

# Teton County's Phased Guidelines for Businesses and Organizations to Maximize Public Health and Economic Reactivation

DISCLAIMER: These are recommendations that are subject to modification and may be superseded by health orders and / or guidance. Please check these guidelines frequently for changes. Recommendations for changes should be emailed to Sara. Budge@wyo.gov.

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# General Guidelines for Employers During Red, Orange and Yellow Phases

#### **Best Practices**

- Designate a workplace coordinator available during each shift who will be responsible for COVID-19 issues and their impact in the workplace. Stay up to date on the CDC's business checklist: https://www.cdc.gov/coronavirus/2019ncov/community/organizations/businesses-employers.html
- Educate the workforce about the threat of the pandemic, what the business is doing, and what they should do to protect themselves and their families.
- Employees and customers should not congregate in groups:
  - Allow employees to work from home if their job duties permit
  - o If possible, establish cohorts or shifts of employees to limit the number of other workers each employee is in contact with
  - Use floor markings or other visual means to mark appropriate physical distance (6 feet). Make regular announcements to remind employees and/or customers to follow distancing guidelines
  - Use online conferencing, email, or phone calls to communicate instead of in-person meetings, even when people are in the same building
- Encourage contactless pay options.
- Encourage digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas).
- Prepare for absenteeism—not only sick employees will stay home; others may need to care for the sick family members or children if schools close.
- Update the business' emergency communication plan with key contacts and backups, chain of communications, and processes for tracking and communicating. Share the response plan with employees and communicate expectations.
- Ensure every employees' contact number(s) and emergency contact details are up to date; ensure a communication plan is in place to reach employees quickly.
- Consider what reserve supplies might be necessary (e.g., cleaning supplies, gloves, or other protective equipment, "to-go" containers).
- Establish and maintain open dialogue with local communities, including key vendors and suppliers, exploring contingencies, and sharing appropriate decisions about foodservice, transportation, and other services.
- Provide signage at each public entrance to inform all employees and customers that they should:
  - Avoid entering if they have a cough, fever, shortness of breath, or feel generally unwell
  - Maintain a minimum of 6-foot distance (10-foot distance in gyms, fitness centers, or large event spaces due to increased exertion, heavier breathing, cheering is preferable)
  - o Sneeze/cough into a elbow/cloth or tissue, not hands
  - o Refrain from shaking hands or engage in any unnecessary physical contact
  - o Wear face coverings in accordance with <u>CDC recommendations</u>

#### Cleaning & Hygiene Guidelines

- Promote etiquette for coughing, sneezing, and handwashing; avoid touching face, especially eyes, nose, and mouth; place posters that encourage hand and respiratory hygiene.
- Cloth face coverings should be worn by employees and patrons in accordance with CDC's recommendations, especially when difficult to maintain 6-foot distance.
- Discourage workers from sharing resources or other work tools and equipment, when possible; avoid handshaking.
- Make a list of high-touch surfaces requiring routine disinfecting and perform routine environmental cleaning (e.g., workstations, countertops, handrails, doorknobs, break rooms, bathrooms, other common areas), either twice a day or after each use. Keep a logbook of cleaning regimen.

#### Those cleaning should:

- Wear gloves
- Clean surfaces with soap and water if dirty before disinfecting
- o Use EPA-registered household disinfectant, diluted bleach, or alcohol solutions
- Laundry: wear gloves, use warmest appropriate water setting, dry items completely, do not shake dirty laundry, launder sick person's items separately.
- Make hand sanitizer, soap and water, or effective disinfectant readily available at or near the entrance, at checkout counters, or anywhere else where people have direct interactions. Provide additional portable handwashing stations or facilities if possible or necessary.
- Personal Protection Equipment (PPE) should not be shared and should be disposed of properly.
- After using gloves, employees should wash their hands.

#### Monitoring Symptoms, Symptomatic Employees, and Returning to Work

- Train employees to spot symptoms of COVID-19. Severity of symptoms ranges from very mild to severe and may include cough, shortness of breath, fever above 100.3 F, chills, headache, muscle pain, sore throat, and/or new loss of taste or smell.
- Employees should self-monitor for symptoms daily. This may include a paper symptom tracker they use at home or work, electronically logging symptoms in spreadsheets, or a simple verbal reporting of symptoms to management. Daily recording of symptoms will help medical professionals determine the onset of disease and help identify potential contacts. Link: https://tetoncountywy.gov/2076/Businesses
- The U. S. Equal Employment Opportunity Commission (EEOC) recently clarified that it is appropriate to have employees track symptoms or for employers to take temperatures prior to entering the building. During the COVID-19 pandemic, employers are permitted to check employees and job candidates for symptoms or fevers because the circumstances related to a potential direct threat to others safety. Employers may also require any employees or candidates exhibiting COVID-19 symptoms to stay at home. It is important that the names and records of symptomatic employees are protected health information and must remain confidential. It is also crucial to note that if you ask one employee about symptoms, you must ask all of them, or it could be considered discriminatory. For further information on COVID-19 and employment laws follow this EEOC link: <a href="https://www.eeoc.gov/eeoc/newsroom/wysk/wysk">https://www.eeoc.gov/eeoc/newsroom/wysk/wysk</a> ada rehabilitation act coronavirus.cfm and this OSHA link: <a href="https://www.osha.gov/SLTC/covid-19/news">https://www.osha.gov/SLTC/covid-19/news</a> updates.html



When checking for fevers remember:

