12, 2020 covid19.ca.gov</p>	 <p>CALIFORNIA ALL Your Actions Save Lives caall19.ca.gov</p>  	<p>This document provides guidance for dine-in restaurants, brewpubs, breweries, bars, pubs and wineries to support a safe, clean environment for workers and customers.</p>
 <p>RESTAURANTS AND BARS DURING THE COVID-19 PANDEMIC</p> <p>The purpose of this tool is to assist businesses in the food service industry, such as restaurants and bars, in making reopening decisions during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.</p> <p>Should you consider reopening?</p> <ul style="list-style-type: none"> Are you required to permit employees to report COVID-19 symptoms? Are you required to provide employees with appropriate personal protective equipment (PPE) and hand sanitizer? Are you required to provide employees with appropriate PPE and hand sanitizer? <p>Are recommended health and safety criteria in place?</p> <ul style="list-style-type: none"> Are you required to provide employees with appropriate PPE and hand sanitizer? Are you required to provide employees with appropriate PPE and hand sanitizer? <p>Are you engaging in reopening in place?</p> <ul style="list-style-type: none"> Are you required to provide employees with appropriate PPE and hand sanitizer? Are you required to provide employees with appropriate PPE and hand sanitizer? <p>DO NOT OPEN (if any 'NO' answers)</p> <p>MEET SAFEGUARDS FIRST (if any 'YES' answers)</p> <p>OPEN AND REOPEN (if all 'YES' answers)</p>		<p>The purpose of this tool is to assist businesses in the food service industry, such as restaurants and bars, in making (re)opening decisions during the COVID-19 pandemic.</p> <p>*It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.</p>
 <p>GUIDANCE FOR CLEANING AND DISINFECTING PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES</p> <p>This guidance is intended for businesses, whether you own or manage, to help you understand how to best clean and disinfect your facility. Regular cleaning is a key part of preventing the spread of COVID-19. Regular cleaning also helps reduce the risk of other infections, including respiratory viruses. Regular cleaning also helps reduce the risk of other infections, including respiratory viruses. Regular cleaning also helps reduce the risk of other infections, including respiratory viruses.</p> <p>Cleaning and disinfecting public spaces including your workplace, school, home, and business will require you to:</p> <ul style="list-style-type: none"> Understand the difference between cleaning and disinfecting. Understand the difference between cleaning and disinfecting. <p>For more information, please visit www.cdc.gov/coronavirus.</p>	 	<p>This document provides a general framework for cleaning and disinfection practices.</p>



ROADMAP TO REOPEN: REFERENCES + RESOURCES (CONT.)

Guideline	Group	Description
		<p>This guidance is intended for planning purposes based on traditional infection prevention and industrial hygiene practices.</p>
		<p>As state and local governments consider reopening their economies in response to COVID-19, the Association has assembled a group of experts to draft guidance for restaurants that guide state governments and align with opening plans.</p>

