Blueprint for Reopening Jefferson County

Resource Guide for COVID-19 Recovery

The Blueprint for Reopening Jefferson County FAQ provides broad recommendations for reopening communities and the economy safely and incrementally. The Jefferson County Health Department encourages organizations to consider these recommendations holistically, and apply it where able. Organizations should feel empowered to enact the solution most appropriate to their needs, assisting in reducing the risk in the spread of COVID-19. They should also consider what their actions will be if there is another wave of COVID-19.

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Common Questions and Concerns

Considerations for Reopening

- What are the symptoms for COVID-19?
  a. These symptoms may appear 2-14 days after exposure to the virus:
     i. Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.
  b. For more information from the Center for Disease Control (CDC); click here.
- How long should I self-isolate if I test positive for COVID-19?
  a. Symptomatic individuals with suspected or confirmed COVID-19 should remain in isolation until:
     i. At least 10 days have passed since first symptoms appeared; **AND**
     ii. At least 3 days (72 hours) have passed since recovery. Recovery is defined as a resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (cough, shortness of breath).
  b. Asymptomatic (Symptom-Free) individuals with lab-confirmed COVID-19 should remain in isolation until:
     i. At least 10 days have passed since the collection date of their first positive COVID-19 test, assuming they have not subsequently developed symptoms. NOTE: patients who develop COVID-19 symptoms during this period should extend isolation precautions for at least 10 days from the date of your symptoms onset (see above).
- I came in close contact with someone who had COVID-19. How long should I quarantine?
  a. COVID-19 usually shows symptoms between 2-14 days after exposure. You should stay home for at least 14 days after exposure. If you develop symptoms, call your health care provider to get tested. If you are an essential employee (healthcare, EMS, etc.), contact the health department for quarantine guidance.
- What are Required Safe Business Practices?
  a. Required best safe practices; click here.
  b. On May 7, 2020, the State released Wisconsin General Guidance for All Businesses: Best Practices to Reopen
     i. Visit: https://wedc.org/reopen-guidelines/ to see the full list of recommendations, broken out by sector.
- What should I do if my employer forces me to work while sick?
  a. Contact the Wisconsin Department of Workforce Development.
- Should I wear a cloth mask in public?
  a. Yes, refer to the CDC for guidance on proper face covering.

RISK ASSESSMENT

As the economy begins to reopen in Jefferson County; businesses and organizations should proactively create plans and policies to ensure the safety of their employees and the people they serve. One important step businesses/organizations can take is to conduct a risk assessment. Decisions driven by risk assessments will support protection of the health and safety of the public.

Throughout the FAQ, we have included high-level risk assessment scores from Johns Hopkins' Public Health Principles for a Phased Reopening During COVID-19: Guidance for Governors, where applicable. Not every sector has a risk score at this time. The scores are based on available published data and were determined by a group of public health and business experts. However, exact quantification of the risks of various activities is not possible. No mitigation step will reduce the risk completely, and even with multiple mitigation steps in place, some businesses or organizations may be too high a risk to open until a later date.

We encourage each business/organization to conduct a risk assessment specific to their trade and operational structure.

Risk Assessment Guide

- Assessing the risks requires a measurement of the **likelihood** of increased transmission and the **consequences** of that transmission.

- **Likelihood** – probability that reopening an organization where people will congregate will cause significantly increased transmissions.

- **Consequence** – impact that increased transmission could have on individuals or communities.

Risk can be assessed by categorizing business functions/operations into 3 categories:

- Contact Intensity & Duration

o High Contact – activities involve prolonged close contact ⇒ sharing a dorm room

o Medium Contact – falls between high and low ⇒sharing a meal in seats separated by several feet

o Low Contact – interactions that are brief and fairly distant ⇒ walking past someone in a shop

- **Number of Contacts** – approximate number of contacts is the approximate number of people in the setting at the same time (on average)

o Defined as Low, Medium, & High

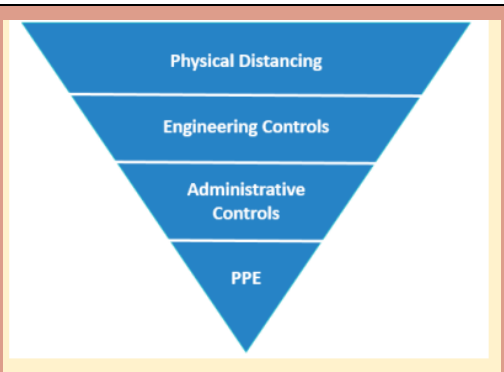
o A higher number of contacts is presumed to be riskier

- **Modification Potential**

o A qualitative assessment of the degree to which activities can be modified to reduce risk

o Examples include: physical distancing, modifications in workplaces, PPE, etc.

Special precautions should be taken to protect employees, potentially including restructuring duties to minimize person-to-person contact, changing work flows or operations to diminish risk, providing PPE for employees and providing enhanced sanitation and hygiene supplies.



Mitigation Strategies:

Using the modified hierarchy of controls, COVID-19 mitigation measures can look like:

Physical Distancing – wherever possible having people work or access the business from home; this should include restructuring responsibilities to minimize the numbers of workers that need to be physically present.

Engineering Controls – creating physical barriers between people.

Administrative Controls – Redistributing responsibilities to reduce contact between individuals, using technology to facilitate communication

Personal Protective Equipment – having people wear non-medical cloth masks. We will do our best to continue to update the FAQ with resources and tools to help businesses/organizations make critical decisions regarding operations during the COVID-19 pandemic.

Safety Net Services

Mental Health

The outbreak of COVID-19 may be stressful for people. Fear and anxiety about a disease, finances, home life and what happens when everything becomes "normal" again can be overwhelming and cause strong feelings for both adults and children. Coping with stress will make you, the people you care about and your community stronger. It is okay to ask for help! Take care of your mental health and call your healthcare provider or local resources for help!

RESOURCES:

Suicide Prevention

Jefferson County Human Services

Centers for Disease Control

Aging and Disability Resource Center

Resilient Wisconsin

General Recommendations

Businesses/Large Businesses

Every business in Jefferson County can act now to develop policies that will guard against workplace exposure to COVID-19 by protecting employees, educating customers and keeping your workplace safe and sanitary.

Click here to review guidance for relief and recovery resources for your business.

Jefferson and Dodge Counties offer resources for "BACK TO BUSINESS" from Thrive Economic Development and Wisconsin Small Business Development Center. Click here to locate services and resources vital to your business.

