# NATRONA COUNTY

## Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

Developed in coordination with the Casper-Natrona County Health Department, Wyoming Medical Center, Rocky Mountain Infectious Disease, local government officials, and the Natrona County Emergency Operations Center. The following recommendations provide a roadmap for the healthy rehabilitation of our local economy.

**DISCLAIMER:** These are recommendations that are subject to modification and may be superseded by county or local health department guidance.

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of Guidelines for the General Public and Employers</td>
<td>2</td>
</tr>
<tr>
<td>Guidelines for the General Public During Red, Orange and Yellow Phases</td>
<td>3</td>
</tr>
<tr>
<td>Recommendation</td>
<td>3</td>
</tr>
<tr>
<td>General</td>
<td>3</td>
</tr>
<tr>
<td>Households with high-risk individuals</td>
<td>3</td>
</tr>
<tr>
<td>Households with sick family members</td>
<td>3</td>
</tr>
<tr>
<td>Tiered Guidelines for the General Public</td>
<td>4</td>
</tr>
<tr>
<td>Social Guidelines</td>
<td>4</td>
</tr>
<tr>
<td>Interactions with High-risk Individuals</td>
<td>4</td>
</tr>
<tr>
<td>Family Gatherings (e.g. funeral, wedding, religious ceremonies)</td>
<td>5</td>
</tr>
<tr>
<td>Public Space</td>
<td>5</td>
</tr>
<tr>
<td>Use of Face Coverings</td>
<td>5</td>
</tr>
<tr>
<td>Children</td>
<td>5</td>
</tr>
<tr>
<td>Food</td>
<td>5</td>
</tr>
<tr>
<td>Travel</td>
<td>5</td>
</tr>
<tr>
<td>Outdoors and Recreation</td>
<td>6</td>
</tr>
<tr>
<td>Tiered Recommendations for Employers/Businesses and Employees</td>
<td>8</td>
</tr>
<tr>
<td>General Employer Guidelines (Applicable Across All Industries)</td>
<td>8</td>
</tr>
<tr>
<td>Restaurants, Food Services and Liquor Establishments</td>
<td>9</td>
</tr>
<tr>
<td>Retail (including Grocery Stores, Pharmacy)</td>
<td>10</td>
</tr>
<tr>
<td>Hospitality, Tourism &amp; Accommodations</td>
<td>12</td>
</tr>
<tr>
<td>Events &amp; Entertainment</td>
<td>13</td>
</tr>
<tr>
<td>Personal Services</td>
<td>13</td>
</tr>
<tr>
<td>Home Repair</td>
<td>14</td>
</tr>
<tr>
<td>Gyms &amp; Fitness Centers</td>
<td>14</td>
</tr>
<tr>
<td>Construction, General Contractors, Real Estate, and Manufacturing</td>
<td>15</td>
</tr>
<tr>
<td>Day Care</td>
<td>15</td>
</tr>
<tr>
<td>General Guidelines for Employers</td>
<td>17</td>
</tr>
<tr>
<td>Best Practices for Employers</td>
<td>17</td>
</tr>
<tr>
<td>Cleaning &amp; Hygiene Guidelines for Employers</td>
<td>17</td>
</tr>
<tr>
<td>Employers Monitoring Symptoms</td>
<td>17</td>
</tr>
<tr>
<td>Appendix: Guidelines for Dine-in Restaurants Open in Orange/Moderate</td>
<td>18</td>
</tr>
</tbody>
</table>

---

Developed in coordination with the Casper-Natrona County Health Department, Wyoming Medical Center, Rocky Mountain Infectious Disease, local government officials, and the Natrona County Emergency Operations Center. The following recommendations provide a roadmap for the healthy rehabilitation of our local economy.

**DISCLAIMER:** These are recommendations that are subject to modification and may be superseded by county or local health department guidance.
### Overview of Guidelines for the General Public and Employers

<table>
<thead>
<tr>
<th>Intensity of Disruption</th>
<th>Normal Risk</th>
<th>Low Risk</th>
<th>Moderate Risk</th>
<th>High Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
</tbody>
</table>

#### Overview of Guidelines for General Public and Employers

- General public and employers take reasonable precautions
- All businesses operating
- Certifications encouraged for businesses; certification must be displayed to the public
- Schools are open
- Traveling restrictions mostly lifted, self-monitor symptoms 14 days upon return; avoid areas of high transmission
- Public follows Guidelines for All Levels of the General Public (outlined below) and employers follow General Guidelines for Employers (outlined below)
- General public and employers take reasonable precautions
- Face coverings should be worn in interactions that take place within a 6-foot distance
- Schools are open
- Interactions in decreased group sizes that enable all social distancing guidelines to be maintained; social interactions in groups 20 or fewer
- All businesses operating
- Employers exercise discretion with remote work and returning to onsite work
- Recommended symptom checking in public/business interactions
- Public follows Guidelines for All Levels of the General Public (outlined below) and employers follow General Guidelines for Employers (outlined below)
- General public and employers take extreme precautions
- Face coverings should be worn in interactions that take place within a 6-foot distance
- In-person interactions limited to individual households and those who have been following recommended distancing/hygiene guidelines. Increase use of virtual interactions
- Leave home infrequently, stay 6 feet away from others when outside the home
- Interactions in decreased group sizes that enable all social distancing guidelines to be maintained; social interactions in groups of 10 or fewer
- Limit out-of-state travel, quarantine 14 days upon return from high-risk areas
- Schools closed
- Employers and volunteers of businesses operate remotely, unless not possible
- Encourage high-contact businesses not to operate
- Symptom checking in business interactions
- Employers evaluate workforce strategy, concerns, and enact strategies to minimize economic impact

#### Intensity of Disruption

- **Low Risk**: Employees and volunteers of businesses operate remotely, unless not possible
- **Moderate Risk**: Schools closed
- **High Risk**: Employees and volunteers of businesses operate remotely, unless not possible

#### Risk Levels

- **Low Risk**: In individual households; increased use of virtual interactions
- **Moderate Risk**: Essential travel only. Leave home infrequently; stay 6 feet away from others when outside the home
- **High Risk**: Interactions in groups up to 10

