



The American Legion Department of New Jersey COVID-19 Tool Kit



Re-Opening Post Canteens For Outdoor Service

Current as of June 19th, 2020

Commander Robert “Bob” Newell
Adjutant John Baker
Judge Advocate Michael Wilson
Chaplain Michael Schaffer
Finance Officer Dan Channel
Historian Ben Auletta
Service Officer Kenneth Connors

Vice Commanders

District 1: Thomas Dresdner
District 2: Darrel Collins
District 3: James Conroy
District 4: Philip Wien
District 5: Richard Godfrey

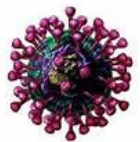


COVID-19 Tool Kit

This Kit Includes:

- Guidance from Department
- Recommended Policies
- Recommended Procedures
- Recommended Personal Protective Equipment (PPE)
- Signage (Required & Optional)

NJ EO 103
NJ EO 150
NJ EO 153
ED 20-014
Municipality
Legion



Purpose

- Provide NJ American Legion posts with guidance and some of the tools they'll need to re-open their canteens for outdoor service.
- Develop a standard approach that can be flexible and adaptable so post canteens can be successful when they re-open for outdoor service.

Commander Bob Newell: "COVID-19 has changed our way of life for the foreseeable future. The NJ American Legion will remain viable and relevant to our veterans and the local community as we transition through these difficult times."



Background

Official NJ Statistics

Total Lab Confirmed Cases

167,703

Total Lab Confirmed Deaths

12,769

Total Tests Reported

1,147,841

Note: Data reported above is as of 6/5/2020 and updated on 6/17/2020



Click on NJ State Image Above for Latest official Statistics

NJ Executive Actions

- NJ Governor issued Executive Order (EO) No. 103 on March 9th, 2020 declaring a Public Health Emergency and State of Emergency. The EO included stay at home orders and mandated the closing of local businesses, schools, municipalities, etc. American Legion posts in NJ fall under the local business criteria.
- NJ Governor issued Executive Order No. 150 on June 3rd, 2020 which authorized the outdoor dining protocols and procedures to expand premises for liquor license holders.
- NJ Governor issued Executive Order No. 153 on June 9th, 2020 which detailed additional requirements for the re-opening of food and beverage establishments, including private clubs. NJ American Legion post canteens fall under this criteria.
- NJ State Department of Health issues Executive Directive No. 20-014 on June 3rd, 2020 outlining COVID-19 protocols for Food or Beverage establishments offering service in outdoor areas pursuant to NJ EO No. 150.
- NJ Division of Alcoholic Beverage Control (ABC) has issued additional requirements to liquor licensees as of June 11, 2020. Additional requirements include the following New Expansion of Premise permits
- All post must comply with any additional requirements mandated by their municipalities. Check with your local health department for more information.

New Jersey Has Been in a Public Health Emergency and State of Emergency Since March 9th, 2020 due to the COVID-19 Pandemic.



Guidance For Canteen Outdoor Service



ALL POSTS: Contact your County leadership for assistance. If you require additional assistance contact your Department District Vice Commander (DVC) or Department Executive Committee (DEC) member. We are in this together. Lets continue to help one another!



NJ Department Recommendations

- Safety First. The primary consideration is the safety of our fellow Legionnaires, Legion family members, and guests to your post.
- Follow the law and obey directives from NJ State and Local officials.
- Establish policies and procedures, for your post canteen, to meet COVID-19 outdoor service requirements.
- Brief all canteen personnel on COVID-19 requirements while performing their duties.
- Use common sense.

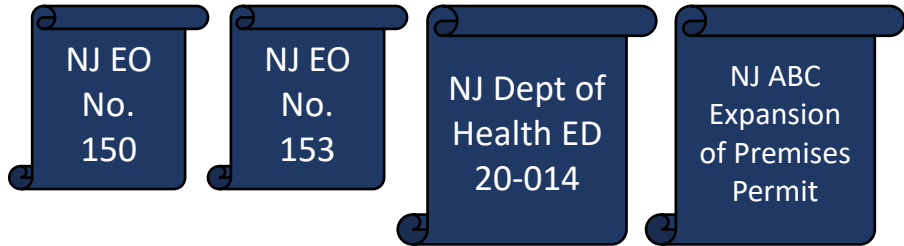
Definition of Guidance: *noun - help or advice that is given to someone, especially by someone older or with more experience.* Source: Oxford Dictionary