Business owners and employees are experiencing high levels of stress due to the outbreak of COVID-19. During this time essential workers are worried about their health and safety, employees that have been laid off are experiencing stress due to finances and business owners are navigating through the best way to operate their companies. There are resources available for business owners that can help you and your employees work through these issues. Click here for more resources through Jefferson County MyStrength.

- It is important to actively encourage sick employees to stay at home. While we understand the necessity of a workforce, sick employees pose a much larger threat to your workforce.
    - Sick leave policies need to be flexible and consistent with public health guidance. They must permit employees to stay home to care for sick family members or children
    - Develop plans for spikes in absenteeism
    - Employees who appear to have symptoms upon arrival at work or become sick during the day need to be immediately isolated from others and be sent home.
- Guidance from the CDC says that employers should not require a positive COVID-19 test result or a healthcare provider note for employees to validate their illness or qualify for sick leave.
- CDC guidance states that employers should not require a healthcare provider's note to return to work or a note from your local health department stating isolation/ quarantine measures have been lifted.
    - Healthcare provider offices and your local public health departments are extremely busy and are unable to provide these in a timely manner.
- If an employee in your business has been confirmed to have COVID-19, employers should inform fellow employees while maintaining confidentially as required by the Americans with Disabilities Act (ADA)
- For more information on an EMPLOYEE RETURN TO WORK form click here.
    - The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.
- **Any employee who is quarantined or isolated by recommendation of public health shall remain in isolation or quarantine until the criteria to discontinue those measures have been met.**
    - Please note that there are specific criteria that these patients must meet in order for these measures to be lifted. This criteria is outlined by the Centers for Disease Control and Prevention

and the Wisconsin Department of Health Services (DHS) and the guidance and removal of isolation/quarantine comes from local health departments.

- This criteria does not determine the overall health of an individual, rather it means that they are no longer infectious or at an increased risk of developing COVID-19.

Corporations, Manufacturing

- Practice physical distancing. In spaces where physical distancing is difficult, staff and guests should wear cloth face masks.
- Promote telework options for nonessential employees, promote physical distancing in the workplace, and utilize disinfection guidelines per the CDC.
- Consider special accommodations for personnel who are members of a vulnerable population.
- Consider expanding sick leave/FMLA.
- Do not let any employee (including yourself) who is exhibiting or has recently exhibited COVID 19 symptoms come to work for at least 72 hours after symptoms subside or they have been cleared by a medical professional.

  o Tips for identifying COVID symptoms: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

  o Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- Ensure that you have an adequate supply of paper goods, PPE (masks, gloves) and soap/sanitizer on hand to ensure quality hygiene among employees and staff. Enforce use of these items when interacting with customers unless otherwise specified in the recommendations.
- Discourage staff from sharing work tools and equipment (desks, phones, cooking utensils), when possible. If necessary, disinfect them before and after use.
- Provide employees with training on new processes and procedures and identify staff members that will be responsible for oversight and ensuring ongoing disinfection and sanitation.
- Consider creating alternating work teams where possible to ensure that should staff become infected there are alternate non-infected staff available to maintain operations.

SMALL BUSINESS

- Limit the number of patrons in the store at one time.
- Consider a daily log of individuals who enter.
- Maintain physical distancing practices.

Employee Health:

- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneezes using elbow (not hands).
- Practice physical distancing by setting up work stations at least 6 feet from other staff.

Disinfection:

- Disinfect frequently used items, equipment and surfaces every two hours. Item to consider are doorknobs and handles, cart and basket handles, bathroom faucets; check out stations and payment keypads.

Physical Distancing:

- Limit the number of people in the store (including employees) to 50% of the total occupancy limits established by the local municipality.
- Encourage clients to purchase online for curbside pick-up.
- Establish mechanism to maintain 6 feet separation while waiting in line to enter or check out. Consider marking six-foot intervals on the floor for patrons to stand on.
- Consider adding a partition with a pass-through opening at the bottom of the barrier in checkout lanes and service counter as a barrier shield.
- Consider designating hours for at risk populations.

Retail - Department Stores, Malls, Arts & Crafts, Etc.

- Limit the number of customers and staff to no more than 50% of store capacity or 4 people per 1,000 square feet.
- Practice physical distancing. In spaces where physical distancing is difficult, staff and guests should wear cloth face masks.
- Clean and disinfect often per CDC guidelines.
- Promote telework options for nonessential employees, promote physical distancing in the workplace, and utilize disinfection guidelines per the CDC.
- Consider special accommodations for personnel who are members of a vulnerable population.
- Consider expanding sick leave/FMLA.
- Consider establishing curbside pick-up to reduce in-store traffic and mitigate outdoor lines.
- Business should install markings for where customers line up to enable the customers to stay six feet apart
- Consider alternatives to lines, including texting customers to wait in their cars, and scheduling pick-up or entries.

ADDITIONAL RECOMMENDATIONS:

Employee Health:

- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick. Send employees home if they become sick during the work day.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneezes using elbow (not hands).
- Practice physical distancing by setting up work stations at least 6 feet from other staff.

Disinfection:

- Disinfect frequently used items, equipment and surfaces as much as possible. Item to consider are doorknobs and handles, cart and basket handles, bathroom faucets, check out stations and payment keypads.

Physical Distancing:

- Offer at least two hours per week of dedicated shopping time for vulnerable populations. (people over 60, pregnant women and those with chronic conditions)
- Encourage clients to purchase online for curbside pick-up.
- Establish mechanism to maintain 6 feet separation while waiting in line to enter or check out. Consider marking six-foot intervals on the floor for patrons to stand on.
- Consider adding a partition with a pass-through opening at the bottom of the barrier in checkout lanes and service counter as a barrier shield.
- Keep a daily log with name and contact information of individuals that enter.

RISK ASSESSMENT FOR REOPENING				
Category	**Contact Intensity**	**Number of Contacts**	**Modification Potential**	**Mitigation Resources**
Retailers	Low	Medium	Medium	NY state guidance, OSHA
Shopping malls	Low	Medium	Medium	NC state guidance, OSHA

Agriculture

Community Gardens

The following are best practices and considerations for garden coordinators and gardeners to support the safe operation of a critical community food source while minimizing the spread of COVID-19. Each garden should proactively take action to provide a safe environment, while considering the unique needs of the community. Since not all recommendations will be suitable for all gardens; it is important to follow safety measures and communicate with the Health Department and members of the public.