---

**Revised 5/1/2020**
Guidelines for the General Public During Red, Orange and Yellow Phases

<table>
<thead>
<tr>
<th>Category</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong></td>
<td>• Follow strict hygiene standards, including:</td>
</tr>
<tr>
<td></td>
<td>• Wash hands frequently with soap and water for at least 20 seconds</td>
</tr>
<tr>
<td></td>
<td>• Use hand sanitizer frequently</td>
</tr>
<tr>
<td></td>
<td>• Avoid touching your face</td>
</tr>
<tr>
<td></td>
<td>• Cover coughs or sneezes (e.g. into a tissue, sleeve, or elbow; not hands)</td>
</tr>
<tr>
<td></td>
<td>• Regularly clean high-touch surfaces (e.g. door handles, counters, light switches, remote controls, restroom surfaces)</td>
</tr>
<tr>
<td></td>
<td>• Follow any other standards promulgated by the Centers for Disease Control and Prevention (CDC), the Wyoming Department of Health, and Casper/Natrona County Health Department</td>
</tr>
<tr>
<td></td>
<td>• Face coverings should be worn in public spaces in accordance with CDC’s recommendations, especially when difficult to maintain 6-foot distance</td>
</tr>
<tr>
<td></td>
<td>• Do not shake hands</td>
</tr>
<tr>
<td></td>
<td>• Phone and video chats encouraged in place of in-person meetings</td>
</tr>
<tr>
<td></td>
<td>• Help others as reasonably appropriate</td>
</tr>
<tr>
<td><strong>Households with high-risk individuals</strong></td>
<td>“High-risk individuals” include those over 65, those living at senior living facilities, and those of all ages with underlying medical conditions, including chronic lung disease, asthma, heart conditions, severe obesity, chronic kidney disease, liver disease, or otherwise immunocompromised (undergoing cancer treatment, smoker, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune-weakening medications)</td>
</tr>
<tr>
<td></td>
<td>• For those living with a high-risk individual, household members should conduct themselves as if they are a significant risk to the high-risk individual</td>
</tr>
<tr>
<td></td>
<td>• Wash hands before interacting with the person, including before feeding or caring for the person</td>
</tr>
<tr>
<td></td>
<td>• If possible, provide a protected space for high-risk household members, and ensure all utensils and surfaces are cleaned regularly</td>
</tr>
<tr>
<td></td>
<td>• Those who are, or work with, vulnerable populations should undergo daily screening/symptom monitoring and should be tested if they develop COVID-19 symptoms</td>
</tr>
<tr>
<td></td>
<td>• High-risk populations should take extra precaution to avoid close contact with multiple people, including having the same caretakers whenever possible</td>
</tr>
<tr>
<td><strong>Households with sick family members</strong></td>
<td>• Give sick members their own room if possible and keep the door closed</td>
</tr>
<tr>
<td></td>
<td>• Consider providing additional protections or more intensive care for high-risk household members</td>
</tr>
<tr>
<td></td>
<td>• Have only one family member care for them</td>
</tr>
</tbody>
</table>
## Tiered Guidelines for the General Public

### Normal Risk
- General public takes reasonable precautions
- Interactions allowable in larger groups, with strict hygiene measures and symptom monitoring
- Evaluate mass gatherings based on herd immunity and monitoring/testing rates

### Low Risk
- General public takes reasonable precautions
- Stay 6 feet away from others when outside the home
- Limit out-of-state travel, quarantine 14 days upon return from high-risk areas
- Social interactions in groups 20 or fewer; this may be increased incrementally based on data & milestone trends

### Moderate Risk
- General public takes extreme precautions
- Stay 6 feet away from others when outside the home unless not possible
- Face coverings should be worn in interactions that take place within a 6-foot distance
- In-person interactions limited to individual households and those who have been following recommended distancing/hygiene guidelines; increase use of virtual interactions
- Leave home infrequently
- Limit out-of-state travel, quarantine 14 days upon return from high-risk areas
- Social interactions in groups of 10 or fewer

### High Risk
- General public takes extreme precautions
- Stay 6 feet away from others when outside the home unless not possible
- Face coverings should be worn in interactions that take place within a 6-foot distance
- In-person interactions limited to individual households; increase virtual interactions
- Essential travel only. Leave home infrequently
- Limit out-of-state travel, quarantine 14 days upon return from high-risk areas
- Social interactions in groups of 10 or fewer

#### Social Guidelines
- Asymptomatic individuals take extra precautions and follow strict hygiene standards when interacting with high-risk groups
- No asymptomatic individuals
- Take proper precautions when visiting the hospital, nursing homes, or other residential care facilities

#### Interactions with High-risk Individuals
- Asymptomatic individuals take extra precautions and follow strict hygiene standards when interacting with high-risk groups
- No asymptomatic individuals
- Limit visitors to the hospital, nursing homes, or other residential care facilities

#### Interactions with High-Risk Individuals
- See “Households with vulnerable populations” guidelines on page 3
- Avoid physical interactions with high-risk individuals as much as possible
- Avoid visits to hospitals, nursing homes, and other residential care facilities

#### Actions by High-Risk Individuals
- Limit travel to only essential travel, as defined on page 5; if telework is not possible, limit travel to work-related travel only
- Limit visiting friends or family without urgent need
- Limit physical interactions with other high-risk individuals, except for members of your household or residence
- Limit attending gatherings of any number of people outside your household or residence
- Do not visit hospitals, nursing homes, or other residential care facilities

---

3 "High-risk individual” includes those over 65, those living at senior living facilities, and those of all ages with underlying medical conditions, including chronic lung disease, asthma, heart conditions, severe obesity, chronic kidney disease, liver disease, or otherwise immunocompromised (undergoing cancer treatment, smoker, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications).
## Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

<table>
<thead>
<tr>
<th>Family Gatherings (e.g. funeral, wedding, religious ceremonies)</th>
<th>Normal Risk</th>
<th>Low Risk</th>
<th>Moderate Risk</th>
<th>High Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Interactions allowable in larger groups, with strict hygiene measures and symptom monitoring</td>
<td>• Decreased group sizes that enable all social distancing guidelines to be followed</td>
<td>• Small groups of close family and friends may attend, as long as they have been following social distancing and hygiene practices for two weeks</td>
<td>• Only members of the same household or residence may attend</td>
<td></td>
</tr>
<tr>
<td>Public Space</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Regularly disinfect high-touch areas (e.g. door handles, buttons/switches, handrails, shopping carts, check-out counters, restroom surfaces)</td>
<td>• Regularly disinfect high-touch areas (e.g. door handles, buttons/switches, handrails, shopping carts, check-out counters, restroom surfaces)</td>
<td>• Regularly disinfect high-touch areas (e.g. door handles, buttons/switches, handrails, shopping carts, check-out counters, restroom surfaces)</td>
<td>• Regularly disinfect high-touch areas (e.g. door handles, buttons/switches, handrails, shopping carts, check-out counters, restroom surfaces)</td>
<td></td>
</tr>
<tr>
<td>• Provide hand sanitizer for individuals at entrance and exit</td>
<td>• Provide hand sanitizer for individuals at entrance and exit</td>
<td>• Provide hand sanitizer for individuals at entrance and exit</td>
<td>• Provide hand sanitizer for individuals at entrance and exit</td>
<td></td>
</tr>
<tr>
<td>• Face coverings should be worn during interactions that take place within 6 feet of one another</td>
<td>• Recommended symptom checking in public interactions</td>
<td>• Design spaces to maintain 6-foot distance between individuals</td>
<td>• Design spaces to maintain 6-foot distance between individuals</td>
<td></td>
</tr>
<tr>
<td>Use of Face Coverings</td>
<td>Face coverings not necessary for the general public</td>
<td>Face coverings (e.g. mask, scarf, gaiter, bandana) should be worn during close interactions</td>
<td>Face coverings (e.g. mask, scarf, gaiter, bandana) should be worn in public spaces in accordance with CDC’s recommendations, especially when difficult to maintain 6-foot distance</td>
<td>Face coverings (e.g. mask, scarf, gaiter, bandana) should be worn in public spaces in accordance with CDC’s recommendations, especially when difficult to maintain 6-foot distance</td>
</tr>
<tr>
<td>• Face coverings (e.g. mask, scarf, gaiter, bandana) should be worn during close interactions</td>
<td>• Launder cloth face coverings routinely</td>
<td>• Launder cloth face coverings routinely</td>
<td>• Launder cloth face coverings routinely</td>
<td></td>
</tr>
<tr>
<td>• Individuals should stay 6 feet away from others even when wearing a face covering</td>
<td></td>
<td></td>
<td>• Individuals should stay 6 feet away from others even when wearing a face covering</td>
<td></td>
</tr>
<tr>
<td>Children</td>
<td>Schools are open, with increased cleaning and hygiene regimen</td>
<td>Schools are open, but follow distancing guidelines</td>
<td>Do not attend school outside the home</td>
<td>Do not attend school outside the home</td>
</tr>
<tr>
<td>• All asymptomatic children should stay home from school and childcare</td>
<td>• Increased cleaning and hygiene regimen</td>
<td>• Increased cleaning and hygiene regimen</td>
<td>• Do not attend school outside the home</td>
<td></td>
</tr>
<tr>
<td>• Schools are open, but follow distancing guidelines</td>
<td>• All asymptomatic children should stay home from school and childcare</td>
<td>• All asymptomatic children should stay home from school and childcare</td>
<td>• Do not attend school outside the home</td>
<td></td>
</tr>
<tr>
<td>• Limit child interaction with other children in public spaces (e.g. playground equipment); a 6-foot distance should be maintained</td>
<td>• Schools closed</td>
<td>• Schools closed</td>
<td>• Do not attend school outside the home</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>Dine-in services operating with hygiene practices followed</td>
<td>Dine-in services operating with adequate distance between tables</td>
<td>Carryout or delivery encouraged. Carryout and pickup services allowable with extreme precaution (see page 14)</td>
<td>Carryout or delivery encouraged. Carryout and pickup services allowable with extreme precaution (see page 14)</td>
</tr>
<tr>
<td>• Carryout or delivery encouraged. Carryout and pickup services allowable with extreme precaution (see page 14)</td>
<td>• Decrease shopping frequency</td>
<td>• Decrease shopping frequency</td>
<td>• Decrease shopping frequency</td>
<td></td>
</tr>
<tr>
<td>• Schools may send home food</td>
<td>• Schools may send home food</td>
<td>• Schools may send home food</td>
<td>• Schools may send home food</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>Normal travel</td>
<td>Limit out of state travel, following destination guidelines and avoiding areas of high exposure</td>
<td>Limit out of state travel, following destination guidelines and avoiding areas of high exposure</td>
<td>Limit travel to essential travel only, following destination guidelines and avoiding areas of high exposure</td>
</tr>
<tr>
<td>• Limit out of state travel, following destination guidelines and avoiding areas of high exposure</td>
<td>• Essential travel means travel to:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*https://www.cdc.gov/travel/destinations/list*
## Travel

