

# Multi-County Health Department Reopening Guide



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Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# General Guidelines to Protect Employees & Customers

## OVERVIEW

The recommendations later in this report provide specific measures for each business category to facilitate a safe reopening of businesses. The specific recommendations in each category support the overall goal of opening businesses in a way that protects employees and customers from exposure to COVID-19 and to prevent spreading of the virus. Individual's temperature standards as used in this report will be in accordance with directions from Rebecca Johnson, Health Officer, and the Kansas Department of Health & Environment.

**Businesses/organizations (such as senior living facilities, home health, hospice, public health, hospital, fire departments, EMS, law enforcement, correctional centers that were not listed in this guidance document) will operate within their facility protocol according to CDC, KDHE, or CMS guidelines, etc. If your business is not listed below, please call your local public health department for guidance.**

## EMPLOYEE PROTECTIVE MEASURES OVERVIEW

- Employees to wear PPE when possible.
- Practice sensible social distancing, maintaining six feet between co-workers.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work
- Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- Train workers in proper hygiene practices.
- Encourage workers to report any safety and health concerns to the employer.
- A sign will be posted on the store that individuals who have a fever, cough or any sign of sickness should not enter.
- Employees will have access to hand sanitizer or a place to wash their hands.
- Employees will be required to take reasonable steps to comply with guidelines on sanitation from the Center for Disease Control and Prevention and the Kansas Department of Health & Environment.
- All persons in the store will be required to maintain a social distance of at least six feet between another person. Sales registers must be at least six feet apart.
- Point of sale equipment will be frequently cleaned and sanitized.
- The entrance/exit doors will be sanitized routinely.
- Stores will encourage customers to make non-cash payments.

## CUSTOMER PROTECTIVE MEASURES:

- No employee who has a fever or other symptoms of COVID-19 will be allowed to work.
- Door entrances and exits will be sanitized at least three times each day.
- Customers will be required to use hand sanitizer upon entering the store.
- Customers should consider using face coverings while in public.
- The number of people inside the store will be limited to 50% of fire marshal capacity or 8 people per 1,000 square feet.
- The store will provide access to hand sanitizer and trash receptacles.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



- Store employees will enforce social distancing of at least 6 feet between people. Stores with higher traffic will mark spaces 6 feet apart at the sales registers and outside the entrance to the store.
- Sales registers will be located at least 6 feet apart.
- Point of sale equipment will be frequently cleaned and sanitized.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Retail

## Retail Businesses Included:

*Furniture & Home Furnishings*

*Book Store*

*Clothing*

*Department Stores*

*Shoe Stores*

*Sporting Goods Stores*

*Clothing Accessories*

*Other Mercantile Stores*

### AVERAGE LEVEL OF CUSTOMER INTERACTION

- Requires close interaction between staff and customers, but not direct physical contact.

## Employee Protection

### EMPLOYEE PROTECTIVE MEASURES

- A sign will be posted on the storefront that individuals who have a fever or other symptoms of COVID-19 should not enter the store.
- Limit the number of individuals inside the store to 50% of fire capacity occupancy or 8 customers per 1,000 square feet.
- Customers will be encouraged to use hand sanitizer upon entering the store.
- Employees who have a fever or are otherwise exhibiting COVID-19 symptoms will not be allowed to work.
- Employees may be allowed to wear facemasks or gloves.
- All persons in the store should practice sensible social distancing of at least 6 feet between another person. Sales registers must be at least 6 feet apart.
- Employees will have access to hand sanitizer or a place to wash their hands.
- Workers and customers will be provided an adequate number of trash receptacles.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



- Employees will be required to take reasonable steps to comply with guidelines on sanitation from the Center for Disease Control and Prevention and the Kansas Department of Health & Environment.
- Point of sale equipment will be frequently cleaned and sanitized.
- The stores will encourage customers to make non-cash payments.
- The entrance/exit doors will be sanitized at least three times per day.
- Encourage workers to report any safety and health concerns to the employer.

### **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Management will inform employees verbally and in writing of the safety standards.

### **WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Disinfect to regularly sanitize common surfaces.
- Soap and water or hand sanitizer.

### **WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- No, but protective screens may be installed at the discretion of each store.

### **WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- Yes. Sanitization of incoming stock and merchandise is recommended.

### **WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Facemasks and gloves are recommended.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>





## Customer Protection

### **CUSTOMER PROTECTIVE MEASURES:**

- No employee who has a fever or other symptoms of COVID-19 will be allowed to work in the store.
- The number of customers inside the store will be limited to 50% of fire marshal capacity or 8 customers per 1,000 square feet.
- Door entrances and exits will be sanitized at least three times each day.
- Customers will be encouraged to use hand sanitizer upon entering the store.
- Customers will be encouraged to wear facemasks in order prevent spreading of the virus.
- The store will be encouraged to provide access to hand sanitizer and trash receptacles.
- Store employees will enforce social distancing of at least 6 feet between customers. Stores with higher traffic will mark spaces 6 feet apart at the sales registers and outside the entrance to the store.
- Sales registers will be located at least 6 feet apart.
- Point of sale equipment will be frequently cleaned and sanitized.
- Employees will take reasonable steps to comply with guidelines on sanitation from the Centers for Disease Control and Prevention and the Kansas Department of Health and Environment.
- Encourage customers to wear facemasks.

### **HOW CAN THESE MEASURES BE COMMUNICATED TO CUSTOMERS IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Measures will be posted at door of store.

### **DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- Each store must know the fire marshal capacity or square feet of the building and ensure social distancing guidelines are followed.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- None outside the normal scope of operations.

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- These measures will require some type of marking or tape on the floor at checkout line to ensure adherence to 6-foot social distancing standards.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- Salesperson will at point of sale, encourage customers; either to insert payment card or to provide their own pen to sign the receipt. Receipt should be left on counter.

**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- Yes, a designated employee would be on duty to monitor all procedures.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Retail

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# Jewelry Stores

## **AVERAGE LEVEL OF CUSTOMER INTERACTION**

- General practice (non-COVID) allows for consistent interaction with customers throughout operating hours.

# **Employee Protection**

## **EMPLOYEE PROTECTIVE MEASURES**

- Common practice is that jewelry stores allow one hour for opening and 30 minutes for closing. During this time all showcases and common areas are wiped down, floors vacuumed, inventory displayed or secured. The opening and closing procedure should be expanded to mandate all employees wash their hands and put on gloves upon arriving at work and before any inventory is touched or moved, and also allow for additional sanitation measures to be taken. Gloves must be worn by employees to transfer all jewelry and equipment.

## **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Staff meetings at the beginning of each day should be used to ensure all measures are being implemented.

## **WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Stores use a combination of equipment that include a steamer, boiler, ultraviolet light, and alcohol or sanitizer to keep jewelry clean and germ free. Because metals and gemstones have individual characteristics and reactions, the jewelers must be allowed to determine the safest way to clean each item of jewelry.

## **WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- No. Just safe distance between employee and customer at all times.

## **WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- Jewelers MUST sanitize jewelry at intake. Most all true jewelry stores (not box stores or department stores) already have the capacity to sanitize inventory and do so as standard operating procedure.

## **WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Hand sanitizer and disposable gloves should be purchased for use by employees and customers.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Employee Protection

## **CUSTOMER PROTECTIVE MEASURES:**

- Because jewelry is a very intimate purchase the customer employee interaction is in close proximity. This is in the best interest and security of all involved. Jewelers must be allowed to arrange their own sell stations to insure line of sight for the safety of the employees, customers, and inventory. Typically, customers and employees are separated by showcase in an area of approximately 3 feet. To prevent the spread of germs, a sanitizing station should be stationed at the store's entrance. All come should be asked to clean their hands and put on gloves if necessary. All employees should wear gloves when showing any piece of jewelry. All customers should wear gloves when inspecting jewelry. Trying on rings will be an exception, and in this case, hands must be sanitized. After any jewelry has been touched, it should be re-sanitized before it is returned to the case. Masks will be provided/offered to customers in close proximity situations.
- Important to note, sales staff should continuously clean and wipe down common areas throughout the day. Any showcase that has been used to service a customer should be clean as soon as the transaction is complete. Capacity of people in store should be minimized. Salespeople will enforce social distancing to include check outs, browsing, and in general conversations with the public.

## **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Yes. It should be posted in the entrance of the store.

## **DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- If needed. Capacity in store should be minimized and monitored.

## **WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Additional supplies might need to be purchased.

## **WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- No.

## **WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- Masks should be provided to customers in close proximity situations.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- Yes. An employee should be designated to monitor store capacity and capacity in certain sections of the store.

