COVID-19 Commercial Recovery

Outdoor Dining Guidelines

July 23, 2020
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Language Access

ATTENTION: If you speak another language, assistance services are available to you. Call 3-1-1.

ATENCIÓN: Si usted habla español, hay servicios de ayuda disponibles para usted. Llame al 3-1-1.

注意：如果您使用简体中文，可以获得相应的语言协助。致电 3-1-1。

注意：如果您使用繁體中文，可以獲得相應的語言協助。致電 3-1-1.
Outdoor Cafés & Restaurants

Philadelphia businesses are a vital part of our communities.

Restaurants power our local economy.

City departments and partner agencies are working together to safely expand options to businesses for outdoor seating and dining.

The guidance in this document will be updated periodically.
Outdoor Cafés & Restaurants

Expanded Capacity & Support

• As Philadelphia gradually adapts to COVID-19, restaurants will need expanded capacity to maintain 6-foot separation

• Establishments that have existing Sidewalk Café permits can operate as allowed under Mayor Kenney’s Safer At Home reopening plan

• Businesses without existing permits are encouraged to apply for new outdoor dining options

• Registration and approval is required for outdoor dining prior to opening

• Businesses are strongly encouraged to coordinate
• City staff is here to help you
• Contact business@phila.gov for assistance
• Complaints should be made via 3-1-1
Outdoor Cafés & Restaurants

Can I go inside the restaurant?

- Outdoor dining is only allowed in an establishment’s *outdoor* extended premises. Eating inside, even near an open window, is technically “inside the restaurant” and is not permitted as “outdoor dining”.
- Anything outside the thermal envelope of the building is considered “outdoors”

...to use the bathroom?

- Customers may enter the establishment to use the bathroom, but must wear a mask at all times and maintain social distancing.
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Application for New Outdoor Dining

- Applications* will be available online through eCLIPSE and will be processed in 3 business days.
- Customers have the option of making an appointment with a licensing representative at the Municipal Services Building.

All outdoor dining applications require:

- A plan for meeting Health Department regulations
- Minimum 6 feet social distance
- Safety protection for employees
- Access for emergency service (ambulance, fire, etc.)
- Litter/recycling service or easy access for City Sanitation crews
- A point of contact responsible for maintaining operations
- Compliance with Mayor's Orders on business activity and public gatherings

Establishments that want to apply for both Sidewalk Café and Streetery should apply via eCLIPSE for Sidewalk Café and later apply for an amendment to add a Streetery.

Contact business@phila.gov for assistance

*Applications for “C) Temporary Street Closure” only are here and should be emailed to streetclosure@phila.gov
Outdoor Cafés & Restaurants

Mayor Kenney’s *Safer at Home* reopening plan provides details about how we will gradually reopen.

We have a shared responsibility to keep up progress to combat COVID-19.

Outdoor dining does not represent an opportunity to congregate.


Specific Guidance: [Restaurants and Mobile Food Vendors](#)
Outdoor Cafés & Restaurants

Masks

• Provide masks for employees
• Require employees and customers to mask while on site except only:
  • As necessary for the employee to eat or drink during break times. The employee should be seated at least 6 feet from others when taking off mask.
  • While customers are eating and drinking while seated at an outdoor table.

Read the Safety Guidance:
https://www.phila.gov/guides/safer-at-home/

Specific Guidance:
Restaurants and Mobile Food Vendors
Outdoor Cafés & Restaurants

Barriers

• If the restaurant or food cart uses a serving counter, install plastic barriers between staff and the public.

• Consider the use of physical barriers between tables. Tables separated by impermeable barriers extended up 6 feet from the floor do not need to be 6 feet apart.

Read the Safety Guidance: https://www.phila.gov/guides/safer-at-home/

Specific Guidance: Restaurants and Mobile Food Vendors
Outdoor Cafés & Restaurants

Isolate

- Screen every employee for symptoms before every shift and prevent them from remaining on site if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.