Guidance For Canteen Outdoor Service

Sources of Information

- Extracted requirements from EO 150 and EO 153
- Extracted requirements from NJ Department of Health ED No. 20-014
- Extracted requirements from NJ ABC
- Existing post policies



Click on images above to access documents

Recommended Policies & Procedures for Post Canteen Outdoor Operations

- Obtain all municipal approvals and permits before offering food and/or beverage consumption. (See separate slide)
- Establish and post any changes to opening and closing times.
- Post signage outside the canteen entrance and outdoor dining areas.
- Provide physical guides, such as tape on floors, sidewalks, and signage on walls to ensure that customers maintain social distancing while in line for restrooms, in line at waiting locations and seated at tables.
- Limit seating to a maximum of eight (8) customers per table and arrange tables to achieve a minimum distance of six feet (6 ft).
- Eliminate self-service food or drink options such as buffets, salad bars, and self-service drink stations.
- Additional policies established by the post.

Definition of Policy: *noun - a plan of action agreed or chosen by a political party, a business, etc.*

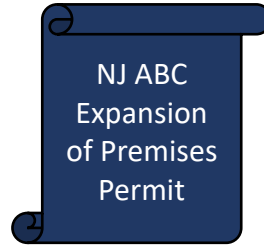
Source: Oxford Dictionary



Application Requirements

The application for the COVID-19 Expansion Permit will require the applicant to provide, at a minimum, the following information:

1. Name, address and license number of the applicant;
2. A description of the property that is the subject of the application (as well as a sketch or photographs of the property)
3. Written approval or documentation from the property owner authorizing the temporary use of the expanded property by a licensee
4. Proposed security plan for sale and service of alcoholic beverages on the expanded premises including prevention of pass-offs, underage drinking, and over-consumption
5. Acknowledgement by the licensee that it has reviewed all applicable local and State safety and social distancing guidelines, including Executive Order No. 150 (2020) and the COVID-19 Outdoor Dining Guidelines for Retail Food Establishments, and will operate the proposed expanded premises in accordance with those guidelines or any that may be promulgated during the term of the permit.



Click on image above to review ABC permit requirements



New COVID-19 Expansion Permit

- Confirm if existing liquor license includes grounds and premises. If so... Expansion permit is not required. Normally a liquor license that is for premises, and does not include grounds, is for inside the building only. Contact NJ ABC if you are unsure.
- The COVID-19 Expansion Permit will allow licensees to expand their premises onto areas adjacent to or contiguous with the licensed premises.
- The Director may also permit a licensee to expand its premises onto non-contiguous property, provided the property is in reasonable proximity to the licensed premise and the licensee has safeguards in place to ensure that alcoholic beverages will be sold and served in a manner that protects public health, safety and welfare.
- Examples of permissible expansion areas include, but are not limited to: decks, patios, sidewalks, and parking lots adjacent to or contiguous with the licensed premises.

Liquor Licensees Must Apply for the New Expansion Permit if Their Current License is for Premises Only!!!



Canteen Guidance For Outdoor Service

- Conduct training session(s) for all bartenders and canteen support personnel.
- Explain the rules and requirements of NJ State and Local officials.
- Issue PPE guidance and provide PPE when personnel begin their work shift.
- Demonstrate disinfecting techniques.
- Require infection control practices, such as regular handwashing , coughing and sneezing etiquette, and social distancing.
- Provide sanitization material such as hand sanitizer and sanitizing wipes to all canteen personnel.



Recommended Policies and Procedures for Bartenders and Canteen Support Personnel

- Safety First. The primary consideration is the safety of our fellow Legionnaires, Legion family members, and guests to your post.
- Wash and/or sanitize hands when starting a shift and periodically while performing your duties.
- Don required Personal Protective Equipment (PPE) while performing your duties. PPE must include a face covering and gloves when in contact with patrons and serving their orders.
- Disinfect all tables, chairs, and any other shared items (menus, condiments, pens, etc) after each use.
- Observe customers and assess for symptoms of COVID-19.
- Ensure adherence to social distancing requirements by patrons.