Safety measures:

- Create a garden schedule based on plot location or number.
- If anticipating large numbers of gardeners (for example, weekends), create a schedule to stagger times for arrival and availability to reduce crowds and allow for safe spacing. One option is to divide the plots into two groups based on a checkerboard design, having separate shifts (for example, AM/PM, Sat/Sun) for each group to increase spacing.
- Consider creating designated work hours only for vulnerable populations and those at higher risk.
- Consider limiting access to or not supplying common or shared tools.
    - Do not allow for the sharing of gardening gloves.
    - If limiting or not supplying, consider providing information on where to get low- or no-cost supplies.
    - If limiting or not supplying, consider working with community partners to obtain donated supplies that can be given to an individual for personal use.

    - If limiting access, provide information on proper cleaning and disinfection of tools and instructions on where to dispose of cleaning material safely off-site.
    - Limit access to tools with wooden handles as much as possible; if accepting tool donations specify that you are seeking tools with hard, nonporous material for the handles, such as aluminum or plastic, as they are easier to clean and disinfect. If sharing tools or a wheelbarrow with wooden handles, clean the handles with a detergent or soap and water, and wipe the outer surface with a disinfectant.
- Consider that items that cannot easily be cleaned (for example, garden hoses) could be a site for the transfer of the virus.
    - Require gardeners to wash hands before and after handling the hose.
    - If possible, hoses could be locked up permanently and alternative sources for watering could be used, such as providing individual watering cans or gallon jugs.
- Commonly touched surfaces should be cleaned and disinfected regularly (for example, gates, railings, water spigots, tables, doorknobs).
    - Consider leaving garden gates open during hours of operation to avoid frequent contact with gate and handles.
    - Remove or block off public benches, picnic tables, or any other shared spaces that may promote close contact.

Communication:

- Clearly communicate through social media, newsletters and signage the safety steps the garden is taking and what it means for gardeners.
- Clearly and quickly inform your gardeners and wider community of any policy changes.
- Post signage at garden to encourage washing of hands and tools; gloves do NOT replace proper hand hygiene and can transmit disease from one surface to another, including to yourself and others.
- Post signage reminding individuals to practice physical distancing of 6 feet or more while working.
- Post signage and communicate through other networks that individuals should NOT go to community gardens if they feel sick or have come into contact with someone who feels or has felt sick.
- Post signage and communicate through social media and other networks that even individuals who do not feel sick (and have not had contact with someone who has) should assume they are sick and asymptomatic, and they should practice physical distancing, good hygiene and other preventive measures when at the community garden.
- Post signage and communicate through other networks that when possible, the minimum number of people from a given household or family should come to the community garden; this decreases the number of individuals interacting at the garden and touching common surfaces or objects, which decreases the risk of spread for everyone.
- Post all signage in multiple languages (for example, English, Spanish, Hmong, Somalian, Lao).
- Encourage the use of simple cloth face coverings as an additional, voluntary public health measure; instructions on making a cloth face covering are available from the CDC. You can also see our flyers for making cloth face masks: How to make a cloth face covering without sewing and How to make a cloth face covering using a bandana.

Supplies:

- Hand and tool washing soap and facilities at each garden.
- See: How to build a hand-washing station for $20
    - Hand sanitizer should be available if a hand-washing station is not possible
- Cleaning materials to sanitize commonly touched surfaces such as spray bottles with a bleach mixture of 5 tablespoons bleach per gallon of water or 4 teaspoons bleach per quart of water.
- Secure place to lock up common tools so they can't be a source of transmission.
- Nonporous plastic tables that can easily be cleaned and disinfected.
- Automatic irrigation systems when possible.

To consider:

- Be prepared and understand that community gardens will be different this year due to the circumstances—be as flexible and understanding as possible.
- There may be fewer plots than normal as people avoid the garden due to sickness or fear of becoming sick—consider proactively working with members and other local partners to engage in fundraising or donations if you are concerned about revenues.
- There may be more gardeners or more new gardeners than normal, as high unemployment and food insecurity may make gardening an attractive option.
- Many municipal services that community gardens rely on may be operating different than normally—be patient and work with partners to address any disruptions this may cause your garden.
- Consider how you may be able to use harvest from your gardens to improve access for vulnerable populations in your community to fresh and healthy produce.

For Gardeners/Visitors

- **Do NOT visit the garden if you are feeling sick, showing signs of illness, or have had contact with anyone who is sick or has shown signs of illness.**
- Be patient and flexible with your community and garden organizers as they navigate changing conditions and guidance from other partners and agencies.
- Wash or sanitize hands before and after visiting the garden and regularly while at the garden, especially before or after touching any common surfaces or using any tools that may have been touched or used by someone else.
- Bring your own sanitizer or disinfecting wipes if you would prefer; even better, bring some to share or donate for the garden community to use if you can spare.
- If using gloves, machine wash gloves after each use if you can; consider packs of low cost cotton gloves that can be rotated.
- Minimize contact with surfaces (for example, doorknobs, gates, latches, railings).
- Cough or sneeze into your arm—do not cover mouth or face with your hands.
- Avoid touching your face while gardening.
- Rinse produce and wash hands well after returning home from the garden.
- Follow all new and existing garden policies, if you are unclear what your garden's policies are, contact your garden organizers for more information.
- Maintain physical distancing of 6 feet or more between yourself and others.
- Limit interactions and time spent at the garden.

- Limit the number of people from your household or family that go to the garden with you to the minimum possible.
- If possible, bring and use only your own tools. If using common or shared tools, wash the tools and your hands well with soap and water before and after use.
- Plan ahead and be prepared for limited access to the garden or inability to visit the garden if you or someone you live with gets sick.
    - Mulch now to prevent weeds and reduce soil moisture loss.
    - Use row covers for insect control when feasible.
    - Stay ahead of seasonal tasks.
- Physical distancing does not mean social isolation; gardeners are encouraged to stay in touch (for example, email, Zoom, Facebook).

Farmers Markets/Open Markets

The following are safety measures and best practices for farmers/open markets in Jefferson County to reduce the spread of COVID-19 while maintaining an essential food resource for the community. Each venue should proactively take action to provide a safe shopping environment while considering the unique needs of open markets. Please consider keeping closed if unable to maintain physical distancing, provide cashless or contactless transactions, or if there is difficulty in maintaining hand hygiene and sanitation standards.

Safety Measures:

- Close seating intended for consuming food unless physical distancing can be maintained.
- Prohibit food samples.
- Self-dispensing unpackaged food areas (including fresh produce) may stay open.
- Areas that require customers to use tongs or scoops are encouraged, but not required, to close; vendors must sanitize the tongs and scoops frequently.
- Follow physical distancing requirements between all individuals on the premise to the maximum extent possible.
- Increase spacing between vendors.

