



OPEN & OUT Downtown Santa Rosa

Toolkit for Businesses Participating in the Temporary Closure and Programming of Fourth Street

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OPEN & OUT Downtown Santa Rosa

Introduction

A collaboration between the City of Santa Rosa, Santa Rosa Metro Chamber, Creative Sonoma, Downtown Action Organization, area businesses, and some local sponsors, this project provides the opportunity within the confines of the health orders to use public space creatively to come together and find new ways to embrace our community while supporting our downtown. To create additional outdoor space, the City of Santa Rosa will allow the use of public spaces, such as parking spots, and select portions of 4th Street and sidewalks to allow for the safe reopening of outdoor dining at Santa Rosa's restaurants and the broader business activities as allowed by the [Sonoma County Public Health Orders](#). The City has developed a phased plan to expand outdoor seating options in three ways:

1. **Temporary Sidewalk Seating** on public and private sidewalks allowable immediately assuming sidewalk width can accommodate, and criteria elements can be met
2. **Parklet Pilot Program** (use of curbside parking areas) on public streets and private parking lots allowable immediately if criteria are met
3. **Temporary Closure and Programming of Fourth Street** between B Street and E Street (*expected to start July 10*)

Other elements include:

- Over 25 Curbside Pickup parking spots to help customers find a place to grab their food to go quickly and conveniently
- Additional seating options located in streets and on Courthouse Square
- Beautification efforts – new plants, lighting projects and more
- Sanitation and trash stations
- Art elements from local artists – funded and curated by Creative Sonoma and Santa Rosa Public Art Program, and a grant from the NEA. Artists interested can [apply here](#).
- Free and reduced garage parking; street parking options with incentives to use the mobile app
- StreetPlus ambassadors to help with security and cleaning
- North-south streets (B St., Mendocino Ave., East & West Side Streets around Courthouse Square, D St., and E St.) will remain open to through traffic, and for parking and deliveries
- Fire and life safety access will be maintained throughout closure area

Access to closed areas:

If you need a delivery made to 4th Street within the barricades, please try to arrange for delivery to occur before 10am. The StreetPlus team is available to assist with moving the barricades and can be reached at 318-7777.

Cal/OSHA COVID-19 General Checklist for Dine-in Restaurants

July 2, 2020

This checklist is intended to help dine-in restaurants implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Dine-in Restaurants](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



Contents of Written Workplace Specific Plan

- ☐ The person(s) responsible for implementing the plan.
- ☐ A risk assessment and the measures that will be taken to prevent spread of the virus.
- ☐ Use of face coverings, in accordance with the [CDPH guidance](#).
- ☐ Training and communication with workers and worker representatives on the plan.
- ☐ A process to check for compliance and to document and correct deficiencies.
- ☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected workers.
- ☐ Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance](#).



Topics for Worker Training

- ☐ Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- ☐ Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- ☐ The importance of not coming to work if workers have symptoms of COVID-19 as described by the CDC, such as a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- ☐ To return to work after a COVID-19 diagnosis only after 10 days since symptom onset and 72 hours of no fever.
- ☐ When to seek medical attention.
- ☐ The importance of hand washing.
- ☐ The importance of physical distancing, both at work and off work time.
- ☐ The proper use of face coverings, including information in the [CDPH guidance](#).

- ❑ Information on paid leave benefits, including the [Families First Coronavirus Response Act](#) and the Governor's [Executive Order N-51-20](#) and workers' compensation benefits under the Governor's [Executive Order N-62-20](#) while that Order is in effect.
- ❑ Train any independent contractors, temporary or contract workers, and volunteers in these policies and ensure they have necessary PPE.



Individual Control Measures & Screening

- ❑ Symptom screenings and/or temperature checks.
- ❑ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- ❑ Encourage frequent handwashing and use of hand sanitizer.
- ❑ Provide and ensure workers use face coverings and all necessary PPE.
- ❑ Consider gloves as a supplement to frequent handwashing for tasks such as handling commonly touched items or conducting symptom screening. Gloves should be worn when handling items contaminated by body fluids.
- ❑ Provide disposable gloves and aprons to staff handling dirty dishes or trash bags and change frequently.
- ❑ Provide impermeable aprons and eye and face protection to dishwashers. Change and/or disinfect frequently, as applicable.
- ❑ Remind the public that they must use face covers while not eating or drinking, practice physical distancing, frequently wash their hands, use hand sanitizer, and not touch their face.
- ❑ Provide face coverings for customers who arrive without them.
- ❑ Display rules for customers and personnel at the entrance, make them available digitally, and include them with menus.



Cleaning and Disinfecting Protocols

- ❑ Perform thorough cleaning in high traffic areas.
- ❑ Frequently disinfect commonly used surfaces and surfaces touched by patrons.
- ❑ Clean touchable surfaces between shifts or between users, whichever is more frequent.
- ❑ Equip spaces such as dining and tasting rooms, bar areas, host stands, and kitchens with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- ❑ Ensure that sanitary facilities stay operational and stocked at all times.
- ❑ Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, Cal/OSHA requirements, and the CDPH [asthma-safer cleaning methods](#). Provide and ensure workers wear gloves.
- ❑ Continue to follow existing codes regarding requirements for sanitizing (rather than disinfecting) food contact surfaces.
- ❑ Ensure all water systems are safe to use to minimize risk of Legionnaires' disease.

- ☐ Provide time for workers to implement cleaning practices during shifts and consider third-party cleaning companies.
- ☐ Install hands-free devices if possible.
- ☐ Open windows and consider upgrades to improve air filtration and ventilation.
- ☐ Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- ☐ Provide disposable menus, and provide digital menus viewable on electronic devices.
- ☐ Provide table settings (e.g., napkins, cutlery, glassware, etc.) to customers only as needed.
- ☐ Supply shared condiments only as needed or supply single serve containers.
- ☐ Pre-roll utensils in napkins prior to use by customers and store in a clean container.
- ☐ Provide takeout containers only on request and customers must fill them.
- ☐ Remove dirty linens from dining tables from dining areas in sealed bags.
- ☐ Thoroughly clean each customer dining location after each use.
- ☐ Consider using disposable seat covers, particularly on porous surfaces, and discard and replace after use.
- ☐ Provide mints, candies, snacks, and toothpicks only as needed. Do not leave out these or other items such as games.
- ☐ Provide hand sanitizer at guest and employee entrances and contact areas.



