



Subject: Temporary Outdoor Restaurant Seating

Dear Robbinsville Township Restaurant Owner,

As I am sure you are aware Governor Murphy has announced that restaurants will be permitted outside dining beginning on June 15th. Recognizing the extreme and unusual circumstances that we are all facing, the Township has worked to provide for outside dining with the following provisions:

1. A complete Temporary Outdoor Restaurant Seating Application must be submitted to the Department of Community Development. The request must include the following:
 - a. A sketch of the proposed outdoor seating area showing the table layout, distance between tables and chairs, and distances from any other items such as host podiums or serving/setup stations.
 - b. Acknowledgement of receipt of and adherence to the Guidance for Safe and Healthy Dining issued by the Robbinsville Township Division of Health.
 - c. A checklist will be provided as part of the Application.
2. A Site Plan Application will not be required to be filed.
3. There is no filing fee and review of the Application will be expedited.
4. There will be no performance bond, maintenance bond or engineering inspection fees required in connection with an approved outdoor restaurant seating plan.
5. Temporary outdoor restaurant seating may be offered only in accordance with the requirements of Robbinsville Township Resolution 2020-137 and any additional requirements imposed due to the particular nature of an Application:
6. The consumption of alcoholic beverages will continue to be regulated by the New Jersey Division of Alcoholic Beverage Control ("ABC"). Therefore, all applicants are solely responsible for verifying that their liquor license permits the serving of alcohol outdoors. A COVID-19 Expansion of Premises Permit issued by the ABC may be required.
7. Unless otherwise modified by the provisions of Resolution 2020-137, all applicable zoning, construction, health, and fire codes continue to apply.
8. If the Application is approved, a Temporary Outdoor Restaurant Seating Permit will be issued.

It is understood that permission to conduct outside dining service is temporary in nature and will end at such time deemed appropriate in accordance with State regulations. The Township reserves the right to revoke or suspend permission to conduct outside dining services as it deems necessary in the interests of the health and safety of the public.

If you have any questions, please contact me.

Respectfully,

Dave Fried, Mayor



**TOWNSHIP OF ROBBINSVILLE
DEPARTMENT OF COMMUNITY DEVELOPMENT
DEPARTMENT OF ADMINISTRATION, DIVISION OF HEALTH**

TEMPORARY OUTDOOR RESTAURANT SEATING APPLICATION

Name of Business _____	Block _____	Lot _____
Street Address _____		

By signing below applicant agrees to adhere to all applicable Township of Robbinsville, State of New Jersey, and Federal laws. Applicant also agrees that this this application has been completed truthfully and to the best of his/her knowledge. Outdoor temporary seating must close by 11 p.m. Outdoor seating will be temporarily permitted for a period up to 160 days unless a longer or shorter time is established by an Executive Order issued by the Governor.

Contact Person	Property Owner
Name _____	Name: _____
Email _____	Email _____
Phone _____	Phone _____
Signature _____	Signature _____

Outside Dining Start Date _____	
Hours of Operation _____	
Number of additional tables/seats _____	

Required Documents

Submitted	Name of document
	1. A plan/sketch of the property showing the distance, location, size, and number of tables and seating
	2. Plan to provide adequate lighting, if seating will occur after dark
	3. Plan to provide safety barricades, if seating will occur in a parking lot
	4. A fully completed and signed Robbinsville Temporary Outdoor Restaurant Seating Application
	5. Signed acknowledgement of receipt of Division of Health guidance

For Township use only

	Approve <input style="width: 80%;" type="text"/>	Denied <input style="width: 80%;" type="text"/>
Ann Bell, Zoning Officer	Date _____	



TOWNSHIP OF ROBBINSVILLE
DEPARTMENT OF ADMINISTRATION, DIVISION OF HEALTH

TEMPORARY OUTDOOR RESTAURANT SEATING GUIDELINES ACKNOWLEDGEMENT

The Township of Robbinsville is supportive of providing relief to local food establishments affected by restrictions related to COVID-19. Temporary outdoor restaurant seating will be authorized only when it can be done to protect the public health, welfare, and safety of residents, and ensure that pedestrian and vehicle traffic is unencumbered by the outdoor seating.