- It is not necessary to conduct onsite temperature measurement for staff or customers. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4° or higher to remain onsite.

- Before allowing entrance to an outdoor dining area, ask customers if they have symptoms of COVID-19.

- Have sick leave policies in place so that employees excluded from the workplace do not lose earnings.

- If an employee develops COVID-19 infection or has a positive test, businesses and other organizations must take additional precautions to stop the virus from spreading further, as described in Guidance for Essential Businesses and Organizations During COVID-19. Required precautions include calling PDPH at 215 685-6741 to report positive cases.
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Distance – Part I

- Adjust work assignments to ensure employees can stay 6 feet from each other throughout their shifts. Install physical barriers such as sneeze guards or partitions in restaurant kitchens and at cash registers, host stands, or food pickup areas where maintaining physical distance of at least 6 feet is difficult.

- Establish procedures to prevent crowding at entrances among persons waiting for food or tables.

- Consider the use of sidewalk decals or other visual cues to encourage customers to stay at least 6 feet apart and at least 6 feet from seated diners.

- Outdoor area capacity shall be determined by arranging seating to provide a minimum of six feet between seated diners at different tables and between seated diners and passersby (see also PA Guidance for the Restaurant Industry).
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Distance – Part II

• Limit party size to 6 persons or fewer.

• Employees should stay at least 6 feet from customers when possible. Deliver items to table on service trays to minimize time staff are close to customers.

• Close all self-service food areas (e.g. buffets, salad bars, coffee stations or beverage service).

• Mark enter/exit to and from restrooms to create paths that help keep people apart.

• Use non-contact payment methods if possible.

• Consider installing touchless door and sink systems or providing single-use barriers (e.g., deli tissues, paper towels) for use when touching door and sink handles.

• No refills of food and beverage containers brought in by customers are permitted.
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Reduce crowds

• Inside dining in restaurants remains strictly prohibited.

• If possible, use a reservation or call ahead model for outdoor dining.

• Restaurants and food vendors shall not permit lines of more than ten (10) customers to form in or around their facilities. Customers waiting for tables or eating must be required to stay outdoors.

• Plan for inclement weather. It will not be permissible for customers to crowd together if it rains.

• If possible, group employees in clusters and schedule groups on same shifts to reduce cross-team exposure.

• Stagger employee break times.
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Handwashing

- Ensure that all staff wash hands on arrival and in accordance with pre-existing food safety regulations (e.g. before, during, and after preparing food; after touching garbage).
- Place hand sanitizer near payment counter and make handwashing facilities available to all patrons at outdoor dining sites.

Read the Safety Guidance:
https://www.phila.gov/guides/safer-at-home/

Specific Guidance:
Restaurants and Mobile Food Vendors
Outdoor Cafés & Restaurants

Clean – Part I

- Continue to follow all Health Department Food Safety regulations.
- Clean high touch areas frequently while in operation including entrance doors, bathroom surfaces, host stands etc.
- Clean and disinfect any shared items with which customers will come in contact such as tabletops, chairs, digital menus, digital payment devices after each customer use.
- Use paper menus and discard them after each customer use or use chalkboard or app-based menus.
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Clean – Part II

- Place settings, utensils, menus, and condiments should either be single-use or be cleaned and sanitized after every use.

- Avoid using disinfectants on surfaces with food contact.

- Eliminate table presets (e.g., table tents, menus, salt and pepper shakers, shared condiments, etc.).

- Use single packet condiments, if possible, OR serve condiments in containers – such as a washable bowl or paper cup – that can be sanitized or disposed of after use (no shared condiments permitted).

- Customers should handle their leftover food to be taken to-go.
Outdoor Cafés & Restaurants

Communicate

• Educate staff about symptoms and prevention of COVID-19.