## Summary

It is essential for the economy for jewelry stores to reopen soon. Jewelers are the only state industry with the knowledge and equipment to best value items of jewelry and scrap gold. Although pawn shops can purchase gold, they are not trained to give the customer the best value and therefore the public suffers in negotiating this blind product. Jewelers can complete a purchase with the public immediately and are best to estimate a fair value for the customer. This is a necessary resource for the public in times of needed cash. Banks do not purchase gold and jewelry. Essential retailers are currently operating and were not closed by the Executive Orders.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Restaurants

## LEVEL OF CUSTOMER INTERACTION

- Full-Service Restaurant – server takes customer’s order at table, delivers food and beverages to customer, used dishes and utensils are removed from table, payment is received from customer.
- Limited Service Restaurant – customer’s order is taken at counter, payment is made at counter, food and beverages is delivered to customer at counter or table, customer disposes of own utensils/trash or employees may do so.
- Convenient Stores – customer’s order is taken at counter, payment is made at counter, food and beverages are delivered to customer at counter, customer disposes of own utensils/trash or employees may do so.

# Employee Protection

## EMPLOYEE PROTECTIVE MEASURES

- Post sign on door that no one with a fever or symptoms of COVID-19 is to be permitted in the restaurant.
- Staff will limit the number of customers in the restaurant to those that can be adequately distanced 6 feet apart.
- Any indoor or outdoor waiting area must be marked so that social distancing standards are met. One member of a party may be allowed in waiting area while other members of their party wait in their car. Tables will be limited to no more than 6 guests per table.
- All employees are required to report any fever or illness to supervisor
- Employees can wear masks at their discretion.
- High customer contact areas (i.e. door entrances) will be cleaned and sanitized every two hours.

## HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?

- Employer/supervisor will communicate with all employees the measures verbally or in writing.

## WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?

- No, the restaurant industry is already very thorough in its cleaning and sanitation processes.

## WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>





- If a restaurant desires to further expand its seating capacity by placing a physical barrier they may install this type device.

### **WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- No, the restaurant industry is already very thorough in its cleaning and sanitation processes.

### **WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Gloves are already part of the supplies restaurants use on a daily basis. There should be no additional need for other supplies outside the normal course of business.

## **Customer Protection**

### **CUSTOMER PROTECTIVE MEASURES:**

- Post sign on door that no one with a fever or symptoms of COVID-19 is to be permitted in the restaurant.
- Limit the number of customers in the restaurant to those that can be adequately distanced 6 feet apart.
- Tables/booths may alternatively be separated by a physical barrier.
- Tables will be limited to no more than 6 guests per table.
- All employees are required to report any fever or illness to supervisor.
- Tables and seating will be sanitized after each guest.
- High customer contact areas (e.g. door entrances) will be cleaned every two hours.
- Condiments are not to be left on tables. Provided by request and sanitized after usage or disposable packets should be used.
- Drink refills shall be in clean/unused glass/cups.
- Menus, if laminated, should be cleaned after each usage or paper menus shall be designed for single use and disposed of.

### **HOW CAN THESE MEASURES BE COMMUNICATED TO CUSTOMERS IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Measures will be communicated via social media (Facebook/Instagram) and on the restaurant's website.
- These measures will be posted on the front door/window for clients to read before entering the restaurant.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- None outside the normal scope of operations.

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- Yes, for limited service restaurant ordering in which customers stand in line.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- The space between tables/booths must be 6 feet unless a physical barrier is present. If restaurants have self-seating, signage should be placed on tables/booths which are not to be used.

**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- No.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Close Contact Services

## CLOSE CONTACT FACILITIES INCLUDED:

*Waxing Salons*

*Body Art & Tattoo Facilities*

*Massage Therapy Facilities*

### AVERAGE LEVEL OF CUSTOMER INTERACTION

- Work requires direct physical contact with customer.

## Employee Protection

### EMPLOYEE PROTECTIVE MEASURES

- Use ALL disposable materials & supplies according to KDHE rules.
- Services will be provided by appointment only, no walk-in customers.
- Post a sign outside the front door/window that states that any customer who has a fever or other COVID-19 symptoms must reschedule their appointment.
- Businesses will limit the number of clients in the store.
- No persons will be allowed to wait in the store; customers will wait in car until service provider is ready.
- All employees will wear facemasks.
- Employees will wear protective gloves. (excluding massage therapy – need to be in a private service room. Require customers to wash hands and sanitize prior to receiving massage.)
- Consent form – Have you been exposed? Have you traveled recently? Have you had a fever? Agree to voluntary consent for services? etc.
- Employees should have temperature taken upon beginning each workday.
- Employees should wear a disposable lab-coat or protective gown.
- (Tattooing) – Permanent makeup – Use disposable equipment and dispose of after service for each client.
- (Microblading) – Dispose of blades after each use.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



### **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Owner will meet with all employees and communicate measures verbally in writing.
- Kansas Board of Cosmetology must post current bylaws on website. Each organization should print and distribute them.
- Kansas Board of Massage Therapy must post current bylaws on website. Each organization should print and distribute them.
- Kansas Health Department must post current bylaws on website. Each organization should print and distribute them. All applicable licensure and regulatory boards must post updated rules, regulations, and bylaws on their website.

### **WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- No sanitation or cleaning outside of the normal scope of operations would be required to reopen.
- Under existing practice, employees may not leave their service areas without complete sanitization of the workstation.

### **WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- No.

### **WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- Employees will sanitize incoming stock and merchandise.

### **WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Yes. Facemasks and gloves will be required. One facemask can be used per day. Gloves will be disposed of and changed after each client.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Customer Protection

## **CUSTOMER PROTECTIVE MEASURES:**

- No employee with a fever or any other symptoms of COVID-19 will provide services to clients.
- Only one client per service provider.
- No persons will be allowed to sit in waiting area.
- Only one person should be admitted to each service room at any time.
- Employees will wear protective facemasks and gloves.
- All equipment, chairs, and tables used by an employee will be sanitized between clients.
- Provide hand sanitizer/sanitization wipes to customers upon arrival.

## **HOW CAN THESE MEASURES BE COMMUNICATED TO CUSTOMERS IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Communicate when appointment is scheduled.
- Measures will be communicated via social media (Facebook/Instagram) and on the salon website.
- These measures will be posted on the front door/window for clients to read before entering the salon.
- Protocols for protection will be distributed to each client entering the building.

## **DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No.

## **WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- No sanitation or cleaning outside of the normal scope of operations would be required to reopen.
- Under existing practice employees may not leave their service areas without complete sanitization of the workstation.

## **WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- No.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- No.

**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- No.

## Summary

Generally, if all organizations follow their common cleaning and sanitization practices the risk of contamination is considerably mitigated. Employees will continue to sanitize work area before the start of business and after the close of business each day according to board guidelines.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Close Contact Services

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# Barber Shops



## AVERAGE LEVEL OF CUSTOMER INTERACTION

- Barbers work requires close physical contact with the customer.

# Employee Protection

## EMPLOYEE PROTECTIVE MEASURES

- Services will be provided by appointment only, no walk-in customers.
- Customers will be required to sanitize their hands upon entering the building and also before each treatment.
- Signs will be posted at the entrance and at eye-level at each workstation stating that any customer who has symptoms of COVID-19 must reschedule their appointment.
- Limitations will be placed on the number of customers in the barber shop to one per barber.
- Barber shops with three or few barbers may resume operations so long as social distancing and other measures described herein are maintained.
- Barber shops with four or more barbers must stagger the work schedules so that no more than 50% of the normal number of barbers will be in the barber shop at a time.
- Barber stations will be separated by at least six feet from other stations. o All barbers will wear facemasks.

Barbers will wear protective gloves. o Payment for services may be non-cash only.

## HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?

- Owner will meet with all barbers communicate the above measures verbally and in writing.
- All barbers will be required to sign a statement acknowledging they understand and will adhere to the guidelines.

## WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?

- No cleansing, disinfecting, or sanitizing outside of the normal scope of operations would be required to reopen.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- No. Only protective facemasks and gloves.

**WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- No. However, stylists will sanitize all equipment, capes, and chairs after providing services to each client.

**WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Yes. Facemasks and gloves will be required. One facemask can be used per day. Gloves will be disposed of and changed after each client.

**Customer Protection**

**CUSTOMER PROTECTIVE MEASURES:**

- No barber displaying symptoms of COVID-19 will provide services to customers.
- The number of customers in a shop will be limited to 50% of normal capacity.
- No persons will be allowed to sit in the waiting area.
- Barber stations should be at least six feet apart.
- Barbers will wear protective facemasks or facial shields.
- All equipment used by a barber will be sanitized between customers.
- Services will be limited to haircuts and neck shaves only.
- Payment for all transactions may be non-cash.
- Customers will swipe card payments and the terminals will be cleaned by shop employees after each use.