Physical Distancing Guidelines

- ☐ Prioritize outdoor seating and curbside pickup.
- ☐ Provide takeout, delivery, and drive-through options for customers. Use contactless pick-up and delivery protocols.
- ☐ Encourage customer reservations.
- ☐ Ask customers to wait in their cars away from the establishment and alert them **that their table is ready through their mobile phones. Avoid using “buzzers.”**
- ☐ Adjust maximum occupancy rules and implement measures to physically separate workers and customers by at least six feet using measures such as reconfiguring space, installing physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- ☐ Limit the number of patrons at a single table.
- ☐ Install physical barriers where maintaining physical distance of six feet is difficult.
- ☐ Clearly mark areas where people queue for appropriate physical distancing.
- ☐ Remove tables and chairs from dining areas, use visual cues to show they are unavailable, or install Plexiglas or other physical barriers to separate customers.
- ☐ Limit the number of employees serving individual customers or groups.
- ☐ Do not seat customers where they cannot be six feet away from employee work and food and drink preparation areas.
- ☐ Adjust in-person meetings, if they are necessary, to ensure physical distancing.

- ❑ Stagger worker breaks, in compliance with wage and hour regulations, if needed.
- ❑ Reconfigure, restrict, or close common areas, like employee break rooms, provide alternative where physical distancing can be practiced, and discourage employees from congregating.
- ❑ Reconfigure spaces to allow for at least six feet of distance between people dining, working, and passing through areas.
- ❑ Reconfigure kitchens or work to maintain physical distancing in those areas where practical.
- ❑ Discourage people from congregating.
- ❑ Establish directional hallways and passageways.
- ❑ Prop open doors or automate opening if possible.
- ❑ Adjust music volume so that workers can maintain distance from customers to hear orders.
- ❑ Implement peak period queueing procedures, including a host to remind customers to practice physical distancing.
- ❑ Install transfer aids to avoid person-to-person hand-offs.



COVID-19 Food Facility Operating Checklist

Facility Name:

Facility Address:

1. PROTECT EMPLOYEE HEALTH:

IMPLEMENT MEASURES TO ENSURE FOOD HANDLERS DO NOT WORK IF ILL AND ARE PROTECTED FROM BECOMING ILL IN THE WORKPLACE.

This Facility uses the following methods to ensure protection of Employee Health in the workplace (check all that apply):

☐

All employees have been told not to come to work if ill.

☐

A health survey is conducted with each employee prior to the beginning of each shift.

☐

Employees receive a thermal or temperature scan prior to beginning of each shift.

☐

Face coverings are worn by all staff. Face coverings need to be fitted to the face and cover the nose and mouth.

☐

Mandatory handwashing occurs on the following timed schedule:

☐

Employee breakrooms and restrooms are being disinfected frequently, on the following schedule:

Breakrooms:

Restrooms:

☐

A copy of this procedure was shared with each employee to ensure they understand and will implement the procedures.

☐

Other measures being taken to ensure protection of Employee Health:

COVID-19 Food Facility Operating Checklist

2. SOCIAL DISTANCING:

IMPLEMENT MEASURES TO ENSURE SOCIAL DISTANCING IS ADHERED TO. RESTAURANT TABLES SHALL BE SIX FEET APART.

This Facility uses the following methods to ensure social distancing is adhered to (check all that apply):

- ☐ All tables are six feet apart.
- ☐ Tape or markings of at least six feet separation are used in any area where members of the public may form a line.
- ☐ Staggered seating times are used to space traffic flow.
- ☐ Tables are limited to not more than 10 people and must be from the same household.
- ☐ Use of a reservation process to prevent people from gathering.
- ☐ Outdoor seating area approved by local jurisdiction to be expanded to increase social distancing.
- ☐ Other measures used to ensure social distancing is adhered to while customers are waiting to be seated:

3. EDUCATION FOR THE DINING PUBLIC:

IMPLEMENT MEASURES TO ENSURE THE PUBLIC IS EDUCATED ON DINING OUT SAFELY, THROUGH PUBLIC NOTIFICATIONS.

This Facility uses the following methods to ensure education of the dining public (check all that apply):

- ☐ Signage is posted at each public entrance of the facility to inform the dining public to:
 - Maintain social distancing of six feet
 - Wash hands or use sanitizer upon entry into a restaurant
 - Stay home if they are ill or have symptoms consistent with COVID-19
- ☐ A copy of the COVID-19 Food Facility Operating Checklist is posted at a location visible to the public.
- ☐ A touchless or other alternative payment system is encouraged.
- ☐ Face coverings are worn by public when not seated at their table.
- ☐ Other measures used to ensure education of employees and customers on dining out safely:

COVID-19 Restaurant Operating Procedures

4. MEASURES TO INCREASE SANITIZATION AND DISINFECTION:

IMPLEMENT MEASURES TO PROTECT THE PUBLIC THROUGH THE LIMITATION AND FREQUENT DISINFECTION OF COMMON HAND TOUCH POINTS AND SANITIZATION OF FOOD CONTACT SURFACES.

