WASHINGTON OZAUKEE
PUBLIC HEALTH DEPARTMENT

Blueprint for Reopening Washington and Ozaukee Counties - FAQ

The Blueprint for Reopening Washington and Ozaukee Counties FAQ provides broad guidance for reopening the economy safely and incrementally. WOPHD encourages organizations to consider this guidance holistically, and apply it where able. Organizations should feel empowered to enact the solution most appropriate to their needs and should consider what their actions will be if there is another wave of COVID-19.

COMMON QUESTIONS/CONCERNS:

1. What are the symptoms of 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 CDC, click here.
2. 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 symptoms first appeared, **AND**
        ii. At least 3 days (72 hours) have passed since recovery. Recovery is defined as 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.)
3. 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.
4. What are Required Safe Business Practices?
    a. Required Safe Business 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 guidelines, broken out by sector.
5. What should I do if my employer is trying to force me to work while sick?
   a. Contact the Wisconsin Department of Workforce Development.
6. Should I wear a cloth mask in public?
   a. Yes, refer to the CDC for guidance on proper face coverings.

Risk Assessment

As the economy begins to reopen in Washington and Ozaukee Counties, 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 and 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**
  - High Contact – activities involve prolonged close contact → sharing a dorm room

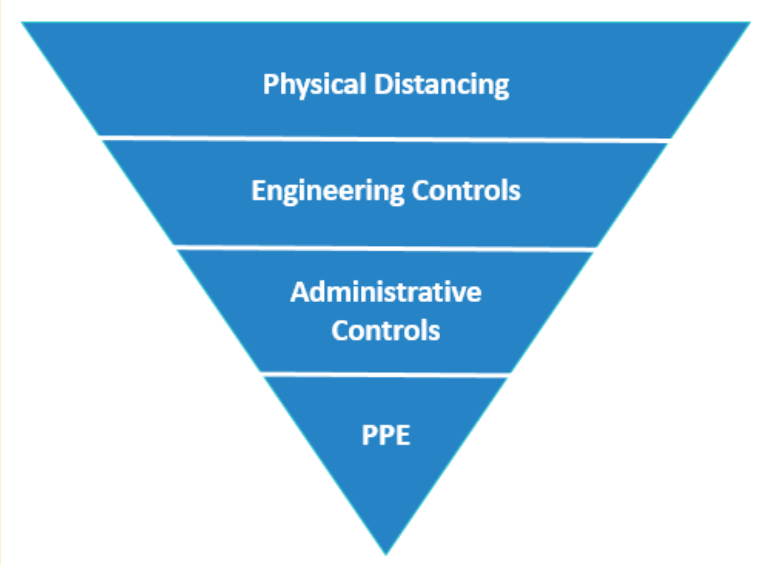
  - Medium Contact – falls between high and low → sharing a meal in seats separated by several feet
  - Low Contact – interactions that are brief and fairly distant → walking past someone in a shop
- **Number of Contacts** – approx. number of contacts is the approx. number of people in the setting at the same time (on average)
  - Defined as Low, Medium, & High
  - A higher number of contacts is presumed to be riskier
- **Modification Potential**
  - A qualitative assessment of the degree to which activities can be modified to reduce risk
  - 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
- PPE – having people were 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.

WASHINGTON OZAUKEE
PUBLIC HEALTH DEPARTMENT

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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. Not all recommendations will be suitable for all gardens.

Safety measures:

- Create a garden schedule based on plot location or number.
- If anticipating large numbers of gardeners (for examples, 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.
- Create designated work hours only for vulnerable populations and those at higher risk.
- Limit access to 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).
    - Leave 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).
- CDC advises 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 if a 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

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.

