



CITY OF MONTE VISTA

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May 27, 2020

Dear Restaurateur;

I hope this letter finds you and your family safe and healthy. These are truly difficult times and we are well aware of the challenges you are facing in maintaining your business in the face of closures due to Covid-19. The City of Monte Vista would like to see all of our restaurants to be able to reopen and keep their doors open into the future.

On May 26, 2020, Governor Polis announced that restaurants may now open as of May 27, 2020 to 50% with guidelines. Within those guidelines, the Governor states that outdoor dining is encouraged. The City of Monte Vista is preparing to make outdoor dining as easy as possible. There simple process for restaurants to request expansions of their premises to allow outdoor dining in areas not previously authorized, including both the use of parking lots, streets and sidewalks both private and public property. Any restaurant that wishes to have outdoor dining you will need to follow the requirements listed below with steps 1 through 3.

The following information will help you be prepared to quickly submit an application to the City as soon as you are ready.

First and foremost, social distancing and sanitary practices must be maintained when outdoor dining is permitted. Attached you will find the guidelines set forth by Governor Polis and some helpful hints for the Restaurant Association.

In order to be as prepared as possible for when outdoor seating is authorized, we advise restaurants to begin taking the following steps.

Step One: Prepare a Sketch of Outdoor Table Service Area that includes:

- Number and location of tables spaced to accommodate 6 feet social distancing between each seated party
- Location of outdoor table service area within reasonable distance of the restaurant
- Description of how dining area will be cordoned off from general public (ropes, planters, cones, etc. ...)
- If indoor restroom facilities are to be used, points of access to restroom facilities
- If outdoor restroom facilities are to be used, number, location, and points of access to all portable facilities and hand washing stations

- If dining area is to include use of public sidewalks, a continuous 3' foot wide pedestrian pathway
- If dining area is to include use of parking lots,
 - Location of all ADA accessible parking
 - Depict traffic flow into, out of, and within the site
 - Depict means of ingress and egress for emergency vehicles

Step Two: Letter of Permission from Owners of Adjacent Properties Used for Outdoor Dining Service (if applicable)

Step Three: If you want a tent for your outdoor dining, you must include it in your written request for outdoor dining. Tents will not be required for outdoor table service.

Thank you all for remaining committed to the City of Monte Vista through this period of crisis. We are here to work in partnership with you to safely begin reopening our beloved restaurants. Please contact me if you have any questions and I will help you through this process.

Sincerely,

Unita Vance
City Clerk

Guidelines From The Office Of Governor Polis

Indoor and outdoor on-premise dining

The intent of this guidance is to open establishments for the primary purpose of dine-in service, or what is colloquially referred to as “restaurants.” Any establishment that can adhere to the guidelines below and ensure access to food for on-premise consumption can open. The provision of food/meals must be from a licensed retail food establishment. Other kinds of establishments that do not serve food will be evaluated in June.

Food service space

- Restaurants are encouraged to continue curbside pick-up/delivery, including alcohol pick-up/delivery.
- **Outdoor dine-in service is encouraged.** Please work with local authorities to get authorization for expanding space to accommodate outdoor dine-in for adjacent or nonadjacent public or private spaces. The following requirements must be met:
 - Patrons in different parties must be a minimum of 6 feet apart. The spacing of tables may need to be 6 feet or more to ensure proper physical distancing between diners from different parties.
 - All employees must wear face coverings.
 - Disinfecting and deep-cleaning of all shared surfaces between seatings.
- **Indoor dine-in service can be held at 50% of the posted occupancy code limit and a maximum of 50 patrons,** if the following requirements can be met:
 - Patrons in different parties must be a minimum of 6 feet apart. The spacing of tables may need to be 6 feet or more to ensure proper physical distancing between diners from different parties.
 - All employees must wear face coverings.
 - Ensure maximum ventilation by opening windows and minimizing air conditioning to the extent possible.
 - Deep clean and disinfect all shared surfaces between parties/at each turnover.
 - Keep parties together, and do not allow them to mingle with each other.
- Limit party size to **eight people or fewer.**
- **Make efforts to reduce congregating** inside and outside the establishment including:
 - Encouraging reservations, and preferably requiring reservations, if feasible.
 - Waiting parties must not congregate in entrance areas and should wait in their cars or off-premises until seating is available.
 - No communal seating.
 - No self-service stations or buffets.
 - No seat-yourself options to ensure that a table has been disinfected prior to a new patron.
 - Do not seat people in the bar if it is being used to prepare food or drink. If the bar area is not being used to prepare food or drink, parties could sit there under the same distancing requirements as a regular table.
 - Clearly mark floor and ground to delineate 6-foot spacing for people in lines, and mark how foot traffic should move. Clearly mark closed tables not available for seating customers.

