

# NYC OPEN RESTAURANTS COMPLIANCE CHECKLIST JULY 2020



USE THIS CHECKLIST AS A GUIDE WHEN YOU ARE INSPECTED

BROUGHT TO YOU BY THE BROOKLYN CHAMBER OF COMMERCE



# NYC OPEN RESTAURANTS REQUIREMENTS

## COMPLIANCE CHECKLIST



### ITEM FOR COMPLIANCE

AGENCY  
AND  
PENALTY



### APPLYING TO BE AN OPEN RESTAURANT

- Apply and obtain certificate authorizing approval for the Open Restaurant Seating Program
- Reminder...Open Restaurant Dining Hours are:
  - Monday-Sunday 8am to 11pm
  - Sunday 10am to 11pm

NYC  
DOT  
  
\$1,000



### PPE REQUIREMENTS

- Provide employees with acceptable face coverings at no-cost to employees
- Ensure that employees wear face coverings; and have an adequate supply of coverings

NYC  
DOH  
  
FINE  
TBD





# NYC OPEN RESTAURANTS REQUIREMENTS

## COMPLIANCE CHECKLIST

✓	ITEM FOR COMPLIANCE	AGENCY AND PENALTY
<b>REQUIREMENTS FOR SIDEWALK SEATING</b>		
<input type="checkbox"/>	Restaurant must provide tables and chairs (or physical barriers to ensure social distancing)	NYC DOT  \$1,000 EACH
<input type="checkbox"/>	Address the NYS Outdoor Takeout Delivery and Food Services Summary Guidance document	
<input type="checkbox"/>	Sidewalk seating area may not exceed business frontage	
<input type="checkbox"/>	Leave clear 8-foot path for pedestrians (parking meters, tree pit w/o guards & traffic signs are exempt)	
<input type="checkbox"/>	Seating must be at least 3-feet from adjacent business	
<input type="checkbox"/>	Operations must not block subway grate, utility hardware, or Siamese water connection	
<input type="checkbox"/>	Operations must not block bus stop waiting area	
<input type="checkbox"/>	No above-grade structures that could be considered obstructions are allowed	





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<b>REQUIREMENTS FOR ROADSIDE SEATING</b>		
<input type="checkbox"/>	Create an 18" wide x 30-36" high protective barrier on 3 sides, to separate seating from the travel lane	NYC DOT  \$1,000 EACH
<input type="checkbox"/>	Place barriers adjacent with no gaps and no more than 8-feet from the curb	
<input type="checkbox"/>	Mark barriers with yellow reflective tape or reflectors to ensure visibility at night	
<input type="checkbox"/>	Provide ramp for ADA compliance, which can be made of non-permanent materials	
<input type="checkbox"/>	Seating or barriers must be AT LEAST 15-feet away from a fire hydrant	
<input type="checkbox"/>	Seating or barriers are AT LEAST 8-feet from a crosswalk to allow for safe vehicle turns	
<input type="checkbox"/>	Ensure that any lighting that is NOT blinding to passing traffic	
<input type="checkbox"/>	Seating within a No Stopping Anytime or No Standing Anytime zone, bike lane, bus lane/stop, taxi stand, or Car Share space is NOT allowed	





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REQUIREMENTS FOR ROADSIDE SEATING		
<input type="checkbox"/>	Only utilize umbrellas with a weighted base or properly secured tents	NYC DOT  \$1,000 EACH
<input type="checkbox"/>	Do NOT run power cords or other items across the sidewalk to the roadway seating	
<input type="checkbox"/>	Provide tables, chairs, and barriers must be provided by operating business	
<input type="checkbox"/>	Tables and chairs must be removed or secured in place when not in operation	
<input type="checkbox"/>	Comply with NYC Fire Department Open Flame and other applicable Fire Code requirements	
<input type="checkbox"/>	Address the NYS Outdoor Takeout Delivery and Food Services Summary Guidance document	





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✓	ITEM FOR COMPLIANCE	AGENCY AND PENALTY
	REQUIREMENTS FOR ACCESSIBILITY	
□	Toilet facility provided for employees and/or patrons, when required (restrooms must be ADA compliant)	NYC DOH \$300-350
□	Hand-washing facility provided near food preparation area and toilet room	NYC DOH \$300-350
□	Businesses must have an ADA ramp in curb lane AND a minimum of 5 percent ADA-compliant tables	NYC DOB FINE VARIES





# NYC OPEN RESTAURANTS REQUIREMENTS

## COMPLIANCE CHECKLIST

✓	ITEM FOR COMPLIANCE	AGENCY AND PENALTY
	NYS REQUIREMENTS FOR OUTDOOR FOOD SERVICE OR TAKE-OUT	
<input type="checkbox"/>	Develop and post a Business Reopening Safety Plan	NYS DOH  FINE TBD
<input type="checkbox"/>	Maintain a record indicating a health screening process in place for employees	
<input type="checkbox"/>	Mark 6-feet apart where people would be forming lines or gathering	
<input type="checkbox"/>	Create designated area for vendor pickups and deliveries	
<input type="checkbox"/>	Maintain a log stating the date, time, and scope of cleaning and disinfection	
<input type="checkbox"/>	Signage at business to remind personnel about proper hygiene, social distancing, use of PPE and disinfecting	

PLEASE NOTE  
THIS CHECKLIST IS NOT COMPREHENSIVE, AND MOSTLY COVERS REQUIREMENTS THAT RELATE TO OPEN RESTAURANTS AND COVID-19 RELATED MEASURES. IT DOES NOT INCLUDE ALL OF THE FEDERAL, STATE AND LOCAL LAWS THAT APPLY TO FOOD ESTABLISHMENTS







# HELPFUL LINKS & RESOURCES

- ✓ **Brooklyn Chamber Business Reopening Hub**  
<https://www.brooklynchamber.com/covid-19/>



**COVID-19 Resources**  
COVID-19 resources for businesses now available. The Brooklyn Chamber of...  
[brooklynchamber.com](https://www.brooklynchamber.com)

- ✓ **Restaurants Reopening Safety Plan Template**  
<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/OutdoorTakeoutDeliveryFoodServicesSummaryGuidance.pdf>

- ✓ **Open Restaurants Application**  
<https://www1.nyc.gov/html/dot/html/pedestrians/openrestaurants.shtml#apply>

- ✓ **NYS Guidance for Outdoor Food Service & Take-Out/Delivery**  
<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/OutdoorTakeoutDeliveryFoodServicesSummaryGuidance.pdf>

- ✓ **NYS Liquor Authority: What to Know if You're a Licensed Retailer**  
<https://sla.ny.gov/what-you-need-know-if-youre-licensed-retailer>  
<https://sla.ny.gov/guidance-requirement-licensees-premises-service-privileges-serve-food-alcoholic-beverages>

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