**HOW CAN THESE MEASURES BE COMMUNICATED TO CUSTOMERS IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Measures will be posted on the front door/window and at eye-level at each workstation.
- Measures will be communicated via social media (Facebook/Instagram) and on the barber shop's website.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- No sanitation or cleaning outside of the normal scope of operations would be required to reopen.

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- No.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- The space between barber stations must be at least six feet.

**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- No.

## Summary

The barber shop will only use one entrance and the door will be cleaned using disinfectant every hour. Stylists will sanitize work area before the start business and after the close of business each day

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Close Contact Services

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# Hair Salons

## **AVERAGE LEVEL OF CUSTOMER INTERACTION**

- Work requires direct physical contact with customer.

# **Employee Protection**

## **EMPLOYEE PROTECTIVE MEASURES**

- Services will be provided by appointment only, no walk-in customers.
- Post a sign outside the front door/window that states that any customer who has symptoms of COVID-19 must reschedule their appointment.
- Salons will limit the number of clients in the store to one person per stylist.
- Customers will be required to wash/sanitize hands upon entering the salon.
- No persons will be allowed to wait in the store while a stylist is with another customer.
- Salons with three or fewer employees may resume operations so long as social distancing & other measures described herein are maintained.
- For Salons with four or more stylist's schedules will be staggered so that no more than 50% of stylists will be in the store at a time.
- Stylist stations will be separated by at least six feet from other stations.
- All stylists will wear facemasks.
- Stylists will wear protective gloves (except when cutting hair)

## **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Owner will meet with all stylists and communicate measures verbally and in writing.
- All employees will be required to sign a statement acknowledging they understand and will adhere to the guidelines.

## **WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- No cleansing, disinfecting, or sanitizing outside of the normal scope of operations would be required to reopen.

## **WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- No. Only protective facemasks and gloves.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- No. However, stylists will sanitize all equipment, capes, and chairs after providing services to each client.

**WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Yes. Facemasks and gloves will be required. One facemask can be used per day. Gloves will be disposed of and changed after each client.

## Customer Protection

**CUSTOMER PROTECTIVE MEASURES:**

- No stylist with COVID-19 symptoms will provide services to clients.
- The number of clients in a salon at a time will be limited to three or 50% of normal capacity.
- No persons will be allowed to sit in waiting area.
- Stylist station must be at least six feet apart.
- Stylists will wear protective facemasks and gloves.
- All equipment used by a stylist will be sanitized between clients.
- The salon will not provide books, magazines, or any reading material for clients.

**HOW CAN THESE MEASURES BE COMMUNICATED TO CUSTOMERS IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Communicate by phone prior to appointment.
- Measures will be communicated via social media (Facebook/Instagram) and on the salon website.
- These measures will be posted on the front door/window for clients to read before entering the salon.

**DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- No sanitation or cleaning outside of the normal scope of operations would be required to reopen.

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- No.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- The space between stylists' stations must be a least six feet.

**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- No.

## Summary

Generally, if all organizations follow their common cleaning and sanitization practices risk of contamination is considerably mitigated. Employees will continue to sanitize work area before the start business and after the close of business each day according to board guidelines.

# Close Contact Services

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# Nail Salons



## **AVERAGE LEVEL OF CUSTOMER INTERACTION**

- Provide services for manicures and pedicures; gel polish manicures; dip manicures and acrylic nail treatment. Work requires direct physical contact with the customer.

# Customer Protection

## **EMPLOYEE PROTECTIVE MEASURES**

- Services will be provided by appointment only, no walk-in customers.
- Customers will be required to wash their hands upon entering the building and also before each treatment.
- Signs will be posted at the entrance and eye-level at each workstation stating that any customer who has a fever or exhibits symptoms of COVID-19 must reschedule their appointment.
- Salons will limit the number of customers in the salon to one per technician.
- Salons with three or fewer technicians may resume operations so long as social distancing and other measures described herein are maintained. o Salons with four or more technicians must stagger the work schedules so that no more than 50% of the normal number of technicians will be in the salon at a time.
- Technician stations will be separated by at least six feet apart from other stations.
- All technicians will wear facemasks.
- Technicians will wear protective gloves.

## **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Owner will meet with all technicians communicate the above measures verbally and in writing.

## **WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- No cleansing, disinfecting, and sanitizing outside of the normal scope of operations would be required to reopen.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- No. Only protective facemasks and gloves.

**WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- No. However, stylists will sanitize all equipment and chairs after providing services to each client.

**WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Yes. Facemasks and gloves will be required. One facemask can be used per day. Gloves will be disposed of and changed after each client.

## Customer Protection

**CUSTOMER PROTECTIVE MEASURES:**

- No technician who has a fever or exhibits symptoms of COVID-19 will provide services to customers. The temperature of each technician will be checked before the technician meets with the first customer of the day.
- The number of customers in a salon will be limited to three or 50% of normal capacity, whichever is more.
- Waiting areas will be closed.
- Technician stations must be at least 6 feet apart.
- Technicians will wear protective facemasks and gloves.
- Any tools designed for one-time use will be discarded after use.
- All equipment and workstations will be cleansed, disinfected and sanitized between customers.
- The salon will not provide books, magazines, or any reading material for customers.

**HOW CAN THESE MEASURES BE COMMUNICATED TO CUSTOMERS IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



- Measures will be posted on the front door/window and at eye-level at each workstation.
- Measures will be communicated via social media (Facebook/Instagram) and on the salon's website.

**DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- No sanitation or cleaning outside of the normal scope of operations would be required to reopen.

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- No.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- The space between technician stations must be at least six feet.

**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- No.

**Summary**

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



The salon will only use one entrance and the door will be cleaned using disinfectant every hour. Stylists will sanitize work area before the start business and after the close of business each day.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Close Contact Services

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# Tanning Salons

## AVERAGE LEVEL OF CUSTOMER INTERACTION

- Very minimal customer interaction.

# Employee Protection

## EMPLOYEE PROTECTIVE MEASURES

- Employees who display symptoms of COVID-19 will be sent home.
- Provide a place to wash hands.
- Recommend alcohol and gel-based hand sanitizers in salons for employees.
- Issue face masks and gloves for all employees to wear while at work.
- Implement mobile messaging that will allow customers to wait in their cars until their session is ready.
- Avoid using other employees' phones, desks, offices, or other work tools. If necessary, clean and disinfect them before and after use.
- Take all steps to comply with guidelines on sanitation from the Centers for Disease Control and Prevention and the Kansas Department of Public Health.
- Practice sensible social distancing, maintaining six feet between co-workers.
- Provide workers and customers with tissues and trash receptacles.
- Retrain employees in proper hygiene practices.
- Encourage employees to report any safety and health concerns to the employer.
- Retrain employees in proper hygiene practices if needed.
- Encourage employees to report any safety and health concerns to the employer.

## HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?

- Through verbal and written instruction.

## WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



- Yes, CDC recommended disinfectant.

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- No. Only protective facemasks and gloves.

**WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- No.

**WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Yes, face mask and gloves.

## Customer Protection

**CUSTOMER PROTECTIVE MEASURES:**

- Implement mobile messaging app that will allow customers to wait in their cars until their session is ready.
- Supply gel-based hand sanitizers for customers and employees to encourage hand hygiene.
- Sanitize all tanning equipment and client contact surfaces with our EPA- hospital-grade disinfectant.
- Encourage customers to wear a facemask over their nose and mouth to prevent them from spreading the virus to employees.
- Provide no-touch disposal receptacles.
- Clearly mark six feet distances in lines at cash registers and in other high-traffic areas.
- Use laundry machines according to the manufacturer's instructions. Use warmest Appropriate water settings and dry items completely.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**HOW CAN THESE MEASURES BE COMMUNICATED TO CUSTOMERS IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Email all customers and post notice at store.

**DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- No sanitation or cleaning outside of the normal scope of operations would be required to reopen.

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- Yes, it will require markings on the floor.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- No.

**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- No.

**Summary**

The Professional Indoor Tanning Industry is a "no-touch" industry and has many of the same characteristics as retail mercantile establishments. This industry is sometimes utilized by dermatological patients at the referral of their doctor. Following professional and routine sanitization of tanning facilities and tanning equipment as well as adherence to recommended guidelines for employees and customers should ensure that risk of COVID-19 transmission is low.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>





# Childcare Services

## OVERVIEW

The Centers for Disease Control has issued significant guidance about how best to deal with COVID 19 in the childcare setting. Childcare facilities should operate in compliance with the KDHE issued health orders regarding child/staff ratios, limitation of 11 children in a childcare facility at any time.