ADDITIONAL RECOMMENDATIONS:

- 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.
- Prepared foods must be pre-packaged to consume off-site.
- Don't permit non-food vendors; plants and flowers may be sold (fruits, vegetables, and herbs, etc.).
- Don't permit music, tabling, activities, promotions, or pets in order to discourage 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 product; only allow vendors to touch product before sale.
- Increase the spacing between vendors to allow customers and vendors to maintain safe distance of no less than 6 feet apart.
- 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
- https://wedc.org/reopen-guidelines/

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:
    - Curbside drop-off/pick-up
    - Payments over the phone
    - Frequent disinfection procedures including:
        - Leashes and carriers
        - Grooming and drying areas and each tool used
    - Utilize the same kennel or carrier for that animal for the entirety of their visit.
    - Staff should stay at home if feeling ill/symptomatic
    - Pet owners should reschedule if they or their pet(s) are feeling ill/symptomatic

BEAUTY, GROOMING, & BODY MODIFICATION

Barbers, Hair, Nail Salons, & Tattoo Parlors

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

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 sneeze using elbow (not hands).
- Practice social 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 as much as possible. https://www.tn.gov/commerce/news/2020/3/17/covid-19-guidelines-for-cosmetology-and-barber-licensees.html
- Provide hand sanitizer for clients use.

Social Distancing:

- 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.
- Keep a daily log of individuals who enter.

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 25% capacity.

- Wear cloth face masks, use a stationary collection box, and schedule extra services if necessary to ensure compliance with social distancing and gathering size.
- Operate under physical distancing protocols.
- 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.)

ADDITIONAL RECOMMENDATIONS:

Disinfection:

- Disinfect frequently used items, equipment and surfaces before and after each service including faucets, doorknobs, pews, railings, hymnals, Bibles, etc.
- 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

				Tree from WHO, WHO considerations for religious mass gatherings

COMMON AREAS

Lunch Rooms, Cafeterias, Break Rooms, Lobbies

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

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

- Limit indoor and outdoor gatherings to 25% capacity.
- Event Planners should consult:
  - WHO Interim guidance for all mass gatherings
  - WHO generic mass gathering decision tree

Fireworks and Events

- Limit indoor and outdoor gatherings to 25% capacity.
- Assure physical distancing for firework shows.
- Wear cloth face masks.
- Provide handwashing stations and/or hand sanitizers for both vendors and attendees.

- Increase the spacing between vendors to allow attendees and vendors to maintain safe distance; spacing of no less than 6 feet is recommended.
- Prohibit food samples.
- Change festival/event layout to minimize crowding and provide a safe distance; consider placing vendors on one side or having vendors face outward.

What Festival/Event Attendees Can Do

- Stay home if you are sick.
- Cover any coughs and sneezes with your elbow.
- Wear a cloth face covering.
- Use hand sanitizer or hand-washing stations frequently, if available.
- Maintain at least 6 feet of physical distance from other attendees and vendors whenever possible.

What Vendors Can Do

- Vendors should NOT attend festival/event if they feel sick or have come into contact with someone who feels or has felt sick.
- Ensure all forms of payment including electronic benefit transfer (EBT) cards, tokens, or checks can continue to be used at the market/event and for any alternative shopping methods.
- 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 vendors to possible transmission.
- Minimize shopper time at vendors.
- Only allow staff at the booth to handle products.
- 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.
- Prepared foods must be pre-packaged to consume off-site.
- Limit customer contact with product; only allow vendors to touch product before sale.
- 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.

- Avoid touching your face.
- 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.
- Vendors who serve food should consider ways of serving while also practicing social distancing. Only allow staff at the booth to handle products.
- Customers should not be permitted to share items at food stations. For example, vendors should not designate a "condiment station" as these stations promote the sharing of food containers.
- Disposable utensils and napkins should be provided with each individual food order. Utensils and napkins should not be placed on a communal table.
- 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.

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 sneeze using elbow (not hands).
- Practice social 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.
- Do not high-five or shake hands.
- 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 25% 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 social 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 social 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 & 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 social 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 BUSINESSES

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

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 sneezed using elbow (not hands).
- Practice social distancing by set 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 and check out stations and payment keypads.

Social 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

LARGE VENUES

Theaters, Sporting Venues, Museums, Marinas, Zoos

Limit attendees to 25% capacity.