This Facility uses the following methods to increase sanitization and disinfection (check all that apply):

- ☐ No food items or containers are shared between tables such as condiment bottles, salt and pepper shakers, or breadbaskets.
- ☐ No self-service buffets or salad bars are allowed.
- ☐ No self-service machines, such as soda and frozen yogurt machines, are allowed.
- ☐ Non-food items that may be used by multiple customers, such as menus, must be disinfected between each use or modified to be a single service item, such as a disposable paper menu.
- ☐ Utensils and food-ware are properly washed, rinsed and sanitized for an adequate contact time (time required for utensils to be submerged in the sanitizer) OR only single-service utensils and food-ware are used.
- ☐ High contact touchpoints, such as phones, door handles, credit card terminals, etc. are cleaned and disinfected, using a disinfectant effective against Coronavirus, following this schedule:

- ☐ Disinfection wipes or hand sanitizer (at least 60% alcohol) are provided at customer tables.
- ☐ Touch free motion detectors are used to dispense soap and paper towels.
- ☐ Public restrooms are being disinfected every hour.
- ☐ A team member per shift is designated to oversee/enforce additional sanitization and disinfection procedures, as needed.
- ☐ The number of employees serving an individual party is limited to one employee, when possible.
- ☐ Other measures used to prevent unnecessary contact or cross contamination:

Prepared by:

Title:

Date:

COVID-19 General Checklist for Retail Employers

July 2, 2020

This checklist is intended to help retail employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Retail Employers](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



Contents of Written Workplace Specific Plan

- ☐ The person(s) responsible for implementing the plan.
- ☐ A risk assessment and the measures that will be taken to prevent spread of the virus.
- ☐ Use of face coverings, in accordance with the [CDPH guidance](#).
- ☐ Training and communication with workers and worker representatives on the plan.
- ☐ A process to check for compliance and to document and correct deficiencies.
- ☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts and infected workers.
- ☐ Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance](#).
- ☐ Update the plan as needed to prevent further cases.



Topics for Worker Training

- ☐ Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- ☐ Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- ☐ The importance of not coming to work if workers have a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- ☐ To return to work after a COVID-19 diagnosis only after 10 days since symptom onset and 72 hours of no fever.
- ☐ When to seek medical attention.
- ☐ The importance of hand washing.
- ☐ The importance of physical distancing, both at work and off work time.
- ☐ Proper use of cloth face covers, including information in the [CDPH guidance](#).

- Information on paid leave benefits, including the [Families First Coronavirus Response Act](#) and workers' compensation benefits under the Governor's [Executive Order N-62-20](#) while that Order is in effect.
- Train any independent contractors, temporary or contract workers, and volunteers in these policies and ensure they have necessary PPE.



Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide and ensure workers use all necessary PPE.
- Provide disposable gloves to workers as a supplement to frequent hand washing for tasks such as handling commonly touched items or conducting symptom screening.
- Post signage to remind customers that they must use face covers and practice physical distancing.



Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Equip customer entrances and exits, checkout stations, and customer changing rooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff (e.g., cashiers).
- Ensure that sanitary facilities stay operational and stocked at all times.
- Make hand sanitizer and other sanitary supplies readily available to workers.
- Ensure all water systems are safe to use after a prolonged facility shutdown, to **minimize risk of Legionnaires' disease**.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements. Follow CDPH [asthma-safer cleaning methods](#).
- Adjust or modify store hours to provide adequate time cleaning and stocking with physical distancing.
- Provide time for workers to implement cleaning practices during their shifts. Hire third-party cleaning companies if needed.
- Install hands-free devices if possible, such as contactless payment systems and automatic paper towel dispensers.
- Encourage the use of debit or credit cards by customers.
- Consider upgrades to improve air filtration and ventilation.



Physical Distancing Guidelines

- ❑ Clearly mark curbside or outside pickup locations that maintain physical distance.
- ❑ Implement measures to physically separate people by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- ❑ Minimize exposure between cashiers and customers using barriers, such as Plexiglas.
- ❑ Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- ❑ Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation.
- ❑ Stagger worker breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- ❑ Reconfigure, restrict or close break areas and create alternative space for breaks where physical distancing is possible.
- ❑ Close in-store bars, bulk-bin options, and public seating areas and discontinue product sampling.
- ❑ Dedicate shopping hours for seniors and other vulnerable populations.
- ❑ Increase pickup and delivery service options such as online ordering for curbside pickup.
- ❑ Provide separate, designated entrances and exits.
- ❑ Limit the number of in-store customers based on the size of the facility.
- ❑ Be prepared to queue customers outside while still maintaining physical distance.
- ❑ Encourage and train employees to practice physical distancing during pickup and delivery.
- ❑ Make some locations pickup- or delivery-only to minimize physical interaction, if possible.
- ❑ Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible. Wherever possible, use contactless signatures for deliveries.
- ❑ Expand direct store delivery window hours to spread out deliveries and prevent overcrowding.



COVID-19 TEMPORARY CATERING AUTHORIZATION INFORMATION

Purpose of a COVID-19 Temporary Catering Authorization

The COVID-19 Temporary Catering Authorization is intended to assist qualified hospitality businesses with reopening in a manner that is consistent with local and state health and safety directives. This specifically includes temporarily expanding the licensed area of a qualified business to accommodate patrons while abiding by social distancing guidelines and directives.

Who May Obtain a COVID-19 Temporary Catering Authorization

Any licensee with on-sale retail privileges may qualify for a COVID-19 Temporary Catering Authorization. A Caterer's Permit (Type 58) is not required to qualify for this authorization. The COVID-19 Temporary Catering Authorization authorizes the on-site consumption of those alcoholic beverages for which the licensee has on-sale privileges; on property that is adjacent to the licensed premises, that is under the control of the licensee, and where bona fide meals are being served. For purposes of the COVID-19 Temporary Catering Authorization, bona fide meals may be prepared and served by the licensee or any other person or business under an agreement with the licensee.

A COVID-19 Temporary Catering Authorization will only be considered for those businesses located in counties which have loosened restrictions on "in-person dining". Applications submitted for counties which are not currently allowing this type of activity will be returned.

Acceptable Locations for a COVID-19 Temporary Catering Authorization

Qualified businesses may apply for a COVID-19 Temporary Catering Authorization that temporarily expands their existing licensed premises to include an area that is adjacent to the licensed premises, under the control of the licensee, and where bona fide meals are being served. If approved, the authorization will be limited to service of alcoholic beverages during times in which meals are being served in the expanded area, whether by the licensee or another person under agreement with the licensee. Adjacent areas under the control of the licensee include, but are not limited to:

- indoor areas that are accessible from within the licensed premises but not currently licensed;
- outdoor areas that are accessible from the licensed premises but not currently licensed;
- indoor and outdoor areas under the control of the licensee and one or more other businesses;
- parking lots;
- sidewalks and other public thoroughfares that are closed to public access during the period of service;
- other areas within close proximity to the licensed premises that are immediately accessible to the licensee, and that are secured by and under the control of the licensee, at the discretion of the Department.