- **Post clear signs** notifying patrons and employees of hygiene and sanitation expectations, including not entering if they or anyone in their household is experiencing any symptoms of illness.
- **Minimize objects touched by multiple patrons including:**
 - Remove/close games and dance floors that require or encourage standing around (darts/pool tables/shuffleboard, arcade games); remove board games.
 - Discontinue use of tablecloths, or move to single-use, or remove and replace laundered tablecloths between patrons.
- **Disinfect any shared objects** such as check presenters and POS machines thoroughly between uses.
- Increase cleaning and disinfection protocols and track with publicly posted cleaning logs including:
 - Use disposable single-use menus, menu boards, or create online menus for guests to review from their electronic device.
 - Provide single-use or single-serving condiments.
 - Disinfect restrooms every hour.
 - Block off stalls and urinals with proper signage to support 6 feet between patrons. This may require reduced bathroom capacity or even only one person in a bathroom at a time.
- **Provide hand sanitizer** at the check-in area and throughout the venue.

Employees

- Implement [symptom monitoring protocols](#) (including workplace temperature monitoring and symptom screening questions) where possible and encourage sick employees to use the [CDPHE Symptom Tracker](#).
- Appoint one employee per shift to monitor staff and public for adherence to safety measures.
- Require employees to stay home and refer to employer or state support when showing any symptoms or signs of sickness ([information about emergency sick leave pay](#)).
- Provide guidance, training, and ongoing training on maintaining 6 foot distancing between employees to the greatest extent possible in all areas of operation.
- Implement systems to minimize staff interactions, such as workflows, shift cohorting (same staff on each shift), staggering of shifts, shift changes, and breaks.
- Require employees to wear face coverings while in the establishment.
- Require facial coverings for vendors, suppliers, and contract workers entering the licensed establishment.
- Require gloves or frequent handwashing. Encourage frequent breaks to wash hands (at least every 30 minutes) including upon arrival and departure.
- Adhere strictly to the hygienic practices listed in the [Colorado Retail Food Regulations](#) including:
 - Not working when sick.
 - Frequent hand washing.
 - Changing gloves between tasks.
 - Using a fresh pair of gloves after each handwashing.

- Consider modifying the menu to create additional space in the kitchen and promote physical distancing. Implement physical distancing where practicable.
- All staff' meetings must follow physical distancing. Consider virtual meetings or meetings outside with appropriate distancing.
- Require employees to take home all belongings, including water bottles, after every shift.
- Provide high-quality face coverings for employees as much as possible.

To protect customers

- Provide an option for customers to “sign in” to facilitate notifying them if an exposure occurs.
- Provide contactless payment or prepayment options whenever possible.
- Establish customer waiting areas, outdoors if possible, that maintain proper physical distancing from other guests.
- Restrict standing and/or congregating in the bar area, entrance/exit, and any interior spaces.
- Continue curbside pick up/delivery options and recommend them for vulnerable individuals.
- Request customers to wear face coverings when not eating or drinking, e.g., walking past other tables to get to delivery areas or restrooms.
- Consider refusing service to customers who refuse to adhere to hygiene and physical distancing requirements.
- Make accommodations for individuals unable to adhere to masking and physical distancing requirements, such as takeout, curbside, or delivery.



May 1, 2020

Dear Colorado Local Elected Officials:

The Colorado Restaurant Association (CRA) is writing to ask for your help as we try to focus efforts on reopening Colorado, supporting those businesses that have been hit hardest and are looking toward economic recovery. As one of the largest employers in the state, the Colorado foodservice industry employs 294,000 people making up 10% of Colorado's workforce. There are more than 12,500 eating & drinking establishments in Colorado, and the overwhelming majority of those are locally owned small businesses.

Restaurants are experiencing significant hardships over the reduction in revenue because dining rooms are closed and restaurant capacity will be limited as we start to reopen. (I am attaching our most recent survey on how restaurants have been impacted – completed just a week ago.)