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 social distancing by set up workstations at least 6 feet from other staff.

Disinfection:

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

RISK ASSESSMENT FOR REOPENING				
Category	**Contact Intensity**	**Number of Contacts**	**Modification Potential**	**Mitigation Resources**
Theaters, museums, and other indoor leisure spaces	Medium	High	Medium	CA entertainment venue guidance, Americans for the Arts, American Alliance of Museums
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
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 Tree from WHO, WHO considerations for religious mass gatherings
Business-related mass gatherings: trade shows, conferences, conventions, workshops, retreats	High	High	High	WHO Interim guidance for mass gatherings, WHO generic mass gatherings risk assessment, 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

LIBRARIES & 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 to continue online services and programming.

RISK ASSESSMENT FOR REOPENING				
Category	**Contact Intensity**	**Number of Contacts**	**Modification Potential**	**Mitigation Resources**
Libraries *Libraries that incorporate social activities or community gatherings into*	Low	Low	Medium	CDC, Guidance from Baltimore County Library

their services should refer to the "community centers" category.				

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 25% 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 25%.
- 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 25%.
- 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 social 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 use. 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 social distancing by set 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 should often and restock with hand hygiene products. Encourage visitors to bring their own hand sanitizer for use in these facilities.

Social Distancing:

- Monitor areas where people are likely to gather to support social 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**
Parks, walking paths/trails, dog parks	Low	Low	Low	Guidance from MD, Guidance from RI, Guidance from Los Angeles, CA
Athletic fields and other outdoor congregate settings	Medium	Medium	Low	Guidance from the National Mall Trust in Washington, DC
Pools	Medium	Low	High	CDC, Guidance from WA
Beaches, piers	Low	High	Medium	Guidance from Orange Beach, AL, Guidance from RI

Playgrounds, skate parks, and other outdoor recreation spaces	Medium	Medium	Medium	Guidance from MD, Guidance from Santa Cruz, CA
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

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 staff 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 social distancing by set 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 social distancing by set 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.

Social Distancing:

- Monitor areas where people are likely to gather and consider temporary closure to support social 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

Currently, DHS recommends that individuals avoid all public and private gatherings of any number of people that are not part of a single household or living unit. This applies to events like traditional graduations. The state will re-evaluate this recommendation on in-person public events once the state has seen a sustained downward trajectory in COVID-19. This is a rapidly changing and evolving situation, but it is unlikely that any large gatherings would be recommended throughout the summer.

Any graduation event held at this time should be virtual or non-contact, and should not physically convene groups of people together.

Additional Resources:

- https://www.dhs.wisconsin.gov/covid-19/schools.htm
- DPI Considerations for Virtual Ceremonies During COVID-19

Summer School/Camps

- **Summer school and camps should consider virtual options or postponement.**
- If held, 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.

RISK ASSESSMENT FOR REOPENING				
Category	**Contact Intensity**	**Number of Contacts**	**Modification Potential**	**Mitigation Resources**
Summer camps	High	High	Low	American Camp Association, Association of Camp Nursing

Childcare

- Practice physical distancing as best as possible. In spaces where physical distancing is difficult, staff should wear cloth face masks.
- Clean and disinfect often per CDC guidelines.
- Limit number of children and staff in facility.
- Move drop-off and pick-up of children outdoors to minimize number of people entering facility.
- Keep a daily log of individuals who enter.

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 social 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.

Social 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 should 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

RISK ASSESSMENT FOR REOPENING				
Category	**Contact Intensity**	**Number of Contacts**	**Modification Potential**	**Mitigation Resources**
Childcare facilities (daycare, preschools)	High	Medium/High	Low/Medium	CDC, WHO

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 and drivers should wear cloth face masks.
- Clean the inside of the vehicle between rides.
- Employees that experience any symptoms related to COVID-19 must stay home.