In all areas approved under the COVID-19 Temporary Catering Authorization, the licensee may exercise only those privileges authorized by the licensee's license and shall comply with all provisions of the ABC Act pertaining to the conduct of on-sale premises. Violations of these provisions, as well as the terms and conditions of the COVID-19 Temporary Catering Authorization, may be grounds for suspension or revocation of the licensee's license, as though the violation occurred on the licensed premises. The COVID-19 Temporary Catering Authorization may be immediately canceled by the Department if any violations occur within the temporarily authorized area or within the permanently licensed premises.

If the temporarily authorized area is being utilized by one or more other licensees, all licensees sharing the area will be jointly responsible for compliance with all applicable laws and rules pertaining to their respective licenses and authorizations and for any violations that may occur within the shared common temporarily authorized area. If at any point a licensee wants to terminate its liability for a shared area, it must cancel its COVID-19 Temporary Catering Authorization.

How to Apply for a COVID-19 Temporary Catering Authorization

If you are a qualified business, you may apply for a COVID-19 Temporary Catering Authorization by submitting a completed COVID-19 Temporary Catering Authorization Application (Form ABC-218 CV19) to your nearest ABC office. You must also submit a Supplemental Diagram (Form ABC-253) which clearly identifies where the requested area is in relation to the existing licensed premises. If you are entering into an agreement with another person/entity for meal service, you must also submit a copy of the agreement or contract which establishes the details of this business relationship. The fee for a COVID-19 Temporary Catering Authorization is \$100.00. This fee is non-refundable regardless of whether the application is approved or denied.

Depending on the circumstances involving the temporary expansion you are requesting, the office accepting the application may also require that you submit additional forms. Each qualified licensed location may apply for only one COVID-19 Temporary Catering Authorization. Prior to submitting this application, it is your responsibility to:

- ensure you have legal authority to use the area requested;
- ensure the temporary expansion request has the approval of applicable local agencies (i.e., zoning, law enforcement);
- ensure the temporary expansion request is being made in accordance with applicable city, county, and state guidelines regarding social distancing and the legality of your business being open for in-person service (This may vary by jurisdiction);
- ensure the temporary expansion request will not negatively impact the surrounding area (i.e., residences, nearby businesses).

Failure to do any of the above may result in denial of the application; or an immediate cancellation of the authorization if one has been issued and any of the above is subsequently determined to have not been met.

If your application for a COVID-19 Temporary Catering Authorization is approved, the approving office will send you a COVID-19 Temporary Catering Authorization via email. If you prefer, the authorization can be sent to you via U.S. mail as opposed to email, however this will delay the time in which you can begin operating in the newly requested area. The authorization must be kept on-site along with the diagram of where the temporarily expanded area is in relation to the existing licensed premises (Form ABC-253).

If your application for a COVID-19 Temporary Catering Authorization is denied, you will be notified of the denial along with the reason(s) which resulted in its denial.

Additional Information

If approved the COVID-19 Temporary Catering Authorization may be canceled as follows:

- for reasons indicated previously in this document;
- upon the termination of this COVID-19 Temporary Catering Authorization program;
- for any violation of the ABC Act, or for violation of applicable laws, rules, ordinances, and other directives pertaining to business activities conducted on the premises and expanded area;
- for disturbance of the quiet enjoyment of nearby residents;
- upon objection by local law enforcement;
- if operation of the temporarily authorized area is inconsistent with State or local public health directives, including social distancing directives or guidance;
- if in the discretion of the Department continuance of the COVID-19 Catering Authorization will negatively impact the public's health, safety, or welfare.

Canceled COVID-19 Temporary Catering Authorizations will not be refunded.



City of Santa Rosa

Outdoor Seating Accessibility Guidelines

Purpose

The purpose of this document is to provide an overview of the accessibility requirements that typically apply to outdoor seating. The document is not intended to act as a complete code summary and the business operator is ultimately responsible for ensuring that the site maintains compliance with accessibility requirements outlined in the Americans with Disabilities Act (ADA).

Design Guidelines

- **Number of Accessible Seats**

Each site shall incorporate the appropriate number of accessible seats throughout the outdoor seating area. The ratios below shall apply to each seating area that defines a separate experience. For example, outdoor seating is viewed as a different eating experience than traditional indoor dining. The outdoor seating area must provide accessible seating as described below. If the site currently has existing compliant accessible outdoor seats, an expansion of the outdoor seating will not require additional accessible seating unless the total number of seats in the proposal creates the need. The project must incorporate outdoor seating ratios as shown below:

Total Number of Seats Provided	Number of Accessible Seats Required
Up to 25	1
26 – 50	2
51 – 150	4
151 – 300	5

- **Table Clearance**

All accessible seating shall maintain a certain amount of clearance around and under the associated table.

Measurement	Requirement
Height	28" minimum – 34" Maximum
Clear space for wheelchair approach	48" deep x 30" wide

Clear space must be provided for footrests and knees. Pedestal tables typically do not usually comply with this requirement.

- **Accessible Paths**

The following requirements apply to and from any accessible space, area, table, or restroom. Providing accessible locations closest to the entry point of the building may provide the most compliant path of travel for proposals that involve the temporary placement of outdoor seating.