- Wait at least 6 hours after taking fever reducing medications that can lower your temperature and wait 30 minutes after exercise. If using an oral thermometer wait 30 minutes after eating or drinking to take your temperature.
- O Both oral and temporal thermometers can be used. Follow manufacturer directions. For more information on thermometer use visit this Cleveland Clinic link: <a href="https://my.clevelandclinic.org/health/articles/9959-thermometers-how-to-take-your-temperature">https://my.clevelandclinic.org/health/articles/9959-thermometers-how-to-take-your-temperature</a>. For more information on using infrared temporal thermometers visit this FDA link: <a href="https://www.fda.gov/medical-devices/general-hospital-devices-and-supplies/non-contact-infrared-thermometers">https://www.fda.gov/medical-devices/general-hospital-devices-and-supplies/non-contact-infrared-thermometers</a>.
  - o If a thermometer is not available, you may instead record if you felt feverish, i.e., a "subjective fever." This is when one experiences overheating, chills, and/or body aches.
- Do not allow employees to come to work if they feel sick. Enact non-punitive leave policies so employees do not feel pressured to come to work if they are sick.
- Employees who are sick or who appear to have symptoms should be separated from other employees and customers immediately and sent home; immediately clean and disinfect areas the sick employee visited.
- •Employees with unexplained symptoms should seek testing by contacting their primary care provider. If they do not have one, call St. John's Health Hotline at (307) 739-4898, option 3. Uninsured or under-insured individuals with COVID-19 related symptoms can call the Teton County Health Department at 307-733-6401 for a voucher for a free COVID-19 active disease test at Emerg-A-care or St. John's Health.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees while maintaining patient confidentiality; fellow employees should self-monitor for symptoms for 14 days or self-quarantine if directed to by a medical provider. Unless otherwise directed by a medical provider, employees with suspected or confirmed cases of COVID-19 should not return to work until:
  - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
  - At least 10 days have passed since symptoms first appeared



# Tiered Recommendations for Businesses and Employees

Please check all current health orders to identify the minimum enforceable requirements.

Category High Risk	Moderate Risk	Low Risk	New Normal Risk
Operates under the General Guidelines f to ingress, egress, use, and occupancy by public. Curbside pickup, drive-through, a Stagger workstations so workers another and can maintain a 6-foot distant Organize staff into cohorts or shi interaction between the groups When delivering food, drivers sh sanitizer before passing delivery to custor Restaurants should use disposab packaging that do not need to be To-go boxes, pizza boxes, paper paper product that touches food food. Gloves must be worn wher Encourage contactless payment; sanitize between transactions Staff should sanitize hands betw payment options and food/containers Employers provide personal prot such as face coverings, hair nets, and glo	<ul> <li>All patrons shall be seated at tables (booths are included in the definition of tables)</li> <li>Limit tables to groups of 6, preferably of the same household. May seat greater than 6 if all from same household.</li> <li>Tables with guests must be at least 6 ft apart (and preferably 10 ft apart) on all sides when seated. Either move tables or mark off tables not to be used. Limit number of people to accomplish this.</li> <li>6-foot distance must be maintained between household parties, indoor or outdoor with signage and floor markings</li> <li>Staff interacting with public (within 6 ft.) must wear face coverings at all times and perform hand hygiene between interactions with each table</li> <li>Cups, lids, and straws must not be out for the public to handle and must be handed directly to customers by staff instead</li> <li>Tables must not be set before seating. Staff need to avoid touching items that have been placed on the table (menus, plates, cutlery, pens, cups, etc.). The table will be cleared by a dedicated staff member once all guests have left</li> <li>A dedicated staff member must sanitize between customers. The area occupied by the customers must be sanitized after use, including tables, tablecloth, pens, salt, and pepper shakers, etc. Consider use of disposable items (including bottled water, silverware, etc.)</li> <li>The restaurant may not operate if PPE (face coverings, gloves, etc.), EPA-approved</li> </ul>	Operates under the General Guidelines for Employers. Dine-in services allowed with precaution.  Dine in options available with tables spaced feet apart; capacity increased incrementally, based on data & milestone trends Limit the number of people in a restaurant at any time to allow for adequate distancing — specific distance? Take-out options should still be encouraged Limit wait times inside the restaurant to 15 minutes and avoid crowding. Individuals should be encouraged to wait outside with physical distancing. Set an established window for high-risk groups to come in without pressure from crowds Maintain signage to remind individuals from separate parties to stand at least 6 feet apart No self-service of open food / or No Buffets. Clean drink machines frequently Do not preset tableware Stagger workstations so workers are not facing one another and can maintain a 6-foot distance Organize staff into cohorts or shifts to reduce interaction between the groups Encourage contactless payment; sanitize between transactions, discourage cash payments Staff handling payment should not touch food products	Operates under the General Guidelines for Employers. Dine-in restaurants operating under proper safety precautions for staff and customers.



