

## XII. Addendum I: Accessible Eateries Program

### INTRODUCTION

THE NEW ACCESSIBLE EATERIES PROGRAM IS A TEMPORARY OUTDOOR DINING PERMIT DESIGNED TO ASSIST GARDEN GROVE RESTAURANT OWNERS AND TEAM MEMBERS REOPEN THEIR DINING ROOMS 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 EATERIES PROGRAM



# ACCESSIBLE EATERIES PROGRAM TEMPORARY OUTDOOR DINING PERMIT

## FILING INSTRUCTIONS FOR TEMPORARY OUTDOOR DINING APPLICATION



The following instructions are intended to provide the necessary information for processing your Temporary Outdoor Dining 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 Garden Grove City Hall, located at 11222 Acacia Parkway, Garden Grove, CA 92840. Email submittals will also be accepted at [planning@ggcity.org](mailto:planning@ggcity.org).

Once approved, a Temporary Outdoor Dining 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 Dining Permit:

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

11222 Acacia Parkway, Garden Grove, CA 92840 • [ggcity.org](http://ggcity.org)



# TEMPORARY OUTDOOR DINING 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](http://www.ggcity.org)

## TEMPORARY OUTDOOR DINING 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. Now, as outlined in the guidelines for Stage 2 of the State Governor's 4-Stage Reopening Plan, restaurants have the opportunity to provide dining areas for their customers, while adhering to state and local public health regulations. Restaurants may now provide limited indoor dining, as well as temporarily convert portions of adjacent parking areas, walkways, patios, sidewalks, and public rights-of-way into customer dining areas.

TEMPORARY OUTDOOR DINING 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 dining area may not encroach into drive aisles	Outdoor dining area must close with restaurant's 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 dining 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:	
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"/> \$100.00 Ministerial Review Fee	
<input type="checkbox"/> \$50.00 Outdoor Dining Permit Fee	
<input type="checkbox"/> \$100.00 Engineering Encroachment Permit Fee (Only for Dining in Public Right-of-Way)	
<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"/> Four (4) hardcopies 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	Engineering Approval	Planning Approval	GGPD Approval	
By: _____	By: _____	By: _____	By: _____	Date: _____
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____

Last Updated: May 26, 2020



# TEMPORARY OUTDOOR DINING 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](http://www.gocity.org)**

<b>TEMPORARY OUTDOOR DINING PLAN SUBMITTAL REQUIREMENTS:</b>			
<b>SITE PLAN &amp; DINING LAYOUT DESIGN CHECKLIST</b>			
<i>The site plan/layout of the proposed temporary outdoor dining area at a minimum shall show:</i>			
<input type="checkbox"/> The location and dimensions of the proposed outdoor dining 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, 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 dining 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 OCFA 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 dining area may only be located within the private property of a shopping center/restaurant, 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		
<b>INSURANCE AND WORKER'S COMPENSATION (FOR DINING IN PUBLIC RIGHT-OF-WAY)</b>			
<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.		
<b>ADMINISTRATIVE REQUIREMENTS</b>			
<i>The Applicant agrees to the following:</i>			
The plans and permit for a temporary outdoor dining area shall be kept on the premises of the restaurant 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 dining area must be removed.	Initials: _____	Once a temporary outdoor dining 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 dining 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 dining 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: May 20, 2020



## TEMPORARY OUTDOOR DINING 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.ggcity.org](http://www.ggcity.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 restaurant is closed, how and where will the tables, chairs, and other furnishings be stored?

How will patrons be able to enter the dining 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: May 20, 2020



# TEMPORARY OUTDOOR DINING 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**

**REQUIRED INFORMATION**

Project Location: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

CA State License No. \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ Office \_\_\_\_\_

Email: \_\_\_\_\_ (City Use) Permit No. \_\_\_\_\_

- 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 subcontractors, but shall be required 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: 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.