Retail food establishments wishing to start outdoor dining will require completion of The Township of Robbinsville *Temporary Outdoor Restaurant Seating Application*. Outdoor seating will be temporarily permitted for a period up to 160 days unless a longer or shorter time is established by an Executive Order issued by the Governor.

The application will be reviewed by the Division of Health as well as the Department of Community Development for approval.

Restaurant Owner/Contact person:

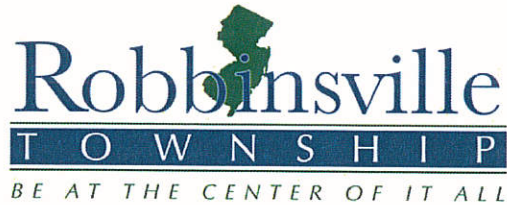
I hereby acknowledge receipt of the Division of Health's **Guidance for Safe and Healthy Dining**. I have read and understand the guidance and agree to adhere to these practices. This acknowledgement will be submitted with my application for temporary outdoor restaurant seating.

Property Owner Name and Signature:

Date

Restaurant Owner Name and Signature

Date



**TOWNSHIP OF ROBBINSVILLE
DEPARTMENT OF ADMINISTRATION, DIVISION OF HEALTH**

GUIDANCE FOR SAFE & HEALTHY DINING

June 12, 2020

Dear Restaurant Owners and/or Managers,

On June 3, 2020, Governor Murphy issued Executive Order No. 150, which will relax Executive Order No. 107 on June 15, 2020, to permit outdoor dining at restaurants throughout the state. In an effort to allow Robbinsville Township dining establishments to take full advantage of the benefits of Executive Order No. 150 the Township has established a special temporary permit designed to ensure that such outdoor dining is done in a safe and healthy manner pursuant to all Federal, State and local law.

In accordance with Executive Order No. 150 Judith Persichilli, Commissioner of the New Jersey Department of Health (“NJDOH”), issued Executive Directive No. 20-014, establishing COVID-19 protocols for food or beverage establishments offering service in outdoor areas. These protocols, listed below, are mandatory for any food or beverage establishment wishing to operate under Executive Order No. 150.

NJDOH COVID-19 Outdoor Dining Protocols

1. Food or beverage establishments offering service at outdoor areas pursuant to Executive Order No. 150 (2020) must adhere to the protocols listed below:
 - a. Obtain all required municipal approvals and permits before offering food and/or beverage consumption at outdoor areas;
 - b. Post signage at the entrance that states that no one with a fever or symptoms of COVID-19 should enter the food or beverage establishment;
 - c. Limit seating to a maximum of eight (8) customers per table and arrange seating to achieve a minimum distance of six feet (6 ft) between parties;
 - d. Rope off or otherwise mark tables, chairs and bar stools that are not to be used;
 - e. Demarcate 6 feet of spacing in patron waiting areas;
 - f. Provide physical guides, such as tape on floors, sidewalks, and signage on walls to ensure that customers remain at least 6 ft apart in line for the restroom or waiting for seating;