<table>
<thead>
<tr>
<th>Normal Risk</th>
<th>Low Risk</th>
<th>Moderate Risk</th>
<th>High Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Resume activities, follow hygiene standards</td>
<td>• Remain at least six feet apart from individuals from other households while engaging in outdoor activities (e.g., walking, hiking, running, bicycling, hunting, fishing, etc.)</td>
<td>• Remain at least six feet apart from individuals from other households while engaging in outdoor activities (e.g., walking, hiking, running, bicycling, hunting, fishing, etc.)</td>
<td>• Safely relocate by an individual whose home or residence is unsafe, including individuals who have suffered or are at risk of domestic violence, or for whom the safety, sanitation or essential operations of the home or residence cannot be maintained</td>
</tr>
<tr>
<td>• Avoid touching high-touch surfaces, including handrails, trail signs, maps</td>
<td>• Do not touch high-touch surfaces, including handrails, trail signs, maps</td>
<td>• Do not congregate at trailheads, parks, or other outdoor spaces</td>
<td>• Care for a family member or friend in the same household or another household, including transporting family members or friends</td>
</tr>
<tr>
<td>• Avoid congregate at trailheads, parks, or other outdoor spaces</td>
<td>• Do not congregate at trailheads, parks, or other outdoor spaces</td>
<td>• Do not engage in close-contact or team sports</td>
<td>• Transport a child according to existing parenting time schedules or other visitation schedules pertaining to a child in need of protective services</td>
</tr>
<tr>
<td>• Exhibit caution when engaging in close-contact or team sports</td>
<td>• Do not engage in close-contact or team sports</td>
<td></td>
<td>• Care for pets, including travel to a veterinarian</td>
</tr>
</tbody>
</table>

## Outdoors and Recreation

<table>
<thead>
<tr>
<th>Normal Risk</th>
<th>Low Risk</th>
<th>Moderate Risk</th>
<th>High Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Resume activities, follow hygiene standards</td>
<td>• Remain at least six feet apart from individuals from other households while engaging in outdoor activities (e.g., walking, hiking, running, bicycling, hunting, fishing, etc.)</td>
<td>• Remain at least six feet apart from individuals from other households while engaging in outdoor activities (e.g., walking, hiking, running, bicycling, hunting, fishing, etc.)</td>
<td>• Remain at least six feet apart from individuals from other households while engaging in outdoor activities (e.g., walking, hiking, running, bicycling, hunting, fishing, etc.)</td>
</tr>
<tr>
<td>• Avoid touching high-touch surfaces, including handrails, trail signs, maps</td>
<td>• Do not touch high-touch surfaces, including handrails, trail signs, maps</td>
<td>• Do not congregate at trailheads, parks, or other outdoor spaces</td>
<td>• Do not touch high-touch surfaces, including handrails, trail signs, maps</td>
</tr>
<tr>
<td>• Avoid congregate at trailheads, parks, or other outdoor spaces</td>
<td>• Do not congregate at trailheads, parks, or other outdoor spaces</td>
<td>• Do not engage in close-contact or team sports</td>
<td>• Do not engage in close-contact or team sports</td>
</tr>
<tr>
<td>• Exhibit caution when engaging in close-contact or team sports</td>
<td>• Do not engage in close-contact or team sports</td>
<td></td>
<td>• Do not congregate at trailheads, parks, or other outdoor spaces</td>
</tr>
</tbody>
</table>

### Footnotes
- Travel categories are based on risk levels:
  - Normal Risk: Low risk.
  - Low Risk: Moderate risk.
  - Moderate Risk: High risk.
  - High Risk: Requires medical clearance or special permission.

### Additional Notes
- For individuals in High Risk categories, always consult with a healthcare provider before engaging in any activities.
- All individuals should continue to follow guidance from local health authorities and follow public health recommendations.
- Regular handwashing and use of personal protective equipment (PPE) are essential.