WYOMING				
WYOMING		<ul> <li>Employees shall be screened for symptoms of COVID-19, or exposure to an individual with COVID-19, prior to each shift; employees who are ill shall not be allowed to work, employees who have been exposed to a COVID-19 positive person within the previous 14 days shall not be allowed to work; employee logs of the screening activity must be kept and made available for inspection by the local health officer.</li> <li>Condiments, seasonings, etc. only by customer request and only if they can be cleaned between customers. Consider disposable packages or single serve</li> <li>Staff must sanitize hands between handling payment options and food/containers</li> <li>Encourage contactless and non-signature payment; when not possible, card and payment stations must be sanitized after each use</li> <li>Consider technology solutions for ordering, menus, seating and payment.</li> <li>The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use</li> <li>No dart/pool leagues, dances, events, or karaoke may take place at the business</li> <li>Game areas and playgrounds in restaurants remain closed</li> <li>Signage must remind customers not to enter the business if they have symptoms of COVID-19 and must be displayed at the business entrance.</li> <li>No common foods such as popcorn or peanuts</li> <li>Menus must be sanitized between uses or disposable</li> <li>Stagger workstations so workers are not facing one another</li> <li>Organize staff into teams to reduce interaction between the groups</li> </ul>		
Places Serving Alcohol (Including bars, taverns, distilleries, & tasting rooms)		Operates under the General Guidelines for Employers. Food takeout/delivery options preferable. Dine-in services allowed with extreme precaution.  • See guidelines for Restaurants and Food Service  • Seated service only  • Space seating for physical distancing (minimum of 6 ft. between tables)  • Only groups who arrive together may be seated together  • Hostess must seat groups to maintain distancing  • Dance floors are closed to dancing but may be used as area for extra seating at tables.	<ul> <li>Operates under the General Guidelines for Employers.</li> <li>Dine-in services allowed with precaution.</li> <li>See guidelines for Restaurants and Food Service</li> <li>Approaching full occupancy</li> <li>Space seating for physical distancing (minimum of 6 ft between tables.</li> <li>Only groups who arrive together may be seated together</li> </ul>	proper safety precautions for staff and customers.
Third-Party Food and Grocery Delivery Service	Operate under the General Guidelines for Employers (see above). Create a safe environment for customers and staff.  No person – to – person contact  Contactless payment recommended  Employees wear face coverings  Sanitize areas that have been in contact with employee or delivery item between deliveries  Sanitize entire interior of vehicle often	Operate under the General Guidelines for Employers (see above). Create a safe environment for customers and staff.  Six (6) ft. distancing must be maintained  Contactless payment recommended  Employees wear face coverings  Sanitize areas that have been in contact with employee or delivery item between deliveries  Sanitize entire interior of vehicle often	Operate under the General Guidelines for Employers (see above). Create a safe environment for customers and staff.  • Six (6) ft. distancing must be maintained  • Contactless payment recommended  • Employees wear face coverings  • Sanitize entire interior of vehicle often	Operate under the General Guidelines for Employers (see above). Create a safe environment for customers and staff.  • Six (6) ft. distancing should be maintained • Sanitize interior of vehicle often



Category

Retail (Including grocery, hardware, pharmacies, etc.)

#### High Risk

Operate under the General Guidelines for Employers (see above). Create a safe environment for customers and staff.

- Maintain signage to remind and help individuals stand at
- least 6 feet apart, including outside when in line and in
- store check-out lines.
- Post signage on current guidelines and physical
- Maximum number of patrons must be such that a 6foot
- distance between patrons and employees can be easily
- maintained (1 person per 120 square feet).
- Encourage the public to wear cloth face coverings when in the store.
- Provide hand sanitizer at store entrances/exits, checkout counters, and throughout store.
- Staff must maintain a distance of 6 feet from customers and may only come closer than 6 feet when accepting
- payment or delivering goods or services while wearing a face
- covering.
- Establish one-way aisles to support physical
- Clean high touch surfaces often including credit card machines, lane dividers, checkout lane belts, and door handles.
- Assign an employee to disinfect carts and baskets after
- each use.
- Encourage all employees to wear face coverings and gloves.
- Employees must wear face coverings in any area accessible to the public.
- Limit purchase quantities on certain goods to maintain ability to meet needs of patrons and limit crowds/lines.
- Discourage customers from bringing small children or strollers in stores to allow as much space as possible in aisles.

#### **Moderate Risk**

#### Operate under the General Guidelines for Employers (see above). Create a safe environment for customers and staff.

- Maintain signage to remind and help individuals stand at least 6 feet apart, including outside when in line and in store check-out lines.
- Post signage on current guidelines and physical distancing.
- Assign an employee to disinfect carts and baskets after
- each use.
- Maximum number of patrons must be such that a 6-foot
- distance between patrons and employees can be easily maintained (1 person per 120 square feet).
- Encourage the public to wear cloth face coverings when in the store.
- Provide hand sanitizer at store entrances/exits, checkout counters, and throughout
- Staff must maintain a distance of 6 feet from customers and may only come closer than 6 feet when accepting
- payment or delivering goods or services while wearing a face
- covering.
- Establish one-way aisles to support physical distancing.
- Clean high touch surfaces often including credit card machines, lane dividers, checkout lane belts, and door handles.
- Assign an employee to disinfect carts and baskets after
- each use.
- Encourage employees to wear face coverings and gloves.
- Limit purchase quantities on certain goods to maintain ability to meet needs of patrons and limit crowds/lines.
- Discourage customers from bringing small children or strollers in stores to allow as much space as possible in aisles.
- Encourage families to only send one person to shop.
- Consider installing a clear plastic screen between cashiers
- and customer checking out items if it is not possible to maintain 6 feet of distance.
- Provide curbside pick-up or delivery if possible.
- Make regular announcements to remind customers to follow physical distancing
- Consider removing seating and closing areas where customers could congregate.