Definition of Procedure: *noun - a way of doing something, especially the usual or correct way.*

Source: Oxford Dictionary



Canteen Guidance For Outdoor Service



Bartenders and Canteen Support Personnel:

- Be courteous and respectful to all customers.
- You are not the bad guy! The rules are being imposed on the Post by NJ State and Local officials. Their interest is the safety and well being of all citizens!
- Gloves are not required for customers. Wear of the face covering is required by customers when not seated at tables.
- **SUGGESTION:** Provide disposable face covering if customer does not bring their own. Not required but recommended.

Recommended Policies and Procedures for Customers

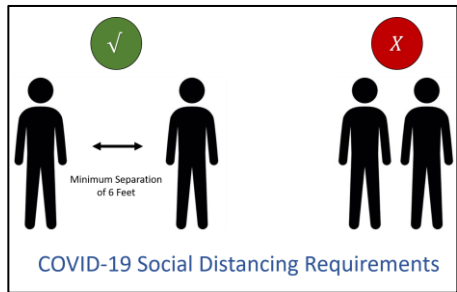
- Safety First. The primary consideration is the safety of our fellow Legionnaires, Legion family members, and guests to your post.
- No one with a fever or symptoms of COVID-19 shall be permitted on Post property.
- Inform customers that wearing of face coverings is required when:
 - 1) They are away from their table and unable to social distance.
 - 2) They are inside the indoor portion of the premises.
- Provide a hand sanitizer station for customers.
- Post signage to inform customers of the requirements.

Compliance with NJ State and Local Requirements Will Prevent Confrontation With Health Officials!!!



Tool Kit Includes Sample Signage

Note: Sample signage is provided at the back of this presentation. Print, laminate and use at your post!



Signage

Required

- Signage at the entrance to the canteen stating that no one with a fever or symptoms of COVID-19 shall be permitted on Post property.
- Social Distancing Signage in the following locations:
 - Entrance to the canteen
 - Waiting areas
 - While placing orders inside
 - Restrooms
 - Lines for seating

Optional

- Hand Sanitizing Station Sign
- Wear of Face Covering Sign
- Picnic Table Sign

Sample signage is provided at the back of this presentation. Print, laminate and use at your post!!!



WE ARE IN THIS TOGETHER!!!

References

The following links are to documents referenced in this presentation:

NJ Executive Order No. 150

<https://nj.gov/infobank/eo/056murphy/pdf/EO-150.pdf>

NJ Executive Order No. 153

<https://nj.gov/infobank/eo/056murphy/pdf/EO-153.pdf>

NJ Department of Health ED 20-014

https://nj.gov/health/legal/covid19/6-3-20_ExecutiveDirectiveNo20-014_OutdoorDining.pdf

NJ ABC Ruling SR 2020-10 (Expansion of Premises Permit)

https://www.nj.gov/oag/abc/downloads/SR_2020-10_Executed-Temporary-Extension-Permits.pdf

NOTE: If you would like a hardcopy of any of the references above contact DVC Tom Dresdner at dresdnert@gmail.com or 973-920-0831.



Contacts

Please make every attempt to coordinate with your County leadership first. If you still have questions feel free to reach out to the following:

NJ DEPARTMENT VICE COMMANDERS:

District 1: Thomas Dresdner - dresdnert@gmail.com

District 2: Darrel Collins - darrelcollins@msn.com

District 3: James Conroy - jim.conroy1944@gmail.com

District 4: Philip Wien - philwien@comcast.net

District 5: Richard Godfrey - rjg548@comcast.net

NJ DEPARTMENT ABC CHAIRPERSON:

Brian Hagal - bhagal1@comcast.net

Fly High for Our Veterans!!!

District Counties:

District 1 – Bergen, Morris, Passaic, Sussex & Warren

District 2 – Essex, Hudson, Middlesex & Union

District 3 – Hunterdon, Mercer, Middlesex & Monmouth

District 4 – Burlington, Cumberland, Gloucester & Salem

District 5 – Atlantic, Camden, Cape May & Ocean

SAMPLE SIGNAGE

Feel free to print, laminate and use at your post!