Childcare service facilities should take every reasonable measure to prevent the spread of COVID-19. Hand washing, with soap and water, is the preferred method of sanitation according to KDHE guidelines. Clean and disinfect frequently touched surfaces. Employees should wear a facemask.

Children and staff who have a temperature or exhibit any other COVID-19 symptoms should stay home. Childcare facilities should be immediately notified if any staff members or children exhibit COVID-19 symptoms. Childcare facilities should establish procedures guaranteeing that children or staff who begin exhibiting COVID-19 symptoms after the start of each day are separated from others and sent home as soon as possible. Childcare facilities should establish procedures for administering temperature screening of staff on arrival every day. Anyone living in a home-based Child Care facility should follow the same guidelines as employees who work there.

All childcare facilities should ensure sure that all contact information for parents, staff and emergency contacts is current and establish a process for quickly Childcare facilities should establish communicating with families, staff, and emergency contacts. Staff who are at greater risk from COVID19 should consult with health professionals to assess their risk of currently working with children. Ensure that child/staff ratios are in compliance with KDHE guidelines and health orders regarding maximum number of children per classroom.

Considering the difficulty of consistently implementing social distancing within childcare facilities the CDC recommends that each class should include the same children and staff each day. Each group should be self-contained, particularly if the group is serving children of health care workers or first responders who have an increased likelihood of exposure to COVID-19. Childcare facilities should limit the mixing of children on playground and play areas. Childcare facilities should consider staggering arrival and drop-off times of children in separate classes to limit direct contact between parents and children from separate classes.

Childcare centers should prioritize sanitization and developing a daily schedule for sanitizing all high traffic areas as well as frequently touched items and surfaces. Childcare facilities should follow all CDC recommended cleaning guidelines.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Medical & Health Services

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# Medical Doctors

## AVERAGE LEVEL OF CUSTOMER INTERACTION

- Evaluation and treatment of acute and chronic illness, encouraging lifestyle modifications to prevent onset and progression of chronic diseases and the encouragement of wellness. Interaction with patients includes direct physical contact with the patient. Physicians interact with multiple patients each day and patients interact with multiple staff members each encounter.

# Employee Protection

## EMPLOYEE PROTECTIVE MEASURES

- Staff will be educated and trained on the appropriate use and disposal of Personal Protective Equipment (PPE) and will have appropriate PPE available to them.
- All staff will be screened for symptoms of Covid-19. Temperatures will be taken each day upon arrival at the facility. Staff with any signs or symptoms will be immediately sent home or referred to the appropriate health care facility.
- The waiting room will be closed except that one person per patient will be permitted only if necessary, i.e., parent with child, caregiver for patients with disabilities.
- Persons accompanying patients will be required to wait in the car.
- Patients will be required to wait in the car and will be notified via cell phone when an exam room is available, and they will be escorted directly into exam room.
- Patients will be screened upon arrival and those who are ill or possibly with symptoms of Covid19 will be referred to the appropriate health care facility.
- When possible, non-emergent conditions will be handled via telemedicine.
- Routine follow ups on stable conditions and the reporting of test results will be done via telemedicine or the patient portal.
- All staff and physicians will wear facemasks and gloves. o The office will be cleaned and disinfected daily.
- Exam rooms will be cleaned and disinfected after each patient encounter.

## HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



- Doctors will meet with all staff and present the COVID-19 guidelines and instructions.
- Doctors and staff will be required to adhere to guidelines established by the American Medical Association and the American Dental Association and their state counterparts.
- Training on the appropriate use and disposal of Personal Protective Equipment (PPE) and will have appropriate PPE available to them. o Appropriate signage, in service training and reminders will be used to provide an atmosphere of hypervigilance and precaution to ensure the safety of all patients, staff and providers.

### **WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- The protocol for cleaning and sanitizing is established by the American Medical Association.
- Physicians' offices will be required to use facemasks, protective eyewear, shoe covers, disposable gowns

### **WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- Staff at checkout will be required to wear gloves.
- Credit card receipts will be emailed or mailed to the patient, no exchange of paper between staff and patient.
- Staff will present post-operative instruction and written prescriptions to the patient while wearing gloves.

### **WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- No

### **WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Facemasks and gloves

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Customer Protection

## **CUSTOMER PROTECTIVE MEASURES:**

- The number of patients inside the office building will be limited. In general, patients will be encouraged to wait in their vehicles and will be notified via cell phone when an exam room is available.
- Patients will be encouraged to wear facemasks.
- The waiting room will be closed except for situations where the patient requires assistance, e.g., parent/child, elderly, patients with disabilities and where it is not practical for the attendant to wait in their vehicle.
- When possible, patients will utilize telemedicine services to avoid entering the building.
- When possible, the scheduling of patients will separate the well from the sick, e.g., well patient follow ups scheduled in the mornings and sick patients in the afternoons.
- When possible, some encounters may be done in the parking lot to avoid the patient entering the office building.
- High risk patients will use a separate entrance and exit and will be escorted directly to an exam room and avoid the waiting room.
- Physicians and staff will wear facemasks and gloves.
- Office and exam rooms will be cleaned and disinfected between patients.
- Any equipment used will be cleaned and disinfected after each use.
- All staff will be screened for symptoms of Covid-19 including the taking of temperatures each day upon arrival at the facility. Any staff with any signs or symptoms will be immediately sent home or referred to the appropriate health care facility.

## **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Patients will be called prior to their appointment.
- Staff will ask patients a series of questions about their current health.
- If a patient says they have any signs of sickness, the appointment will be rescheduled.
- On the pre-visit phone call, the staff will inform the patient of the new procedures which will include patient calling the office upon arrival, waiting in their car and a temperature screening prior to the patient entering the building accompanied by staff.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- No

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- No

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- The use of the waiting room will be limited to the greatest extent possible and if it is required then social distancing of at least 6 feet between patients will be maintained.

**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- Yes, staff will be assigned to sanitize bathrooms and surfaces at checkout.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Medical & Health Services - Dental



## AVERAGE LEVEL OF CUSTOMER INTERACTION

- Dentists and staff will have close physical contact and interaction with patients. Dentists and hygienists use hands and tools to work in the mouths of patients.

# Employee Protection

## EMPLOYEE PROTECTIVE MEASURES

- Dentists and their staff members are required to follow rules set forth by OSHA, CDC, Kansas Department of Health and Environment, and the Kansas Board of Dental Examiners.
- Services will be provided by appointment. If a walkup patient arrives that patient will be evaluated in the same manner as an appointed patient, provided that the schedule allows for the extra patient.
- Patients will be met at their car by staff wearing a facemask and gloves for a screening process that will include assessment of fever, cough, previous COVID -19 exposure, and presence of any other infection.
- If any symptoms are present, the patient may, upon availability of suitable testing kits, be tested for the COVID 19 virus. If the test is positive, the patient will be referred to a physician or hospital for further medical diagnosis and the dental appointment will be rescheduled after the patient receives clearance from a physician as to the absence of virus.
- Patients in the waiting area of the office will be minimized by the numbers to maintain social distancing; parents with children or adults accompanying elderly patients may wait in the waiting room, while the patient is being treated.
- Patients will be separated from other patients in the office by at least 6 feet.
- Employees shall adhere to established guidelines for infection control as mandated by OSHA, and CDC using the most appropriate commercially available PPE including level 1, 2, 3 surgical masks, face shields, gloves, and gowns. As N95 masks are again available to dentists commercially, they may be used as an option when high aerosolization is anticipated.
- Gloves will be disposed of after each patient. o Gowns can be disposable or constructed of materials which would allow them to be laundered and sanitized on site.
- All instruments will be either disposed of or sterilized in an autoclave and will be individually wrapped for each patient.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



- Dental chairs and facial shields will be cleaned and sanitized after each patient.

### **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Dentists will meet with all staff and present the COVID-19 guidelines and instructions.
- Staff will be required to adhere to guidelines established by OSHA, CDC, and the Kansas Board of Dental Examiners.

### **WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Employees shall adhere to established guidelines for infection control as prescribed by OSHA, CDC, the Board of Dental Examiners of Kansas, and the Kansas Department of Health and Environment using the required and commercially available PPE.
- Cloth gowns can be used as long as on-site sanitizing and laundering can occur.

### **WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- The staff member handling check-ins and check-outs will be required to wear gloves.
- Credit cards will be sanitized before and after use.
- Dental offices may establish self-service kiosks to handle all administrative activities with patients. If kiosks are used, they must be sanitized after each use by each patient.

