



# TOWNSHIP OF EAST WINDSOR

16 Lanning Boulevard  
East Windsor, N.J. 08520-1999  
609-443-4000  
Fax 609-443-8303  
[www.east-windsor.nj.us](http://www.east-windsor.nj.us)

Mayor  
JANICE S. MIRONOV

Members of Council  
DENISE DANIELS  
MARC LIPPMAN  
ALAN ROSENBERG  
PERRY M. SHAPIRO  
PETER V. YEAGER  
JOHN H. ZOLLER

Subject: Outdoor Dining Procedures

Dear East Windsor Township Restaurant Owner,

I am sure you are aware that the Governor has announced restaurants will be permitted outdoor dining, in-person service effective Monday, June 15, subject to state issued health and safety guidelines. The Township wishes to support and work with our local eating establishments to operate within the State mandates. To further this effort and recognizing the extreme and unusual circumstances we all are facing, as Mayor the Township would like to authorize temporary permission for **new or expanded outdoor dining**, pursuant to the following procedures and conditions:

1. An application to request outside dining must be submitted to the Township Manager's Office. The request must include the following:
  - a. A sketch that shows the table layout, distance between tables and chairs, location of trash receptacle(s), and distances from any other items such as host podiums or serving/setup stations.
  - b. Service dates and hours.
  - c. Acknowledgement that the restaurant will abide by all Center for Disease Control (CDC) and State regulations and recommendations for the food service industry including, but not limited to 1) social distancing, 2) appropriate masks for staff, 3) required sanitary procedures. A checklist will be provided that should be submitted with the application.
2. The Township will **waive the filing fee**, and expedite the review of all applications seeking to create outdoor restaurant seating for in-person dining.
3. There will be **no performance bond, maintenance bond or engineering inspection fees required** in connection with the approval of an outdoor restaurant seating plan.
4. The following standards have been established in connection with this application:
  - a. Outdoor seating area may not exceed 750 square feet
  - b. Where outdoor seating is proposed to be created in a parking lot, temporary bollards or other protection structures shall be erected along the perimeters of the outdoor seating area to ensure public safety
  - c. The consumption of alcoholic beverages will continue to be regulated by the New Jersey Alcoholic Beverage Control Commission, therefore, all applicants are responsible for verifying their liquor license permits for the serving of alcohol outdoors

It is understood permission to conduct new or expanded outdoor dining services is temporary. Initial permits will be granted for up to 90 days, with a possible opportunity to apply for a renewal permit, as deemed appropriate in accordance with State regulations. The Township reserves the right to revoke or suspend permission to conduct temporary new or expanded outdoor dining services as it deems necessary for the health and safety of the public.

If you have any questions, please contact the Township Manager's Office at (609) 443-4000, extension 245.

Sincerely,

JANICE S. MIRONOV  
Mayor, East Windsor Township



# EAST WINDSOR TOWNSHIP

16 Lanning Boulevard  
East Windsor, N.J. 08520-1999  
609-443-4000  
Fax 609-443-8303

## TEMPORARY OUTDOOR DINING APPLICATION

Date of application: \_\_\_\_\_ Business block and lot: \_\_\_\_\_

Name of business (DBA): \_\_\_\_\_

Address of business: \_\_\_\_\_

Contact person name: \_\_\_\_\_

Contact person email and phone: \_\_\_\_\_

Property owner name and phone: \_\_\_\_\_

Anticipated hours of outdoor dining: \_\_\_\_\_

*Please note that all temporary outdoor seating areas must close by 12am.*

Anticipated start and end date of outdoor dining: \_\_\_\_\_

Please describe the general plan for temporary outdoor dining and share any information you feel is appropriate:

---

---

---

---

By signing below applicant agrees to adhere to all applicable East Windsor Township, 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.

**Applicant signature:** \_\_\_\_\_

### Required Documents

Attached?	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 dining will occur after dark
	3. Plan to provide safety barricades, if dining will occur in a parking lot
	4. A fully completed and <b>signed</b> East Windsor Temporary Outdoor Dining Application
	5. Signed acknowledgement of receipt of Department of Health guidance

Submit completed application to: [Office of the Township Manager](#)

Applications can be delivered to the [Municipal Building outdoor drop box](#), or emailed to [manager@east-windsor.nj.us](mailto:manager@east-windsor.nj.us)

***For Township use only***

Date received:	
<b>Departmental Approvals</b>	<b>Initials of approving official and date approved</b>



# EAST WINDSOR TOWNSHIP

16 Lanning Boulevard  
East Windsor, N.J. 08520-1999  
609-443-4000  
Fax 609-443-8303

## Guidance for Safe and Healthy Dining

June 8, 2020

Dear Restaurant Owners and/or Managers,

On June 15, 2020, Governor Murphy is relaxing Executive Order 107 to permit for outdoor dining at restaurants throughout the state. In doing so, the East Windsor Township Health Department would like to provide you with guidance to make everyone's dining experience as safe and healthy as possible. The following guidelines should act as the foundation for your day to day practices and should be further modified accordingly to meet the needs of your business.

### **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>

## Steps for Safe & 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 Hamilton, and State of New Jersey.

- Complete the township's application process for temporary outdoor dining.
- Review the specific township and state guidelines for establishing outdoor dining.
- 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. 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 East Windsor Township Health Department.

For further information, please contact:  
Office of the Township Manager  
609-443-4000 Extension 245



# EAST WINDSOR TOWNSHIP

16 Lanning Boulevard  
East Windsor, N.J. 08520-1999  
609-443-4000  
Fax 609-443-8303

## TEMPORARY OUTDOOR DINING GUIDELINES

East Windsor Township is supportive of providing relief to local food establishments affected by restrictions related to COVID-19. Temporary outdoor dining 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 East Windsor Township Temporary Outdoor Dining Application.** Outdoor seating will be temporarily permitted for a period up to 90 days unless a longer or shorter time is established by an Executive Order issued by the Governor.

**The application will be reviewed by the appropriate Township Departments for approval.**

Restaurant Owner/Contact person:

I hereby acknowledge receipt of the Health Department'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 dining.

---

Signature

---

Date

---

Please print name and title