Best Practices for Operations

The following are best practices intended to minimize the spread of COVID-19 while maintaining an essential food resource for the community. Each market should proactively take action to provide a safe shopping environment, while considering the unique needs of the community. Not all recommendations will be suitable for all markets.

What can the market do?

- Pause or delay opening markets if safety measures cannot be adequately maintained.
- Consider alternative shopping methods, such as:
    - A one-sided drive-through market.
    - Online or phone ordering with market pick up.
    - Appointments for market shopping to minimize crowds.
- Ensure all forms of payment including electronic benefit transfer (EBT) cards, tokens or checks can continue to be used at the market and for any alternative shopping methods.
- Minimize shopper time at the market.

- Pre-package prepared foods for off-site consumption.
- Don't permit non-food vendors; food plants may be sold (fruits, vegetables and herbs).
- Don't permit music, tabling, activities, promotions or pets in order to discourage large groups from gathering.
- Provide handwashing stations and/or hand sanitizers for both vendors and customers.
- Post physical distancing messaging and signage.
- Don't permit customer contact with products; only allow vendors to touch product before sale.
- Increase the spacing between vendors to allow customers and vendors to maintain safe distance; spacing of no less than 6 feet is recommended.
- Change market layout to minimize crowding and provide a safe distance; consider placing vendors on one side or having vendors face outward.
- Suspend fines for no-show vendors to help prevent sick vendors from coming to the market out of obligation.
- Communicate with customers and vendors:
    - Let customers know if your market is open, the start date is delayed, or if the market is closed.
    - If your market will remain open, be certain both customers and vendors know what you are doing to protect their safety and what they can do to protect themselves and others while at the market.
    - If your markets will be closed, connect your customers with vendors; customers may be able to pick up products on farm or arrange a local drop-off site for pre-packaged orders.
- Continue to visit the DHS and CDC websites for updated information on COVID-19.

What can vendors do?

- Don't come to market while sick or allow sick employees at the market.
- Avoid touching your face.
- Wear a cloth face covering.
- Have only one staff person handling payments; although there is little evidence that money, tokens, or credit cards can transmit COVID-19, having one person take money and talk with customers helps limit the contact of the farm staff to possible transmission.
- Provide single-use bags to customers.
- Sell pre-weighed packaged items to limit food handling and keep customers moving.
- Clean and disinfect all surfaces, including tables and tablecloths, before the market.
- Clean and disinfect high-touch surfaces regularly.
- Use barrier tables (an extra 3-foot-wide table between the customer and the product) or put a check out table in front of the product; if customers can't see what is being sold use a chalk or dry erase board to list products.
- Only allow staff at the booth to handle products.
- Wash hands regularly with soap and water.
- Use hand sanitizer only on visibly clean hands; hand sanitizer is not effective when hands are visibly dirty.

- Use single-use gloves where needed; if clean, gloves may be worn up to four hours.
- Maintain at least 6 feet of physical distance from customers and other vendors whenever possible.
- Remind customers to maintain at least 6 feet of physical distance between each other while waiting their turn and moving about the market.

What can customers do?

- Use alternative shopping methods if available, such as a drive-through market, online ordering with market pick up, or direct sales from the farm.
- Stay home if you are sick.
- Cover any coughs and sneezes with your elbow.
- Wear a cloth face covering.
- Do not bring children with you to the market if you have child care available.
- Minimize the number of people coming with you to the market; this helps keep crowds smaller.
- Use hand sanitizer or hand-washing stations frequently, if available.
- Maintain at least 6 feet of physical distance from other customers and vendors whenever possible.
- Come to the market at off-peak hours.

Additional Resources

- DATCP COVID-19 Toolkit for Farmers and Agricultural Businesses
- DATCP Operating U-pick Produce Activities While Keeping Consumers Safe
- DATCP COVID-19 Food Supply, Delivery, and Recreational Facilities FAQ and Publications

Greenhouses & Retail Landscaping

- Practice physical distancing. In spaces where physical distancing is difficult, wear cloth face masks.
- Facilities must be cleaned and disinfected often per CDC guidelines.

Animal Services

Dog Grooming

- Practice physical distancing. In spaces where physical distancing is difficult, wear cloth face masks.
- Clean and disinfect often per CDC guidelines.
- Limit the number of patrons in the facility at one time.
- Encourage curbside hand-off of animals.
- Keep a daily log of individuals who enter.
- All staff must wear masks and wash hands frequently. If gloves are available, they should be changed often.
- Groomers should follow the safety precautions below:

  o Curbside drop-off/pick-up

  o Payments over the phone

o Frequent disinfection procedures including:

♦ Leashes and carriers

♦ Grooming and drying areas and each tool used

o Utilize the same kennel or carrier for that animal for the entirety of their visit.

o Staff should stay at home if feeling ill/symptomatic

o Pet owners should reschedule if they or their pet(s) are feeling ill/symptomatic

Beauty, Grooming and Body Modification

Barbers, Hair, Nail/Spa Salons and Tattoo Parlors

- Keep clients at least 6 feet from each other.
- Consider a daily log of individuals who enter.
- Maintain physical distancing practices.

Employee Health:

- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneeze using elbow (not hands).
- Practice physical distancing by setting up workstations at least 6 feet from other staff.
- Discourage staff from hugging, shaking hands, etc. of clients.

Disinfection:

- Disinfect frequently used items and surfaces, such as tools, instruments, counter tops, treatment rooms and styling stations every two hours. https://www.tn.gov/commerce/news/2020/3/17/covid-19-guidelines-for-cosmetology-and-barber-licensees.html
- Provide hand sanitizer for clients use.

Physical Distancing:

- There should be no more than 50% capacity(4 people per 1000 sq. feet) in the business at a time, including stylists/artists.
- Encourage clients to schedule appointments via phone or online.
- Encourage clients to wait in their vehicle before appointment. Limit seating in waiting area.
- **Remove all common items such as magazines, books, etc. from waiting area.**

RISK ASSESSMENT FOR REOPENING				
Category	**Contact Intensity**	**Number of Contacts**	**Modification Potential**	**Mitigation Resources**
Salon, spas, and other personal care industries	Medium/High	Low	Medium	TN Cosmetology & Barber Guidelines

Churches/Religious Entities

Places of Worship

- Limit attendees to 50% capacity (4 people per 1000 sq. feet).
- Wear cloth face masks, use a stationary collection box, and schedule extra services if necessary to ensure compliance with physical distancing and gathering size.
- Operate under physical distancing protocols. (Family groups sit together and then have 6 foot spacing between family groups)
- Encourage the use of facemasks/coverings.
- Do not shake hands.
- Members and Clergy that are feeling ill should stay home.
- Continue option for virtual services for members.
- Discontinue use of common cup during communion. Use single-use disposable cups.
- Limit direct contact with congregation members during communion services. (Do not place Eucharist/wafer/bread or any other sacred consumables directly in mouths of congregation members. Consider the use of a napkin and place in hands.)