### **WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- Dental office will continue to follow the protocols required by the Kansas Board of Dental Examiners for handling stock.

### **WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



- Yes. The CDC requires dentists to use surgical face masks, gloves, protective eyewear, face shields and protective clothing (reusable or disposal gowns, jacket, lab coat), one surgical mask for each patient.

## Customer Protection

### **CUSTOMER PROTECTIVE MEASURES:**

- No employee will be allowed to work if they have a fever or any other symptoms of COVID-19.
- No additional persons will be allowed in the waiting room until social distancing of six feet can be maintained. Patients will be brought into the office by a staff member one at a time.
- Patients will be brought into the office by a staff member one at a time.
- Patients will be separated from each other at all times by at least 6 feet. Employees will wear PPE as described above.
- All equipment, including dental chairs will be cleaned and sanitized before each patient is seated. Dental chairs cannot be sterilized but they can be sanitized.
- No reading materials will be provided to patients.
- Any bathroom in the office will be sanitized by staff after each use.
- Offices should be encouraged to consider the efficacy of powered air-purifying room air purifiers with high-efficiency particulate arrestance (HEPA) filters.

### **HOW CAN THESE MEASURES BE COMMUNICATED TO CUSTOMERS IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- The Board of Dental Examiners has the means to communicate with all licensed dentists by email, text, or regular mail.
- Patients will be notified prior to their appointment.
- Staff will ask the patient a series of questions about their current health.
- If a patient says they have any signs of illness, the appointment will be rescheduled.
- On the pre-visit communication, the staff member will inform the patient of the new procedures which will include patient calling the office upon arrival to the office and waiting in their car for a health screening, as described above, prior to entering the building.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- No.

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- No.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- No.

**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- No.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Medical & Health Services

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# Physical Therapy

## **AVERAGE LEVEL OF CUSTOMER INTERACTION**

- Therapists and staff have close and direct physical contact with patients. Therapists use hands-on treatment methods and less than 3 feet distance during the majority of the patient's treatment. Front desk personnel will generally be able to maintain a distance of 6 feet from the patient except for a brief period at the point of sale.

# **Employee Protection**

## **EMPLOYEE PROTECTIVE MEASURES**

- Patients who have a fever, cough or any signs of sickness must reschedule their appointment.
- The waiting room area will be closed to the general public. Patients will call the office upon their arrival and will be escorted by staff into the therapy room when the therapist is ready to treat the patient.
- All therapists and staff will wear facemasks and gloves.
- Protective shields will be installed at the check-in, check-out, and point of sale areas.
- Patients will be encouraged to wear facemasks
- Staff will receive training in the correct use of PPE and prevention of contamination of clothing, skin, and environment
- Staff will perform stringent and enhanced sanitation measures between patients

## **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Therapists will provide verbal and written instructions to staff on the proper use of PPE and prevention of contamination of clothing, skin, and environment.

## **WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Yes. The office and equipment will be cleaned and sanitized more frequently during the day and between each patient session.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- Protective shields will be installed at all open desks or counters to prevent support staff from direct contact with the patient.

**WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- None outside the normal course of business.

**WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Additional masks and gloves will be required in order to achieve universal precautions. Gloves must be changed between patient sessions.

**Customer Protection**

**CUSTOMER PROTECTIVE MEASURES:**

- The number of patients inside the office will be limited to one patient per therapist at a time.
- The waiting area will be closed; patients must wait in their cars until the therapist is ready to see them.
- The office will be completely disinfected and sanitized upon the opening and close of business each day.
- All rooms, equipment, furniture, and tools used will be cleaned and sanitized between each patient session.
- All therapists and staff will wear facemasks and gloves
- All staff will be screened for symptoms of COVID-19, including temperatures taken each day upon arrival to the office.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Safety protocols will be provided in writing to patients as they enter the building and posted throughout the office.

**DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Yes. Additional disinfectant supplies and equipment will be needed for areas of patient contact.

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- No

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- None in addition to what is described above.

**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- Additional staff will be needed to perform more frequent and thorough sanitizing.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>





## Summary

With regard to Physical Therapy clinics, patients and employees will be protected from the transmission of COVID-19 by a number of protective measures. These protective measures include, but are not limited to, rescheduling of appointments if a patient is displaying symptoms of COVID-19, waiting room areas will be closed to the general public, all therapists and staff will wear facemasks and gloves, protective shields will be installed at all point of sale counters, patients will be encouraged to wear facemasks, all staff will receive extensive training on the correct use of PPE, and all clinics will perform stringent and enhanced cleaning between treating patients.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Medical & Health Services

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# Optometry

## AVERAGE LEVEL OF CUSTOMER INTERACTION

Routine eye examinations, eyeglasses, and contact lens fittings. Work requires direct physical contact with patients. This may involve touching members of the public on the face, coming in contact with mucous membranes (conjunctiva) and bodily fluids (tears, mucous).

# Employee Protection

## EMPLOYEE PROTECTIVE MEASURES

- Services will be provided by appointment only, no walk-in patients.
- Signs will be posted on the front door/window that stating that any patient who has a fever or cough must reschedule their appointment.
- Ask each person before initiating service:
  - At office entry Patient/companion's normal temperature verified
  - Have you had any cold/flu symptoms recently?
  - Have you come in contact with another person who has been diagnosed with COVID 19?
- Limit the number of people in the office to one person per doctor, technician, or optician. A patient may bring one companion into the office (e.g., a minor, or an assistant if the patient has special needs).
- No additional persons will be allowed to wait in the building.
- All employees will maintain social distancing measures.
- Optical stations will be separated by at least six (6) feet apart.
- All employees interacting with the public will wear facemasks.
- CDC hand washing, office disinfection, and other infection control guidelines, including appropriate wearing disposable gloves will be observed.

## HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?

- Owner/managers will meet with all employees and communicate measures verbally and in writing.
- All employees will be required to sign a statement acknowledging they understand and will adhere to the guidelines.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- No sanitation or cleaning outside of the normal scope of operations would be required to reopen.

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- Screens are encouraged, but not required. Only protective facemasks are required.

**WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- No. However, doctors, technicians, and opticians will sanitize all equipment, chin rests, and chairs after providing services to each patient.

**WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Yes. Facemasks will be required. One facemask can be used per day. Gloves, if used, will be disposed of, and changed after each patient.

**Customer Protection**

**CUSTOMER PROTECTIVE MEASURES:**

- No employee with a fever or cough will provide services to clients.
- The number of patients in the building will be limited.
- No persons will be allowed to sit in waiting area.
- Optical station must be at least six (6) feet apart.
- Employees will wear protective facemasks.
- All equipment will be sanitized between patients.
- The office will not provide books, magazines, or any reading material, for patients.
- Office space and CDC-based surface disinfection (e.g. check in desk, restrooms) will be clean and disinfected according to guidelines.

**HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



- Measures will be communicated via social media (Facebook/Instagram) and on the practice website. These measures will be posted on the front door/window for patients to read before entering the practice staff.

**DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- No

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- No

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- The space between optical stations must be at least six (6) feet.
- Social distancing recommendations followed in other areas, based upon office/clinic design.

**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- No, each employee will be tasked with cleaning the area they use.
- The office will not provide books, magazines, or any reading material, for patients.
- Office space and CDC-based surface disinfection (e.g. check in desk, restrooms) will be clean and disinfected according to guidelines.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Measures will be communicated via social media (Facebook/Instagram) and on the practice website.
- These measures will be posted on the front door/window for patients to read before entering the practice staff.

**DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- No

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- No

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- The space between optical stations must be at least six (6) feet.
- Social distancing recommendations followed in other areas, based upon office/clinic design.

**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- No, each employee will be tasked with cleaning the area they use.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



## Summary

The practice will only use one public entrance and the door will be cleaned using disinfectant every hour. Employees will sanitize their work area before the start business and after the close of business each day. A notice will be posted encouraging customers to use credit/debit cards or PayPal/Venmo (if available) for payment for services payments.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Entertainment Venues - Gaming



## GAMING FACILITIES INCLUDED:

<i>Racetracks</i>	<i>Casinos</i>	<i>Bingo Halls</i>
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### AVERAGE LEVEL OF CUSTOMER INTERACTION

- Cashiers and attendants have limited interaction with customers via purchase of BINGO cards, placing of wagers on races, and payouts of prizes by physical cash.
- Food service area employees have limited interaction with customers through exchange of physical cash.