- g. Eliminate self-service food or drink options such as buffets, salad bars, and self-service drink stations;
 - h. Disinfect all tables, chairs and any other shared items (menus, condiments, pens) after each use;
 - i. Install physical barriers and partitions at cash registers, bars, host stands and other area where maintaining physical distance of 6 ft is difficult;
 - j. Ensure 6 ft of physical distancing between workers and customers, except at the moment of payment and/or when employees are servicing the table;
 - k. Require infection control practices, such as regular handwashing, coughing and sneezing etiquette, and proper tissue usage and disposal;
 - l. Require frequent sanitization of high-touch areas like credit card machines, keypads, and counters to which the public and workers have access;
 - m. Place conspicuous signage at entrance alerting staff and customers to the required 6 ft of physical distance; and
 - n. Require all food or beverage establishments to have an inclement weather policy that, if triggered, would require the food or beverage establishment to adhere to Executive Order No. 125 (2020) and offer takeout or delivery service only.
2. Food or beverage establishments offering service at outdoor areas pursuant to Executive Order No. 150 (2020) must impose the following requirements on employees:
- a. Require employees to wash and/or sanitize their hands when entering the food or beverage establishment;
 - b. Conduct daily health checks (e.g. temperature screening and/or symptom checking) of employees safely and respectfully, and in accordance with any applicable privacy laws and regulations;
 - c. Require employees with symptoms of COVID-19 (fever, cough, or shortness of breath) be sent home;
 - d. Require all employees to wear face coverings, except where doing so would inhibit the individual's health, and require employees to wear gloves when in contact with customers and when handing prepared foods or serving food, utensils, and other items to customers;
 - e. Provide all employees with face coverings and gloves;
 - f. Provide employees break time for repeated handwashing throughout the workday; and
 - g. Provide sanitization materials, such as hand sanitizer and sanitizing wipes to staff.
3. Food or beverage establishments offering service at outside areas pursuant to Executive Order No. 150 (2020) must institute the following policies with respect to customers:
- a. Inform customers that safety measures such as social distancing, wearing face coverings when they are away from their table and unable to social distance or when they are inside the indoor portion of the premises of the food or beverage establishment (unless the customer has a medical reason for not doing so or is a child under two years of age), and hygiene practices must be adhered to while in the food or beverage establishment;

- b. Encourage reservations for greater control of customer traffic/volume;
- c. Require customers to provide a phone number if making a reservation to facilitate contact tracing;
- d. Recommend customers wait in their cars or away from the food or beverage establishment while waiting for a table if outdoor wait area cannot accommodate social distancing;
- e. Alert customers via calls/texts to limit touching and use of shared objects such as pagers/buzzers;
- f. Encourage the use of digital menus;
- g. Decline entry to the indoor portion of the establishment to a customer who is not wearing a face covering, unless the customer has a medical reason for not doing so or is a child under two years of age; and
- h. Provide a hand sanitizer station for customers.

In addition to the mandatory protocols above the Robbinsville Township Division of Health would also like to provide you with further guidance to inform your day to day practices.

Proper Hygienic Practices

Continuing to promote proper hygienic practices for your staff and guests is essential, especially those mentioned in Executive Order 122. These practices include, but are not limited to the following:

- Continuing to practice social distancing guidelines (6 feet apart) where possible
- Practicing proper and frequent handwashing
 - Hands must be washed with warm, soapy water for at least 20 seconds and properly dried. Be sure that staff members are washing the areas between their fingers, underneath their fingernails and their wrist area.
- Providing hand sanitizer throughout your facility. Hand sanitizer solutions should contain at minimum 60% alcohol. Please keep in mind that hand sanitizer is a supplementary to, **NOT** a replacement of proper handwashing.
- Following proper coughing and sneezing etiquette
 - Individuals should properly cover their mouth and nose with a tissue when you cough or sneeze. Promptly throw away all tissues in the trash. If a tissue is not available individuals should cough or sneeze into their elbow instead of their hands.
- Single-use gloves must be provided for staff members and properly used
 - Single-use gloves are to be routinely used in accordance to N.J.A.C. 8:24, as well as Executive Order 122. Gloves are to be worn when in contact with customers or goods. Gloves must be changed when they are soiled, ripped, and when changing tasks. Hands must be properly washed before putting on a new pair of gloves.
- All staff members must be supplied with face covers or face masks
 - Face covers or masks must be worn in accordance to CDC guidelines. Customers and workers must wear a mask or cover at all times while on premise. The only exception if it inhibits the individual health or if the individual is under two years of age in accordance to Executive Order 122.
- Increase the frequency and intensity of cleaning and sanitizing frequently touched surfaces and objects.

- This includes, but is not limited to, door knobs, handles, tables, countertops, credit/debit card machines, telephones, writing implements, and water faucets.