Disinfection:

- Disinfect frequently used items, equipment and surfaces before and after each service including faucets, doorknobs, pews, railings, hymnals, Bibles.
- Do not reuse programs between services.

RISK ASSESSMENT FOR REOPENING				
Category	**Contact Intensity**	**Number of Contacts**	**Modification Potential**	**Mitigation Resources**
Places of worship	High	High	Medium	CDC, FAQ for Faith Leaders from NYC, Guidance from NY state, Risk Assessment from WHO, Decision Tree from WHO
Religious related mass gatherings: large celebrations, festivals, pilgrimages	High	High	Medium	CDC, FAQ for Faith Leaders from NYC, Guidance from NY state, Risk Assessment from WHO, Decision

COMMON AREAS

Lunch Rooms, Cafeterias, Break Rooms, Lobbies

Common areas are permitted to be open, but maintain physical distancing recommendations.

RISK ASSESSMENT FOR REOPENING				
Category	**Contact Intensity**	**Number of Contacts**	**Modification Potential**	**Mitigation Resources**
Community centers	Medium	High	Medium	CDC, Guidance from PA, Guidance from Riverside University Health System, Guidance from IL

ENTERTAINMENT

Festivals, Carnivals, Fairs, Concerts, Parades

- Summer events with large numbers of attendees should consider cancellation, postponement or verifying that events can comply with physical distancing recommendations for guests and employees.
- Pause or delay opening of events if safety measures cannot be adequately maintained.
- Require and enforce a plan to address and maintain minimum safety standards for all vendors including safety and sanitation efforts required to be followed.
- Post physical distancing messaging and signage.
- Follow physical distancing requirements between all individuals on the premise to the maximum extent possible.
- Use floor markings in entry and payment areas to encourage physical distancing.
- Provide online or touchless ticketing and payments.
- Provide for contact-free screening, security and entry procedures.
- Prepared foods can be pre-packaged to consume to eliminate congregation.
- Prohibit food samples.
- Close seating intended for consuming food.
- Provide handwashing stations and/or hand sanitizers for both vendors and customers.
- Don’t permit customer contact with products for sale; only allow vendors to touch product before sale.
- Increase the spacing between vendors to allow customers and vendors to maintain safe distance; spacing of no less than 6 feet is recommended.
- Change event layout to minimize crowding and provide a safe distance; consider placing vendors on one side or having vendors face outward.
- Suspend fines for no-show vendors to help prevent sick vendors from coming to the market out of obligation.
- Continue to visit the DHS and CDC websites for updated information on COVID-19.
- Communicate with event goers letting individuals know if your event is open, delayed, reduced in size or closed.

- If your event is open, be certain to let customers and vendors know what you are doing to protect their safety and what they can do to protect themselves and others while at the venue.
- Implement a process that controls exiting to assure physical distancing recommendations. Consider assigned exit times.

What can vendors do?

- Don't come to the venue while sick or allow sick employees at the event.
- Avoid touching your face.
- Wear a cloth face covering.
- Have only one staff person handling payments; although there is little evidence that money, tokens, or credit cards can transmit COVID-19, having one person take money and talk with customers helps limit the contact of the staff to possible transmission.
- Provide single-use bags to customers.
- Sell pre-weighed/packaged items to limit food handling and keep customers moving.
- Clean and disinfect all surfaces, including tables and tablecloths, before the event.
- Clean and disinfect high-touch surfaces regularly.
- Use barrier tables (an extra 3-foot-wide table between the customer and the product) or put a check out table in front of the product; if customers can't see what is being sold use a chalk or dry erase board to list products.
- Only allow staff at the booth to handle products.
- Wash hands regularly with soap and water.
- Use hand sanitizer only on visibly clean hands; hand sanitizer is not effective when hands are visibly dirty.
- Use single-use gloves where needed; if clean, gloves may be worn up to four hours.
- Maintain at least 6 feet of physical distance from customers and other vendors whenever possible.
- Remind customers to maintain at least 6 feet of physical distance between each other while waiting their turn and moving about the market.

What can customers do?

- Stay home if you are sick.
- Cover any coughs and sneezes with your elbow.
- Wear a cloth face covering.
- Minimize the number of people coming with you to the event, this helps keep crowds smaller.
- Use hand sanitizer or hand-washing stations frequently, if available.
- Maintain at least 6 feet of physical distance from other event goers and vendors whenever possible.
- Come to the event at off-peak hours.

Fireworks and Parades

- Consider cancelling or postponing community gatherings for firework shows and parades.
- Firework shows and parades should be held only if physical distancing for observers can be assured.
- Assess the square footage of the gathering space and consider limiting guests to four visitors per 1,000 square feet or 50% of the allowable capacity.

- Avoid distributing parade candy or other giveaways.
- Consider limiting parade float or groups to ensure physical distancing.
- Eliminate ground shows.
- Limit to no more than 10 people per float unless more can be accommodated with 6-foot minimum spacing.
- Consider wearing cloth face masks.
- Anyone that experiences any symptoms related to COVID-19 should stay home.

ADDITIONAL RECOMMENDATIONS:

Employee Health:

- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneezes using elbow (not hands).
- Practice physical distancing by setting up workstations at least 6 feet from other staff.
- Discourage staff from hugging, shaking hands, etc. of clients.

Communication:

- Clearly and quickly inform your attendees/vendors and wider community of any festival/event policy changes.
- Post signage at entries/exits/restrooms informing attendees of ways to prevent the spread of COVID-19.
- Cough or sneeze into your arm—do not cover mouth or face with your hands.
- Avoid touching your face.
- Post signage at entries/exits/restrooms to encourage frequent hand-washing.
- Post signage reminding individuals to practice physical distancing of 6 feet or more.
- Post signage and communicate through other networks that attendees/vendors should NOT attend festival/event if they feel sick or have come into contact with someone who feels or has felt sick.

Disinfection:

- Cleaning materials to sanitize commonly touched surfaces should be made available to festival staff and vendors.
- Restrooms should be cleaned regularly and stocked with soap.
- Portable restrooms should be cleaned and regularly stocked with hand sanitizer.