## Employee Protection

### EMPLOYEE PROTECTIVE MEASURES

- Temperature screenings of all employees prior to entering the facility/venue.
- Posting of a sign outside the entrance that states that any customer who has a fever or displays COVID-19 symptoms will not be allowed entry into the facility.
- Limit the number of customers in the venue to better utilize best practices for social distancing (35% of posted occupancy by Fire Marshall).
- Encouragement of touch-free payment options for BINGO card purchases, placement of wagers, and prize payouts.
- All staff will use PPE as deemed necessary.
- Food service, entrance areas, and seating will be frequently sanitized and upon customer request.
- Food service areas will adhere to the same guidelines as restaurants.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Owner-Operator or management will safely communicate with all employees either verbally or in writing.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Yes, additional hand sanitizing stations will be utilized.

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- Yes, barriers may be needed in some areas. Specifically, barriers could be used at BINGO card purchasing stations, wager windows or stations, and food service areas.

**WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- No

**WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Yes. Gloves and masks may be required, and usage could vary based on the level of interaction with customers, namely the touching of physical BINGO cards and/or cash.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Customer Protection

## **CUSTOMER PROTECTIVE MEASURES:**

- Limited capacity facility seating (35% of posted occupancy by Fire Marshall).
- Staggered use of machines (i.e. turning off every other machine in order to keep a 6-foot distance between patrons).
- Limited capacity for food service seating to employ 6-foot distance between patrons.
- Food service areas will adhere to the same guidelines as restaurants.
- Frequent cleaning and sterilization of high touch areas (i.e. Cleaning machines and BINGO aides after every use).
- Additional hand sanitizing stations will be available to patrons and employees.
- Informative messaging on best practices for social distancing within the facility, hand washing, etc.
- Customers will be barred entrance once the safe social distancing capacity has been reached.

## **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Measures will be communicated via social media, facility's website, and via physical signage in the facility.

## **DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No

## **WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Additional hand sanitizing stations will be needed.

## **WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- Yes. In the food service, BINGO card exchange, and wagering windows markings will be utilized.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- All areas of close proximity within the facility will employ social distancing requirements of 6 feet.

**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- No. All employees will be educated and trained on best practices for sanitization.

## Summary

In an effort to protect both patrons and employees of gaming facilities, management should employ numerous safety measures. These safety measures should include: taking the temperatures of all employees prior to entering the facility, posting of signs that prohibits the entrance of any customer if they have experienced a fever or exhibits COVID-19 symptoms, limiting the number of employees and guaranteeing a 6-foot distance between patrons, encouraging touch-free payment options for wagers and payouts, staggering of machine usage, cleaning of machines and BINGO aides, and requiring PPE usage by staff as needed. Sanitizing protocols should be put in place by management in accordance with CDC guidelines.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Exercise Facilities

## **AVERAGE LEVEL OF CUSTOMER INTERACTION**

- Limited interaction between employees and customers.

# **Employee Protection**

## **EMPLOYEE PROTECTIVE MEASURES**

- Spreading of equipment to maintain a distance of 6 feet between machines.
- Employees should perform regular cleaning and encourage customer assistance with cleaning equipment after each use.
- Encourage the following of CDC guidelines for monitoring of employee and customer health.
- Prohibit access to the facility for anyone who exhibits symptoms of COVID-19.
- Employees and customers should be encouraged to wear PPE where applicable.

## **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Employees should be trained on CDC guidelines and social distancing best practices.

## **WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Purchasing of additional CDC recommended cleaning supplies.

## **WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- Some locations may require barriers to separate customers and/or employees. Barriers and signage made available in all common areas.

## **WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- No

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



## **WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Facemasks can be used once daily. Gloves may be available for employers and customers.

## **Customer Protection**

### **CUSTOMER PROTECTIVE MEASURES:**

- Practice social distancing (utilize signage/barriers and floor/seat markers to instruct customers to remain 6 feet apart.)
- Promote the use of self-serve checkout registers and clean them regular.
- Make hand sanitizer and disinfectant wipes available throughout the facility.
- Employees will wear protective masks and gloves where applicable.
- All countertops should be sanitized between customers.
- No food products consumed on premise by employees or customers.
- Customers and employees should bring their own water or other drinks.

### **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Employees should be trained on CDC guidelines and social distancing best practices.

### **DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No

### **WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Additional CDC recommended cleaning products.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- Postings of signs encouraging social distancing should be visible to the customers. Barriers between equipment may be installed for additional protection.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- No

**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- Yes, management will need to develop a checklist for sanitization in compliance with CDC guidelines and designate an employee to monitor to store capacity.

## Summary

Exercise facilities can safely reopen by following CDC recommended guidelines for sanitization and social distancing. Machines and/or equipment can be placed at a safe distance of 6 feet to discourage close contact between customers. Where necessary, additional barriers may be installed to avoid contact between customers. Customers and employees should be encouraged to wear PPE where applicable.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>





# Entertainment Venues - Museums

## **AVERAGE LEVEL OF CUSTOMER INTERACTION**

- Cashiers/ticket takers at the entrance would have some limited interaction with customers via ticket exchange and payments of physical cash.
- Food service area employees have limited interaction with customers through exchange of physical cash.
- Retail service area employees have limited interaction with customers through exchange of physical cash.

# Employee Protection

## **EMPLOYEE PROTECTIVE MEASURES**

- Temperature screenings taken daily for all employees upon entry to the facility.
- Post a sign outside the entrance that states that any customer who has a fever or exhibits any signs of COVID-19 will not be allowed entrance.
- Limit the number of customers in venue to social distancing guidelines issued by CDC and ADPH.
- Encouragement of touch-free payment options for ticketing, food, and retail service.
- All staff will use PPE as deemed necessary.
- Food service and retail service areas will be frequently sanitized or upon customer requests.

## **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Owner/Management will meet with all employees and communicate measures verbally and in writing.

## **WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Additional hand sanitizing stations could be utilized.

## **WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



- Yes, barriers may be needed in some areas, namely the ticket taking/entrance, retail, and food service areas.

**WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- No

**WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Yes. Gloves may be required, and usage could vary based on the level of interaction with customers, namely the touching of physical cash.

## Customer Protection

**CUSTOMER PROTECTIVE MEASURES:**

- Increased emphasis on touch-free payment options.
- Frequent cleaning/sterilization of high touch areas.
- Employees will wear gloves as needed.
- Additional hand sanitizer stations.
- Informative messaging on best practices for social distancing, hand washing, etc.
- Customers will be barred entry once social distancing capacity has been reached.
- Interactive exhibit (touch and feel exhibits, play areas) may be closed or modified to help maintain best practices for health and safety.

**HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Measures will be communicated via social media (Facebook/Instagram) and on the museum's website.
- Measures will be posted at the entrance of the museum for customers to read before entering.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Additional hand sanitizing with additional hand sanitizer stations.

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- Yes, in some food service or retail service areas, as well as at the entrance/ticket booth. It may also be needed in some high-traffic exhibit spaces to help maintain social distancing best practices.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- Space between customers in food service and retail areas, as well as the ticket booth, will be set at the recommended 6 feet. It may also be necessary to set the same requirement in high traffic exhibit areas.

**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- No, all employees would be educated/trained in best practices for sanitization.

## Summary

In order to protect the general public and their employees, museums will put strict social distancing and sanitization protocols in place. They will maintain a distance of six feet between patrons throughout the museum. Museums will implement extensive and stringent cleaning methods in their facilities to avoid to transmission of the virus the causes COVID-19.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Entertainment Venues - Planetariums

## **AVERAGE LEVEL OF CUSTOMER INTERACTION**

- Cashiers and ticket takers at the entrance have limited interaction with customers at the ticket exchange.
- Food service area employees have limited interaction with customers through exchange of cash money.
- Retail service area employees have limited interaction with customers through exchange of currency.

# Employee Protection

## **EMPLOYEE PROTECTIVE MEASURES**

- Temperature readings taken daily for all employees upon entry to the venue.
- Limit the number of customers in venue to social distancing best practices.
- Encouraging touch-free payment options for ticketing, food, and retail service.
- All staff to use PPEs as deemed necessary.

## **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Management will meet with all employees and communicate measures verbally and in writing.

## **WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Additional hand sanitizing stations could be utilized.

## **WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- Yes, barriers may be needed in some areas, namely the ticket taking/entrance, retail, and food services.

## **WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- No.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



## **WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Yes. Gloves may be required, and usage could vary based on the level of interaction with customers, namely the interaction of touch with physical currency.

## Customer Protection

### **CUSTOMER PROTECTIVE MEASURES:**

- Limited capacity for food service and retail areas, as well as in venue seating. Adhere to the same regulations and guidelines as restaurants and retail.
- Increased emphasis on touch-free payment options.
- Frequent cleaning and sanitizing of high-touch areas.
- Employees will wear gloves as needed.
- Additional hand sanitizer stations as needed.
- Limitation of seating in food service area and auditorium space to employ social distancing best practice of six feet.
- Customers will be barred entry once building capacity has been reached.
- Interactive exhibits may be closed or modified to help maintain best practices for health and safety.
- Employees will sanitize common areas frequently and at customer requests.

