



RESTAURANT GUIDELINES

PHASE 2

<https://www.norfolk.gov/OpenNorfolk>

The City of Norfolk welcomes you to the OpenNorfolk program! The purpose of OpenNorfolk is to provide a toolkit and a streamlined process for restaurants to open in Phase 2 of the Governor's Executive Order 61. It has two components:

1. A free toolkit including signage, stencils, etc. to restaurants expand into their own outdoor space (parking lots and yards), or, in the public right-of-way (sidewalks, parking spaces, etc.) on pedestrian-oriented commercial corridors.
2. Free, hands-on assistance to business owners who would like a small team of people to help them move furniture, provide outdoor furnishings, or build them a parklet or other temporary furnishings for outdoor dining.

If you have any questions regarding temporary outdoor dining or would like assistance, email opennorfolk@wparch.com.

The following sections are summarized from the Virginia ABC and Virginia Department of Health. Please visit <https://www.abc.virginia.gov/covid-19#Outdoor> and <https://www.vdh.virginia.gov/environmental-health/food-establishments-and-covid19/>



VIRGINIA DEPARTMENT OF HEALTH REQUIREMENTS:

(You need to follow these steps to be allowed to use outdoor dining during Phase 2)

- Post signage at entrance that states no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days is permitted in the establishment.
- Post physical distancing reminder signage.
- Occupancy must be limited to 50% of the lowest occupancy load on the certificate of occupancy, if applicable.
- Provide a minimum of six feet between parties at tables. The six feet cannot include space taken up by seated guest.
- All parties, whether seated together or across multiple tables, must be limited to 50 patrons or less.
- Do not seat multiple parties at any one table unless marked with six-foot divisions.
- Spacing must allow for physical distancing from persons on public sidewalks.
- Bar seats and congregating areas (game areas, dance floors, and playgrounds) must be closed to patrons except for through-traffic.
- Non-bar seating in the bar area (tables or counter seats that do not line up to a bar or food service area) may be used for customer seating provided a minimum of six feet is provided between parties.
- If live musicians are performing, they must remain at least six feet from patrons and staff.
- Employees working in customer and dining service areas must wear face coverings over their nose and mouth.
- You must use single-use disposable paper menus and discard after each use (No reusable menus).
- No refilling of food and beverage containers brought in by customers.
- Ask each employee to self-measure their temperature and assess symptoms.
- No self-service of food including condiments. Condiments must be removed from tables and dispensed by employees upon request of customer.
- Perform thorough cleaning and disinfection of frequently contacted surfaces (check presenters, digital ordering devices, etc.) every 60 minutes.
- Table resets must be done by an employee who has washed their hands with soap and water for at least 20 seconds just prior to reset activities.
- Patrons may wait for takeout or for seated dining in the lobby area, but they must maintain six feet of physical distancing between parties.

If you have questions regarding Department of Health regulations, call Environmental Health Services at 757-683-2712. <https://www.vdh.virginia.gov/environmental-health/food-establishments-and-covid19/>

Temporary outdoor dining areas used as part of Phase I may continue to be used during Phase 2.



Do not seat multiple parties at any one table unless marked with six foot divisions.

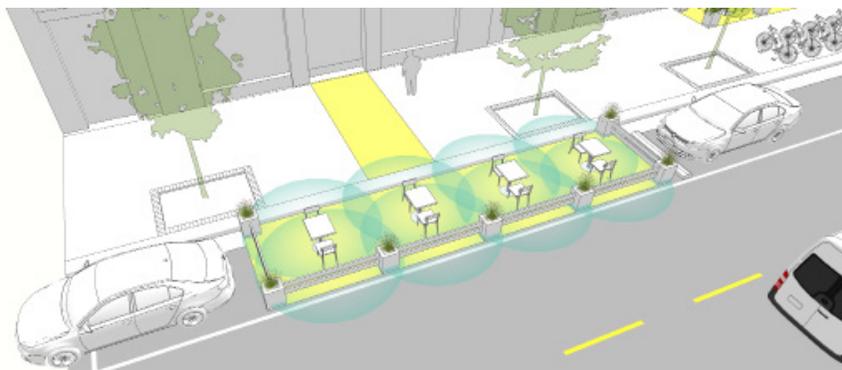


Provide a minimum of six feet between parties at tables. The six feet cannot include space taken up by seated guest.