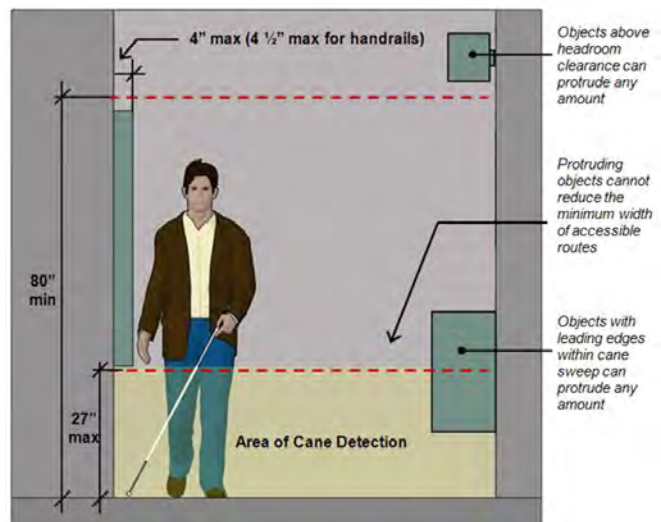
Measurement	Requirement
Width	Minimum 36"
Slope – direction of travel	Maximum 1:20 (5%) in direction of travel
Slope – cross slope	Maximum 1:48 (2%)
Height Clearance:	No elements (umbrellas, lighting, decorations, etc.) shall overhang accessible paths lower than 80" from the walking surface

If payments or any transactions are to be executed away from an accessible table, area, or space, the payment location must meet all requirements for height, width, approach, and access like an accessible table.

- **Barrier Indicators**

Tables and chairs placed in or near accessible paths can create difficulties for individuals with sight impairments. They may use a cane to help find their way. There are specific ways in which items in or along the path of travel are identified.

The Image to the right is published on the United States Access Board website. Picture the bottom of a 28" high table protruding into the area of pedestrian travel. Tables of this height are slightly above the 27" max cane detection area and do not provide the appropriate indicator.



To address the need to identify protruding objects like tabletops, some sort of fixture, or temporary item like fencing, shall be placed in a manner that warns individuals with sight impairments. Decorative planter boxes occupying the cane detection area can also be used when placed in a fashion that recognizes the direction of travel on along the sidewalk.

FIRE DEPARTMENT PERMIT GUIDELINES

TENTS, AIR SUPPORTED STRUCTURE AND CANOPIES (EACH EVENT)

A permit shall be obtained from the Santa Rosa Fire Department for all tents and temporary membrane air-supported structures having an area in excess of 400 square feet, unless such structures are used exclusively for camping. Canopies in excess of 700 square feet will also require a permit. Minimum clearance of 12 feet to structures and other tents shall be provided.

Tents in which cooking is performed shall be separated from other tents, temporary membrane structures and canopies, by a minimum of twenty (20) feet. All propane containers must be kept outside the enclosure at all times.

LIMITED USE PROPANE (ANNUALLY)

A permit to use propane at special events shall be obtained from the Santa Rosa Fire Department. Permit fees are for a one-year period; however, a separate permit application is required for each individual event where the propane is used. Specific information regarding the type of operation to be conducted, as well as a site map, must be included with the application.

Applicant will be permitted to use and store propane on site in the amount of five (5) gallons and/or one hundred (100) lbs. of propane; limited to a total of four (4) five gallon tanks.

Propane containers shall not exceed five (5) gallons capacity; propane containers larger than five (5) gallon capacity may not be used for any outside public assembly events.

A maximum of two (2) containers may be manifolded together at any one time. Excess flow valves will be required when tanks are manifolded. These should be located as close to or near discharge connection on the tank(s), but must be kept outside the booth or enclosure at all times.

All propane operations shall be at least twenty-five (25) feet from any other open flame, and other propane operation, or any building, and shall be at least ten (10) feet way form any below grade transformer units.



**SANTA ROSA FIRE DEPARTMENT
PERMIT APPLICATION**
2373 Circadian Way, Santa Rosa CA 95407
Phone: (707) 543-3500 Fax: (707) 543-3520

The following information must be completed and accompanied by specific information or requirements as indicated below. A permit shall be obtained from the Fire Prevention Bureau prior to engaging in activities, operations, practices or functions listed on the permit application supplement. Permits are issued after required inspection. **Applications and payments cannot be accepted more than six months in advance of event.**

Applying for permit to:		
Event Date/Time:		
Business Name:		
Event Address (required):		
An inspection is REQUIRED before the event starts. Specify when you will be ready for an inspection.		
Date:	Time:	Contact Person: Phone #:
Applicant Name:		
Applicant Address:		
Applicant City/State/Zip Code:		
Applicant Phone Number: Business: ()		Cell: ()
Comments:		
Signature:		Date:
Please Print Name:		
THIS IS NOT A PERMIT		
A fire permit will be issued only upon compliance with all requirements of the Fire Code and all other applicable codes.		
For Office Use Only:		Fees Effective 7-1-16 to 6-30-17
Permit #:	Tent/Each \$204.00 <input type="checkbox"/>	Propane/Annual \$62.00 <input type="checkbox"/>
	Flame Retardant Certificate <input type="checkbox"/>	Burn Permit \$131.00 <input type="checkbox"/>
Occupancy#:	Site/Booth Map <input type="checkbox"/>	Model Rockets \$65.00 <input type="checkbox"/>
Date Paid:	Other/Type: <input type="checkbox"/>	Vegetation Mang. \$272.00 <input type="checkbox"/>

September 1, 2015	SANTA ROSA FIRE DEPARTMENT FIRE PREVENTION BUREAU STANDARD
	PROPANE USE FOR OUTSIDE PUBLIC ASSEMBLIES

PURPOSE: This checklist is a summary of Fire Department interpretations of City and State Codes, and Industrial Standards. Information contained herein applies to typical instances and may not address all circumstances.

This bulletin is intended for those who desire to use propane for cooking, cooling, heating, lighting, etc., in special, public assembly events out-of-doors.

CODE REFERENCES

Current Edition - California Fire Code (CFC) Chapter 50, Chapter 53 and Chapter 61
National Fire Protection Association (NFPA) Chapter 58
Santa Rosa City Code 18-44

PERMIT APPLICATION

A Fire Code Operational Permit/Special Event Permit is required for events where 50 or more people will be in attendance (Places of Assembly). A Fire Code Operational Permit is also required to operate an air supported temporary membrane structure or a tent having an area in excess of 400 square feet or a tent open on all sides having an area in excess of 700 square feet (Temporary Membrane Structures and Tents).