#### **Specific Guidance for Grocery, Convenience Stores, and Markets**

- Consider closing dining areas. If dining areas are going to remain open, they should follow guidelines for "Restaurants, Food Service Establishments & Food Trucks" found above.
- Separate order and delivery areas to keep customers from waiting too long in confined
- Cease all customer self-service of foods including bulk foods, beverage dispensing,

#### Low Risk

#### Operate under the General Guidelines for Employers (see above). Create a safe environment for customers and staff.

- Maintain signage to remind and help individuals for customers and staff. stand at least 6 feet apart, including outside when in line and in store check-out lines.
- Post signage on current guidelines and physical
- Assign an employee to disinfect carts and baskets regularly.
- Provide hand sanitizer at checkout counters and entrance/exits.
- One-way aisles established to support physical distancing.
- Clean high touch surfaces often including credit card machines, lane dividers, checkout lane belts, and door handles.
- Encourage public and all employees to wear face coverings.
- Staff must maintain a distance of 6 feet from customers and may only come closer than 6 feet when accepting payment of delivering good or services while wearing a face covering.
- Discourage customers from bringing small children or strollers in stores to allow as much space as possible in aisles.
- Encourage families to only send one person to shop.
- Consider installing a clear plastic screen between cashier and customer checking out items if it is not possible to maintain 6 feet of distance.
- Provide products through curbside pick-up or delivery if possible.
- Make regular announcements to remind customers to follow physical distancing guidelines.
- Consider removing seating and closing areas where customers could congregate.

#### Specific Guidance for Grocery, Convenience Stores, and Markets

• Consider closing dining areas. If dining areas are

#### **New Normal Risk**

Operate under the General **Guidelines for Employers (see** above). Create a safe environment

- Post signage on current guidelines.
- Customer self-service may resume.
- · Provide hand sanitizer at checkout counters and
- entrance/exit.
- Post signage to encourage customers to use cleaning wipes and hand sanitizer.
- Ensure cleaning wipes are available near shopping carts and shopping baskets.
- Assign an employee to disinfect carts and baskets regularly.
- Clean high touch surfaces often including credit card machines, lane dividers, checkout lane belts, and door handles.



- Encourage families to only send one person to shop.
- Consider installing a clear plastic screen between cashiers
- and customer checking out items if it is not possible to
- maintain 6 feet of distance.
- Provide curbside pick-up or delivery if possible.
- Make regular announcements to remind customers to
- follow physical distancing guidelines.
- Remove seating and close areas where customers could congregate.

## Specific Guidance for Grocery, Convenience Stores, and Markets

- Close all dining areas (inside and outside) to prevent congregation and consumption of food or beverage onsite
- Separate order and delivery areas to keep customers from
- waiting too long in confined areas together.
- Cease all customer self-service of foods including bulk foods, beverage dispensing, coffee grinding, and cold/hot bars. Only make items available if portions can be pre-packaged.
- Cease all customers self-service of items that are food related. Lids for cups, utensils, and individual condiment packets should be provided by staff.
- If you allow the use of re-usable bags, consider having customers bag their own groceries.
- Do not allow customers to use their own mugs or other beverage containers from home.

- coffee grinding, and cold/hot bars. Only make items available if portions can be prepackaged.
- Cease all customers self-service of items that are food related. Lids for cups, utensils, and individual condiment packets should be provided by staff.
- If you allow the use of re-usable bags, consider having customers bag their own groceries.
- Do not allow customers to their own mugs or other beverage containers from home.
- going to remain open, they should follow guidelines for "Restaurants, Food Service Establishments & Food Trucks" found above.
- Separate order and delivery areas to keep customers from waiting too long in confined areas together.
- Cease all customer self-service of foods including bulk foods, beverage dispensing, coffee grinding, and cold/hot bars. Only make items available if portions can be pre-packaged.
- Cease all customers self-service of items that are food related. Lids for cups, utensils, and individual condiment packets should be provided by staff.
- Allow individuals to bring their own bags but consider having them bag their own groceries.



Category	High Risk	Moderate Risk	Low Risk	New Normal Risk
Hospitality, Tourism & Accommodations (including, hotels, motels, B&B)	Operates under the General Guidelines for Employers. Limited O operation. Take extreme precautions for both staff and guests.p.  Out of state travelers must quarantine for 14 days.  Stagger occupancy of rooms.  Eliminate places of congregation.  Symptomatic guests should stay in their room and wear a face covering when they leave.  Employees working in reception areas should wear a face covering or work behind plexiglass.  Food should be served in a takeout-style (grab& go or room service) manner; no buffet-style dining.  Swimming pools, hot tubs, gyms, and fitness centers should be closed.  Provide guests with their own disinfection solutions or wipes to instill guest confidence (e.g., alcohol wipes).  High touch surfaces (door handles, countertops, key cards, elevator button panels) are sanitized frequently with EPA approved disinfectant.  Discontinue use of self-serve ice machines, and coffee, water, and juice dispensers.  Maintain signage to remind groups to stand at least 6 feet apart and avoid congregating in common areas.  Limit elevator occupancy to family or single persons only with signage posted.  Launder all linens according to CDC guidance (on the warmest possible setting).  Remove extra items in rooms (e.g., coffee maker, extra blankets, pillows, and linins).  Discontinue or decrease housekeeping services during guest stays to prevent transmission between rooms.  Maintenance services are not to enter guests' rooms while occupied unless it is an emergency.  Post tent signs in rooms reminding guests of COVID-19 symptoms to be aware of.	•	<ul> <li>feet</li> <li>apart.</li> <li>Limit elevator occupancy to family or single persons only with signage posted.</li> <li>Employees working in reception areas encouraged to wear a face covering.</li> <li>Fitness centers and pools follow gym guidelines (see "Gyms and Fitness Centers" row in this chart).</li> <li>High touch surfaces (door handles, countertops, key cards, elevator button panels) are disinfected frequently with EPA approved disinfectant.</li> <li>Launder all linens according to CDC guidance (on the warmest possible setting).</li> <li>Post tent signs in rooms reminding guests of COVID-19 symptoms to be aware of.</li> <li>Post signage for current guidelines.</li> </ul>	Post signage for current guidelines.