Dining in Parking Lot: Do not seat multiple parties at any one table unless marked with six foot divisions. Maintain all required ADA accessible parking spaces.

Allowed throughout the City of Norfolk.



Dining in Parking Lane: Provide a minimum of six feet between parties at tables. The six feet cannot include space taken up by seated guest.



Dining in Parklet: Do not seat multiple parties at any one table unless marked with six foot divisions.

Allowed in:

- D-W (Downtown Waterfront)
- D-BC (Downtown Business Center)
- D-MU (Downtown Mixed-use)
- D-AD (Downtown Arts and Design)
- D-FN (Downtown Fort Norfolk)
- HC-WF (West Freemason Historic and Cultural Conservation)
- PCO-Colley
- PCO-21st Street
- PCO-Riverview
- PCO-35th Street
- PCO-Lafayette Zoning District
- 1st View Street (Ocean View)
- North Colley
- Chelsea Business District
- Monarch Way



VIRGINIA ABC REQUIREMENTS FOR APPROVAL TO SERVE ALCOHOL IN TEMPORARY OUTDOOR DINING AREAS:

(You need to follow these steps to be able to serve alcohol outside during Phase 2)

Virginia ABC has developed an accelerated process for receiving and processing requests for temporary outdoor dining areas. You must submit these items to your ABC agent before you can serve alcohol in the temporary outdoor dining area. Once you have submitted these items to the agent and received an “acknowledgment of receipt” you may begin using the area pending final approval.

- If the area you are using is not covered under your lease, you must have written approval from the owner of the property.
- If you are proposing to use public right-of-way (sidewalks, on-street parking spaces) you need to add the City of Norfolk as additional insured to your premises liability insurance and email a copy of the certificate of insurance showing the City of Norfolk to the City’s Risk Manager, Cathie Chancellor at finriskmgmt@norfolk.gov (this requirement does not apply to restaurants only using existing outdoor dining).
- The temporary area you are using must share a common border with, OR be within 100 feet of your restaurant.
- You must submit a diagram of the outdoor area to your ABC agent. This can be a simple hand drawn diagram using Google Earth aerial or street view.
- If you would like the city to inspect your temporary outdoor dining area and provide you with a permit, contact the City Building Official, Phillip Williams at (757) 633-7274. This is a courtesy for your own insurance purposes and/or peace-of-mind and is not necessary.



VIRGINIA ABC RULES FOR SERVING ALCOHOL IN TEMPORARY OUTDOOR DINING AREAS:

(once you receive approval, you need to follow these rules to keep your privileges)

- Your area needs to be well-lit enough to do ID checks, gauge sobriety and serve food
- Only use the area for dining. No food or drink preparation.
- Food must be provided while you are serving alcohol.
- Access to the area (entrance and exit) must be well-defined and the entire area must be enclosed with a well-defined barrier.
- No commingling — don’t share your area with any other restaurant.
- Provide adequate tables and chairs.

City of Norfolk ABC Contacts:

charles.jamesjr@abc.virginia.gov
quincy.coston@abc.virginia.gov
<https://www.abc.virginia.gov/covid-19#Outdoor>



CITY OF NORFOLK REQUIREMENTS FOR TENT USAGE FOR TEMPORARY OUTDOOR DINING:

- Tents must be securely anchored to prevent uplift.
- Tents must be made of fire-resistant material.
- Exit must be clearly marked with exit signs if an individual tent, or group of tents is over 900 square feet.
- Fire extinguishers are always recommended and required if an individual or group of tents is over 900 square feet.

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