

**PEMBROKE EMERGENCY MANAGEMENT REOPENING CHECKLIST**  
**BOARD OF HEALTH                      POLICE DEPARTMENT                      FIRE DEPARTMENT**

**RESTAURANT EXPRESS LANE PERMITTING - PHASE TWO REOPENING**

Required Health Department/Inspectional Services/Police Department/Fire Department  
Requirements for Alterations from Last-Approved Premises for Outdoor Service

**Check each box to self-certify. You will be asked to sign/attest to these at the end.**

**SOCIAL DISTANCING - Ensure a Minimum of 6 feet Between Individuals**

Restaurants must comply with the following sector specific social distancing rules for providing dining services in all customer seating areas:

- Ensure separation of 6 feet or more between all individuals (workers, vendors, and customers) unless this creates a safety hazard due to the nature of the work or the configuration of the workspace
- Designate assigned working areas to workers where possible to limit movement throughout the restaurant (assigning zones to servers)
- Stagger work schedules, break times to ensure 6 feet of physical distancing
- Minimize the use of confined spaces (vehicles, walk ins- one at a time)
- Require face coverings (except medical condition or disability)  
\* Customers may remove face coverings while seated at tables
- Outside seating must have management personnel dedicated to the area with telephone access in the event of an emergency – Required for Emergency Response and for ABCC Liquor Service on Patios and Outside Areas**

**HYGIENE PROTOCOLS - Apply Robust Hygiene Protocols**

- All workers must wash their hands frequently, and table servers must wash their hands or apply hand sanitizer between each table interaction
- Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient time for workers to wash hands frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- Alcohol-based hand sanitizers with at least 60% alcohol should be made available at entrances, exits, and in the dining area
- Supply workers at workplace location with adequate cleaning products
- Post visible signage throughout the site to remind workers and customers of hygiene and safety protocols
- Self-serve, unattended buffets, drink stations are prohibited
- Condiments and similar products should not be pre-set on tables. (provide on request in single-serving or in containers that are sanitized between each use)
- Menus must be one of the following: 1) paper single-use, disposed after 2) displayed menu (digital, whiteboard, chalkboard), 3) electronic menus viewed on customers' phones / mobile devices
- Utensils must be either single-use or sanitized after each use; utensils should be rolled or packaged.
- Tables and chairs must be cleaned and sanitized between each seating

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**STAFFING & OPERATIONS - Include Safety Procedures in the Operations**

- Reservations should be encouraged; managers must ensure that diners waiting for tables do not congregate in common areas or form lines
- Restaurants may not provide customers with buzzers or other devices to provide alerts that seating is available, or orders are ready; restaurants should instead use no-touch methods such as audio announcements, text messaging
- Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission
- Restaurant operators should establish adjusted workplace hours and shifts for workers to minimize contact across workers
- Limit visitors and vendors on site; deliveries should be in designated areas
- Workers should not appear for work if feeling ill
- Anyone showing signs of illness may be denied entry
- Encourage workers who test positive for COVID-19 to disclose to the employer for purposes of cleaning / disinfecting and contact tracing
- Notify workers that they may not work if they test positive for COVID-19 or are found to be a close contact of someone with COVID-19 (they should be quarantined at home)
- Testing of other staff may be recommended consistent with guidance and / or at the request of the Local BOH. Post notice to workers and customers of important health information and safety measures as outlined in government guidelines
- Post notice to workers and customers of health information and relevant safety measures in the Commonwealth's [Mandatory Safety Standards for Workplace](#)
- Designate the Person in Charge (105 CMR 590) for each shift to oversee implementation of the guidelines in this document
- Restaurants will be allowed to maximize outdoor dining space, including patios and parking lots where available, *where municipal approval is obtained\* SEE BELOW*
- When taking reservations and when seating walk-in, restaurants should retain a phone number of someone in the party for possible contact tracing
- Encourage use of technological solutions where possible to reduce person-to-person interaction (contactless payment, mobile ordering, text on arrival seating)
- Workers who are particularly high risk to COVID-19 according to the CDC (age or underlying conditions) are encouraged to stay home/work from home
- Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer

**CLEANING & DISINFECTING - Incorporate Robust Hygiene Protocols**

- Clean commonly touched surfaces in restrooms (toilet seats, doorknobs, stall handles, sinks, towel, and soap dispensers) frequently
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas and high-touch surfaces
- Implement procedures to increase cleaning/disinfecting in the back-of-house. Avoid all food contact surfaces when using disinfectants. Food contact surfaces must be cleaned and sanitized before use with a sanitizer approved for food contact surfaces. Non-food contact surfaces must be frequently cleaned
- In the event of a presumptive or actual positive COVID-19 case of a worker, patron, or vendor, the restaurant must be immediately shut down for 24 hours and then must be cleaned and disinfected in accordance with current CDC guidance before re-opening

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**OUTDOOR ALTERATION OF PREMISES – ADDITIONAL OUTDOOR SEATING**

“Outdoor table service shall mean service that is provided outside the restaurant building envelope, whether on a sidewalk, patio, deck, lawn, parking area or other outdoor space. Outdoor table service may be provided under awnings or table umbrellas or other cover from elements, provided, however, that at least 50 percent of the perimeter of any covered dining space must remain open and unobstructed by any form of siding or barriers at all times.”