RISK ASSESSMENT FOR REOPENING				
Category	**Contact Intensity**	**Number of Contacts**	**Modification Potential**	**Mitigation Resources**
Buses	High	High	Medium	CDC, NY state guidance for public transportation

Metros/rail	High	High	Medium	CDC Transit Stations, CDC Transit Workers
Airplanes	High	High	Medium	CDC guidance: baggage claim/ cargo, airport staff, staff interacting with passengers, aircraft technicians
Rideshare/taxis	High	Low	Low	Washington State Guidance for Rideshare/Taxis, Toronto Guidance

SMALL BUSINESSES

Bookstores, Boutiques, Consignment, CBD, Tobacco/Vape, 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 customers should wear cloth face masks.
- Clean and disinfect often per CDC guidelines.
- Keep a daily log of individuals who enter.

Florists & Garden Centers

- Limit the number of customers and staff to no more than 50% of store capacity or 4 people per 1,00 square feet.
- Keep a daily log of individuals who enter.
- Practice physical distancing. In spaces where physical distancing is difficult, staff and residents should wear cloth face masks.
- Clean and disinfect often per CDC guidelines.

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 social distancing by set 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 and check out stations and payment keypads.

Social Distancing:

- 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 6-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.
- Designate hours for at-risk populations.
- Keep a daily log with name and contact information of individuals that enter.

SOCIAL GATHERINGS

- Decision to hold social gatherings should be assessed using the following:
  - If the event is event is public or private
  - contact intensity (duration and type of contact)
  - number of contacts
  - modification potential (example: hosting event outdoor vs indoor)
- Practice physical distancing. In spaces where physical distancing is difficult, staff and residents should wear cloth face masks.
- Clean and disinfect often per CDC guidelines.

Special Events and Fundraisers

Limit gatherings to 25% capacity. Staff and participants should wear cloth face masks and practice physical distancing.

RISK ASSESSMENT FOR REOPENING				
Category	**Contact Intensity**	**Number of Contacts**	**Modification Potential**	**Mitigation Resources**
Small social gatherings (e.g., birthday parties)	High	Medium	High	CDC guidance
Large social gatherings (weddings, funerals with many attendees)	High	High	High	CDC guidance, National Funeral Directors Association guidance

TRAVEL

Any non-essential travel is strongly discouraged.

Business

- Minimize non-essential travel.
- You may travel to another state for activities that are permitted in that state. Please contact the state directly to ensure that your travel complies with their rules and orders.

Personal

People are strongly encouraged to stay close to home and not travel out of the state if it is not necessary.

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 and check-out stations and payment keypads.

Resources

- COVID-19: Screening Checklist – for Visitors and Staff of LTCs
- Assisted Living Communities: Taking Reasonable Efforts to Prevent COVID-19
- Communal Dining Guidance
- The Role of Physical and Occupational Therapy and Speech-Language Pathology Personnel in LTC Facilities During the COVID-19 Pandemic
- Guidance on the Role of Hospice Services in LTC Facilities During COVID-19 Pandemic
- AHCA/NCAL Guidance: Accepting Admissions from Hospitals During COVID-19 Pandemic
- Tips for Keeping Residents Engaged
- When Residents Want to Take an Outing into the Surrounding Community During COVID-19
- Guidance on visitation and individuals entering and leaving nursing homes (March 13, 2020)
- COVID-19 Guidance to State and local governments, and nursing homes (April 2, 2020)

- **Is a negative test for COVID-19 (SARS-CoV-2) required before a hospitalized patient can be discharged to a nursing home?**
    - **No**. For patients hospitalized with COVID-19, decisions about discharge from the hospital should be based on their **clinical status,** the ability of the accepting facility to meet their care needs and the infection control requirements specified below. Decisions about hospital discharge are distinct from decisions about discontinuation of Transmission-Based Precautions.