### References
- [Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation](#)
- [COVID-19 Best Practices](#)
### Outdoors and Recreation

<table>
<thead>
<tr>
<th></th>
<th><strong>team sports</strong></th>
<th><strong>Outdoors and Recreation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>One swimmer per lane, pools at 50% capacity, no congregating on pool decks</td>
<td>Follow guidelines for state and national parks</td>
<td>One swimmer per lane, pools at 50% capacity, no congregating on pool decks</td>
</tr>
</tbody>
</table>
### Tiered Recommendations for Employers/Businesses and Employees

<table>
<thead>
<tr>
<th>Intensity of Disruption</th>
<th>Normal Risk</th>
<th>Low Risk</th>
<th>Moderate Risk</th>
<th>High Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Employer Guidelines (Applicable Across All Industries)</td>
<td>All businesses are open and operating under stricter hygiene and cleaning regimen. Monitoring health of workforce and customers</td>
<td>Employers encourage flexible working arrangements (rotating shifts, remote work, etc.). Comply with distancing guidelines. Increased cleaning regimen of high-touch areas. Monitor employees for symptoms and well-being</td>
<td>Employers exercise extreme caution, with employees working remotely, evaluating workforce concerns, and enacting strategies to minimize economic impact. Businesses that necessitate on-site work should monitor workplace for symptoms and well-being</td>
<td>Employers exercise extreme caution, with employees working remotely, evaluating workforce concerns, and enacting strategies to minimize economic impact. Businesses that necessitate on-site work should monitor workplace for symptoms and well-being</td>
</tr>
<tr>
<td></td>
<td>• Employers take reasonable precautions</td>
<td>• Employers take extreme precautions</td>
<td>• Employers take extreme precautions</td>
<td>• Employers take extreme precautions</td>
</tr>
<tr>
<td></td>
<td>• Provide accommodations to high-risk employees; minimize face-to-face contact, assign tasks that allow them to maintain 6-foot distance from other employees or customers, implement flexible work hours or staggered shifts, allow high-risk individuals to work remotely</td>
<td>• Provide accommodations to high-risk employees</td>
<td>• Provide accommodations to high-risk employees</td>
<td>• Provide accommodations to high-risk employees</td>
</tr>
<tr>
<td></td>
<td>• Encourage remote work when possible</td>
<td>• Employers and volunteers operate remotely, unless not possible</td>
<td>• Employers and volunteers operate remotely, unless not possible</td>
<td>• Employers and volunteers operate remotely, unless not possible</td>
</tr>
<tr>
<td></td>
<td>• Workplaces comply with distancing and hygiene guidelines</td>
<td>• Symptom checking in business interactions; face coverings should be worn in all interactions that occur within a 6-foot distance</td>
<td>• Symptom checking in business interactions; face coverings should be worn in all interactions that occur within a 6-foot distance</td>
<td>• Symptom checking in business interactions; face coverings should be worn in all interactions that occur within a 6-foot distance</td>
</tr>
<tr>
<td></td>
<td>• Limit unnecessary travel</td>
<td>• Make every possible effort to enable working from home as a first option; where not possible, workplaces comply with distancing and hygiene guidelines</td>
<td>• Make every possible effort to enable working from home as a first option; where not possible, workplaces comply with distancing and hygiene guidelines</td>
<td>• Make every possible effort to enable working from home as a first option; where not possible, workplaces comply with distancing and hygiene guidelines</td>
</tr>
</tbody>
</table>

---

5 https://wwwnc.cdc.gov/travel/destinations/list
<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Normal Risk</strong></td>
<td>Restaurants, Food Services, and Liquor Establishments: Dine-in restaurants operating under proper safety precautions for staff and customers. Dine-in service opened, with tables arranged so there is appropriate distance between diners. Increased hygiene practices for customers and staff.</td>
</tr>
<tr>
<td><strong>Low Risk</strong></td>
<td>• Dine-in tables spaced 10 feet apart; spacing may decrease incrementally based on data &amp; milestone trends • Limit the number of people in a restaurant at any time to allow for adequate physical distancing • Limit wait times inside the restaurant to 15 minutes and avoid crowding. Individuals should be encouraged to wait outside • Set an established door for high-risk groups to come in without pressure from crowds • Maintain signage to remind individuals from separate parties to stand at least 6 feet apart • Takeout, curbside pickup, or delivery options encouraged • Avoid letting guests handle food at buffets or change tongs frequently • Clean any surfaces customers touch frequently (e.g., drink machines) • Symptom checking of employees • Stagger workstations so workers are not facing one another and can maintain a 6-foot distance • Encourage contactless payment; disinfect transaction terminal between customers</td>
</tr>
<tr>
<td><strong>Moderate Risk</strong></td>
<td>Takeout, curbside pickup, or delivery options encouraged. Contactless payment encouraged. Create safe environment for staff. For takeout services: • Symptom checking of employees • Staff should wear face coverings • Stagger workstations so workers can maintain a 6-foot distance and do not face one another • Encourage contactless payment; if not possible, disinfect transaction terminal between customers • Staff must sanitize hands between handling payment options and food/containers • When delivering food, drivers use hand sanitizer before passing delivery to customers and use disposable containers/packaging that do not need to be returned • Employers provide personal protection equipment such as face coverings, hair nets, gloves, overalls • Bar Seating will be closed at this time • All dining options must adhere to the current public health orders and the guidelines listed in the Appendix on page 18.</td>
</tr>
<tr>
<td><strong>High Risk</strong></td>
<td>Takeout, curbside pickup or delivery only. Extreme caution taken in food preparation. Physical distancing maintained. Contactless payment encouraged. Create safe environment for staff. • Takeout only. This includes delivery, curbside pickup, third-party delivery (e.g., DoorDash, Grubhub, Uber Eats, etc.) • Symptom checking of employees • Stagger workstations so workers can maintain a 6-foot distance and do not face one another • Encourage contactless payment; if not possible, disinfect transaction terminal between customers • Staff must sanitize hands between handling payment options and food/containers • When delivering food, drivers use hand sanitizer before passing delivery to customers and use disposable containers/packaging that do not need to be returned • Employers provide personal protection equipment such as face coverings, hair nets, gloves, overalls • Bar Seating will be closed at this time</td>
</tr>
</tbody>
</table>
### Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

<table>
<thead>
<tr>
<th>Normal Risk</th>
<th>Low Risk</th>
<th>Moderate Risk</th>
<th>High Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail (including Grocery Stores, Pharmacy) and other establishments providing services to the public</td>
<td>Retail establishments operate under heightened hygiene and cleaning standards. Monitor employees for symptoms • Signage to encourage customers to use cleaning wipes and hand sanitizer • Ensure cleaning wipes are near shopping carts and shopping baskets • Provide hand sanitizer at checkout counters and entrance/exit</td>
<td>Retail establishments exercise discernment, establishing principles for safe environment and public trust. Monitor employees for symptoms and encourage face coverings for any interactions taking place within 6 feet • Face coverings should be worn for interactions that take place within a 6-foot distance • Maintain signage to remind and help individuals stand at least 6 feet apart, including outside when in line, and in store check-out lines • Assign an employee to disinfect carts and baskets after each use • Maximum number of patrons must be such that a 6-foot distance between patrons and employees can be easily maintained (1 person per 120 square feet) • Provide hand sanitizer at checkout counters and entrance/exit • Set an established daily window of time for high-risk individuals to come in without pressure from crowds • Staff only come closer than 6 feet when accepting payment or delivering goods or services if wearing a face covering • One-way aisles to support physical distancing • Discourage bringing kids or strollers in stores when possible to allow as much space as possible in aisles • Consider installing a clear plastic partition between cashier and customer where it is not possible to maintain 6 feet of distance • Deliver products through curbside pick-up or delivery • Make regular announcements to remind customers to follow physical distancing guidelines • Signage to encourage customers to use cleaning wipes and hand sanitizer • Ensure cleaning wipes are near shopping carts and shopping baskets</td>
<td>Retail establishments create a safe environment for customers and staff with frequent reminders on distancing and hygiene. Monitor employees for symptoms. Customers and employees wear face coverings • Both customers and employees should wear face coverings • Maintain signage to remind and help individuals stand at least 6 feet apart, including outside when in line, and in store check-out lines • Assign an employee to disinfect carts and baskets after each use • Maximum number of patrons must be such that a 6-foot distance between patrons and employees can be easily maintained (1 person per 120 square feet) • Provide hand sanitizer at checkout counters and entrance/exit • Set an established daily window of time for high-risk individuals to come in without pressure from crowds • Staff only may come closer than 6 feet when accepting payment or delivering goods or services if wearing face covering • One-way aisles to support physical distancing • Discourage bringing kids or strollers into stores when possible to allow as much space as possible in aisles • Consider installing a clear plastic partition between cashier and customer where it is not possible to maintain 6 feet of distance • Consider delivering of products through curbside pick-up or delivery • Make regular announcements to remind customers and employees for symptoms. Customers and employees wear face coverings • Both customers and employees should wear face coverings • Maintain signage to remind and help individuals stand at least 6 feet apart, including outside when in line, and in store check-out lines • Assign an employee to disinfect carts and baskets after each use • Maximum number of patrons must be such that a 6-foot distance between patrons and employees can be easily maintained (1 person per 120 square feet) • Provide hand sanitizer at checkout counters and entrance/exit • Set an established daily window of time for high-risk individuals to come in without pressure from crowds • Staff only come closer than 6 feet when accepting payment or delivering goods or services if wearing face covering • One-way aisles to support physical distancing • Discourage bringing kids or strollers into stores when possible to allow as much space as possible in aisles • Consider installing a clear plastic partition between cashier and customer where it is not possible to maintain 6 feet of distance</td>
</tr>
</tbody>
</table>

