



# RESTAURANT/BAR RE-OPENING FORM - OUTDOOR SEATING

Please feel free to use the Excel version of this form to type your responses or print the PDF version and hand-write your responses.

This form, and any associated attachments, should be emailed to the QAC Department of Planning and Zoning: [VSwinson@qac.org](mailto:VSwinson@qac.org)

Outdoor Seating Authorized as of 5:00 pm EST on Fri, May 29, 2020 in accordance with the following Governor's Executive Order: Number 20-05-27-01 Amending & Restating the Order of May 13, 2020, Allowing Reopening of Certain Businesses & Facilities, Subject to Local Regulation (Link to Order: <https://governor.maryland.gov/wp-content/uploads/2020/05/Gatherings-7th-AMENDED-5.27.20.pdf>)

### A. Foundational Requirements Checklist:

The following guidelines must be followed at a minimum.

- Employee health screenings will take place prior to shift start (and every 8 hours for extended/"double" shifts) **using the MDH Form**.
- Sick workers will be directed to follow CDC guidelines regarding home isolation for suspected/confirmed COVID-19 and return to work
- Employee training will be developed and implemented prior to shift starts.  
Restaurant and Bars Decision Tool: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/restaurants-and-bars-decision-tool.html>  
Considerations for Restaurants & Bars: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants.html>
- Customer dining/seating proximity will be in accordance with CDC guidelines, state executive orders, and local ordinances.
- Waiting areas will be appropriately distanced; parties of 6 or less (unless members of the same household) should be spaced 6 feet apart.
- Cleaning/disinfection of all common touch spaces, restrooms, and other surfaces will be FREQUENT/in accordance with CDC guidelines.  
[Reopening Guidance for cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Home](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html)  
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- Expectations for Customers regarding waiting area, seating, social distancing and other standards will be posted on site.  
This will include social distancing protocols such as when and if to wear face coverings, party size limit (6 or less), etc.
- Formal plans will be implemented for vendors to bring products safely into the business (and during times with least #s of patrons)
- Employees will wear face coverings during ANY/ALL interactions with customers/guests--even if outdoors.
- Employees will wear gloves when moving food service items and wash their hands immediately afterward.
- Wait and order stations will be wiped down/disinfected after EACH use.
- Buffet-style food serving will NOT take place; disposable menus, plates and utensils will be used to the greatest extent possible.
- A 6-foot marking system will be implemented to include visual indicators (tape on ground, etc.); 6-foot distance shall be defined as "from back of chair at one table to back of chair at the next closest table."
- Foot traffic in highly-trafficked areas will be designated with sign posts or other markers (i.e., taped arrows on ground, etc.)
- Reservation systems will be used TO THE GREATEST EXTENT POSSIBLE (i.e., customers may wait in their cars until their table is called)
- Congregation in common areas will be controlled/prevented -- through constant oversight and through appropriate signage.
- Management is responsible for ensuring patrons follow social distancing and facial covering orders.
- Parking allocations will be maintained if parking lots/areas will be used for outdoor seating (one ADA spot available per 25 spots)
- A manager/staff member will be appointed during all hours of operation (open to the public) to ensure all requirements above are met.

### B. Additional Requirements:

- Attach a copy of your site plan that includes the following:
  - Sample sketch of existing or proposed outdoor seating area--to include parking lot
  - Square footage of seating area(s) and number of seats (maximum capacity)
  - Marked locations for pedestrian and vehicle access (Note: Existing/approved ADA access, fire life safety egress points and emergency vehicle access points cannot be blocked; interior ADA access points and exits cannot be blocked as well)
- Proof of liability insurance covering outdoor seating area/parking lots, as appropriate (for example, if expanded seating is off premises)
- Any changes to or new applications for permitting should be directed to QAC Department of Planning and Zoning: (<https://www.qac.org/234/Planning-Zoning>)
- Any changes to or new applications for liquor licensure should be directed to the QAC License Commission/Liquor Board: (<https://www.qac.org/602/Board-of-License->) (Note: New/modification applications should be sent to Planning & Zoning first)
- If any of your re-opening plan includes operations on adjacent properties NOT under your current ownership/lease, proof of authorization must be attached (i.e., copy of letter from current owner/landlord, etc.)
- New/revised liquor-licensed outdoor seating plans must complete the **Temporary Expansion of Outdoor Dining Requirements Form**.

### C. Certification:

I hereby certify that my business, \_\_\_\_\_ located at \_\_\_\_\_  
Name of Business Address

will comply with the above requirements as well as any additional guidance/restrictions that may be issued by the CDC, State of Maryland, and Queen Anne's County agencies (Department of Health, License Commission/Liquor Board, Office of the Fire Marshal, and/or Planning and Zoning) and will submit the above documents, as applicable.

\_\_\_\_\_  
Name Position/Title Date

\_\_\_\_\_  
Signature

<b>For Office Use Only:</b>	
Received By Name/Title	Date