• Post prominent signs at entrances and in employee break rooms:

• Asking people who are sick or have had contact with someone with COVID-19 within the past 14 days not to come to the establishment, even to pick up food

• Encouraging people to cover coughs or sneezes

• Mandating physical distancing of at least 6 feet

• Mandating that all staff and visitors wear masks
Outdoor Cafés & Restaurants

Additional Health Guidance:

1) **Order** of the Secretary of Health providing for building safety measures, issued April 5, 2020

2) **Order** of the Secretary of Health providing for business safety measures (to keep employees and customers safe), issued April 15, 2020

3) **PA Guidance for Businesses in the Restaurant Industry Permitted to Operate During the COVID-19 Disaster**
There are four (4) new categories of outdoor dining options.

A) Sidewalk Café

- Daily use of sidewalk area in front of business for restaurant seating

B) Streetery

- Street level or platform that converts curbside parking into restaurant seating

C) Temporary Street Closure

- Temporary closure of certain streets for restaurant seating

D) Temporary Lot Closure

- Temporary closure of private lots for restaurant seating
Outdoor Cafés & Restaurants

A) Sidewalk Café

B) Streeteries

C) Temporary Street Closure

D) Temporary Lot Closure

Global Requirements

All outdoor dining must fulfill these requirements.

- Tables spaced 6 feet apart
- Backs of chairs min. 6 feet apart when seated
- Maintain pedestrian and traffic safety
- Maintain clear path of travel 6 feet min. for pedestrian flow including customers queuing
- Maintain clear access to public utilities, fire hydrants, building entrances, crosswalks, and transit stops
General Operations

- Adjacent businesses are strongly encouraged to coordinate
- Hours of operation are limited to 8am - 10pm
- Seating capacity may not exceed premise’s capacity stated on City-issued food license
- Each lot is permitted to have one portable sign (max. 10 sq. feet in area and max. 5 feet in height)
- No heating, cooking or open flames, except approved outdoor heaters, which must be kept min. 2 feet from umbrellas, awnings, trees, etc.
- No food preparation in the public right of way
- Appropriate lighting is required at night
- Outdoor dining can be shut down if operations are a nuisance to neighbors

Global Requirements

All outdoor dining must fulfill these requirements.

- Operations must comply with Mayor’s Orders on business activity and public gatherings, including social distancing and hygiene
Furniture Operations

- Moveable furniture (tables, chairs, etc.) on streets and sidewalks must be moved inside building or secured to ground when not in use

- Moveable furniture on streets and sidewalks must be labeled as property of business

- Umbrellas max. 6 feet diameter AND minimum 80 inches above grade. Must be fire-retardant material.

- Maintain min. 40 inch clearance from all Fire Dept. connections

- Planters allowed as long as not permanently affixed to the public right of way

- Open fire pits are prohibited. All appliances must comply with Section 307 of the Philadelphia Fire Code.

- No tents in public right of way; tents are allowed on private lots

Global Requirements

All outdoor dining must fulfill these requirements.

- Establishments with less than 20 tables total, must make 1 table ADA accessible
- Establishments with more than 20 tables total, must make 5% of tables ADA accessible
Additional Permit and License Requirements

- The operator and any vendors on-site must possess a Commercial Activity License
- Any entity serving food and/or drink must possess the appropriate Food Preparation and Serving license
- The operator must have insurance with $1M liability policy
- Liquor licenses are regulated by the Pennsylvania Liquor Control Board (see pg. 41)
- Separate electrical and plumbing permits are required for any temporary wiring or plumbing connections
- Trash storage must comply with Section 308 of the Philadelphia Property Maintenance Code; if a dumpster is utilized, a Dumpster License is required.
A.1) Sidewalk Café

Daily use of sidewalk area in front of business for restaurant seating

**Space Requirements**

- Sidewalk must be 10 feet min. wide
- Maintain clear path of travel min. 6 feet; no minor pinch-point below 4 feet wide to fixed object (e.g. utility pole)
- Sidewalk Café may extend along principal frontage AND may extend up to 50 feet on non-principal frontage
- No tables, chairs, umbrellas etc. within 6 feet of crosswalk, corner curb cut, or large obstruction (e.g. bus stop shelter, newsstand, etc.)
- Maintain clearance of 6 feet around corners of all other sidewalk cafes
- Maintain 2 feet clearance from any cellar door

