



**City of Clifton
Department of Health
900 Clifton Ave.
Clifton, NJ 07013**



**Clifton Health Department
Public Health**
Prevent. Promote. Protect.

John E. Biegel, III
Health Officer
Director Human Services

Phone: 973-470-5760
Fax: 973-470-5768
Email: jbiegel@cliftonnj.org

September 2, 2020

Dear Applicant:

We know how challenging the Covid-19 pandemic must have been on your business over the last few months. In an effort to reopen Clifton Businesses in a manner that ensures the health and safety of both your employees and patrons, we ask that you adhere to Executive Order 183 signed by Governor Murphy on September 1st which establishes rules for the resumption of Indoor Dining at 25% capacity beginning on Friday, September 4, 2020. **There is no fee for this application.**

In order to apply for the Indoor Dining License, you MUST have a valid 2020 City of Clifton Establishment license.

All businesses must complete the *Application for License* as well as provide a detailed seating/plot plan. For your convenience, we have enclosed the above stated documents along with other requirements.

Beginning on Friday, September 4th, Under the Department of Health's Health and Safety Standards, food or beverage establishments offering in-person service must adhere to the following protocols, among others:

1. Limit the number of patrons in indoor areas to 25 percent of the food or beverage establishment's indoor capacity, excluding the food or beverage establishment's employees;
There will be a sign included with the Application Packet that MUST be posted at the front entrance with the number of occupants allowed indoors at 25% capacity
2. Limit seating to a maximum of eight (8) customers per table (unless they are from a family from the same household) and arrange seating to achieve a minimum distance of six feet (6 ft) between parties;
3. Require customers to only consume food or beverages while seated;
4. Require patrons to wear face coverings while inside the indoor premises of the food or beverage establishment, except when eating or drinking at their table;
5. Food or beverage establishments with table service must require that customers be seated in order to place orders;
6. Food or beverage establishments with table service must require that wait staff bring food or beverages to seated customers; and
7. Keep doors and windows open where possible and utilize fans to improve ventilation.

The Clifton Health Department is a contractual health agency serving the Township of Little Falls.



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The Governor's Executive Order includes requirements for theaters and indoor performance venues to reopen to the public on Friday, September 4, which include:

1. Any particular showing is limited to 25 percent capacity with a maximum of 150 people;
2. Groups that buy tickets together can sit together, but must be at least 6 feet apart from all other groups; and
3. Individuals must wear masks, unless they are removing them to eat or drink concessions.

For a copy of the Department of Health's Health and Safety Standards for Indoor Dining in Restaurants, please see the attachment included in this packet.

If you are a restaurant owner, and did not receive an email from the Clifton Health Department, please contact Lauren Scarfo at 973-470-5758 or email lscarfo@cliftonnj.org.

Thank you for your cooperation. Should you have any questions, please don't hesitate to call the Clifton Health Department at 973-470-5758.

Sincerely,

John E. Biegel, III
Health Officer/Director, Human Services



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CITY OF CLIFTON APPLICATION FOR INDOOR DINING INSTRUCTIONS

The procedure for applying for INDOOR DINING is as followed:

1. Fill out all forms correctly and in their entirety. Please type out the forms and return them via email to health@cliftonnj.org and lscarfo@cliftonnj.org or mail to:
City of Clifton Health Department, 900 Clifton Ave., 2nd Floor, Clifton, NJ 07013.
2. Approval will be based on a completed application that meets all requirements.
3. If you are an out of state corporation, we require a local contact. Include the list of names, addresses and telephone numbers, and email addresses of all owners of the business (Licensees). Please list the local contact's information on the Indoor Dining Application.
4. Layout Plans
 - a. Dining Area and Bar Area Plans
One (1) set of layout plans, drawn to the best of your ability, showing location of all proposed tables and chairs intended to be located inside the dining area
5. Disinfection Plan (Provide List of Cleaning Products)
Provide sample of Cleaning Log, including date, time and scope of cleaning
Cleaning of Shared Items and High Contact Areas
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
6. Infection Control Plan
 - a. Employee Safety Plan (**Include sample of Daily Employee Health Check Log**)
 - b. **Personal Hygiene Plan**
7. Signage Plan
Examples of Signage are included in this packet: Wearing Face Coverings, Handwashing, No Smoking, If You're Sick, Stay Home, and Social Distancing

If any of these steps are not followed your application will be deemed incomplete.



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CITY OF CLIFTON
APPLICATION FOR INDOOR DINING

Names of Business: _____

Address of Premises: _____

Normal Number of Occupants: _____ **Occupants at 25% Capacity:** _____

Applicant Name: _____

Address: _____

Telephone: _____

Cell Phone: _____

Email: _____

****Attach a list with full names, addresses and telephone numbers of each owner or executive of the business.**

Name & Info of Local Contact: _____

Heating, Ventilation, and Air Conditioning (HVAC) System:

What is the Make and Model of your HVAC System? _____

Is your HVAC System at maximum for outdoor air capacity? _____

(It is recommended to run your system at high capacity during operation; the system must be running two hours before the start of operation and on until two hours after the end of operation)

How often are filters changed? _____

When was the last Maintenance check/inspection completed? _____

Keep doors and windows open with screens if possible.