Notwithstanding the provisions of chapter 40A of the general laws, or any special permit, variance or other approval thereunder, or any other general or special law to the contrary, Pembroke may approve requests for expansion to outdoor table service, including in the descriptions of licensed premises as described below:

1. Proposed Description of Temporary Alterations - Summarize details taken for alterations/additions to create outdoor space, including a complete description of premises including number of tables, knee walls, dividers, screens, overhead covering (tent/awning), anchoring system, etc.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. You must have the legal right to occupy the proposed area and be able to demonstrate this fact through providing a lease or other document.

**You must submit a detailed floor plan with information requested, below and be inspected for certain aspects of your Plan, if applicable. All fees associated with the Temporary Permitting of Outdoor Service Plans will be waived in Phase Two (2).**

Total Sq. Footage     Seating Capacity     Occupancy   
Number of Entrances/Exits     Cover/Tent Dimensions     Partitions

Provide a detailed floor plan below of your proposed outdoor space complete with markings for tables, temporary dividers, entrances/exits, location of mandatory personnel and any additional features proposed. Bring this plan with you to the Express Lane Permitting Event on Monday and Tuesday, June 8<sup>th</sup> and 9<sup>th</sup>, 2020.

**Public Safety and Fire Safety**

All Temporary Outdoor Service Permits must receive an inspection to address public safety and access concerns by the Police Department and Fire Department.

In accordance with 780 h.2126, Chapter 22, Section 23 of the MA Building Code (NFPA 58), Bollard Protection or Vehicle Barricade Systems, will be required for any outdoor area adjacent to a right of way, a parking lot or structure, or at the determination of Pembroke Emergency Management. Include installation of this requirement in detailed floor plan.

**PEMBROKE EMERGENCY MANAGEMENT REOPENING CHECKLIST**  
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The Fire Department requires clear egress to a public way, both inside and outside of your temporarily amended plan. Clear access for fire apparatus through parking lots (entrance and exits) is required. If heating a structure is planned, a permit for natural gas or propane is required. If your restaurant was closed (not open for take-out) during the pandemic shutdown, a full inspection is required. If your restaurant was open for take-out, just current inspection paperwork listed is required: Fire Alarm Inspection current (11-20-2019 or newer); Sprinkler Inspection Current (11-20-2019 or newer); Suppression system in kitchens current (2-20-2020 or current) and Vehicle barricade protection (Approved by Building, police and fire departments).

**Building and Wiring Inspections, Zoning Enforcement**

All Covered Outdoor Service Plans will require a Temporary Building Permit (at no charge) for the installation of a Tent for Outdoor Seating and a Temporary Electrical Permit if lighting will be installed. Links to both permit applications are listed below and must be completed and submitted to the Building Department on or before the time of your Public Safety Inspection. Please include the size of your tent, a plot plan showing where it will be located and how it will be attached to the ground. If you are installing lighting you will need a licensed electrician to apply for the permit. There will be no charge for these permits or inspections. Please contact the Building Department with any questions at 781-293-3864.

[https://www.pembroke-ma.gov/sites/pembrokema/files/uploads/building\\_application.pdf](https://www.pembroke-ma.gov/sites/pembrokema/files/uploads/building_application.pdf)  
[https://www.pembroke-ma.gov/sites/pembrokema/files/uploads/electrical\\_permit.pdf](https://www.pembroke-ma.gov/sites/pembrokema/files/uploads/electrical_permit.pdf)

**Health Safety Inspections**

All Restaurants will need to self-certify to each aspect of this checklist and affirm that self-certification by signing below to begin the Express Lane Inspectional Process. To expedite your Certification, including on detailed floor plan of existing premises markings to denote interior spaces to be used by staff for conveyance of food and/or liquor service, kitchen, food and liquor storage and prep areas as well as public access to bathrooms with sanitization plan and plans to document same.

**My business requires A Temporary Alteration of Premises for Liquor Service**

List any other comments or concerns you have for reopening not otherwise addressed in this application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Manager/Owner: \_\_\_\_\_

Telephone for Contact/Scheduling: \_\_\_\_\_

Email Address for Contact/Scheduling: \_\_\_\_\_

Signature: \_\_\_\_\_