RISK ASSESSMENT FOR REOPENING				
Category	**Contact Intensity**	**Number of Contacts**	**Modification Potential**	**Mitigation Resources**
Outdoor large venues (concerts, sports)	High	High	Medium	CDC Mass Gathering guidance
Indoor large venues (concerts, sports)	High	High	Low	CDC Mass Gathering guidance
Sports related mass gatherings: games, tournaments, championships	High	High	Medium	WHO guidance for mass gatherings-Sports Addendum, WHO mass gatherings risk assessment - sports addendum, WHO Interim guidance for all mass gatherings, WHO generic mass gathering decision tree, CDC guidance
Sports related mass gatherings: training	High (sport dependent)	Medium	Medium	WHO Interim guidance for mass gatherings-Sports Addendum, WHO generic mass gatherings risk assessment - sports addendum, WHO Interim guidance for all mass gatherings, WHO generic mass gathering decision tree, CDC guidance
Entertainment-related mass gatherings: large concerts, festivals, carnivals, conventions, shows	High	High	Medium	WHO Interim guidance for mass gatherings, WHO generic mass gatherings risk assessment, WHO generic mass gathering decision tree, CDC guidance
Politically-related mass gatherings: election rallies, polling centers, parades, speeches/addresses	High	High	Medium	WHO Interim guidance for mass gatherings, WHO generic mass gatherings risk assessment, WHO generic mass gathering decision tree, CDC guidance

FOOD SERVICE

BARS

- Limit the number of staff and customers to 50% capacity.
- Bars that serve food may follow the guidance for restaurants. Limit the number of staff and customers to 50% of establishment occupancy.
- Practice physical distancing. In spaces where physical distancing is difficult, staff and customers should wear cloth face masks.
- Clean and disinfect often per CDC guidelines.

- Individuals seated at a bar should maintain 6-foot distance from each other.
- Require employees to wash hand frequently. If gloves are available, they should be changed often.
- Conduct health surveys with workers prior to each shift
- Smoking patios should be closed or limited to one individual at a time.
- Offer cashless/contactless transactions if possible.
- Encourage more/all staff to become ServSafe licensed.
- Drink refills should utilize new cups/mugs.

RISK ASSESSMENT FOR REOPENING				
Category	**Contact Intensity**	**Number of Contacts**	**Modification Potential**	**Mitigation Resources**
Bars	High	High	Medium	FDA

Restaurants, Food trucks and Coffee Shops

- Limit the number of staff and customers to 50% of establishment capacity.
- Practice physical distancing. In spaces where physical distancing is difficult, staff and customers should wear cloth face masks.
- Clean and disinfect often per CDC guidelines.
- Require employees to wash hands frequently. If gloves are available, they should be changed often. Conduct health surveys with workers prior to each shift.
- Remove common condiments from tables and close all self-service food and drink stations.
- Adjust menu offerings and kitchen workflows to allow employees to maintain six feet of separation. This likely requires only one employee per station.
- Use floor markings in entry and cash wrap to encourage physical distancing.
- Customers should wait outside in their cars for tables. Advance reservations are preferred to walk-in dining.
- Provide hand washing stations or sanitizer at entry and encourage customers to use it.
- Sanitize common areas and surfaces every two hours and tables/chairs after each use.
- Menus should be disposable or sanitized between each use.
- Dining rooms should maintain 6 feet between tables. When possible, physical barriers should separate tables/booths. Tables and booths that are not compliant should be clearly signed and blocked off (i.e. with visible tape) across seats and tables.
- Limit number of patrons using outdoor smoking patios.
- Offer cashless/contactless transactions if possible.
- Encourage more/all staff to become ServSafe licensed.
- Drink refills should utilize new cups/mugs.
- Sanitize food contact surfaces between each use.
- For restaurants, National Restaurant Association/ServSafe is offering a free takeout/delivery training guide to advise on curbside and delivery operations.

- Offer cashless and contactless transactions whenever possible. Continue contactless services whenever possible.
- Customer contact areas (doors, buttons) should be sanitized every two hours, or between each user if feasible. Disposable wipes should not be used to clean multiple surfaces.
- Provide hand sanitizer (at least 60% alcohol) at entrance, and encourage customers to use it. All common areas should be closed. These include, but are not limited to, waiting areas, smoking patios, child play areas, self-serve food and beverage bars, etc. Restrooms should be cleaned and disinfected frequently.
- Ensure hot and cold water is available throughout the facility.
- Ensure all coolers are maintaining 41°F prior to use.
- Flush all water lines throughout facility, including ice machines and other directly connected equipment.
- Clean and sanitize all work surfaces and equipment.
- Calibrate thermometers prior to use.
- Ensure dish machines and sanitizer dispensers are dispensing at proper concentrations.
- Discard any foods that are spoiled or beyond the 7-day date mark.
- Ensure no pests are present. If so, clean and sanitize any area and treat properly.

ADDITIONAL RECOMMENDATIONS:

Employee Health:

- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic employees to work. Send home if they arrive at work sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneezes using elbow (not hands).
- Practice physical distancing by set up work stations at least 6 feet from other staff.

Disinfection:

- Disinfect frequently touched surfaces including door knobs, phones, equipment handles, counters, faucet handles.
- Disinfect frequently touched surfaces in between customers (table, condiments, menus).
- No self-service areas including salad bars, buffet and beverage service.

RISK ASSESSMENT FOR REOPENING				
Category	**Contact Intensity**	**Number of Contacts**	**Modification Potential**	**Mitigation Resources**
Restaurants	Medium	Medium	Medium	National Restaurant Association, FDA

Hotels and Motels

- Practice physical distancing between staff and guests. In spaces where physical distancing is difficult, staff and guests should wear cloth face masks.
- Clean and disinfect often per CDC guidelines.
- Prohibit guests from congregating in lobbies or other common areas and implement physical distancing requirements.

- Hotel and motel swimming pools, hot tubs and exercise facilities may be utilized by guests with physical distancing. Facilities must be cleaned and disinfected between use.

LARGE VENUES

Theaters, Sporting Venues, Museums, Marinas, Zoos

Provide online or contact free ticketing and payments.

Provide for contact-free screening, security and entrance procedures

Implement process that controls exiting to assure physical distancing recommendations. Consider assigned exit times**.**

Limit attendees to 50% capacity.