I am writing to ask you to work with us and help identify some temporary changes that will alleviate some of the hardships restaurants are experiencing, protect jobs and to help bring revenue to both restaurants and local governments. We have identified a few things that we ask you to consider implementing immediately.

Laws/ordinances:

- Minimum wage increases should be suspended or reversed to state levels. Any further consideration for increases should be delayed. Wage increases significantly increase operating costs and many restaurants will be unable to absorb these costs in the current economic climate.
- Suspension or forgiveness of utility payments should be implemented where a municipality has jurisdiction to do so.

Permitting:

- Allow businesses to apply for temporary permits to extend their licensed premise beyond their patios and into their parking lots. We are working with the state on relaxing their rules to ensure local jurisdictions have the ability to do so should they choose.
- Allow restaurants to work with neighboring businesses to extend patios beyond their own space and into that of their neighbor's outdoor space. On this issue, we are also working with the state on allowing flexibility here.
- Loosen all restrictions on public banners and signs that do not significantly block the public right-of-way through the end of October (ex: banners, sandwich boards). This will be key to letting restaurants advertise daily specials and menus, as well as the fact that they are open for business.
- Allow businesses to set up temporary outdoor 'stop and go' meal pick-ups outside their restaurants through the end of the summer.

Taxes/Fees:

- Forgive all local payroll or head taxes for those with employees back on their payroll – including those that are using PPP funds.
- Forgive/suspend all local sales and use taxes for Q1, Q2, and potentially Q3. If this is not viable, please consider appropriate sales tax holidays. For instance, the Colorado Restaurant Association is working to plan a Colorado Restaurant Week in conjunction with the Colorado Tourism Office. Sales taxes be suspended during this week to encourage customers to eat out and to show support for this vital industry. Also consider holidays such as Mother’s Day and Father’s Day, for example.
- Suspend all city and municipal fees through the end of September.
- Suspend taxes on “non-essential food items” like takeout/disposable containers, single-use condiments and more.
- Temporarily suspend fees for single use plastic bags – as many grocery stores (and soon restaurants) will be asking customers NOT to bring in reusable bags for the safety of their guests and staff.

Food Service Support:

- Continue to suspend parking meter payment requirements to make it easier for customers to pick up food from restaurants.
- Consider allowing restaurants to bag meters at no cost, to allow for to-go parking for their restaurants.
- Judge all restaurants on good faith efforts to comply with new re-opening guidelines and requirements.

Considerations for Reopening:

- Please adopt all state reopening timelines and guidelines to minimize confusion.
- Provide as much advance notice as possible to prepare for dining room reopening in support of employees and managers. 14 days is commonly referenced as a helpful timeframe for notice.
- A ‘safe harbor’ provision outlined by Mayors and City Councils for local businesses is necessary to set expectations amongst consumers, employees, and operators regarding COVID-19 liability issues.
- Revise current requirements for licensing processes that delay the expansion of a licensed premise to include patios, parking lots, or other open areas directly adjacent to the restaurants. Consider allowing restaurants to share this space, i.e. a common consumption area. Require local licensing agencies to process these requests within a week of the submitted request.
- In order for Common Consumption Areas to be a viable option for a restaurant to expand their licensed premise in a promising way, they would need to:
 - Allow for the sale and service of alcohol in the Common Consumption Area that is currently limited to consumption only,
 - Allow for the use of reusable, non-logo cups in the Common Consumption Area,

- Require that participating licensees designate which areas or tables are going to be used by each licensee, and;
- Make it clear that the licensee responsible for the table or area is liable for any violation of liquor law in that area or at that table.
- Although well intentioned, we have significant concerns about a local mandated curfew as it could result in the unintended consequence of increased crowding. If our goal is to maintain appropriate social distancing, we will want to think carefully about unintentional crowding as guests who may have otherwise visited a business later in the evening are limited to a smaller window of time. The result could be problematic as opposed to the alternative of providing the necessary time and space needed to operate safely for both employees and guests.
- Once restaurants can reopen dining rooms, Mayors and local officials should promote eating out in restaurants (if you are well) to boost the economy. This can be done via public comments, social media posts, and marketing.
- Offer clear direction about reopening timelines and requirements. Restaurants need timely notice, including what requirements are going to be. We need time to prepare.

Thank you for your continued support for our industry. We welcome dialogue and are happy to be a resource for your office as we work together to protect restaurants – that are so valuable to Colorado communities.

Sincerely,



Sonia Riggs, President & CEO

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