Monitoring Employee Health

The health of the workers in an establishment is essential to reducing the spread to COVID-19 to others. Staff members should be monitored for the following symptoms when reporting for work. The Centers for Disease Control (CDC) notes the following symptoms being associated with COVID-19 infections:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body chest
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Any worker that is exhibiting these symptoms should be excluded from work, encouraged to remain at home, and contact their medical provider if medical care is needed. Any ill worker should not return to work until the criteria to discontinue home isolation is met. The following CDC website provides more information on helping prevent the spread of COVID-19 if you are ill: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Management is encouraged to notify the local health department promptly if two (2) or more employees test positive for COVID-19 within a 28-day period.

Steps for Safe and Effective & Effective Disinfectant Use

Effectively cleaning and sanitizing surfaces may help prevent the spread of COVID-19 and other respiratory illnesses. Please consider the following information to properly clean and sanitize surfaces.

1. Always wear gloves while cleaning and sanitizing surfaces. Remove gloves when they are soiled and when finishing cleaning and sanitizing of surfaces. Properly wash your hands after you have finished.
2. Pre-clean surfaces prior to sanitizing. Use warm, soapy water to clean visible dirt and debris from these surfaces.
3. Check to ensure that your disinfectant product is an effective disinfectant against the virus that causes COVID-19. The list can be found by clicking this link: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
 - a. Quaternary Ammonium compounds require a concentration of 200 parts per million and a contact time of 10 minutes.

- b. Chlorine (bleach) solutions can be prepared by mixing 1/3 of a cup of bleach per one gallon of water. A chlorine solution requires ten minutes of contact time to be effective against the virus.
 - c. Both chlorine solutions and Quaternary Ammonium compound solutions can dissipate over time. Small batches of each solution should be made throughout the day and replaced frequently.
4. It is important to follow the directions and guidelines listed on the product labels to ensure that they are being used properly. Follow all warning and precautionary labels on the chemicals.

Each establishment should devise a cleaning and disinfecting schedule and strategy that fits the needs of their business. More information on creating a schedule and strategy for cleaning and disinfecting of facilities can be found on the CDC websites listed here:

- Reopening Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- How to clean and disinfect: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Steps for Safe and Effective Outdoor Dining

Certain restrictions on outdoor dining are being lifted and in order to ensure a safe and orderly return of customers to the Township's retail food establishments the following items are highlighted for your attention. It is important for all retail food operators to be familiar with the most up to date guidance from the Township of Robbinsville and State of New Jersey.

- Complete the Township's application process for temporary outdoor restaurant seating.
- Regularly review the specific Township and state guidelines for establishing outdoor restaurant seating to ensure your establishment is abiding by the most current guidance.
- Post signage throughout the facility that no one with a fever or cough is to be permitted in the restaurant and to maintain social distancing.
- Limit the number of customers and staff in the restaurant to comply with current NJ Executive Order and social distancing guidelines.
- Customer waiting areas, seating, tables, and bar area to be 6' apart following current guidelines.
- Tables, chairs, bars and other high frequency touch surfaces should be cleaned and sanitized after every use.
- Restrooms to be checked regularly and cleaned and sanitized based on frequency of use. Customers should not use any "back of house" restrooms located in kitchen or prep areas.
- Place settings, utensils, and menus shall be either single-use or cleaned/sanitized after every use.
- Condiments are not to be left on tables and instead single service packets should be used (salt, pepper, salad dressing, syrup, etc.).
- Drink refills shall be in clean/unused glass/cups and be refilled by staff only.
- All cooking and prepping shall take place within the establishment and brought outside by the wait staff to the customer.

- Serving stations shall be placed under a covering whether it's a temporary (tent/umbrella) or permanent fixture.
- Outdoor cooking is not allowed unless specifically approved and inspected by the Division of Health.

The health and safety of workers and customers is the number one priority. Abiding by the mandatory protocols and following appropriate guidelines can not only prevent the spread of COVID-19, but ensure the general well-being of all individuals involved. Further information on general guidance for businesses and employers can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>. For any other information please contact the Robbinsville Township Division of Health.

Thank you for your time and consideration in this matter.

In good health,

Jill Swanson

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