## ROADMAP TO REOPENING: CHECKLIST (CONT.)

## INDIVIDUAL CONTROL MEASURES &amp; 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

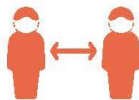


- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces and surfaces touched by patrons.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Equip spaces such as dining rooms, bar areas, host stands, and kitchens with proper 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.



ggcity.org  
covid19.ca.gov



## ROADMAP TO REOPEN: TEMPORARY OUTDOOR DINING

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 Dining

In accordance with City of Garden Grove's Executive Order, businesses may expand dining areas 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 dining on private properties, a restaurant must complete a Temporary Outdoor Dining Permit. Temporary outdoor dining areas on public property, such as in on-street parking spaces, and public sidewalks, must complete both a Temporary Outdoor Dining Permit, and an Encroachment Permit. All temporary outdoor dining requires the approval of the City.

#### General Requirements for all Temporary Outdoor Dining

##### 1. Private Parking Lots:

- ▶ Up to 50% of off-site private parking spaces counted for required parking may be converted to outdoor dining space, subject to Planning Division approval.
- ▶ No parking for disabled persons may be repurposed for temporary outdoor dining.
- ▶ The required landscape areas for off-site private parking areas shall not be used as an expanded converted use for restaurants operations. There shall not be parking, outside seating, or other activities in these areas.
- ▶ For an individual restaurant, the width of the temporary dining area may not exceed the width of the storefront, unless approved by the property owner.
- ▶ Temporary dining areas must be directly adjacent to the restaurant'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 dining area(s), before submitting an application to the City.



## ROADMAP TO REOPEN: TEMPORARY OUTDOOR DINING (CONT.)

### 2. Walkways:

- ▶ A minimum four foot (4'-0") accessible walkway must be maintained at all times between the parking area, dining area, and front of the restaurant 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 dining area directly abuts any vehicular drive aisles.
  - i. Dining areas not directly adjacent to vehicular traffic may delineate their dining 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 restaurant 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 DINING (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 dining 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 dining area.
- ▶ No food preparation, plastic food displays, food storage, or refrigeration apparatus shall be allowed in the outdoor dining 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 restaurant 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 restaurant must maintain the dining 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 dining area shall be kept on the premises of the restaurant for at all times.
- ▶ Each permit shall be personal to the permitted restaurant and is not transferrable, delegable, or assignable.



## ROADMAP TO REOPEN: TEMPORARY OUTDOOR DINING (CONT.)

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

### 8. Signage:

- ▶ Restaurants must comply with any signage required of them by CAL/OSHA, and the California Department of Public Health.
- ▶ No additional signage advertising the restaurant is permitted under the Temporary Outdoor Dining 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 dining 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 Dining:

- ▶ All temporary outdoor dining 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 dining 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 dining area.
- ▶ The City shall have the right to suspend or prohibit the operation of a temporary outdoor dining area at any time if necessary to safeguard the public health, safety, and welfare.

## Additional Requirements for Temporary Outdoor Dining 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 DINING (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 Dining 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 dining area
- ▶ Indicate total number of parking spaces
- ▶ Indicate number of parking spaces converted to temporary dining area
- ▶ Indicate number of parking spaces to remain
- ▶ Provide overall dimension and square footage of dining area
- ▶ Dimension width of walkways
- ▶ Indicate number of, and distance between tables and chairs
- ▶ Indicate type(s) of barriers used, and required weigh-downs
- ▶ Show and detail any umbrellas, canopies, heaters, or other furnishings