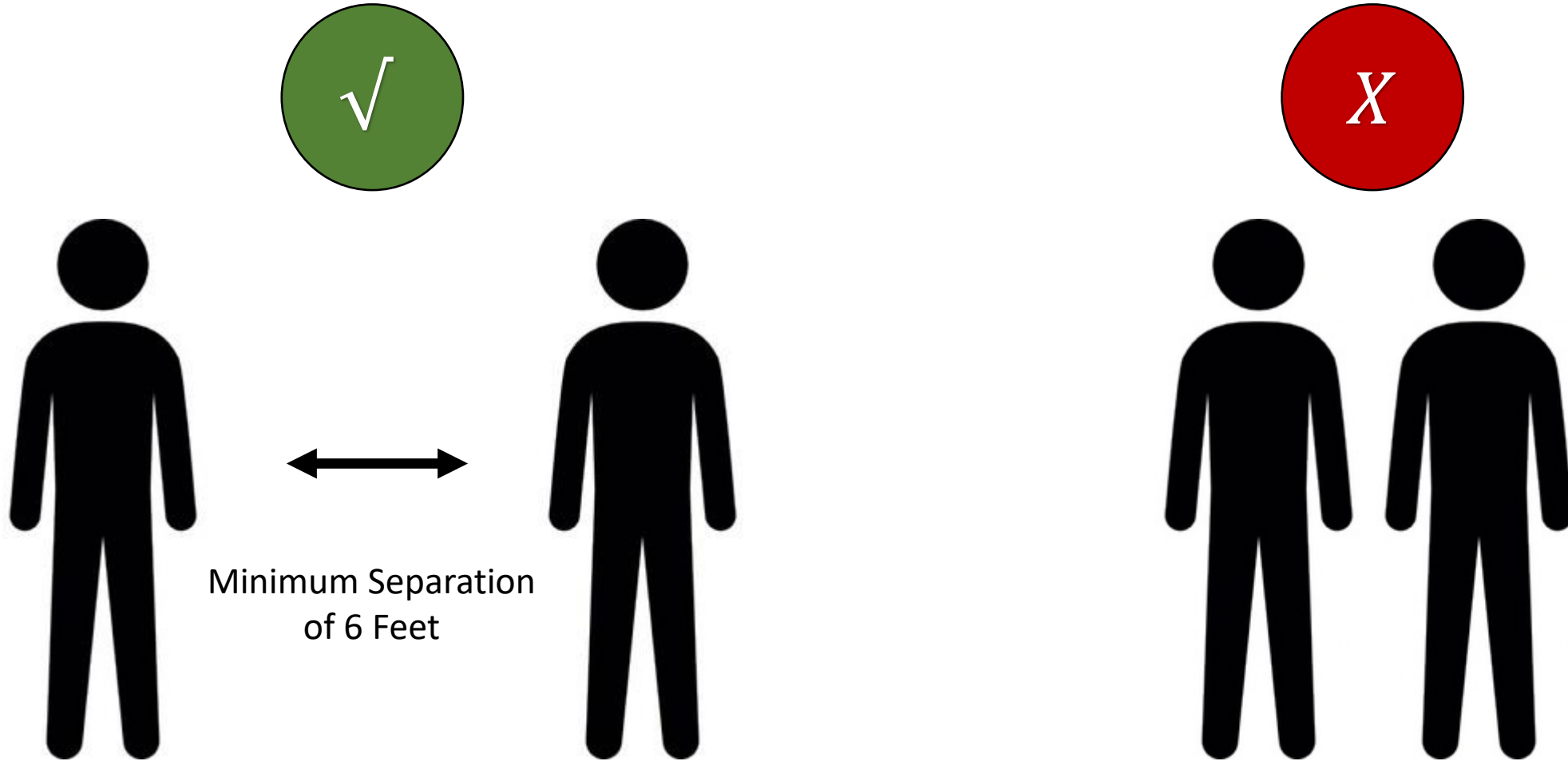
NOTE: The first two signs are required to be posted at the front entrance of your canteen. The additional signs are optional.



COVID-19 NOTICE

1. No one with a fever or symptoms of COVID-19 shall be permitted on Post property.
2. Only outdoor seating is allowable.
3. All members and their guests must wait outside until seated.
4. Members and their guests are permitted inside only to:
 - A) Place an order.
 - B) Use the restrooms.