**Insurance & License Needed**

- Insurance – current Code applies: business must have $1M liability
- Liquor – table service allowed for restaurants with existing license and temporary extension of premises permit from PLCB

**Process & Fees**

- Expedited approval for all applications meeting requirements
- No fee for registration
A.2) Sidewalk Café - Extension
Daily use of sidewalk area adjacent to business for restaurant seating

Space Requirements
• **Same as Sidewalk Café AND:**
• Sidewalk Café may extend along principal frontage of adjacent business
• Maintain clear path of travel and unobstructed access to adjacent business

Insurance & License Needed
• Insurance – current Code applies: business must have $1M liability
• Liquor – table service allowed for restaurants with existing license and temporary extension of premises permit from PLCB

Process & Fees
• Written permission from any business offering frontage is required by submitting this [Authorization of Outdoor Seating Extension](#)
• Expedited approval for all applications meeting requirements
• No fee for registration
A) Sidewalk Café Layout – narrow sidewalk
Daily use of sidewalk area in front of business for restaurant seating
A) Sidewalk Café Layout – wide sidewalk

Daily use of sidewalk area in front of business for restaurant seating
B.1) Street Level Streetery
Converts curbside parking into outdoor dining or take-away food and beverages

Space Requirements
• Must use vertical partition (e.g. cones, barrels, gates, bike corrals) spaced min. 10 feet apart
  • See list of preferred barriers
• Clearance between curb and travel lane must be min. 7 feet
• No vertical partition or furniture may protrude into travel lane
• Streetery may extend in the parking lane along the principal frontage of business AND along principal frontage of adjacent business (with Authorization of Outdoor Seating Extension)

Insurance & License Needed
• Insurance – current Code applies: business must have $1M liability
• Liquor – table service allowed for restaurants with existing license and temporary extension of premises permit from PLCB
• No building permit required

Process & Fees
• Expedited approval for all applications meeting requirements
• No fee for registration

Streetery Review Locations
Streeteries are allowed on most Philadelphia streets, however some are excluded.

Go to Online Map
B.1) Street Level Streetery – Acceptable Materials

Must use vertical partition (e.g. cones, barrels, gates, bike corrals) spaced min. 10 feet apart

Acceptable Materials:
End Condition

• Must be min. 36-inch high
  • Plastic trash can filled with water
  • Plastic planter
  • Barrels

Acceptable Materials:
Perimeter Condition

• Cones
• Pedestrian Fencing
• Saw Horse
• Plastic planter
B.1) Street Level Streetery Layout
Converts curbside parking into outdoor dining or take-away food and beverages
B.2) Platform Streteery
Converts curbside parking into outdoor dining or take-away food and beverages

Platform Requirements & Approval
- No more than 2-inch gap between planks of platform
- Platform must be flush with curb to eliminate tripping hazard OR max. 6-inch above street level

Application requires sketch/diagram of platform design. Expedited approval for the following designs:
1. Platform is based on past custom Philadelphia approved parklets (list forthcoming)
2. Platform is based on parklets approved in peer cities (e.g. LA DOT guidance)
3. Platform is manufactured by pre-approved vendor specifications (forthcoming)

Insurance & License Needed
- Insurance – current Code applies: business must have $1M liability
- Liquor – table service allowed for restaurants with existing license and temporary extension of premises permit from PLCB
- No building permit required
- Streets Dept. permit required for platform

Process & Fees
- Expedited approval for all applications meeting requirements
- No fee for registration

Streetery Review Locations
Streeteries are allowed on most Philadelphia streets, however some are excluded.