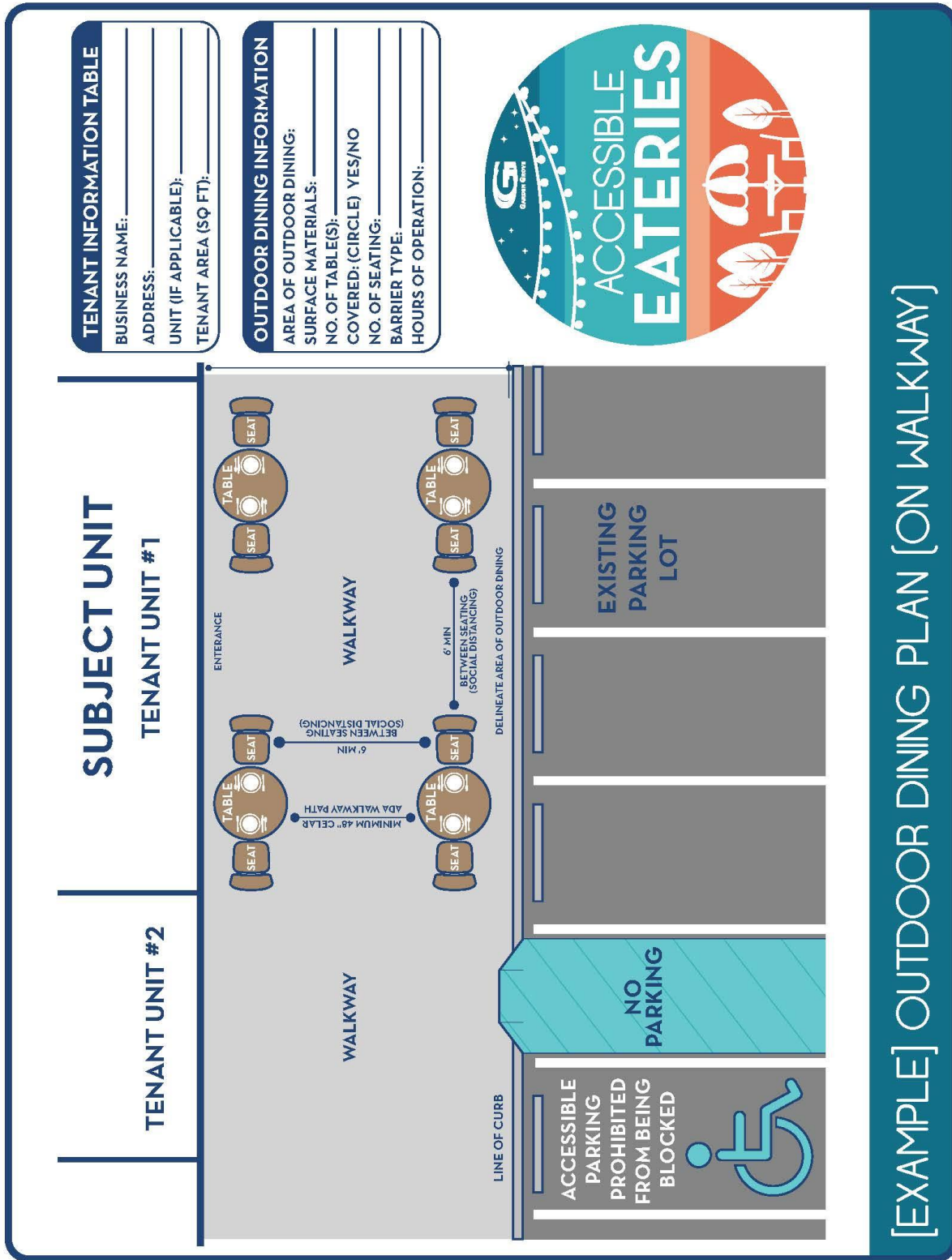
See examples on next page.







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



**TENANT INFORMATION TABLE**

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

UNIT (IF APPLICABLE): \_\_\_\_\_

TENANT AREA (SQ FT): \_\_\_\_\_

**OUTDOOR DINING INFORMATION**

AREA OF OUTDOOR DINING: \_\_\_\_\_

SURFACE MATERIALS: \_\_\_\_\_

NO. OF TABLE(S): \_\_\_\_\_

COVERED: (CIRCLE) YES/NO

NO. OF SEATING: \_\_\_\_\_

BARRIER TYPE: \_\_\_\_\_


HOURS OF OPERATION: \_\_\_\_\_



[EXAMPLE] 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*

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

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



# 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 (CONT.)

# 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](http://ggcity.org) for additional reopening information from the State and County of Orange.*