Approval to use propane at outdoor special events or in combination with a tent shall be obtained from the Fire Authority having jurisdiction prior to the use or event. Some Fire Agencies may require a separate operational permit for propane use in addition to the noted operational permits for outdoor public assemblies and temporary membrane structures and tents.

Where propane is used at a place of assembly (i.e. special event) or in combination with a tent, specific information regarding the type of operation to be conducted as well as a site map and booth layout shall be included with any permit application.

EQUIPMENT

Propane storage tanks, regulators, piping, valves, fittings, burners, and associated equipment shall be approved for use as per the following standards:

Standard
Propane Use for Outside Assemblies

NFPA - **National Fire Protection Association**
DOT - **Department Of Transportation**
UL - **Underwriters Laboratory**
ANSI - **American National Standards Institute**
AGA - **American Gas Institute**
or other Nationally Recognized Standard (NFPA 54)

CONSUMER PROPANE CYLINDER DIMENSIONS

The dimensions presented below are approximate measurements of common size propane cylinders found in service today. The measurements are not exact so contact your propane company or container manufacturer for precise cylinder dimensions.

Water Capacity	"5 Gal"	"7 Gal"	"10 Gal"	"25 Gal"
Propane Capacity	4.5 gal	6.5 gal	9.5 gal	22.5 gal
Weight (empty)	18 lbs	24 lbs	29 lbs	68 lbs
Weight (full)	38 lbs	54 lbs	70 lbs	170 lbs
Overall Height	18 in.	24 in.	29 in.	48 in.
Diameter	12.5 in.	12.5 in.	12.5 in.	14.5 in.
BTU Capacity	430,270	649,980	860,542	2,160,509

PROPANE CYLINDER BTU CAPACITIES

Propane cylinder BTU capacity indicates the total number of BTU's per full cylinder. This information is useful when determining the total appliance running time. Naturally, larger propane cylinders will allow for longer running times but sometimes larger cylinders are not practical for use in certain applications due to space, hose length, etc. To calculate the total propane bottle supply time, divide the total BTU's of the cylinder by the appliance BTU rating. Keep in mind that listed BTU appliance ratings indicate the total BTU load when the appliance is running at 100%. In other words, a gas grill with a listed rating of 50,000 BTU implies the grill will use 50,000 BTU's per hour when all burners are turned on running at capacity.

APPLICATION

An application for propane use for outside public assemblies shall include the following:

1. Name, address and phone number of applicant, and name, address and phone number of contact person if different from applicant.
2. Description of propane use: i.e., cooking (fryer, grill, etc.), heating, cooling, etc.
3. Site map, including the location of propane device(s) being used, location of extra cylinder storage, distance to adjacent buildings and any other propane being used at the same event.
4. Indicate date(s) and time(s) of use.
5. Total amount of propane needed for daily use (provide calculations indicating amount of gas per hour times the total hours per day).
6. Provide a description (drawing or picture) of device(s) used for event (manufacturer's specification sheets may be required).
7. Indicate type of enclosure, canopy or other booth assembly.

APPROVED USE

A limited use propane permit for use at a special event will be issued upon completion of the application and when the following conditions for propane use are met. Limited Use Propane permits are broken out into three (3) Groups and are listed below:

1. Group 1: Booth or Tent Setting – three options.
 - a. Four 5 gallon propane tanks with two in use and two in reserve.
 - b. Three 7 gallon propane tanks with two in use and one in reserve.
 - c. Two 10 gallon propane tanks with one in use and one in reserve.
 1. Cooking booths shall be separated by a minimum of 10 feet.
 2. All propane containers must be kept outside the enclosure at all times.
2. Group 2: Mobile Trailer.
 - a. Two 25 gallon tanks **“maximum”** mounted to the trailer and in use.
 1. Catering or cooking equipment that is permanently mounted to a vehicle or trailer may be required to have an approved fixed extinguishing system installed.
 2. Operator must be able to provide verification of current tank certification and supply line integrity.
 3. Separation from other cooking operations and open flames is maintained at a minimum of 10 feet.

3. Group 3: Mobile Food Trucks
 - a. Unmodified tanks as designed for the mobile vehicle will be acceptable provided the following conditions are met.
 1. Operator must be able to provide verification of current tank certification and supply line integrity.
 2. Separation from other cooking operations and open flames is maintained at a minimum of 10 feet.
 3. Catering or cooking equipment that is permanently mounted to a vehicle or trailer will be required to have an approved fixed extinguishing system installed where cooking produces grease laden vapors.
4. A maximum of two (2) containers may be manifolded together at any one time. Excess flow valves will be required when tanks are manifolded. These should be located as close to or near discharge connection on the tank(s), but must be kept outside the booth, tent or enclosure at all times.
5. Other propane containers not in use (both empty and full) shall be stored away from open flame, out of public way and in close proximity of user's view and properly secured to prevent the tank from tipping or falling over. Five (5), seven (7) and 10 gallon tanks shall be nested in a milk crate for support.
6. All hoses or lines between the propane tank and the propane device must be placed in a manner as to avoid being a trip hazard. The lines must also be leak tested in the presence of the Fire Department with soapy water in a spray bottle.
The vendor shall supply the spray bottle with soapy water mix for leak testing of the lines.
7. Provide a minimum of one (1) "2A:10BC," or larger rated fire extinguisher. The fire extinguisher shall display the State Fire Marshal's approved service tag (by an approved fire extinguisher service company) and be dated for current use. For new fire extinguishers without an approved service tag, the extinguisher manufacture date within one (1) year may be accepted in place of an approved service tag.
 - a. Vendors using electric or propane fueled fryers are required to have onsite a currently serviced Class "K" fire extinguisher in addition to the (1) "2A:10BC" fire extinguisher.
8. Storage of propane containers shall not be permitted in adjacent buildings, vehicles, enclosed structures etc.