Category	High Risk	Moderate Risk	Low Risk	New Normal Risk
Events & Cultural Entertainment (indoo sporting events, movie theaters, theaters, museums)			<ul> <li>Limit the number of people to allow for adequate group distancing.</li> <li>Close contact is prohibited between different groups.</li> <li>Signage must remind patrons to remain at least 6 feet apart from other groups. Waiting areas must have floor markers to indicate proper spacing.</li> <li>Staff shall perform hand hygiene between interactions with each group.</li> <li>Staff that come within 6 feet of customers or other staff shall wear a face covering.</li> <li>Patrons should be encouraged to wear face coverings to the greatest extent possible.</li> <li>Employees shall be screened for symptoms of COVID-19, or exposure to an individual with COVID-19, prior to each shift; employees who are ill shall not be allowed to work; employees who have been exposed to a COVID-19 positive person within the previous 14 days shall not be allowed to work; employee logs of the screening activity must be kept and made available for inspection by the local health officer.</li> <li>The business must have appropriate personal protective equipment (face coverings, gloves, etc.), EPA-approved disinfectants, and cleaning supplies.</li> <li>Hand sanitizer must be available at the entrance to the</li> </ul>	<ul> <li>Encourage contactless payment, reservations, and ticketing.</li> <li>Encourage social distancing as possible.</li> <li>Provide hand sanitizer at entrances and exits.</li> <li>Employees may continue to work behind plexiglass screens.</li> <li>Clean and sanitize high-touch surfaces often.</li> </ul>



contact tracing. If such recordkeeping is done manually, you must sanitize record keeping instruments between uses.  • Encourage contactless and non-signature payment; if not possible for to	If such recordkeeping is done ust sanitize record keeping ween uses. actless and non-signature payment; if the customer, card and payment sanitized after each use; staff shall
stations must be sanitized after each use; staff shall sanitize hands between handling payment options  Signage must remind customers not to enter the business if they have symptoms of COVID-19, and the signage must be displayed at the business entrance.  When practical, leave doors open to reduce touching  sanitize hands be sanitize hands be business if they h signage must remind customers not to enter the business if they h signage must be signage must be of handles.	etween handling payment options mind customers not to enter the nave symptoms of COVID-19, and the displayed at the business entrance. leave doors open to reduce touching
of handles.	
Concessions, if Applicables  Concessions if Applicables  A Protocols consists	
<ul> <li>Concessions, if Applicable:         <ul> <li>Protocols consistent with restaurant health orders and guidelines.</li> </ul> </li> <li>Protocols consistent with restaurant health orders and guidelines.</li> </ul>	tent with restaurant health orders and



Category	High Risk	Moderate Risk	Low Risk	New Normal Risk
Other Large Indoor Crowd Gatherings (civic clubs, weddings and other organizations hosting large groups)	Gatherings of more than nine (9) people are prohibited. Non-essential gatherings may be prohibited.	Operational protocols in place to ensure adherence to	foot distance is preferable if there are prolonged exposure times to others.  Post signage with reminders for symptom checking, social distancing, hygiene, and face covering use as described in the general guidelines.  Encourage participants to wear face coverings.  Provide hand sanitizer at entrances and exits.  When practical, leave doors open to reduce touching	<ul> <li>Procedures and precautions.</li> <li>Encourage social distancing as possible.</li> <li>Clean and sanitize high-touch surfaces often.</li> </ul>



Faith-based organizations and funeral homes	Gatherings of more than nine (9) people are prohibited. Non-essential gatherings may be prohibited.	<ul> <li>Operates under the General Guidelines for Employers.</li> <li>Operational protocols in place to ensure adherence to physical distancing guidelines and current health orders.</li> <li>May allow gatherings of 25 or more people. Following requirements must be adhered to:</li> <li>A 6-foot distance must be maintained between groups at all times.</li> <li>Limit the number of people to allow for adequate group distancing.</li> <li>Close contact is prohibited between different groups.</li> <li>Reading materials, collection plates, and communion trays shall be passed out to individual attendees, not passed between attendees.</li> <li>Prior to the gathering, faith leaders and staff must be screened for symptoms of COVID-19, or exposure to an individual with COVID-19 during the previous 14 days. Staff or leaders with symptoms of illnesses, or known exposure shall not participate in the gathering. Staff logs of the screening activity shall be kept and made available for inspection by the local health officer.</li> <li>The entire facility shall be cleaned thoroughly, includin high touch surfaces, before and after each gathering. Follow CDC cleaning guidelines.</li> <li>Communion shall be served in individual containers.</li> <li>There shall be no exchange of food or drink, with the exception of communion.</li> <li>Staff who come within 6 feet of attendees or other star must wear a face covering</li> <li>Attendees should be encouraged to wear face coverings to the greatest extent possible ear masks</li> <li>Post signage for attendees, with reminders to not enter the gathering if they have symptoms of COVID-19 and maintain physical distancing between groups.</li> <li>Provide hand sanitizer at entrances and exits.</li> <li>When practical, leave doors open to reduce touching chandles.</li> </ul>	Following requirements must be adhered to:  • A 6-foot distance must be maintained between groups at all times.  • Limit the number of people to allow for adequate group distancing.  • Close contact is prohibited between different groups.  • Reading materials, collection plates, and communion trays shall be passed out to individual attendees, not passed between attendees.  • Prior to the gathering, faith leaders and staff must be screened for symptoms of COVID-19, or exposure to all individual with COVID-19 during the previous 14 days. Staff or leaders with symptoms of illnesses, or known exposure shall not participate in the gathering. Staff logs of the screening activity shall be kept and made available for inspection by the local health officer.  • The entire facility shall be cleaned thoroughly, including high touch surfaces, before and after each gathering. Follow CDC cleaning guidelines.  • Communion shall be served in individual containers.  • There shall be no exchange of food or drink, with the exception of communion.  ff • Staff who come within 6 feet of attendees or other staff must wear a face covering  • Attendees should be encouraged to wear face coverings to the greatest extent possible ear masks  • Post signage for attendees, with reminders to not enter the gathering if they have symptoms of COVID-19 and maintain physical distancing between groups.  • Provide hand sanitizer at entrances and exits.	
Category	High Risk	Moderate Risk	Low Risk	New Normal Risk



