



RYE EMERGENCY MANAGEMENT

555 Washington Road Rye, New Hampshire 03870



Kevin Walsh
Emergency Management Director /
Police Chief
(603) 964-5522

Mark Cotreau
Assistant Emergency
Management Director

TO: Rye Businesses
FROM: Chief, Kevin Walsh, Chief, Mark Cotreau, Building Inspector Chuck Marston
RE: Guidance for Business Re-Open

As we look to opening businesses in Rye as early as May 18th, the Town has provided some guidelines to assist you, your customers and employees during this process. Per the Governor's Economic Re-Opening Task Force, they recommend protocols in the Stay at Home 2.0 order, for safeguarding all New Hampshire businesses during the coronavirus disease (COVID-19) pandemic. This industry-specific guidance is based on what is currently known about COVID-19 and is intended to protect the public's health and allow New Hampshire to remain open for business. Please make sure to read the Stay at Home 2.0 orders thoroughly and begin preparing your location with signage, guidelines for sanitation and social distancing.

The Town of Rye is requiring an application be submitted to the Rye Fire Department. Once we receive a completed application, we will be working hard to set up an on-site review and approval.

The intent of these recommendations is to reduce transmission of COVID-19 among employees and customers; support healthy business operations; and maintain a healthy work environment. They provide information on:

- **Employee Protection:**
- **Consumer Protection Phase 1:**
- **Business Process Adaptations:**
- **Tents:**

Notice to the public and more information about how the Town could assist in re-opening your business may be found at the following link: <https://www.town.rye.nh.us/emergency-management>

If you are in need of PPE equipment for your business, please visit the www.nh.gov web site:

- a. Click on the top, yellowish color banner at the top of the page (Coronavirus COVID-19)
- b. To the right of the page, there is a blue button which says "Masks for Businesses Request Form"
- c. Select which DMV office you want to pick up your masks from and fill out the order form

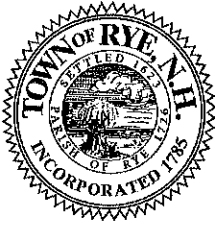
For any specific questions or information, we recommend that you look at the link to the CDC's page for businesses to better determine where your business falls within the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Most recent outdoor dining Governor's Order:
<https://www.governor.nh.gov/news-media/stay-at-home/documents/2020050-restaurants.pdf>

The Town of Rye appreciates you staying open and providing a service to the people and making this difficult time as normal as it can be. If you have any questions, please contact Kevin Walsh, Police Chief at (603) 964-5522.

Thank you,

Your Emergency Management Team



RYE FIRE RESCUE
555 Washington Road
Rye, New Hampshire 03870
www.town.rye.nh.us



Mark R. Cotreau
Chief of Department
mcotreau@town.rye.nh.us

Business (603) 964-6411
FAX (603) 964-9894

Temporary Outdoor Seating Authorization

Date: _____
Date Approved: _____

Temporary Permit #: _____
Expiration Date: **Expires with Emergency Orders**

Temporary authorization will be granted to restaurants to establish outdoor seating per the Stay at Home 2.0 Order and Guidelines. Any seating approved under this authorization must be removed or returned to its original status (prior to this authorization) within 14 days of the Emergency Orders expiring.

Any outdoor seating during the COVID-19 pandemic must be reviewed and approved by the Fire Department with input from the Health Officer, before use of the space is allowed. Once the Authorization request has been submitted, please allow 48 hours for processing. Restaurants agree to follow all guidelines for safety referenced in the Stay at Home 2.0 order.

Property Information

Property Owner: _____ Map/Lot#: _____
Property Location: _____ Phone#: _____
Email Address: _____

Plan Information

of Tables: _____ # of Seats: _____ Alcohol _____ Yes _____ No
Operating Hours: _____ Lighting Changes: _____ Yes _____ No

Proposed Plan Layout

The Proposed Layout (sketch) must be attached on a separate sheet and **MUST** show

- ☐ 1. Dimensions of Proposed Areas, Tables, Number of seats per table, Spacing between tables.
- ☐ 2. Include all existing lighting for the proposed dining area on the above dimensioned site plan.
- ☐ 3. Protections utilized to protect diners from traffic if required. Please be detailed.
- ☐ 4. Whatever is required to be in serving areas to run the business. Please be detailed.
- ☐ 5. NO outside entertainment.
- ☐ 6. Public and employee restroom use plan, to include sanitation recommendations from CDC.
- ☐ 7. Plan to enforce seating and parking for takeout and outside restaurant customers.
- ☐ 8. Any other proposed changes.
- ☐ 9. Copy of license from New Hampshire Liquor Commission, if applicant intends to serve alcohol.
- ☐ 10. If you are using private property include an email/signed letter from the property owner giving you permission to use their property. Please include all special requirements set forth



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by said property owner including certificate of insurance naming them as an additionally insured.

- ☐ 11. Permit applicant (business) shall provide proof of general liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, including the Town of Rye as an additional insured on a primary and noncontributory basis. The general liability insurance policy shall not exclude claims arising from disease or pandemic, or claims occurring during a state of emergency.
- ☐ 12. Permit applicant (business) shall defend and indemnify the Town of Rye, its officials, employees and volunteers against all demands, claims, suits and actions seeking damages, penalties, costs, interest, statutory relief and/or equitable relief on account of bodily injury, death, personal injury, property damage and/or economic injury arising out of or related to the permit or the activities of the permit applicant.
- ☐ 13. If you are using sidewalk space for patrons, you agree and understand that you will be solely responsible for cleaning the sidewalk space (including the removal of trash/dropped items from the sidewalk) daily, and that you may be required to relocate or eliminate sidewalk dining if the Department of Public Works requires access to the sidewalk space for any reason, including but not limited to, cleaning, maintaining or repairing the sidewalk or adjacent street.
- ☐ 14. If the plan proposal includes a tent, the tent can only be used as a type of roof covering without sides. Dimensions of the tent(s) MUST be provided. NOTE: An additional inspection will be required with the use of a tent. Once floor plan is submitted and approved no changes without prior approval.
- ☐ 15. Copy of health license must be included

Restaurants that have existing outdoor dining do not need to apply to the Town for permission to open as long as they are not changing the footprint and follow the Governor's directives. The way the Rye process will work is that we'll receive applications complete with plans for property not owned by the restaurant and/or property that wasn't previously used for outdoor dining. For example, Atlantic Grill won't have to submit an application unless they plan on using property not used previously for outdoor dining, such as their parking lot.

Applications can be submitted to Rye Fire Rescue attention: Mark Cotreau, Fire Chief



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SIGNATURE PAGE

I/We _____ (owner/s) of,

_____ (establishment)

In signing this document, agree to abide by the most recent Governor's Order set forth by the State of NH regarding outdoor dining. I/We understand the failure to do so could end up with the revocation of my temporary outdoor dining approval.

We will need a fully completed application to process this temporary permit. The undersigned attests that the supplied information is accurate and complete.

Persons responsible and accountable for the business and/or property shall sign below.

Signature of Applicant _____ Date: _____.

Conditions:

Approval Building Department: _____ Date: _____
Approval Police Department: _____ Date: _____
Approval Health Officer: _____ Date: _____
Approval Fire Rescue: _____ Date: _____

In signing this document, you agree to the stated terms and conditions of the document. Violations of this agreement or the Governor's Order set forth by the State of NH shall be formally submitted to the appropriate licensing agencies.

Date: _____