

GUIDELINES

Extension of Premises: Outdoor Dining Area on Private Property/Parking Lot

This guidance is a step-by-step instruction manual if you would like to use a private parking lot or land adjacent to your restaurant to allow for outdoor dining to increase business activity and revenues in a safe and responsible way during the COVID-19 pandemic.

Before the private parking lot or land is used for the benefit of the restaurant, the owner or his/her/their designee, shall submit the following information to Jessica Gonthier via email at jgonthier@townofwestspringfield.org.

She will share your application with the following individuals, as appropriate. However, please feel free to reach out to them directly with your questions.

Name	Email Address	Contact for Questions About...
Jeanne Galloway, Director Public Health	jgalloway@townofwestspringfield.org	COVID safety for staff and customers; Food Safety
Jay Steup, Building Commissioner	jsteup@townofwestspringfield.org	Tents, ADA, Accessibility
Lt. Brian Pomeroy, Police Department	bpomeroy@westspringfieldpolice.org	Public Safety Concerns
Daniel Culver, Deputy Fire Chief	dculver@townofwestspringfield.org	Fire Prevention
For additional information regarding COVID safety and sector-specific guidance for reopening, go to: https://www.mass.gov/info-details/reopening-massachusetts		

REQUIRED DOCUMENTS

- I. **Basic Information** – fill out the attached form and include it with your submittal.
- II. **Letter of Permission**, if applicable – If the parking lot is not owned by the restaurant, submit a letter of permission from the owner of the parking lot indicating permission to use it for outdoor dining.
- III. **Letter(s) of Acknowledgement**, if applicable – If other businesses and/or residents share the use of the parking lot, submit letter(s) of acknowledgement of this plan from all other users.
- IV. **Plan** – submit a drawing showing the parking lot you would like to use for outdoor dining that includes the following information:
 - a. Dimensions of the entire parking lot. Include the total number of spaces and handicap spaces.
 - b. Dimensions of the portion of the parking lot to be used for outdoor dining. Include the number of spaces that will be used for dining.
 - c. Locations of curb cuts with ramps to the parking lot, if applicable.
 - d. Layout of tables and chairs.
NOTE: Tables must be a minimum of 6' apart to facilitate social distancing.
 - e. Dimensions of tables.
 - f. Photo or description of barriers to be used to protect diners from vehicles and their locations (i.e. at entrance(s) to parking lot, around the portion of the lot being used for outdoor dining, etc.).
 - g. Plan for tenting. Tents must be approved by the Building and Fire Department.The outdoor dining area and barriers must be accessible and meet ADA and Massachusetts Architectural Access Board's regulations. <https://www.mass.gov/law-library/521-cmr>. This information is also included in this guidance packet.
- V. **Alternative Parking Area(s)** – describe or indicate on a map, other areas where customers could park when visiting your establishment

- VI. **Outdoor Dining COVID-19 Safety Protocol Plan** – fill out the attached form and include it with your submittal
- VII. **Outdoor Dining COVID-19 Safety Protocol Affidavit** – review the attached affidavit and include the signed document with your submittal.

Responsibilities of the Restaurant

The restaurant, through its owner and/or manager, is responsible for the following as it pertains to the use of the parking lot for outdoor dining:

1. Adherence to the plans and documents submitted, reviewed, and approved;
2. Procurement of tables, chairs, disinfecting stations, and any other physical items that will be used in the outdoor dining area;
3. Procurement and installation of temporary safety barriers to protect diners from vehicles; and
4. Provide evidence of liability insurance to the City covering the new dining space.

Rights of the Town of West Springfield

The Town of West Springfield reserves the right to revoke its permission to allow the use of the parking lot for outdoor dining for the following reasons:

1. The operation of the outdoor dining area is not in compliance with submitted safety protocols;
2. The outdoor dining area is not facilitating safe passage in accordance with Americans with Disability Act requirements.
3. The Director of Public Health, Chief of Police, and/or their designees determine that the operation of the outdoor dining area is negatively impacting public health and safety.

BASIC INFORMATION

1. Business name:

2. Business address:

3. Business phone number:

4. Owner/manager:

5. Owner/manager email address:

6. 24-hour contact number (In case of issues outside of normal business hours):

7. Business hours of operation:

8. Who owns the parking lot? _____

If the business owner is not the owner of the parking lot, submit a letter from the owner authorizing the use of the lot by the restaurant.

9. How many OTHER businesses share the parking lot besides the restaurant?

If the restaurant is not the only user of the parking lot, the other users of the lot must indicate their knowledge and support of the use of the lot for outdoor dining by submitting signed acknowledgement of the restaurant's plans.

10. How many tables and chairs would you like to put in the outdoor dining area?

NOTE: Tables must be at least 6' apart to facilitate social distancing.

11. Will you be using umbrellas? ☐ YES ☐ NO

If YES, note that the umbrellas may not have any logos or signage on them unless approved by the Town. The minimum height of umbrellas must be 7' as measured from the base to the lowest point of the umbrella as it is open. The umbrella must not hang over the clearance aisles within the outdoor dining area or adjacent public ways.

OUTDOOR DINING COVID-19 SAFETY PROTOCOL PLAN

I. Social Distancing. Check the boxes to certify that you have:

- ☐ Ensured that all persons, including employees and customers in the outdoor dining area, remain at least six feet apart to the greatest extent possible.
- ☐ Established protocols to ensure that employees can practice adequate physical distancing.
- ☐ Posted signage for safe physical distancing.
- ☐ Required face coverings or masks for all employees that cover their mouth and nose.