### **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Informative messaging posted on best practices for social distancing and hand washing.
- Measures will be communicated via social media and on the attraction website.
- These measures will be posted at the entry for customers to read before entering.

### **DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Additional hand sanitizer for additional stations.

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- Yes. In some food service, retail service areas, and ticket booths.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- Yes. These areas will adhere to the social distancing practice of six feet.

**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- No.

## Summary

Ensuring that social distancing measures are implemented in high traffic areas will be the key component to combatting COVID-19 in this industry. These measures can be communicated to businesses in this industry by a public press release and/or an announcement by the Kansas Department of Health and Environment.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>





# Youth Athletic Activities

## YOUTH ATHLETIC ACTIVITIES INCLUDED:

*Baseball*

*Softball*

### Coach, Player, and Attendee Protection

#### COACH AND PLAYER PROTECTIVE MEASURES

The following health and safety measures should be implemented along with additional league, municipal, county, state, and CDC recommendations:

- Ensure that all player equipment is properly spaced to limit interaction
- Coaches, players, parents, and attendees are required to practice responsible social distancing when and where possible, especially in common areas (i.e. dugouts)
- Limit the use of team-shared equipment and encourage the cleaning and sanitizing of this equipment after each use
- Strictly monitor the health of each employee, coach, and player and require any individual with a fever or other symptoms of COVID-19 to not participate in team activities
- Require all employees, officials, and coaches to wear PPE, especially facemasks where applicable
- Encourage use of face masks by players and in close contact areas and situations where applicable
- Facilities should increase frequency of cleaning and sanitizing measures especially in areas of high traffic, such as restrooms
- No food or concession sales will be allowed at facilities
- Public restrooms should be limited to a one-in-one-out policy
- Practices and games should be scheduled to allow for additional time for teams and attendees to exit the premises before other teams and attendees enter

#### HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?

- Owner or appropriate official should use all means of communication currently in practice, such as social media, email, and website notices to share measures with parents and players

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



- Notices on measures that apply to attendees should be posted at all entrances

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Yes. All cleaning supplies suggested by the CDC should be utilized.
- Encourage hand sanitizing stations at entrances to facilities

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- No.

**WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- No.

**WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Yes. Each player and coach will need access to gloves and facemasks for practice and games.

## Summary

Maintaining social distancing and following the measures recommended in this section will be critical to establishing safe and healthy operations of youth recreational activities and sports. The application of the recommendations may vary by sport; however, these measures should not exclude or largely deviate from how they are described in this section.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Pharmacies

## AVERAGE LEVEL OF CUSTOMER INTERACTION

- Provide prescription medication, medication counseling and immunizations to patients. Some work requires direct physical contact with customer.

# Employee Protection

## EMPLOYEE PROTECTIVE MEASURES

- Pharmacy personnel to wear PPE is encouraged.
- Encourage all prescribers to submit prescription orders via telephone or electronically. The pharmacy should have procedures to avoid handling paper prescriptions.
- Drive through and curbside service for prescription pick up.
- Delivery of pharmacy items to patients' home where possible.
- Strategies to limit direct contact with customers include:
  - Packaged medication can be placed on a counter for the patient to retrieve.
  - Avoid handling insurance or benefit cards.
  - Avoid touching objects that have been handled by patients.
- Widen check-out counters for social distancing.
- Utilize plastic shields/screens at check-out and other counters.
- Provide hand sanitizer on counters for use by customers and have sufficient and easy access to soap and water or hand sanitizer for staff. o Increase cleaning measures and supplies for the pharmacy area.
- Limit transactions to patient or authorized representative only to decrease occupancy.
- Practice social distancing (utilize signage/ barriers and floor/seat markers to instruct waiting patients to remain 6 feet apart).
- Promote the use of self-serve checkout registers and clean them frequently. Have hand sanitizer and disinfectant wipes at register locations for use by customers.
- Close self-serve blood pressure units.

## WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



- No sanitation or cleaning outside of the normal scope of operations would be required.

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- Yes. Barriers placed at counters.

**WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- No

**WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Yes. Facemasks and gloves will be needed as appropriate. One facemask can be used per day. Gloves will be disposed of and changed as needed.

## Customer Protection

**CUSTOMER PROTECTIVE MEASURES:**

- Practice social distancing (utilize signage/ barriers and floor/seat markers to instruct waiting patients to remain 6 feet apart).
- Promote the use of self-serve checkout registers and clean them frequently.
- Have hand sanitizer and disinfectant wipes at register locations for use by patients.
- Pharmacy personnel will wear protective facemasks and gloves as appropriate.
- All countertops should be sanitized between patients.
- The pharmacy will not provide books, magazines, or any reading material, for clients.
- Drive through and curbside service for prescription pick up.
- Delivery of pharmacy items to patients' home where possible

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- These measures may be posted on the front door or window for patients to read before entering the pharmacy.

**DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- None outside the normal scope of operations.

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- Yes. Barriers and/or floor/seat markers (tape, etc.) may be needed.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- The space between waiting area chairs and patients in line will require marking.

**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- Yes, the owner/manager or designated employee would be on duty to monitor all procedures.
- When applicable, an employee should be designated to monitor store capacity.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Real Estate

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# Agent



## AVERAGE LEVEL OF CUSTOMER INTERACTION

- High level of close contact with the customer.

# Employee Protection

## EMPLOYEE PROTECTIVE MEASURES

- Disinfecting wipes for agents and clients for all in-person real estate showings.
- Employee(s) designated for COVID-19 disinfecting.
- Instant result testing kits.
- Disinfecting supplies for homes to be shown to buyers.
- Maintain social distancing requirements on showing.
- Clean the office and limit number of people in office at one time.
- Sanitizing station in home-minimum soap, paper towels, garbage can, hand sanitizer if possible, provided by seller.
- Only realtor or sellers turn lights on, open doors, cabinets, closets etc. Sanitize everything touched. Only allow adult buyers in the home-no other family members. Young children carried or hold adult's hand to prevent touching. Take shoes off or wear shoe covers. No sick or recently sick people come inside.
- Upgrade housekeeping efforts
- Booties to cover shoes when entering a home is recommended.
- Virtual tours and safety precautions such as mask and gloves when showing is recommended when possible.
- Digital notary seal and remote signings
- Deal only with the decision maker when showing a house
- Electronic closing on home loans
- Requiring proof of funds prior to private showings, limiting the number of family members per showing.

## HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



- Social media communication
- Flyers
- Staff safety meetings
- Posters
- Phone calls and text messages
- Personal notification via text, email, or phone before meeting clients
- Verbally
- Online staff meetings
- Emails

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Disinfectant wipes
- Hand sanitizer
- Disinfectant cleaners
- Bleach

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- N/A

**WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- N/A

**WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Gloves, masks, sanitizer, disinfecting wipes for entering properties.
- Agents & clients that need to evaluate a property or attend a closing.
- Face masks and shields for all agents.
- Gloves and masks for house showings.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



## Customer Protection

### **CUSTOMER PROTECTIVE MEASURES:**

- Disinfecting wipes for agents and clients for all in-person real estate showings.
- Disinfecting supplies for homes to be shown to buyers.
- Maintain social distancing requirements on showing.
- Clean the office and limit number of people in office at one time
- Sanitizing station in homes.
- Ask that customers only open doors and not cabinets during these times.
- Only realtor or sellers turn lights on, open doors, cabinets, closets etc. Sanitize everything touched. Only allow adult buyers in the home and no other family members. No sick or recently sick people come inside
- Booties to cover shoes when entering a home
- Virtual tours and open houses.
- Digital notary seal and remote signings
- Deal only with the decision maker when showing a house.
- Electronic closing on home loans
- Requiring proof of funds prior to private showings, limiting the number of family members per showing.

### **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Social media communication
- Flyers
- Staff safety meetings
- Posters
- Phone calls and text messages

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



- Personal notification via text, email, or phone before meeting clients
- Verbally
- Online staff meetings
- Emails

**DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Disinfectant wipes
- Hand sanitizer
- Disinfectant cleaners
- Bleach

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- No.

**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- Ensure social distancing guidelines are followed by riding in separate cars to showings.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- Yes. Designate person or schedule for sanitizing the office or house after a showing.