Outdoor Venues:

- Events with large numbers of attendees should consider cancellation, postponement or developing plans to ensure guests can adhere to physical distancing recommendations in order to limit number of people congregating.
- Pause or delay opening of event if safety measures cannot be adequately maintained.
- Require minimum safety standards for all staff including safety and sanitation efforts required to be followed.
- Provide handwashing stations and/or hand sanitizers for both vendors and customers.
- Post physical distancing messaging and signage.
- Don't permit customer contact with products; only allow vendors to touch product before sale.
- Change event/venue layout to minimize crowding and provide a safe distance; consider placing vendors on one side or having vendors face outward.
- Continue to visit the DHS and CDC websites for updated information on COVID-19.

ADDITIONAL RECOMMENDATIONS:

Employee Health:

- Pre-screen employees for symptoms prior to starting shift
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick
- Encourage staff to wear a mask or face covering
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer)
- Encourage all staff to cover coughs and sneezed using elbow (not hands)
- Practice physical distancing by set up workstations at least 6 feet from other staff

Disinfection:

- Disinfect frequently used items, equipment and surfaces every two hours
- Have supplies for event staff and participants, such as hand sanitizer that contains at least 60% alcohol, tissues, trash baskets, disposable facemasks, cleaners and disinfectants

LIBRARIES AND MUNICIPAL BUILDINGS

- Practice physical distancing and disinfection protocols. Staff and patrons should wear cloth face masks in settings where physical distancing is difficult.

- Libraries may continue to provide curbside pick-up of books or other materials that patrons order online or by phone. Libraries may also consider continuing online services and programming.

OTHER

Car Washes

Practice physical distancing when applicable.

Garage Sales, Rummage Sales, Yard Sales

Wear cloth face coverings and practice physical distancing. Online payment for items, such as Venmo, is encouraged to limit person-to-person contact.

RECREATION

Parks, Beaches, Outdoor Recreation Areas

- Limit guests to 50% capacity.
- Practice physical distancing. In spaces where physical distancing is difficult, wear cloth facemasks.
- Clean and disinfect often per CDC guidelines.

Amusement Parks, Waterparks, Pools

- Limit capacity to 50%.
- Practice physical distancing. In spaces where physical distancing is difficult, wear cloth face masks.
- Clean and disinfect often per CDC guidelines.

Arcades, Bowling Alleys, Skating Rinks

- Limit capacity to 50%.
- Practice physical distancing. In spaces where physical distancing is difficult, wear cloth face masks.
- Clean and disinfect often per CDC guidelines.

Outdoor Recreation Rentals (includes boats, kayaks, canoes, paddle boats, golf carts, and ATVs)

- Practice physical distancing. In spaces where physical distancing is difficult, wear cloth facemasks.
- Clean and disinfect often per CDC guidelines.
- Pay for rentals online or by phone.
- Schedule rental pick-up and drop-off ahead of time to ensure physical distancing between customers.
- Clean rented equipment after each use.

Golf Courses

- Limit the number of customers and staff to no more than 50% of store capacity or 4 people per 1,000 square feet.
- Limit the number of customers and staff to 50% of restaurant capacity.
- Practice physical distancing. In spaces where physical distancing is difficult, wear cloth facemasks.
- Clean and disinfect often per CDC guidelines.
- Clean rental equipment, such as golf carts between each use.
- Clean portable toilets often and restock with hand hygiene products. Encourage visitors to bring their own hand sanitizer for use in these facilities.

Youth Sports

- Cancel contact sports for Spring and Summer 2020.
- Contact sports include: basketball, football, soccer, hockey, lacrosse, rugby, boxing, some martial arts, wrestling, etc.
- Low contact sports are permitted if there is the ability to disinfect equipment between uses. Low contact sports include: baseball, volleyball, tennis, golf, swim, weight lifting/strength training, distance running, breakdancing, bowling, badminton, pickle ball, ladder golf, corn hole, gymnastics, multi-person dance, cheerleading, competition ice skating, track and field, etc.
- Cancel tournaments for Spring and Summer 2020.
- Practice physical distancing. In spaces where physical distancing is difficult, staff and participants should wear cloth face masks as safety permits.
- Clean and disinfect often per CDC guidelines.
- Limit the sharing of equipment.
- Considerations should be made for staff, youth, and caregivers with underlying health conditions, as some are at higher-risk.
- Considerations should be made for young children as physical distancing may pose a challenge.

ADDITIONAL RECOMMENDATIONS:

Employee Health:

- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneezes using elbow (not hands).
- Practice physical distancing by setting up workstations at least 6 feet from other staff.

Disinfection:

- Clean and disinfect regularly, particularly high-touch surfaces such as faucets, toilets, doorknobs and light switches.
- Regularly stock supplies for handwashing, including soap and materials for drying hands.
- Clean portable toilets often and restock with hand hygiene products. Encourage visitors to bring their own hand sanitizer for use in these facilities.

Physical Distancing:

- Monitor areas where people are likely to gather to support physical distancing practices.
- Post signs discouraging groups from gathering in larger numbers

ADDITIONAL RECOMMENDATIONS:

Employee Health:

- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneezes using elbow (not hands).
- Practice physical distancing by setting up workstations at least 6 feet from other staff.

Disinfection:

- Clean and disinfect regularly, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches.
- Regularly stock supplies for handwashing, including soap and materials for drying hands.
- Clean portable toilets often and restock with hand hygiene products. Encourage visitors to bring their own hand sanitizer for use in these facilities.

Physical Distancing:

- Monitor areas where people are likely to gather to support physical distancing practices.
- Post signs discouraging groups from gathering in larger numbers.

SCHOOLS, CHILDCARE, & SUMMER CAMPS

Public and private K-12 schools and college campuses will remain closed for the remainder of the 2019-2020 academic year.

RECOMMENDATIONS UPON REOPENING (Fall 2020):

- Practice physical distancing as much as possible.
- Use cloth face masks during passing periods.
- Students or staffs that are feeling ill/symptomatic will not be allowed to come to school.
- Students should eat meals in homeroom classroom.

Student Health:

- Pre-screen students for symptoms prior to starting school day.
- Do NOT allow symptomatic students to attend school. Send them home if they arrive sick.
- Provide the opportunity to wash hands often (or provide hand sanitizer).
- Encourage all students to cover coughs and sneezes using elbow (not hands).
- Practice physical distancing by setting up workstations/desks at least 6 feet from other students.

Employee Health:

- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneezes using elbow (not hands).
- Practice physical distancing by setting up workstations at least 6 feet from other staff.

Disinfection:

- Frequently clean and disinfect particularly high-touch surfaces such as faucets, toilets, doorknobs, computers, desks, phones and light switches.
- Stock supplies for handwashing, including soap and materials for drying hands.