## ROADMAP TO REOPEN: REFERENCES + RESOURCES

Guideline	Group	Description
 <p><b>Cal/OSHA COVID-19 General Checklist for Dine-in Restaurants</b> 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 to support the role of the public health officials in the community. It is not intended to replace the role of the public health officials.</p> <p><b>Contents of Written Workplace Specific Plan</b></p> <ol style="list-style-type: none"> <li>The person(s) responsible for implementing the plan.</li> <li>A risk assessment and the measures that will be taken to prevent spread of the virus.</li> <li>Training and communication with employees on employee responsibilities in the plan.</li> <li>A process to check for compliance and to document and correct deficiencies.</li> <li>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.</li> </ol> <p><b>Topics for Employee Training</b></p> <ol style="list-style-type: none"> <li>Information on COVID-19, preventing spread, and who is especially vulnerable.</li> <li>Self-screening of signs, including temperature and/or symptom checks using non-physical methods.</li> <li>The importance of continuing to wear face coverings in the workplace, including leave efficacy training on CE, masks per health care provider's advice.</li> <li>How to avoid medical attention.</li> <li>When to avoid medical attention.</li> <li>The importance of hand-washing.</li> <li>The importance of physical distancing, both at work and off work time.</li> <li>The proper use of face coverings.</li> <li>Information on how to safely and properly clean/disinfect for employees.</li> <li>Symptom screening and/or temperature checks.</li> </ol>	 <p><b>CALIFORNIA ALL</b> Your Actions Save Lives connect.ca.gov</p>  <p>STATE OF CALIFORNIA <b>CAL OSHA</b> DEPARTMENT OF INDUSTRIAL RELATIONS</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><b>COVID-19 INDUSTRY GUIDANCE: Dine-in Restaurants</b> May 12, 2020 covid19.ca.gov</p>	 <p><b>CALIFORNIA ALL</b> Your Actions Save Lives connect.ca.gov</p>  <p>STATE OF CALIFORNIA <b>CAL OSHA</b> DEPARTMENT OF INDUSTRIAL RELATIONS</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><b>RESTAURANTS AND BARS DURING THE COVID-19 PANDEMIC</b></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"> <li>Are you responsible for the health and safety of your employees and customers?</li> <li>Are you responsible for the health and safety of your community?</li> <li>Are you responsible for the health and safety of your employees and customers?</li> <li>Are you responsible for the health and safety of your community?</li> </ul> <p>Are recommended health and safety actions in place?</p> <ul style="list-style-type: none"> <li>Proper health/safety practices (hand hygiene, face coverings, physical distancing, etc.)</li> <li>Physical distancing</li> <li>Hand hygiene and ventilation</li> <li>Regular cleaning and disinfection</li> <li>Employee health screening</li> <li>Employee health and safety training</li> <li>Employee health and safety training</li> <li>Employee health and safety training</li> <li>Employee health and safety training</li> </ul> <p>Is ongoing monitoring in place?</p> <ul style="list-style-type: none"> <li>Develop and implement procedures to check for gaps and deficiencies in employee health and safety practices</li> <li>Encourage employees to seek the guidance of local health officials</li> <li>Place an employee on sick leave</li> <li>Regularly communicate and coordinate developments with local authorities and employees</li> <li>Monitor employee absence and health/safety best practices and protocols</li> <li>Be ready to consult with the local health department when assessing the ability to re-open or restart the food site.</li> </ul> <p><b>DO NOT OPEN</b> (if any 'NO' answers)</p> <p><b>MEET SAFEGUARDS FIRST</b> (if any 'YES' answers)</p> <p><b>OPEN AND MONITOR</b> (if all 'YES' answers)</p> <p>cdc.gov/coronavirus</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><b>GUIDANCE FOR CLEANING AND DISINFECTING PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES</b></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. It is not intended to replace the role of the public health officials in the community.</p> <p><b>Cleaning and disinfecting public spaces including your workplace, school, home, and business will require you to:</b></p> <ul style="list-style-type: none"> <li>Understand the difference between cleaning and disinfecting.</li> <li>Understand the difference between cleaning and disinfecting.</li> <li>Understand the difference between cleaning and disinfecting.</li> <li>Understand the difference between cleaning and disinfecting.</li> </ul> <p>For more information, please visit <a href="https://www.cdc.gov/coronavirus">www.cdc.gov/coronavirus</a></p>	 <p>UNITED STATES ENVIRONMENTAL PROTECTION AGENCY</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>