II. Hygiene Protocols. Check the boxes to certify that you have:

- ☐ Provided hand washing capabilities throughout the workplace.
 - ☐ Ensured frequent hand washing by employees and provided adequate supplies to do so.
 - ☐ Provided regular sanitization of high touch areas, such as workstations, equipment, screens, tables and chairs, perimeter barriers, doorknobs, restrooms.
 - ☐ Implemented additional procedures. Please describe them here:
-

III. Staffing and Operations. Check the boxes to certify that you have:

- ☐ Provided training for employees regarding the social distancing and hygiene protocols.
 - ☐ Ensured employees who are displaying COVID-19-like symptoms do not report to work.
 - ☐ Implemented additional procedures. Please describe them here:
-

IV. Cleaning and Disinfecting. Check the boxes to certify that you have:

- ☐ Established and maintained cleaning protocols specific to the outdoor dining area.
 - ☐ Ensured that when an active employee is diagnosed with COVID-19, cleaning and disinfecting is performed
 - ☐ Prepared to disinfect all common surfaces at intervals appropriate to said workplace.
 - ☐ Implemented additional procedures. Please describe them here:
-
-

Signature of Owner/Manager

Print Name

Date

**AFFIDAVIT
OUTDOOR DINING COVID-19 SAFETY PROTOCOL**

I, _____ (write name) being the owner or manager of _____
_____ (name of restaurant) located at
_____ West Springfield, MA, acknowledge and accept
the responsibilities of maintaining a clean and safe outdoor dining experience for guests and for staff in the
outdoor dining area through the diligent adherence to the Outdoor Dining COVID-19 Safety Protocol Plan
submitted along with any and all mandatory state safety standards for workplaces and outdoor dining.

Signature of applicant

Date

Print Name

REQUIREMENTS FOR ACCESSIBILITY

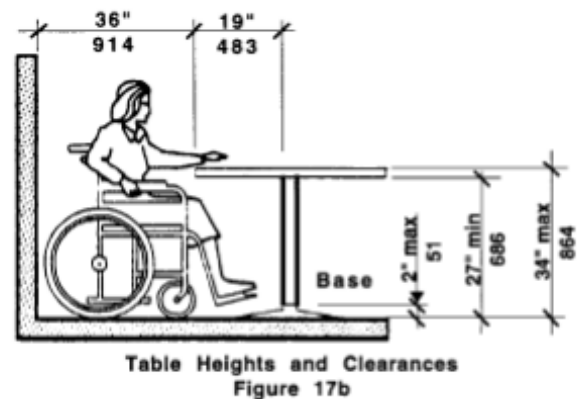
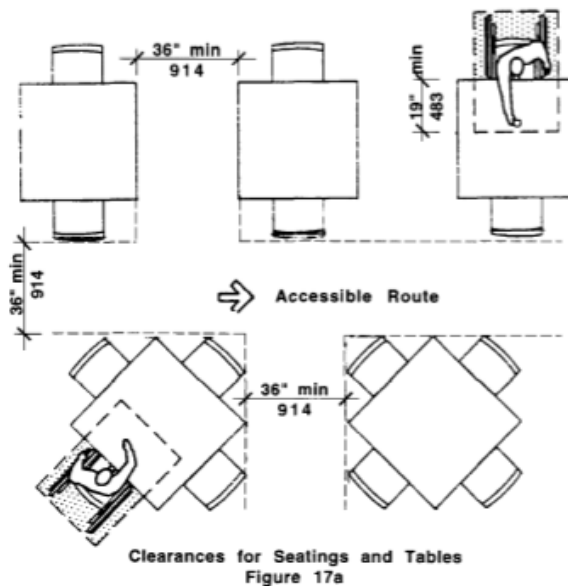
Dining must be accessible and meet ADA and Massachusetts Architectural Access Board's regulations.
<https://www.mass.gov/law-library/521-cmr>

521 CMR 17.00: RESTAURANTS

17.2 SEATING

At least 5% but not less than one, of the tables shall be accessible, be on an accessible route, and in compliance with the following:

- 17.2.2 A 36-inch (36" = 914mm) access aisle shall be provided between all accessible tables. No seating shall overlap the access aisle. See Fig. 17a.
- 17.2.3 Clear floor space as defined in 521 CMR 5.00: DEFINITIONS shall be provided at each seating space. Such clear floor space shall not overlap knee space by more than 19 inches (19" = 483mm). See Fig. 17a.
- 17.2.4 Knee Clearances: If seating for people in wheelchairs is provided at tables or counters, knee spaces at least 27 inches (27" = 686mm) high, 30 inches (30" = 762mm) wide, and 19 inches (19" = 483mm) deep shall be provided. See Fig. 17b.
- 17.2.5 Height of Tables or Counters: The tops of accessible tables and counters shall be from 28 inches to 34 inches (28" to 34" = 711mm to 864mm) above the finish floor or ground. See Fig 17b.



ACCEPTABLE BARRIERS

Barriers placed around the perimeter of the outdoor dining area must meet the following requirements:

- Height: Between 36" – 38" in height
- Not Permanent: Free-standing, stable, and easily removed
- Continuous Rail: They must have a continuous rail 2" to 6" from the sidewalk or parking space surface
- Base: The base of the barrier must be flat, with less than ½" thickness and placed so that it extends less than 6" into the areas around the outdoor dining area.

SAMPLES OF ACCEPTABLE BARRIERS