Residents/Patients

- Ask the facility about other ways you can communicate with your loved ones, whether by phone, video or social media.
- Follow everyday preventive actions such as:
    - Washing your hands or using alcohol-based hand sanitizers
    - Covering your cough and sneezes
- Ask other individuals (including staff) to avoid touching you with handshakes, hugs or kisses. Ask them to wash their hands. Do not be shy! It's okay to remind people.
- Watch out for potential scammers during this crisis.
- If you begin to experience difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, tell a staff member immediately.

Family & Friends

- Communicate with your loved ones through alternative ways for the time being, whether by phone, video, social media, or other methods. Ask the facility about ways they can help with this.
- Make sure your loved one's facility has your emergency contact information. The facility may need to communicate with you about any developments regarding your loved one or about the facility as a whole.
- If you must come to the facility, such as a loved one is near end-of-life, coordinate with the staff ahead of time.
    - They may ask you some questions before or when you arrive. This is to make sure you do not pose as a potential risk to residents and staff.
    - If you are asked to not enter the building, please understand this is for the safety of your loved one and everyone else in the building. Nursing homes and assisted living communities are following direction from the government to prevent the spread of this virus.
    - If you are permitted in, please wash your hands or use alcohol-based hand sanitizer immediately upon entering and throughout your visit. Avoid touching your loved ones or other individuals in the building. Again, we know this is difficult, but the virus is very contagious and social distancing is important at this time.
- Warn your loved ones about potential scammers during this crisis and encourage them to be cautious.

Providers

- Centers should review their infection prevention and control policies and procedures for droplet precautions among residents and staff. Assemble your Emergency Preparedness and Operations teams and prepare strategically for a potential spread of the virus. SNFs: Use the CMS Focused COVID-19 Infection Control Survey Tool to self-assess your IPCP plans.
- Prepare Staff
    - Acknowledge the current situation and share only verified facts. See our sample letter to employees.
    - It's important that any staff who are sick stay home. CDC has detailed guidance on this.
    - Remind staff of hand hygiene and proper use of personal protective equipment (PPE)
    - Inform housekeeping staff and other impacted staff about the importance of proper cleaning. See our sample handout in English or Spanish.
- Restrict all non-essential individuals from visiting your facility for the time being.
    - Explain this to residents' family members and friends
        - Use our template letter to inform them ahead of time
        - Use our sample notice in English or Spanish to post at your main entrance or share with visitors who come to the building
    - Set up/help facilitate alternative forms of communication for residents: video, phone, or other methods

- Screen individuals who need to enter the building—including staff—for possible exposure to COVID-19. Use our checklist for screening individuals
    - Any individual who checks YES to any questions on the screening tool should not be permitted to enter the facility.
    - Any individuals that is permitted to enter should wash their hands or use hand sanitizer upon entrance and throughout their stay.
    - Use template log for personnel (Excel or PDF) to track employees & temps coming into the facility
    - Residents may venture outside their rooms, but must wear facemasks and practice physical distancing guidelines.
- Take stock of your personal protective equipment. If you are running low on supplies, or worried about running low, take these steps in this order:
    - Work to preserve your supply by adjusting your practices to conduct multiple activities per visit to an infected patient's room (see CDC guidance)
    - Contact your local healthcare coalition
    - Contact local Emergency Management about possibly sharing equipment
- Communicate, communicate, communicate
    - Create a communication plan for all stakeholders. The World Health Organization has a great Communications Package that you can download and use.
    - Make sure you have current emergency contact information for family members and loved ones.
    - Keep residents and family members informed about efforts you're taking and any new developments.
    - Prepare for media inquiries.
        - For non-impacted facilities, download a template statement and talking points.
        - For impacted facilities, download a template statement and talking points.

WELLNESS & FITNESS FACILITIES

Gyms, Yoga Studios, Martial Arts, Pilates, CrossFit

- Limit to 25% 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 social 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.

Social Distancing:

- Move equipment to create safe social 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.

RISK ASSESSMENT FOR REOPENING				
Category	**Contact Intensity**	**Number of Contacts**	**Modification Potential**	**Mitigation Resources**
Gyms/fitness studios	Medium	Medium	Medium	CDC Small Business guidance