## Summary

Tenant education is important. Utilize lock boxes and implement one day showings. Reduce client attendance for showings; Clients should be cleaning their homes. When possible move to a virtual showing platform ONLY for home showings of occupied properties. It is difficult to guarantee safety for buyers and sellers while showing occupied property. There is still risk with unoccupied property, but at least having everyone sanitize hands and wear masks in the property protects buyers. Employment of videographers to shoot virtual tours eliminating homes not attractive to potential buyers and making actual showings more effective and eliminating potential exposure for both sellers and potential buyers would be helpful.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Real Estate

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# Commercial

## **AVERAGE LEVEL OF CUSTOMER INTERACTION**

- Regular face-to-face meetings and interactions. Required teamwork in close quarters.

# **Employee Protection**

## **EMPLOYEE PROTECTIVE MEASURES**

- Field fever tests before employees allowed to enter an active construction site.
- Require masks if working with others.
- Multiple required hand-washing stations on a construction site.
- Sanitize all materials and tools if being delivered by a third-party.

## **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Construction foreman will notify all workers verbally and in writing.

## **WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Yes. Hand washing materials & supplies, masks, forehead fever test devices, and cleaning supplies for tools and materials.

## **WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- No.

## **WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- Yes. All equipment, material and tools will be sanitized at the beginning of the workday and upon delivery by a third party.

## **WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Yes. Masks will be needed depending on the proximity of construction workers to each other, time spent in a team, and the requirement for teamwork to complete daily tasks.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



## Customer Protection

### **CUSTOMER PROTECTIVE MEASURES:**

- N/A

### **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- Foreman meetings and announcements and posted signs in English and Spanish on the job site.

### **DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No.

### **WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Yes – Hand washing materials & supplies, masks, forehead fever test devices, and cleaning supplies for tools and materials.

### **WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- No.

### **WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- Social distancing is not feasible on an active construction site. Masks will be required for people working in groups or in proximity of less than 6 feet from each other.

### **WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- Yes. Somebody will have to sanitize tools and materials when delivered by a third-party.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>





# Manufacturing & Industry

## AVERAGE LEVEL OF CUSTOMER INTERACTION

- Minimal, if any.

# Employee Protection

## EMPLOYEE PROTECTIVE MEASURES

- Establish an internal pandemic response team who will design and implement a "return-to-work" plan.
- Establish an adequate supply of preventative material inventory (soap, sanitizer, thermometers, etc.).
- Establish an adequate supply of PPE.
- People clocking in are required to meet 6-foot distance clocking in and out daily.
- Establish a disinfection team and clean/disinfect entire facility & establish a recurring disinfection schedule for all areas of facility based on risk of transmission.
- Establish an inbound parts/materials/packages disinfection strategy.
- 6-foot distance required for break areas many conference rooms have been converted to additional break rooms for social distance requirement at break and lunch.
- Establish transportation contamination mitigation strategy.
- Establish isolation protocols incase an employee contracts COVID-19 and contaminates the facility.
- Establish a COVID-19 protocol coordinator and training strategy.
- Establish a social distancing strategy based on the layout and workflow of the facility.
- Establish on-site health screening strategy.

## HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?

- Company-wide distribution of the "return-to-work" plan.
- Arrange staggered day-of-return" meetings to discuss mitigation strategy
- Use of widely posted COVID-19 mitigation signage throughout facility.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Disinfectant spray/wipes.
- Hand sanitizer dispenser (floor-stand).
- Adequate supply of hand soap.
- Bio-hazard container (bags that can be sealed and tagged as contaminated material).
- Adequate supply of paper towels.

**WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT, SUCH AS SCREENS AT CHECKOUT COUNTERS?**

- Establishment of on-site screening checkpoints upon entrance to facility.
- Barriers or screens may be installed in areas where workflow prohibits adherence to social distancing protocol.

**WILL THESE MEASURES REQUIRE ADDITIONAL SANITIZATION PRACTICES IN REGARD TO SUPPLY CHAINS IN YOUR INDUSTRY, SUCH AS SANITIZATION OF INCOMING STOCK, COMPONENT PARTS, RAW MATERIALS, ETC?**

- Expedited shipments (transit time less than 48 hours) should be handled utilizing PPE and personal sanitization practices.
- Expedited shipment may be sanitized (only by appropriately trained personnel) with a 10% bleach solution or a hospital grade disinfectant.
- When possible, allow incoming materials to remain untouched for 48 hours when received.

**WILL THESE MEASURES REQUIRE THE PURCHASE AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUCH AS FACE-MASKS OR GLOVES?**

- Disposable surgical masks (1 per employee/day).
- Nitrile gloves (2 pairs per employee/day).
- Infrared thermometer (1 per 100 employees).
- Glasses/face-shields (1 per employee).

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Customer Protection

## **CUSTOMER PROTECTIVE MEASURES:**

- Limit face-to-face interaction with customers.
- When face-to-face interaction cannot be avoided utilize PPE supplies and adhere to social distancing guidelines.
- Consider sanitization of all out-going products (only by appropriately trained personnel) using a 10% bleach solution or hospital-grade disinfectant.

## **HOW CAN THESE MEASURES BE COMMUNICATED TO EMPLOYEES IN A CLEAR AND CONSISTENT MANNER ACROSS THE INDUSTRY?**

- COVID-19 protective measures memo from facility manager to all customers.
- COVID-19 protective measures memo attached to outgoing products (sent with Bill of Lading, shipping documentation, etc.)

## **DO ANY MEASURES REQUIRE A BUSINESS TO GET AN UPDATED BUILDING OCCUPANCY FIRE CODE IN ORDER TO DETERMINE A CERTAIN PERCENTAGE OF OCCUPANCY ALLOWED IN THE STORE/FACILITY?**

- No.

## **WILL THESE MEASURES REQUIRE ANY ADDITIONAL OR PARTICULAR CLEANING/SANITATION SUPPLIES?**

- Sanitization/disinfectant solution for outgoing products.

## **WILL THESE MEASURES REQUIRE THE INSTALLMENT OF CERTAIN EQUIPMENT OR MARKINGS, SUCH AS TAPE ON THE FLOOR IN CHECKOUT LINES?**

- These measures will require some type of marking or tape on the floor at checkout line to ensure adherence to 6-foot social distancing standards.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



**WILL THESE MEASURES REQUIRE ANY ADDITIONAL SOCIAL DISTANCING REQUIREMENTS IN AREAS OF CLOSE PROXIMITY?**

- No.

**WILL THESE MEASURES REQUIRE THE DESIGNATION OF AN EMPLOYEE TO PERFORM A SPECIFIC DUTY, SUCH AS MONITORING STORE CAPACITY OR CONSISTENTLY SANITIZING A DESIGNATED SURFACE?**

- Pandemic Response Team
- COVID-19 protocol coordinator

## Summary

Each organization should develop a thorough plan before resuming operations. Each organization should clearly communicate that plan using press releases, internal and external memo's, facility-wide use of signage, and verbally during team meetings.

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



# Agriculture

# OVERVIEW

In order to keep markets open and to maintain business continuity across the industry, we must all follow all relevant local, state, and federal mandates. If we do not act responsibly in taking necessary measures, we will lose the ability to operate.

We ask that you take these steps to mitigate disease spread and create contingency plans accordingly. The following strategies may be beneficial to prepare your operations:

- Familiarize yourself with and follow rapidly changing local and state rules regarding assembly of crowds.
- Work with your café operators to follow location-specific guidance which may include closure or offering to-go service only;
- Limit crowd sizes:
  - Limit attendees in the arena to buyers only
    - Discourage groups of people from congregating and, in particular, ask that they follow the CDC recommended 6-foot distance between individuals
  - Request that consignors deliver livestock and return home rather than remaining at the facility
    - Offer consignors flexibility in picking up their checks if they can't wait for them to arrive by mail, such as delivery or pick up from their vehicle while remaining in parking lot
  - Evaluate all options to utilize web broadcast or phone bidding
  - Clearly communicate and enforce your policies
    - Update your website with instructions to customers and your plans for continued operation
    - Put up signs to communicate with visitors.
    - Make announcements from the auction block throughout the sale reminding everyone of expectations for crowd limits
  - Designate a staff person to monitor entry to the arena and/or regularly monitor the number of individuals present to stay within recommended crowd size limits

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>



- Take other preventative measures
  - Instruct any employee or visitor exhibiting symptoms of illness to remain home and request that any employee or visitor who is a member of a population of heightened vulnerability to consider avoiding areas where people are gathering
  - Provide ample opportunities for visitors and employees and employees to wash hands following CDC best practices
  - Clean and disinfect all commonly used areas frequently including restrooms and restocking with soap, paper towels, and hand sanitizer

Adapted from <https://ltgov.alabama.gov/reopen-alabama-responsibly/>