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Propane Use for Outside Assemblies

9. All propane operations shall be at least ten (10) feet from any other open flame, any other propane operation, or any building, and shall be at least ten (10) feet away from any below grade transformer units.
10. Tents in which cooking is performed shall be separated from other tents, temporary membrane structures and canopies, by a minimum of twenty (20) feet. All propane containers must be kept outside the enclosure at all times.
11. Portable heaters shall be equipped with an approved automatic device to shut off the flow of gas to the burner(s) and pilot, if used, in the event of flame extinguishment or combustion failure.
12. At least one approved manual shut off valve shall be provided on piping between propane container and unit fueled by propane.
13. Outdoor cooking that produces sparks or grease-laden vapors shall be at least ten (10) feet from any temporary membrane structure, tent or canopy.
14. All requested variations from any of these requirements must be submitted in writing with the permit application, to the Fire Department for review and approval. Any approved variation will be limited to a specific site and specific use as described on the permit.

APPROVAL

An on site inspection of the user's operation by the Fire Department is required, and must be completed before any permission to operate is granted, and prior to any permit being issued. Permission to operate will depend upon the Fire Inspector's final approval of the operation and equipment being used. Some of the common problems encountered during the Fire Department's on-site inspection which can result in a permit not being issued are:

1. Propane tanks that are too large, or too many propane tanks.
 - a. Reference Approved Use Section - Item 1 above.
2. A fire extinguisher that is not currently certified, or that has a rating that is too small.
 - a. Reference Approved Use Section - Item 7 above.
3. Propane tank stored or used inside the booth or tent.
 - a. Reference Approved Use Section - Item 1 and Item 2 above.
4. Propane operation placed too close to another hazard.

Standard
Propane Use for Outside Assemblies

- a. Reference Approved Use Section - Item 9 above.
5. Propane tanks are not secured or not kept upright.
- a. Reference Approved Use Section - Item 5 above.
6. For events which are greater than four (4) days in duration, and/or when the use of five (5) gallon, seven (7) gallon or 10 gallon containers is not practical, the request for the use of larger containers will be reviewed by the Fire Department, and may be approved on a case by case basis.

Example Photographs of required items:

2A:10BC – 5lb. Dry Chemical Fire Extinguisher – with current State Fire Marshal Service Tag. Required for all propane vendors.