Go to Online Map
B.2) Platform Streetery Layout
Converting curbside parking into outdoor dining or take-away food and beverages
B) Streetery Review and Prohibited Locations
Converts curbside parking into outdoor dining or take-away food and beverages

Streeteries are allowed on most Philadelphia streets, however some are excluded (red), some require extended review (green) (more than 3 days), and some require coordination with PennDOT review (blue).

Go to Online Map
Example Parking Sign
Approved establishments will receive a parking sign. Establishments should attach the Streetery registration to the back of the parking sign.
C.1) Temporary Street Closure - PILOT
Scheduled full closure of blocks for restaurant seating

**Participating Businesses**

- Two points of contact required for each restaurant
- **Closures on State Routes will require additional approval by PennDOT. The City will coordinate this process, but approval is subject to the discretion of the Commonwealth.**
- Must have insurance and be tax compliant or enrolled in a payment plan
- Require liquor licenses to serve alcohol
- Must manage use of bathrooms and avoid crowding during rain

**Process & Fees**

- Applications should be submitted by an organization or entity representing multiple establishments
- Each of the participating restaurants must agree to the terms of the pilot
- Applicant is responsible for notifying any residents or non-participating businesses on that street
- No fee for registration
C.1) Temporary Street Closure - PILOT
Scheduled full closure of blocks for restaurant seating

**Space Requirements**
- Delineation **must** be used to indicate the area under individual restaurant management (no open street festival format allowed)
  - Delineate using visual aids including chalk, cones or even tape
- Required continuous aisle down the center of the street closure (min. 10 foot wide)
- ADA access must be provided to outdoor dining area, even if the establishment does not meet ADA requirements
- Outdoor handwashing stations are required at each intersection
- Maintain access for emergency vehicles

**Operations**
- Restaurants/organizations may be required to monitor and maintain a max. capacity in closure zone
- Pocket areas that could invite crowding **must** be made as inaccessible as possible by using that space for staging or storage or cordon it off.
- Closures limited to one weekend (Friday evening – Sunday evening)
- If a closure is left in place overnight, trash and recycling containers must be rolled to end of street for pickup
- Dining during the pilot is by reservation only. Max. 6 people/reservation
- People cannot be added to a table once party is seated
C.1) Temporary Street Closure - PILOT Layout
Scheduled full closure of certain blocks of streets for restaurant seating
C.2) Temporary Partial Street Closure - PILOT

Scheduled closure of a travel lane or full-block parking lane for restaurant seating

**Process & Fees**

- Applications will be reviewed to close a vehicular travel lane and/or a parking lane along multiple businesses' frontage

- Applications should be submitted by an organization or entity representing multiple establishments

- Applicants should use the [Temporary Street Closure Pilot Application](#) [indicate intention to maintain traffic flow]

**Operations**

- Closure must not affect Accessible/Handicap Parking spaces

- **ADA access must be provided to outdoor dining area, even if the establishment does not meet ADA requirements**

- Dining space must be delineated from vehicular travel using Acceptable Materials for B.1 Street Level Streetery (pg. 29)

- Delineation must be used to indicate the area under individual restaurant management (no open street festival format allowed)

- Dining during the pilot is by reservation only. Max. 6 people/reservation

- People cannot be added to a table once party is seated

- Maintain access for emergency vehicles
C.2) Temporary Partial Street Closure - PILOT Layout
Scheduled closure of a travel lane or full-block parking lane for restaurant seating
Example Handwashing Stations
C.3) Parking Lane Pedestrian Access Route
Converts curbside parking into pedestrian walkway

Space Requirements
• Must use vertical partition (e.g. cones, barrels, gates, planters) spaced min. 1 foot apart
  • See list of preferred barriers
• Clearance between curb and travel lane must be min. 7 feet
• No vertical partition or furniture may protrude into travel lane
• Access Route may extend in the parking lane along the principal frontage of business AND along principal frontage of adjacent businesses (with Authorization of Outdoor Seating Extension)
• No Accessible Parking (handicap parking) spaces may be used for access route