Personal Services	All nail salons, hair salons, barber shops, massage parlors, tattoo, body art and piercing shops are closed. No cosmetology, electrology or esthetic services.	Operates under the General Guidelines for Employers. Personal Services are recommended to be closed. If open, Personal Services should protect customer and staff with limited operations.  Appointment only (no walk-in customers).  No patrons in the waiting area (client goes directly to chair/ treatment area).  Magazines, newspapers, and other communal reading materials removed from the waiting area.  Increased physical distancing (at least 6 ft.) between workspaces.  Cleaning and disinfecting must be completed between customers including hand washing and surface sanitation using an EPA approved disinfectant.  Schedule enough time between customer appointments to disinfect workstation.  Linens including client draping, pillows, and padding are changed and laundered according to CDC guidance between each customer.  Contactless, non-signature payment encouraged. If not possible, card and payment stations must be sanitized after each use; staff shall sanitize hands between handling payment.  Staff must be screened for COVID-19 symptoms at the beginning of shift.  Patrons must wear face coverings to the extent possible.  Staff must wear face coverings when within 6 feet of customers or other staff.  Maintain adequate records of clients for contact tracing (including names and phone numbers); if recordkeeping is done manually, sanitizing measures must be taken on the instruments between use.  Maintain record of staff working hours by date and time for purposes of COVID-19 contact tracing; if recordkeeping is done manually, sanitizing measures must be taken on the instruments between use.  Maintain record of staff working hours by date and time for purposes of COVID-19 contact tracing; if recordkeeping is done manually, sanitizing measures must be taken on the instruments between use.	Operates under the General Guidelines for Employers. Protect customer and staff.  Appointment only (no walk-in customers).  Waiting area disinfected frequently.  Cleaning and disinfecting must be completed between customers including hand washing and surface sanitation using an EPA approved disinfectant.  Face coverings shall be worn by staff and to the extent possible by patrons.  Signage for current guidelines.  Staff must be screened for COVID-19 symptoms at the beginning of shift.  Contactless payment encouraged.  Use extreme caution during procedures that require the practitioner to come in close proximity to client's face (e.g., waxing, beard trimming, and facials).  Post signage for current guidelines.  Zoom or telehealth sessions when possible.	Operates under the General Guidelines for Employers. Industry open while protecting customers and staff.  Cleaning and disinfecting between customers including hand washing and surface sanitation using an EPA approved disinfectant.  Signage for current guidelines
Category	High Risk	Moderate Risk	Low Risk	New Normal Risk



#### Home Repair

staff and public with increased communication and limited in- hygiene. person contact.

- Inquire if homes have symptomatic individuals and
- exercise caution
- Wash or sanitize hands before and after leaving a home
- Avoid entering homes of person experiencing symptoms
- Avoid entering homes while residents are present
- Wear face coverings and gloves, changing between each
- site
- Sanitize tools often and after each site
- Share estimates, invoices, and other documentation
- electronically (no paper) if possible

## Operates under the General Guidelines for Employers. Protect Operates under the General Guidelines for Employers. Strict

- Inquire if homes have symptomatic individuals and
- exercise caution
- Wash or sanitize hands before and after leaving a home
- Avoid entering homes of person experiencing symptoms
- Avoid entering homes while residents are present
- Wear face coverings and gloves, changing between
- Sanitize tools often and after each site
- Share estimates, invoices, and other documentation electronically (no paper) if possible

#### Operates under the General Guidelines for Employers. Strict hygiene.

- Inquire if homes have symptomatic individuals and
- exercise caution
- Wash or sanitize hands before and after leaving a
- Avoid entering homes of person experiencing
- Avoid entering homes while residents are present
- Wear face coverings and gloves, changing between
- Sanitize tools often and after each site
- Share estimates, invoices, and other documentation electronically (no paper) if possible

#### Operates under the General Guidelines for Employers. Increased hygiene.

• Same has high-risk column except that employers do not need to actively monitor symptoms, but employees can self-report

#### Gyms & Fitness Centers

#### Fitness centers and gyms are closed

centers and gyms are recommended to be closed. If open, fitness and gyms should follow space and cleaning guidance.