**Essential retail (e.g., grocery, hardware, etc.) create a safe environment for customers and staff with frequent reminders on distancing and hygiene.**

- Both customers and employees should wear face coverings
- Maintain signage to remind and help individuals stand at least 6 feet apart, including outside when in line, and in store check-out lines
- Assign an employee to disinfect carts and baskets after each use
- Maximum number of patrons must be such that a 6-foot distance between patrons and employees can be easily maintained (1 person per 120 square feet)
- Provide hand sanitizer at checkout counters and entrance/exit
- Set an established daily window of time for high-risk individuals to come in without pressure from crowds
- Staff only may come closer than 6 feet when accepting payment or delivering goods or services if wearing face covering
- One-way aisles to support physical distancing
- Discourage bringing kids or strollers into stores when possible to allow as much space as possible in aisles
- Consider installing a clear plastic partition between cashier and customer where it is not possible to maintain 6 feet of distance

Revised 5/1/2020

Page 10 of 18
### Retail (Including Grocery Stores, Pharmacy and other establishments providing services to the public.)

- **Specific Guidance for Grocery & Pharmacy**
  - Separate order and delivery areas to keep customers from waiting too long in confined areas together
  - Take extra precautions when permitting self-serving any items that are food-related
  - Only make bulk items available if they are individually packaged
  - Allow individuals to bring their own bags, mugs, or reusable items from home
  - Waive prescription delivery fees for high-risk individuals

- **Specific Guidance for Grocery & Pharmacy**
  - Separate order and delivery areas to keep customers from waiting too long in confined areas together
  - Prevent people from self-serving any items that are food-related; lids for cups provided by staff
  - Only make bulk items available if they are individually packaged
  - Do not allow individuals to bring their own bags, mugs, or other reusable items from home
  - Waive prescription delivery fees

- **Specific Guidance for Grocery & Pharmacy**
  - Deliver products through curbside pick-up or delivery
  - Make regular announcements to remind customers to follow physical distancing guidelines
  - Prevent people from self-serving any items that are food-related; lids for cups provided by staff
  - Only make bulk items available if they are individually packaged
  - Do not allow individuals to bring their own bags, mugs, or other reusable items from home
  - Waive prescription delivery fees

---

7 Face coverings are extremely important in the retail setting, as customers are passing one another with high frequency.
### Normal Risk

**Industry open with precautions for staff and guests as outlined in general guidelines**

- Staff and guests should wear face coverings when interacting within 6 feet of one another.
- Maintain signage to remind groups to stand at least 6 feet apart.
- Social distancing maintained in all common areas or meeting rooms.
- Digital check-in and checkout encouraged.
- Symptomatic guests should stay in their room and should wear a face covering anytime they leave the room.
- Consider designating one staff member to attend to sick guests.
- Launder all exposed linens and cleaning supplies separately.
- Food should be served in a takeout-style (grab and go) manner; no buffet-style dining.
- Swimming pools, gyms, and fitness centers open with frequent cleaning.

### Low Risk

**Precautions taken with shared spaces; additional caution is taken with extra sanitation of all areas of the property**

- Staff and guests should wear face coverings when interacting within 6 feet of one another.
- Maintain signage to remind groups to stand at least 6 feet apart.
- Social distancing maintained in all common areas or meeting rooms.
- Digital check-in and checkout encouraged.
- Symptomatic guests should stay in their room and should wear a face covering anytime they leave the room.
- Consider designating one staff member to attend to sick guests.
- Discontinue or decrease housekeeping services to prevent transmission between rooms during guest stays.
- Guest room cleaning should include a complete change of towels, linens, pillows, and guest consumable items while all hard surfaces and high-touch areas are completely disinfected with an EPA-registered chemical disinfectant.
- When possible, rooms should remain vacant for 48 hours after checkout and prior to cleaning.
- Launder all exposed linens and cleaning supplies separately.
- Food should be served in a takeout-style (grab and go); no buffet-style dining.
- Fitness centers and pools follow gym guidelines on page 14.
- Provide guests with their own sanitation solutions or wipes to instill guest confidence (e.g., alcohol wipes for remote controls or shared surfaces).

### Moderate Risk

**Hotels and other accommodations take extreme safety precautions for both staff and guests**

- Staff and guests should wear face coverings when interacting within 6 feet of one another.
- Maintain signage to remind groups to stand at least 6 feet apart and avoid congregating in common areas.
- Social distancing maintained in all common areas or meeting rooms.
- Digital check-in and checkout encouraged.
- Consider installing plexiglass partition in areas coming into close contact with guests (e.g., registration, concierge, valet desks).
- Symptomatic guests should stay in their room and should wear a face covering anytime they leave the room.
- Consider designating one staff member to attend to sick guests.
- Discontinue or decrease housekeeping services to prevent transmission between rooms during guest stays.
- Guest room cleaning should include a complete change of towels, linens, pillows, and guest consumable items while all hard surfaces and high-touch areas are completely disinfected with an EPA-registered chemical disinfectant.
- When possible, rooms should remain vacant for 48 hours after checkout and prior to cleaning.
- Launder all exposed linens and cleaning supplies separately.
- Food should be served in a takeout-style (grab and go); no buffet-style dining.
- Fitness centers and pools follow gym guidelines on page 14.
- Provide guests with their own sanitation solutions or wipes to instill guest confidence (e.g., alcohol wipes for remote controls or shared surfaces).
- Limited operations of this industry. Hotels and other accommodations take extreme safety precautions for both staff and guests:
  - Accommodations (hotels, motels, Airbnb, etc.) operate with caution.
  - Staff and guests wear face coverings.
  - Maintain signage to remind groups to stand at least 6 feet apart and avoid congregating in common areas.
  - Gift shops continue to sell food, medicine, or other essential items.
  - Digital check-in and checkout encouraged.
  - Consider installing plexiglass partition in areas coming into close contact with guests (e.g., registration, concierge, valet desks).
  - Symptomatic guests should stay in their room and should wear a face covering anytime they leave the room.
  - Consider designating one staff member to attend to sick guests.
  - Guest room cleaning should include a complete change of towels, linens, pillows, and guest consumable items while all hard surfaces and high-touch areas are completely disinfected with an EPA-registered chemical disinfectant.
  - When possible, rooms should remain vacant for 48 hours after checkout and prior to cleaning.
  - Launder all exposed linens and cleaning supplies separately.
  - Food should be served in a takeout-style (grab and go); no buffet-style dining.
  - Swimming pools, gyms, and fitness centers closed.
  - Provide guests with their own sanitation solutions or wipes to instill guest confidence (e.g., alcohol wipes for remote controls or shared surfaces).
### Events & Entertainment

