



**Planning Department**  
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## **COVID-19: TEMPORARY OUTDOOR DINING GUIDANCE**

### **NO FEE IS REQUIRED**

**(These permits will become in effect once the Governor allows restaurants to re-open)**  
(revised 5/29/20)

As part of the Outdoor Dining application, you must submit a plan showing where the proposed seating would be located on the property along with the diagram depicting the proposed outdoor seating to the Fire Marshal's Office. The plan needs to comply with the May 20, 2020 Department of Health Services Outdoor Seating Guidance Memorandum. The proposed Outdoor Dining shall not exceed the number of seats approved by the Department of Health Services, as indicated on your Health Department permit and/or the number of occupants permitted by the NYS Fire Code. The Plan must also address the following:

1. Only existing restaurants, delis and bistros with a valid certificate of occupancy will be considered for temporary outdoor dining.
2. A floor plan of the proposed layout shall be submitted with the written narrative plan.
3. Outdoor dining permits will not be issued until such time as it is permitted.
4. Strict adherence to the CDC guidance and recommendations for public and essential businesses as well as state, county and local jurisdictions.
5. Separation of tables for social distancing to attain a minimum 6 foot separation between chairs with patrons occupying them.
6. No more than four persons (4) to be seated at a round table and two persons (2) at a square table. Any groups larger than four persons must be split into separate tables to comply with social distancing.
7. Face masks should be available to anyone who wants them and hand sanitizer should be available at several locations within the establishment.
8. It is recommended that reservations be made by patrons to determine the size of the party, and if there may be or has been a recent sickness or contamination of any of the patrons.
9. Sanitizing of all surfaces, including but not limited to, door handles and countertops shall be accomplished on a continuous basis. Tables, chairs, bar tops and other flat surfaces shall be sanitized between patron reservation seating. A sufficient amount of time must be allotted between reservations to accomplish this. It is recommended that a mild bleach solution be used to accomplish this.
10. Soap shall be supplied at all handwashing stations for patrons and staff.
11. Employees shall be screened prior to their shift and a log shall be maintained. If employees are ill in any way they should not be reporting for work. The same would go if the employee was exposed to or suspected to have been exposed to COVID-19.

12. TENTS- all tents 400 sq feet or larger shall require a permit from the Fire Marshal's office.
- A. Tents shall be secured with tent stakes. Any other method of securing shall require a signed & sealed letter from a licensed Engineer describing in detail the method of securing to be used. The letter shall be submitted to the Fire Marshal's office prior to erecting the tent.
  - B. Tents for Temp Outdoor Dining shall not be permitted to have more than two (2) sidewalls.
  - C. Tents shall have illuminated exit signs and emergency lighting.
  - D. No Smoking signs shall be posted in conspicuous locations.
  - E. Tents shall comply with all NYS Code requirements.

Three (3) copies of the application, plans and materials are to be submitted to the Town of Riverhead Planning Department for review and approval prior opening. A site inspection by the Fire Marshal will be required prior to opening to assure compliance with the proposed plan.

Should you have any questions, please contact the Jefferson V. Murphree, Building and Planning Administrator (631) 727-3200, ext. 239