- Staff of the facility must wear face coverings at all
- Staff must be screened at the beginning of their shift for symptoms of illness, and staff must be screened for exposure to a person with COVID-19 infection during the previous 14 days
- Staff with symptoms of illness or exposure to a person with COVID-19 infection within the previous 14 days shall not be allowed to work.
- The facility must maintain a record of customer usage, by date and time, and a record of staff working hours, by date and time for purposed of COVID-19 tracing in the event contact tracing is necessary. If this record keeping is done manually, sanitizing measures must be taken on the instruments used for record keeping in between use.
- Close-contact activities are prohibited, including but not limited to one-to-one personal training, closecontact sports, weightlifting requiring "spotters" and any other close -contact activities.
- Locker rooms remain closed, except for restrooms
- Workout equipment no less than 6 ft apart
- Workout equipment must be cleaned by staff in between each patron use.

#### Operates under the General Guidelines for Employers. Fitness Operates under the General Guidelines for Employers. Fitness centers and gyms are open with specific space and cleaning guidance.

- Limit the number of patrons in the facility at one time to1 person per 120 square feet
- Space or close equipment so patrons can be 6 feet
- Make cleaning supplies available throughout the
- establishment and post signs encouraging patrons to
- clean all equipment
- Decreased occupancy
- Decreased number of participants in group sessions or classes for increased physical distancing
- Staff of the facility must wear face coverings at all
- Staff with symptoms of illness or exposure to a person with COVID-19 infection within the previous 14 days shall not be allowed to work.
- Staff must be screened at the beginning of their shift for symptoms of illness, and staff must be screened for exposure to a person with COVID-19 infection during the previous 14 days
- Signage for current guidelines

#### Operates under the General Guidelines for Employers. Fitness centers and gyms are open with cleaning guidance.

- Space equipment at normal capacity
- Make cleaning supplies available throughout the
- establishment and post signs encouraging patrons to clean all equipment
- Signage for current guidelines



		<ul> <li>Hand washing or hand sanitizer must be readily available</li> <li>No more than 9 patrons in each room or section at a time</li> <li>One person per 120 sq. ft.</li> <li>One swimmer per lane</li> <li>Spas and saunas closed</li> <li>Signage for current guidelines must be posted</li> </ul>		
Category	High Risk	Moderate Risk	Low Risk	New Normal Risk
( onstruction (seneral	Operates under the General Guidelines for Employers. Strict hygiene and reduced group interactions.	Operates under the General Guidelines for Employers. Strict hygiene and reduced group interactions.	Operates under the General Guidelines for Employers. Strict hygiene.	Operates under the General Guidelines for Employers. Increased hygiene.
Contractors &	Ensure nobody with symptoms enters a job site	Ensure nobody with symptoms enters a job site	Ensure nobody with symptoms enters a job site	Hand sanitizer available at a minimum
Manufacturing	<ul> <li>Provide additional hand washing stations; wash or</li> </ul>	<ul> <li>Provide additional hand washing stations; wash or</li> </ul>	<ul> <li>Provide additional hand washing stations; wash or</li> </ul>	Signage for current guidelines must be posted where
	sanitize hands before and after leaving a site	sanitize hands before and after leaving a site	sanitize hands before and after leaving a site	appropriate
	<ul> <li>Wear face coverings and gloves</li> </ul>	Employees should wear face coverings and gloves	<ul> <li>Employees should wear face coverings and gloves</li> </ul>	
	Clean and disinfect project sites, including high-touch	Clean and disinfect project sites, including high-touch	Clean and disinfect project sites, including high-touch	
	surfaces and tools frequently	surfaces and tools frequently	surfaces and tools frequently	
	Share estimates, invoices, and other documentation     clostropically (no paper) if possible	Share estimates, invoices, and other documentation	Share estimates, invoices, and other documentation     cleatronically (no paper) if possible	
	<ul><li>electronically (no paper) if possible</li><li>Signage for current guidelines must be posted where</li></ul>	<ul><li>electronically (no paper) if possible</li><li>Signage for current guidelines must be posted where</li></ul>	<ul><li>electronically (no paper) if possible</li><li>Signage for current guidelines must be posted where</li></ul>	
	appropriate	appropriate	appropriate	
D 1 1 0 1011		Operates under the General Guidelines for Employers Exercise		e Operates under the General Guidelines for Employers
Rentals CHITTITTERS	extreme caution for clients, guides, and staff.	caution for clients, guides, and staff.	caution for clients, guides, and staff.	Enhanced sanitizing regime
and Guides	<ul> <li>Groups of more than 9 are prohibited.</li> </ul>	<ul> <li>Limit the number of people to comply with group</li> </ul>	<ul> <li>Limit the number of people to comply with group</li> </ul>	<ul> <li>Increased hygiene</li> </ul>
	<ul> <li>Physical distance of 6' or greater must be maintained.</li> </ul>	gathering size limits dictated in current health order.	gathering size limits dictated in current health order.	Symptom check clients
	Increase sanitizing frequency  Provide beautypacking and beautypacking.	Physical distance of 6' or greater should be maintained  for your household warm have		
	<ul> <li>Provide handwashing or hand sanitizer</li> <li>Suspend in store retail sales – curbside only</li> </ul>	<ul><li>for non-household members</li><li>Appropriate PPE required such as face coverings when</li></ul>	Encourage use of PPE     Provide bandwaching or hand capitizer	
	No business sponsored transportation	6 feet is not possible.	<ul><li>Provide handwashing or hand sanitizer</li><li>No self-serve food items</li></ul>	
	<ul> <li>Employees and clients must wear face coverings.</li> </ul>	<ul> <li>Provide handwashing or hand sanitizer</li> </ul>	In store retail with increased sanitization, increased	
	<ul> <li>Sanitize equipment and vehicles at least daily</li> </ul>	In store retail store sales allowed with physical	hygiene, and signage for current guidelines	
	<ul> <li>Prepackaged food provided by clients only</li> </ul>	distancing, increased sanitization, increased hygiene,	<ul> <li>Sanitize equipment and vehicles at least daily</li> </ul>	
	<ul> <li>Single household groups only</li> </ul>	signage for current guidelines and no congregation.	Symptom check clients	
	Symptom check clients	Business sponsored transportation discouraged		
		Sanitize equipment and vehicles at least daily		
		Prepackaged food only		
		Single household groups encouraged     Symptom chack clients		
		Symptom check clients  Page   15		