**Normal Risk**
- In-person operation of this industry is allowable for large groups. Mass gatherings follow proper safety procedures and precautions for monitoring symptoms

**Low Risk**
- In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met
  - A 10-foot distance must be maintained between individual household groups at all times; this may be decreased incrementally based on data & milestone trends
  - For reserved-seating facilities, facility capacity is dependent on ability to block reserved seats (demonstrated on digital seat map) to ensure safe radius
  - Set an established window of time for high-risk groups to come in without pressure from crowds and/or separate entrances and queues
  - Limit the number of people in a confined area to ensure adequate distancing at all times
  - Maintain signage to remind and help individuals stand at least 6 feet apart when in common areas or not in their seats
  - Encourage contactless payment; disinfect between transactions at facility stores/gift shops and comply with other retail recommendations
  - Participants (e.g., players, performers, actors) in events should have their symptoms checked

**Moderate Risk**
- In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met
  - A 10-foot distance must be maintained between individual household groups at all times
  - For reserved-seating facilities, facility capacity is dependent on ability to block reserved seats (demonstrated on digital seat map) to ensure safe radius
  - Set an established window of time for high-risk groups to come in without pressure from crowds and/or separate entrances and queues
  - Limit the number of people in a confined area to ensure adequate distancing at all times
  - Maintain signage to remind and help individuals stand at least 6 feet apart when in common areas or not in their seats
  - Congregating at any point is not allowed
  - Encourage contactless payment; disinfect between transactions at facility stores/gift shops and comply with other retail recommendations
  - Participants (e.g., players, performers, actors) in events should have their symptoms checked

**High Risk**
- In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met
  - A 10-foot distance must be maintained between individual household groups at all times
  - For reserved-seating facilities, facility capacity is dependent on ability to block reserved seats (demonstrated on digital seat map) to ensure safe radius
  - Set an established window of time for high-risk groups to come in without pressure from crowds and/or separate entrances and queues
  - Limit the number of people in a confined area to ensure adequate distancing at all times
  - Maintain signage to remind and help individuals stand at least 6 feet apart when in common areas or not in their seats
  - Congregating at any point is not allowed
  - Encourage contactless payment; disinfect between transactions and comply with other retail recommendations
  - Participants (e.g., players, performers, actors) in events should have their symptoms checked

**Concessions**
- Service provider and customer should wear face coverings.
- Both service provider and client should wear face coverings.
- Service provider must wear gloves, changing frequently as required by state and local public health law
- Service provider must wear gloves, changing frequently as required by state and local public health law

### Personal Services

**Normal Risk**
- Industry open with strict hygiene regimen and symptom monitoring

**Low Risk**
- Industry open under strict hygiene protocols. Service provider and customer should wear face coverings.
- Meticulous monitoring of symptoms
  - Both service provider and client should wear face coverings
  - Service provider must wear gloves, changing frequently as required by state and local public health law

**Moderate Risk**
- Industry open under strict hygiene protocols. Service provider and customer should wear face coverings.
- Meticulous monitoring of symptoms
  - Both service provider and client should wear face coverings
  - Service provider must wear gloves, changing frequently as required by state and local public health law

**High Risk**
- Extreme limitations of this Industry (e.g., barbers, hair stylists, tattoo & body artists, nail salons, massage parlors)
  - Business that rely on close human interaction (i.e., barbers, hair stylists, tattoo & body artists, massage parlors, etc.) encouraged not to stay open
  - Symptom checking in all interactions; face coverings should be worn by both service provider and client

Revised 5/1/2020
### Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

#### Normal Risk

<table>
<thead>
<tr>
<th>Personal Services</th>
<th>Home Repair</th>
<th>Gyms &amp; Fitness Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operates under the General Guidelines for Employers. Increased hygiene</td>
<td>Same has high-risk column, except that employers do not need to actively monitor symptoms; employees self-report</td>
<td>None</td>
</tr>
<tr>
<td><strong>Operates under the General Guidelines for Employers. Strict hygiene</strong></td>
<td><strong>Inquire if homes have symptomatic individuals and exercise caution</strong></td>
<td><strong>Fitness centers and gyms must have an employee on site at all times and must follow strict distancing and cleaning guidance</strong></td>
</tr>
<tr>
<td>• Inquire if homes have symptomatic individuals and exercise caution</td>
<td>• Inquire if homes have symptomatic individuals and exercise caution</td>
<td>• Employees must go through symptom checking before every shift, including temperature. Log must be kept and available for inspection by health department</td>
</tr>
<tr>
<td>• Monitor symptoms of employees</td>
<td>• Monitor symptoms of employees</td>
<td>• Employees working within 6 feet of patrons should wear face coverings</td>
</tr>
<tr>
<td>• Wash or sanitize hands before and after leaving a home</td>
<td>• Wash or sanitize hands before and after leaving a home</td>
<td>• Set an established daily window of time for high-risk individuals to come in with pressure from crowds</td>
</tr>
<tr>
<td>• Should wear face coverings and gloves, changing between each site</td>
<td>• Should wear face coverings and gloves, changing between each site</td>
<td>• Limit the number of patrons in the facility at one time</td>
</tr>
<tr>
<td>• Disinfect tools after each site</td>
<td>• Disinfect tools after each site</td>
<td>• 1 person per 120 square feet</td>
</tr>
<tr>
<td>• Share estimates, invoices, and other documentation electronically</td>
<td>• Share estimates, invoices, and other documentation electronically</td>
<td><strong>Recommended closure of fitness centers and gyms; if open, fitness centers and gyms must have an employee on site at all times and must follow strict distancing and cleaning guidance</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employees must go through symptom checking before every shift, including temperature. Log must be kept and available for inspection by health department</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employees must wear face coverings; patrons should wear face coverings whenever possible</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Set an established daily window of time for high-risk individuals to come in with direction from a physician</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Limit the number of patrons in the facility at one time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1 person per 120 square feet</td>
</tr>
</tbody>
</table>