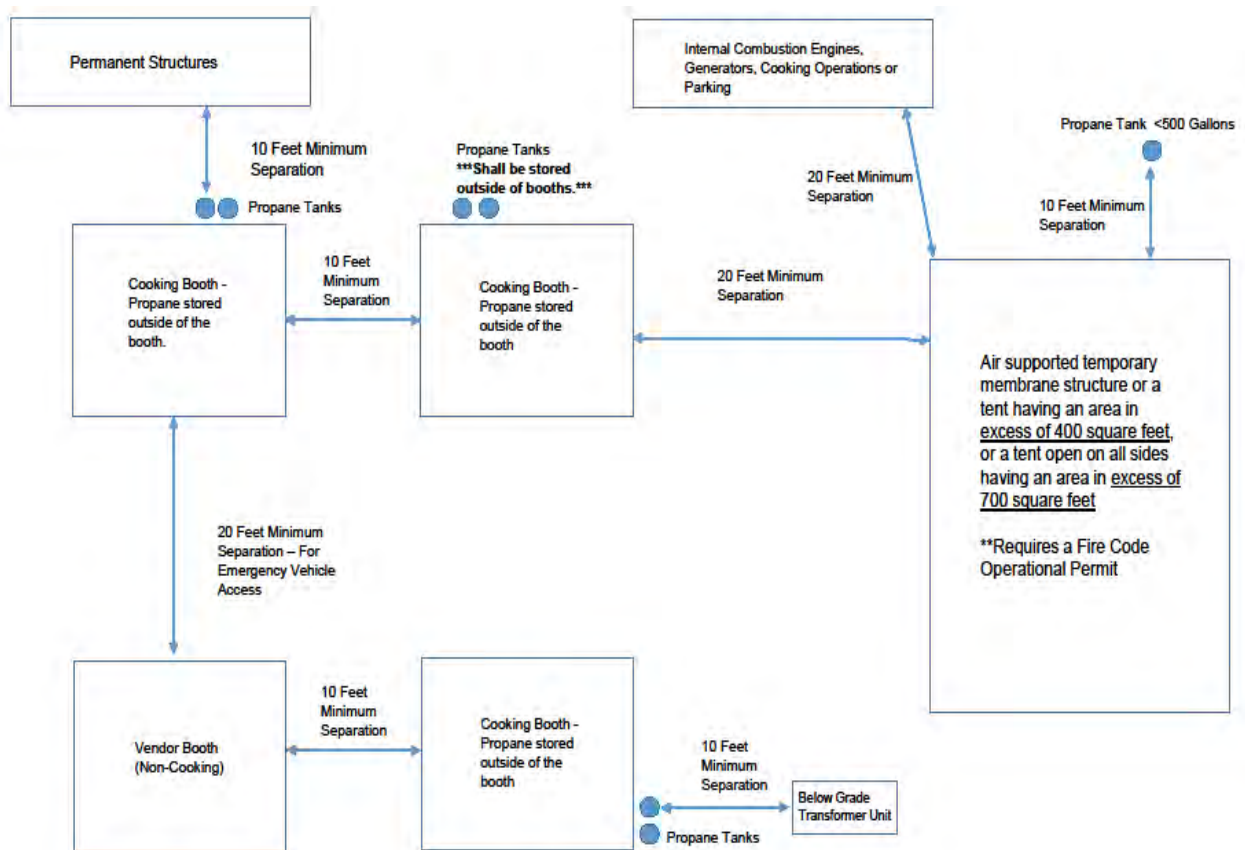


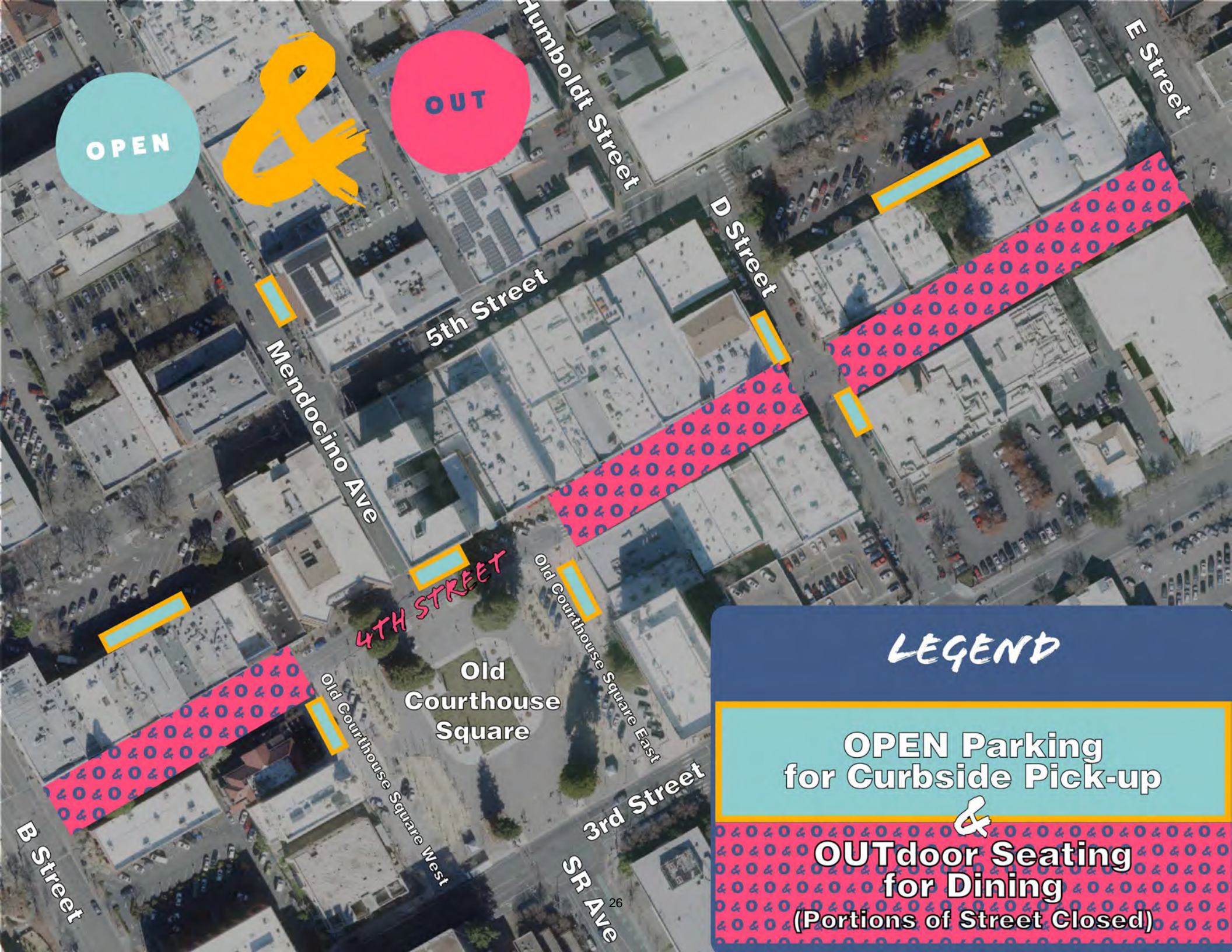
Class “K” liquid agent Fire Extinguisher – with current State Fire Marshal Service Tag. Required for all vendors who are using cooking oils and fryers.



Standard
Propane Use for Outside Assemblies

Securing the propane tanks shall be accomplished by nesting in a milk crate for the 5, 7 and 10 gallon tanks. Also all supply lines shall have a regulator with no alterations and lines shall be soap tested to check integrity.





OPEN

OUT

Mendocino Ave

5th Street

Humboldt Street

D Street

E Street

4TH STREET

Old Courthouse Square

Old Courthouse Square East

3rd Street

SR Ave

B Street

Old Courthouse Square West

LEGEND

OPEN Parking
for Curbside Pick-up



OUTdoor Seating
for Dining
(Portions of Street Closed)

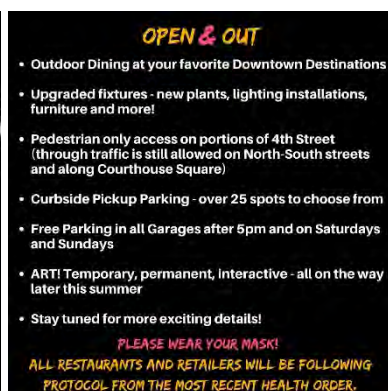


OPEN & OUT Downtown Santa Rosa

Marketing Materials

Logos and graphics are available for download at: <https://www.downtownsantarosa.org/open-out-resources-for-businesses> or by emailing cadanceh@santarosametrochamber.com

Sample social media posts are included below, but if you are looking for something specific, let us know. We will happily customize your image with the Open & Out logo on it.



Sample Messages

Downtown is now your social distancing destination! Join us for Open & Out and visit the open shops and restaurants and enjoy dining outside! RESTAURANT NAME is open from HOURS. Free parking after 5 and on the weekends in garages! #openandout #downtownsantarosa #santarosa #dtsr

With outdoor dining and plenty of curbside pickup zones - RESTAURANT NAME has you covered whether you want to dine out or grab to go! #openandout #downtownsantarosa #santarosa #dtsr

Join BUSINESS NAME and our Downtown neighbors for Open & Out! We are open and can't wait to see you. Don't forget your mask! #openandout #downtownsantarosa #santarosa #dtsr



OPEN & OUT Downtown Santa Rosa

Contacts

Business Support:

Cadance Hinkle Allinson, Downtown Action Organization
cadanceh@santarosametrochamber.com
310-874-1115

Permitting & Accessibility

Gabe Osburn, City of Santa Rosa
gosburn@srcity.org

Immediate Help with Street Closures:

Danielle Muro, StreetPlus, 318-7777

Sanitation or Safety Concerns:

Danielle Muro, StreetPlus, 318-7777

COVID Health Order Questions:

Call 2-1-1 or text your zip code to 898-211 to talk/text with a call taker 24/7. Pre-recorded information and resources can be found by texting "COVID19" to 211211.