Physical Distancing:

- Monitor areas where people are likely to gather and consider temporary closure to support physical distancing practices.
- Post signs discouraging groups from gathering in larger numbers.

RISK ASSESSMENT FOR REOPENING				
Category	**Contact Intensity**	**Number of Contacts**	**Modification Potential**	**Mitigation Resources**
Schools (elementary, middle, and high)	High	High	Low	CDC, WHO
Contact school sports	High	Medium/High	Low	NCAA, CDC
Noncontact school sports	Low	Medium	High	NCAA, CDC
Institutions of higher education	High	High	High	CDC, American College Health Association
Residence halls and other overnight programs	High	Medium	Low	NYC guidance for congregate settings and residential buildings

Graduations

- Follow Department of Public Instruction (DPI) guidelines regarding holding non-essential activities on school grounds.
- Consider multiple ceremonies in smaller groups, ex. ceremony for last names A-G, etc.
- Hold outdoor ceremonies.
- Limit number of attendees to immediate family.
- Enforce physical distancing between groups.
    - Arrange chairs in cohorts spaced a minimum of 6 feet apart.

- Discontinue hand shaking as part of the ceremony.
- Encourage face masks/coverings.

Summer School/Camps

- Provide proper cleaning and sanitizing measures for both employees and visitors. Provide hand sanitizer if hand washing is not available. Make sure to clean commonly touched surface.
- It is recommended to screen employees and guests for symptoms before entering the facility.
- Consider moving drop-off and pick-up of children outdoors to minimize number of people entering facility.
- Schedule regular hand washing throughout the day as recommended by the CDC.
- Summer school and camps should practice physical distancing and stagger offerings throughout the day to decrease number of students who interact.
- Assess between summer school and camp sessions. If there is an outbreak, postpone or cancel following session until outbreak is resolved.

Childcare

- Limit number of children and staff.
- Consider moving drop-off and pick-up of children outdoors to minimize number of people entering facility.
- Consider a daily log of individuals who enter.
- Maintain physical distancing practices and increased disinfection.

Employee Health:

- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneezes using elbow (not hands).
- Practice physical distancing by set up workstations at least 6 feet from other staff.

Disinfection:

- Routinely disinfect surfaces and objects that are frequently touched, especially toys and games.
- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children.
- Staff should ensure that there is adequate ventilation when using disinfection products to prevent children from inhaling toxic fumes.
- Toys that cannot be cleaned and sanitized should not be used.

Physical Distancing:

- Upon arrival, stand at least 6 feet away from the parent/guardian and child.
- Ask the parent/guardian to confirm that the child does not have symptoms.
- Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue or extreme fussiness. If the child is symptomatic, they must be kept home.
- Implement a staggered drop off and pick up procedure.

General:

- Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.
- Keep each child's bedding separate and consider storing in individually labeled bins.

Diapering:

- Prepare (includes putting on gloves and washing hands)
- Clean the child
- Remove soiled diapers and wipes
- Replace diaper
- Wash child's hands
- Clean up the diaper station
- Wash hands

Washing, Feeding and Holding Children:

- Childcare providers should wear an oversized long-sleeved button-down shirt to protect themselves from children's secretions.
- Wear long hair up in a ponytail.
- Change the child's clothes if secretions are on the clothes and place contaminated clothes in a bag.
- Wash hands before and after handling infant bottles.
- Bottles, bottle caps, nipples and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap and water.

Meal Service:

- Serve meals in classrooms instead of in a cafeteria or large group.
- Plate each child's meal to serve it so that multiple children are not using the same serving utensils.
- Food preparation should not be done by the same staff who diaper children.
- Sinks used for food preparation should not be used for any other purposes.
- Caregivers should ensure children wash hands prior to and immediately after eating.
- Caregivers should wash their hands before preparing food and after helping children eat.

SHARED RIDES

Uber, Lyft, Taxis, Busses, Etc.

- Limit to no more than 10 people per shared ride (applies mainly to busses and shared vans), unless more can be accommodated with 6-foot minimum spacing (some buses).
- Employees should wear cloth face masks.
- Clean the inside of vehicles between rides.
- Employees that experience any symptoms related to COVID-19 should stay home.

INFORMAL EVENTS and GATHERINGS

The decision to hold social gatherings should be assessed on the following:

- If the event is event is public or private.
- contact intensity (duration and type of contact).
- number of contacts or modification potential (example: hosting event outdoor vs indoor).
- Limit social gatherings to meet physical distancing recommendations of 6 feet part or 4 people per 1,000 square foot.
- Encourage use of single-use utensils.

TRAVEL

- Minimize non-essential business and personal travel.
- Contact the states directly to ensure that your travel complies with their rules and orders.

VULNERABLE POPULATIONS

Long-term Care Facilities, Nursing Homes, Assisted Living, Etc.

- Shelter in place until a vaccine is available.
- Precautions should be made to isolate vulnerable residents.
- Visitors to Long Term Care Facilities should be prohibited.
- Disinfect frequently used items, equipment and surfaces as much as possible. Items to consider include doorknobs and handles, cart and basket handles, bathroom faucets, check-out stations and payment keypads.
- Follow any orders or recommendations issued by Jefferson County Health Department.

Resources:

COVID-19 Guidance to State and local governments, and nursing homes (April 2, 2020)

WELLNESS & FITNESS FACILITIES

Gyms, Yoga Studios, Martial Arts, Pilates, CrossFit

- Limit to 50% capacity or 4 people per 1,000 square feet.
- Practice physical distancing. In spaces where physical distancing is difficult, staff and residents should wear cloth face masks as safety permits.
- Clean and disinfect often per CDC guidelines.

ADDITIONAL RECOMMENDATIONS:

Employee Health:

- Pre-screen employees for symptoms prior to starting shift.
- Pre-screen members for symptoms before they enter the facility.
- Do NOT allow symptomatic people to work or exercise. Send them home if they arrive at facility sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneezes using elbow (not hands).
- Practice physical distancing by setting up work stations at least 6 feet from other staff.

Disinfection:

- Disinfect frequently used items, equipment and surfaces as much as possible. Item to consider are doorknobs and handles, drinking fountains, locker room/common areas.
- Provide disinfectant for members to wipe down equipment after each use.

- Assign staff members whose main responsibility will be disinfecting equipment.
- Discontinue providing towels and mats for members.

Physical Distancing:

- Move equipment to create safe physical distancing.
- Consider designating hours for at risk populations.
- Discontinue group classes and close spas, saunas and pools.

- Keep a daily log with name and contact information of individuals that enter.