Insurance & License Needed
• Insurance – current Code applies: business must have $1M liability
• Liquor – table service allowed for restaurants with existing license and temporary extension of premises permit from PLCB
• No building permit required

Process & Fees
• Expedited approval for all applications meeting requirements
• No fee for registration

Pedestrian Access Route
Review Locations
Access routes are allowed on most Philadelphia streets, however some are excluded.
Go to Online Map
C.3) Parking Lane Ped. Access Route – Acceptable Materials

Must use continuous vertical partition (e.g. cones, barrels, gates, bike corrals) spaced max. 1 foot apart

Acceptable Materials:
- Must be min. 36-inch high
  - Plastic barriers
  - Wooden or plastic planters
  - Plastic trashcans filled with water
  - Plastic traffic barrels

Acceptable Ramp Materials:
- Wood/metal
- Pre-fabricated ramp
- Handrail, if possible
- Ramp needs to meet 1:12 slope maximum
C.3) Parking Lane Pedestrian Access Route Layout

Converts curbside parking into pedestrian walkway
D) Private Lot Extension
Temporary closure of privately owned lot for outdoor dining and retail

Requirements
- All uses permitted on the lot may be conducted outdoors
- Eating and drinking establishments and retail sales may operate on a lot if permitted in the base zoning district, notwithstanding any requirements for parking
- Tents may be erected without separate zoning approval, but must be in compliance with Fire Code
- Separate construction permits are required for any structures occupied by the public

Insurance & License Needed
- Insurance – current Code applies: business must have $1M liability
- Liquor – table service allowed for restaurants with existing license and temporary extension of premises permit from PLCB

Process & Fees
- Expedited approval for all applications meeting requirements
- $30 permit fee, due at time of application
D) Private Lot Extension Layout
Temporary closure of privately owned lot for outdoor dining and retail
Pennsylvania State Guidance

- Visit [https://www.governor.pa.gov/covid-19/restaurant-industry-guidance/](https://www.governor.pa.gov/covid-19/restaurant-industry-guidance/)
- All outdoor dining must be *seated* (required); no standing tables or shelves
- Outdoor seating must not be require crossing a thoroughfare from the establishment
- Reservations are encouraged to prevent unsafe queue buildup
- Although state guidance allows parties of up to 10 individuals, City guidance limits to 6 people. City guidance must be followed.

Pennsylvania Liquor Control Board

- Temporary extension of premises permits are being conditionally granted for extended seating areas. PLCB requirements include a drawing of the restaurant’s extension area, and proof of applicant right to occupy that location (fulfilled by City registration approval). Fees are waived and service can begin with completion application submission. Submission confirmation must be printed and displayed.
- PLCB Advisory Notice 26 [https://www.lcb.pa.gov/Legal/Documents/advisory%20notice%20no.%2026.pdf](https://www.lcb.pa.gov/Legal/Documents/advisory%20notice%20no.%2026.pdf)
- To go alcohol sales continue to be permitted – restaurants should take appropriate steps to ensure patrons follow local open container laws and PLCB advisory guidance, and do not congregate around the establishment.
Disclaimers

• The City of Philadelphia reserves the right to rescind temporary outdoor dining approvals and order the activities on site to cease should any health or safety matters warrant, or operation otherwise creates an adverse effect on the surrounding community.

• Businesses applying for temporary outdoor dining accept full liability.

• Applicant shall defend, indemnify, protect and hold harmless the City and its officers, agents, and employees from and against any and all suits, demands, claims, loss, damage, charges, or expense, whether direct or indirect, to which they may be subjected by reason of any damage, loss, or injury to persons or property caused by or resulting from the use of the outdoor space described in this application, any structures or objects placed in that space, or any wrongful act or negligence by Applicant, its employees, and/or contractor in the course of action described in this application.

• Any permitted modifications to a structure or lot shall not constitute a permanent use approval.

Applies to all outdoor dining options referenced in this document.