#### Low Risk

- Symptom checking of all staff at the beginning of each shift, with a log that can be made available for inspection by health department
- Customers must have their symptoms checked before services are rendered
- No walk-ins allowed; services by appointment only
- Appointments scheduled with enough time allowed to disinfect all procedure surfaces between services
- Service provider maintains log of appointments with customer contact information to assist with contact tracing efforts
- When services are not being directly provided, 6 feet of physical distance must be maintained. This includes in waiting areas and between clients at all times
- Contactless payment encouraged; financial equipment disinfected after each transaction

#### Moderate Risk

- Symptom checking of all staff at the beginning of each shift, with a log that can be made available for inspection by health department
- Customers must have their symptoms checked before services are rendered
- No walk-ins allowed; services by appointment only
- Appointments scheduled with enough time allowed to disinfect all procedure surfaces between services
- Service provider maintains log of appointments with customer contact information to assist with contact tracing efforts
- When services are not being directly provided, 6 feet of physical distance must be maintained. This includes waiting areas and between clients at all times
- Contactless payment encouraged; financial equipment disinfected after each transaction

#### High Risk

- Symptom checking of all staff at the beginning of each shift, with a log that can be made available for inspection by health department
- Customers must have their symptoms checked before services are rendered
- No walk-ins allowed; services by appointment only
- Appointments scheduled with enough time allowed to disinfect all procedure surfaces between services
- Service provider maintains log of appointments with customer contact information to assist with contact tracing efforts
- When services are not being directly provided, 6 feet of physical distance must be maintained. This includes waiting areas and between clients at all times
- Contactless payment encouraged; financial equipment disinfected after each transaction

---

Revised 5/1/2020
### Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

<table>
<thead>
<tr>
<th>Gyms &amp; Fitness Centers</th>
<th>Construction, General Contractors, Real Estate, and Manufacturing</th>
<th>Day Care</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operates under the General Guidelines for Employers.</strong></td>
<td><strong>Operates under the General Guidelines for Employers.</strong></td>
<td><strong>Operates under the General Guidelines for Employers.</strong></td>
</tr>
<tr>
<td><strong>Strict hygiene</strong></td>
<td><strong>Enhanced cleaning and distancing protocols. No symptomatic children</strong></td>
<td><strong>Enhanced cleaning and distancing protocols. No symptomatic children</strong></td>
</tr>
<tr>
<td>- Ensure nobody with symptoms enters a job site</td>
<td>- Employees must go through symptom checking before every shift, including temperature. Log must be kept and available for inspection by health department</td>
<td>- Employees must go through symptom checking before every shift, including temperature. Log must be kept and available for inspection by health department</td>
</tr>
<tr>
<td>- Provide additional hand washing stations; wash or sanitize hands before and after leaving a site</td>
<td>- Enhanced cleaning and disinfecting</td>
<td>- Enhanced cleaning and disinfecting</td>
</tr>
<tr>
<td>- Should wear face coverings and gloves</td>
<td>- Limit mixing the groups of children (keep in separate rooms, allow on the playground at different times)</td>
<td>- Encourage children to be 6 feet apart as much as possible</td>
</tr>
<tr>
<td>- Clean and disinfect project sites, including high-touch surfaces and tools frequently</td>
<td>- Groups must be restricted to groups of 10 unless a wall can physically separate each group</td>
<td>- Groups must be restricted to groups of 10 unless a wall can physically separate each group</td>
</tr>
<tr>
<td>- Share estimates, invoices, and other documentation electronically</td>
<td>- Limit mixing the groups of children (keep in separate rooms, allow on the playground at different times)</td>
<td>- Limit mixing the groups of children (keep in separate rooms, allow on the playground at different times)</td>
</tr>
</tbody>
</table>

**Gyms & Fitness Centers**
- Remove equipment so patrons maintain 10 feet of distance at all times
- Make cleaning supplies available throughout the establishment and post signs encouraging patrons to clean all equipment
- Towels should be provided by staff (not self serve)
- Showers at the facility are discouraged unless proper cleaning can be provided by employees
- Spas and Saunas must be closed

**Construction, General Contractors, Real Estate, and Manufacturing**
- Operates under the General Guidelines for Employers. Strict hygiene and reduced group interactions
  - Ensure nobody with symptoms enters a job site
  - Provide additional hand washing stations; wash or sanitize hands before and after leaving a site
  - Should wear face coverings and gloves
  - Clean and disinfect project sites, including high-touch surfaces and tools frequently
  - Share estimates, invoices, and other documentation electronically
  - No open houses

**Day Care**
- Enhanced cleaning and distancing protocols. No symptomatic children
  - Enhanced cleaning and disinfecting, Don’t use toys that can’t be cleaned
  - Children and staff should stay home if they’re sick
- Enhanced cleaning and distancing protocols. No symptomatic children
  - Employees must go through symptom checking before every shift, including temperature. Log must be kept and available for inspection by health department
  - Enhanced cleaning and disinfecting
  - Limit mixing the groups of children (keep in separate rooms, allow on the playground at different times)
  - Curbside drop off and pick up
  - All individuals must wash hands with soap and running water upon arrival
  - Don’t use toys that can’t be washed and disinfected
  - Children and staff should stay home if they’re sick

**Employees**
- Employees must disinfect all equipment after each use
- No sign-in sheets, touchpads, or touch surfaces required for entry
- All lockers must be assigned, and disinfected by employees between each user
- High-risk individuals are discouraged from using facilities at this time unless directed by a physician
- Pools should be limited to one swimmer per lane.
- 50% pool capacity, congregating on the pool deck is not allowed
- Space or close off equipment so patrons maintain 10 feet of distance at all times
- Towels should be provided by staff (not self serve)
- Showers at the facility are discouraged unless proper cleaning can be provided by employees
- Spas and Saunas must be closed

---

All individuals must wash hands with soap and running water upon arrival.

---

Revised 5/1/2020
<table>
<thead>
<tr>
<th>Day Care</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• All high-touch surfaces should be cleaned and disinfected regularly</td>
<td>• Children and staff get their temperature checked at the facility</td>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
</tr>
<tr>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• Children and staff get their temperature checked at the facility</td>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
</tr>
<tr>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Children and staff get their temperature checked at the facility</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
</tr>
<tr>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Children and staff get their temperature checked at the facility</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
</tr>
<tr>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Children and staff get their temperature checked at the facility</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
</tr>
<tr>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Children and staff get their temperature checked at the facility</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
</tr>
<tr>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Children and staff get their temperature checked at the facility</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
</tr>
<tr>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• All high-touch surfaces should be cleared and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Children and staff get their temperature checked at the facility</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
</tr>
<tr>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Children and staff get their temperature checked at the facility</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
</tr>
<tr>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Children and staff get their temperature checked at the facility</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
</tr>
<tr>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Children and staff get their temperature checked at the facility</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
</tr>
<tr>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• If there is a confirmed case, facility must be closed and alert local health department</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
<tr>
<td>• Don't use toys that can't be washed and disinfected</td>
<td>• Children and staff should stay home if they're sick</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
<td>• All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</td>
</tr>
</tbody>
</table>
General Guidelines for Employers