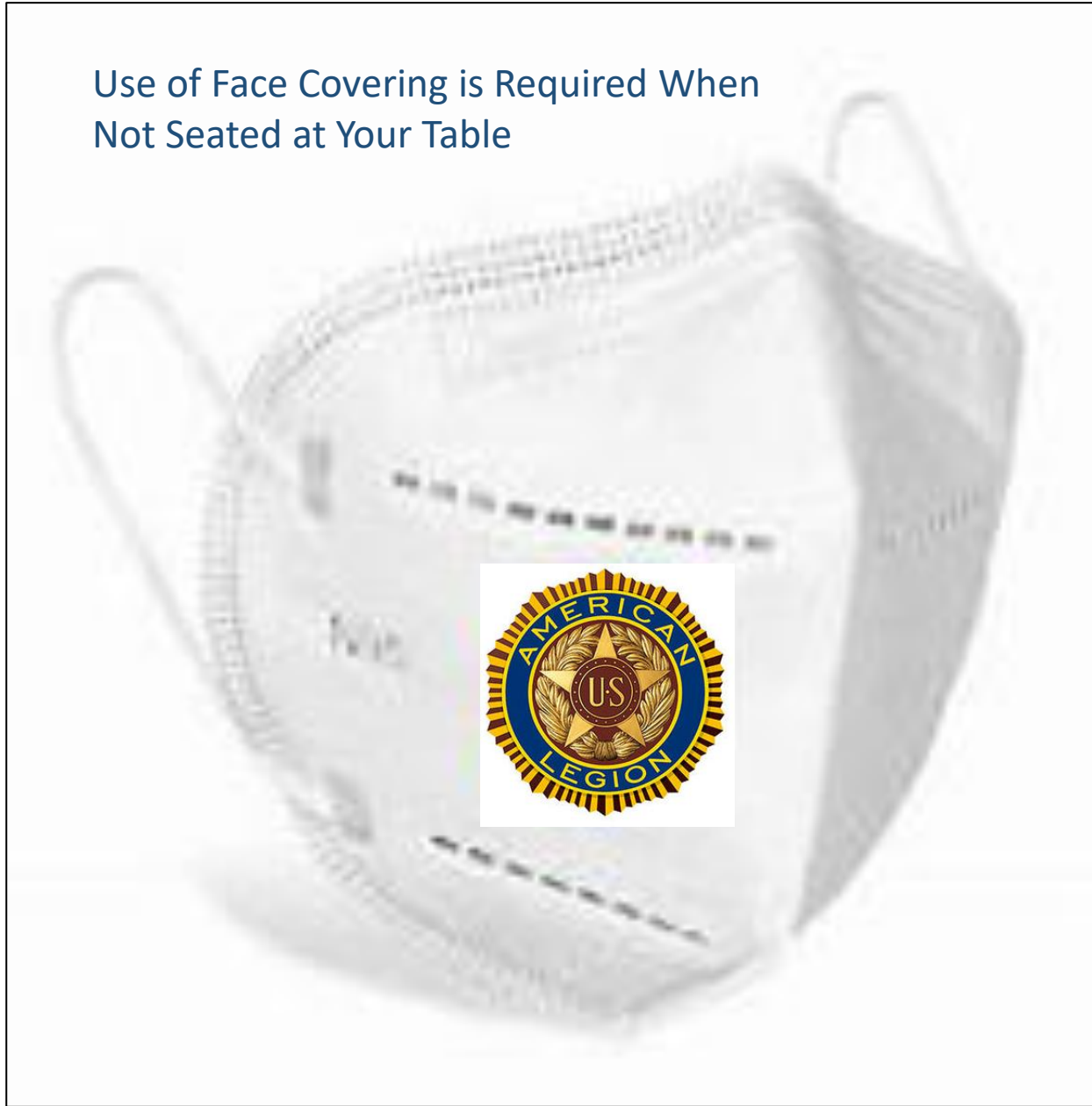
Note: The maximum number of members or guests permitted inside shall not exceed ten (10).
5. Seating will be limited to eight (8) customers per table.
6. All patrons must maintain six feet (6 ft) of separation between each other at all times including while seated at your table.
7. All patrons must wear face coverings on the premises unless seated at your table. Exception: Patrons with medical reason.
8. All canteen personnel must wash and/or sanitize hands when performing their duties.
9. Hand sanitizer will be available to all patrons.



COVID-19 Social Distancing Requirements



Use of Face Covering is Required When
Not Seated at Your Table





Maximum Occupants at Picnic Tables Shall Not Exceed four (4)