**Best Practices for Employers**
- Those who are, or work with, high-risk populations, should undergo daily screening/symptom monitoring, and be tested if they begin to experience COVID-19 symptoms. High-risk populations should take extra precautions to avoid close contact with multiple people.
- Use online conferencing, email, or telephone in place of in-person meetings, even when people are in the same building.
- Employees and customers should not congregate in groups; if your business involves a waiting area, customers should wait outside or in their cars.
- Encourage contactless pay options if possible; otherwise immediately disinfect transaction equipment.
- Make regular announcements to remind employees and customers to follow distancing guidelines. Use floor markings to mark appropriate physical distance (6 or 10 feet) where appropriate.
- Employers should provide face coverings for their employees.
- Encourage digital files rather than paper formats (e.g. documentation, invoices, inspections, forms, agendas).
- Consider what reserve supplies may be necessary to obtain (e.g., cleaning supplies, gloves or other protective equipment).
- Consider the possibility of interruptions to water or power that might force closure.
- Establish and maintain open dialogue with local communities, including key vendors and suppliers, exploring contingencies and sharing appropriate decisions about foodservice, transportation, and other services.
- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact in the workplace.
- If relevant, update emergency communication plan with key contacts and backups, chain of communications, and processes for tracking and communicating; share the response plan with employees and communicate expectations.
- Ensure every employee’s contact information and emergency contact details are up to date; ensure a plan is in place to reach employees quickly.
- Educate workforce about the threat of the COVID-19 pandemic, what the business is doing, and what they should do to protect themselves and their families.
- Prepare for absenteism—only sick employees will stay home; others may need to care for the sick or children if schools close; those employees should notify their supervisors.
- Provide signage at each public entrance to inform all employees and customers that they should:
  - Avoid entering if they fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, shortness of breath, or feel generally unwell.
  - Maintain a minimum 6-foot distance (10-foot distance in restaurants, gyms, fitness centers, or large event spaces due to prolonged exposure, increased movement, exertion, heavier breathing, cheering).
  - Sneeze/cough into cloth, tissue, elbow or sleeve (not hands).
  - Avoid hand shaking or unnecessary physical contact.
  - Wear face coverings.
- Centers for Disease Control and Prevention
- OSHA Guidance on Preparing Workplaces for COVID-19

**Cleaning & Hygiene Guidelines for Employers**
- Promote etiquette for coughing, sneezing, and handwashing; avoid touching face, especially eyes, nose, and mouth; place posters that encourage hand and respiratory hygiene.
- Face coverings should be worn by employees and patrons, especially when difficult or impossible to maintain 6-foot distance.
- Ensure adequate air circulation and post tips on how to stop the spread of germs.
- When possible, discourage sharing of work tools and equipment.
- Avoid handshaking.
- Make a list of high-touch surfaces requiring routine disinfecting and perform routine environmental cleaning (e.g., elevator buttons, workstations, countertops, handrails, doorknobs, breakrooms, bathrooms, common areas), either twice a day or after each use. Keep a logbook of cleaning regimen. Those cleaning should:
  - Wear gloves.
  - Prior to disinfecting, clean surfaces with soap and water if soiled.
  - Use EPA-approved disinfectant, industrial cleaner, dilute bleach, or alcohol solutions.
  - Provide disposable disinfectant wipes for employee use on high-touch surfaces; provide no-touch trash bins.
  - Laundry: wear gloves, use warmest appropriate water setting, dry items completely, do not shake dirty laundry, launder items that have come in contact with COVID-19 separately.
  - Make hand sanitizer, soap and water, or effective disinfectant readily available. Provide pop-up handwashing stations or facilities where necessary (e.g. open houses, construction sites).
  - Personal Protection Equipment (PPE) should not be shared and should be disposed of properly.
  - After using gloves, employees should wash their hands.

**Employees Monitoring Symptoms**
- Employees who are sick or who appear to have COVID-19 symptoms should be separated from other employees/customers immediately and sent home; immediately clean and disinfect areas the sick employee visited.
- Train managers/leadership to spot symptoms of COVID-19 and to be clear on relevant protocols.
- Monitor employee symptoms, especially fever. If employees take simple medications such as acetaminophen, ibuprofen, or aspirin, they should take temperature beforehand.
- Do not allow employees to come to work if they feel sick; create or maintain non-punitive leave policies so employees do not feel pressured to come to work if they are sick. Remind employees to report any illness to a manager, especially if sick with fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, and/or shortness of breath.
- If an employee is confirmed COVID-19 positive, employers should inform fellow employees while maintaining confidentiality; fellow employees should self-monitor for symptoms for 14 days.

---

Revised 5/1/2020
Operational Practice

- Limit tables to groups of 6, preferably members of the same household
- Tables with guests must be at least 10 feet apart, from edge to edge. Either move tables or mark off tables not to be used
- In waiting areas, a 6-foot distance must be maintained between parties, whether indoor or outdoor
- Maintain signage to remind individuals from separate parties to stand at least 6 feet apart; waiting area has floor markers to indicate proper spacing
- Hosts preferably open doors for customers and guide them to their seats to prevent traffic or congregating; hand sanitizer available at door
- Upon entry, hosts point guests to signage that includes the following information:
  - Outlines symptoms and encourages that if the patron, or someone they live with, has experienced COVID-19 symptoms, to please order takeout instead
  - Recommendation for high-risk individuals to order takeout/delivery instead of dining in for the protection of that individual
- Manager checks each employee for symptoms before every shift with temperatures taken and asks if any member of the employee’s household has tested positive for COVID-19 in the past 14 days. Log must be kept and available for inspection by the local health officer
- Staff should wear face coverings at all times and perform hand hygiene between interactions with each table
- Cups, lids, napkins and straws must be handed directly to customers by staff
- Do not place utensils on table until patron is seated
- Encourage contactless and non-signature payment; when not possible, card and payment stations must be sanitized after each use. Staff must sanitize hands between handling payment options and food/containers
- Staff avoid touching items that have been placed on the table (menus, plates, utensils, pens, cups, etc.). The table will be cleared by a dedicated staff member once all guests have left
- Dedicated staff member sanitizes the area occupied by customers upon departure including tables, menus, pens, salt and pepper shakers, etc. Consider use of disposable items if necessary
- The restaurant may not operate if PPE, EPA-approved disinfectants and sanitizers, soap, and other necessary cleaning supplies are not available; sanitizer is effective against COVID-19. Chlorine (bleach) at 100-200 ppm is recommended
- Hand sanitizer must be available immediately adjacent to bathrooms
- Close restaurant for cleaning and disinfecting in the morning, afternoon, and evening. Cleaning and disinfecting includes all tables, chairs, door handles, floors, bathrooms, and any high-touch surfaces
- No self-serve food service or buffet options unless food is pre-packaged
- Stagger workstations so employees are not facing one another and are 6 feet apart
- To-go boxes, pizza boxes, paper cups, and any other paper product that touches food must be treated as food
- Staff must use gloves when handling ready-to-eat foods (including ice). Gloves are not required when handling foods that have yet to be cooked
- Playgrounds in restaurants remain closed

---

9^: 10-foot distance is required to ensure a 6-foot distance is maintained when pulling out chairs, moving between tables, and to ensure the safety of restaurant patrons during periods of prolonged exposure to one space

9^: Symptoms include fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, shortness of breath

10^: High-risk individual includes those over 65, those living at senior living facilities, and those of all ages with underlying medical conditions, including chronic lung disease, asthma, heart conditions, severe obesity, chronic kidney disease, liver disease, or otherwise immunocompromised (undergoing cancer treatment, smoker, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.)