Category	High Risk	Moderate Risk	Low Risk	New Normal Risk
Outdoor Recreational Gatherings (trails, trailheads, athletic and sports fields, park facilities, equestrian facilities, basketball and tennis courts)	<ul> <li>Exercise extreme caution to protect yourself and the public.</li> <li>Gatherings of nine (9) or more are prohibited</li> <li>Physical distancing of at least six (6) ft. must be maintained by individuals of other households at all times</li> <li>Sanitize high-touch surfaces, including handrails, trail signs, and maps</li> <li>Eliminate congregation areas at trailheads, parks, or other outdoor spaces</li> <li>No team sports</li> <li>Travel in vehicles is limited to those of the same household</li> <li>Ensure areas are open to public</li> <li>Where appropriate, provide handwashing or hand sanitizer</li> <li>Where appropriate, leave gates open</li> <li>Provide signage for current guidelines</li> </ul>	<ul> <li>Exercise caution to protect yourself and the public.</li> <li>Gathering size may be limited</li> <li>Physical distancing of at least six (6) ft. must be maintained by individuals of other households at all times</li> <li>Sanitize high-touch surfaces, including handrails, trail signs, and maps</li> <li>Eliminate congregation areas at trailheads, parks, or other outdoor spaces</li> <li>No contact sports</li> <li>Travel in vehicles is limited to those of the same household</li> <li>Ensure areas are open to public</li> <li>Where appropriate, provide handwashing or hand sanitizer</li> <li>Where appropriate, leave gates open</li> <li>Provide signage for current guidelines</li> </ul>	<ul> <li>Exercise caution to protect yourself and the public.</li> <li>Gathering size may be limited</li> <li>Physical distancing of at least six (6) ft. must be maintained by individuals of other households at all times</li> <li>Sanitize high-touch surfaces, including handrails, trail signs, and maps</li> <li>Eliminate congregation areas at trailheads, parks, or other outdoor spaces</li> <li>Exercise caution during contact sports</li> <li>Ensure areas are open to public</li> <li>Where appropriate, provide handwashing or hand sanitizer</li> <li>Where appropriate, leave gates open</li> <li>Provide signage for current guidelines</li> </ul>	<ul> <li>Exercise caution to protect yourself and the public.</li> <li>Ensure increased hygiene and cleaning</li> <li>Provide signage for current guidelines</li> </ul>
Large Outdoor Event Gatherings (Rodeos, Concerts, etc.)	Gatherings of more than nine (9) people are prohibited. Non-essential gatherings may be prohibited.		Operates under the General Guidelines for Employers. Gathering size limited. Exercise caution for staff, participants and public.  • Gathering size may be limited • Post signage for current guidelines • Encourage participants to wear face coverings. • Provide hand sanitizer at entrances and exits. • When practical, leave doors open to reduce touching of handles. • Sanitize all high touch surfaces often • Contactless payment recommended • Utilize technology such as streaming of events and online reservations and ticketing • Six (6) ft. physical distancing must be kept for people not from the same household • Eliminate areas of congregation • Consider increasing staff to ensure guidelines are followed • See food service section	<ul> <li>Post signage for current guidelines</li> <li>Increased hygiene and sanitation</li> <li>See food service section</li> </ul>



Category	High Risk	Moderate Risk	Low Risk	New Normal Risk
Property Management and Real Estate		<ul> <li>clients and staff.</li> <li>Travel restrictions and travel quarantine may be in place</li> <li>Gathering size may be limited</li> <li>Open houses can occur with attention to social distancing and wearing face coverings</li> <li>Realtors and clients may only travel in vehicles with household members.</li> <li>No food or beverages offered</li> <li>Offices open with increased sanitation, distancing and increased</li> </ul>	Operates under the General Guidelines for Employers. Exercise caution for clients and staff.  Open houses can occur with attention to social distancing and wearing face coverings Realtors and clients may only travel in vehicles with household members. Offices open with increased sanitation, distancing and increased hygiene Sanitize all high touch surfaces between showings and often Symptom check clients and staff Utilize technology for transactions and showings	n
Child Care		must be restricted due to operating requirements. Open facilities must limit group size and practice enhanced cleaning/sanitizing and distancing protocols.  • Group size is limited to 25 people in a room or single confined space at any one time. The facility may allow more than 25 people in the building only if each group of 25 individuals is in a room separated by walls from the other groups.  • Facilities must continue to follow rules governing child to provider ratios.  • Curbside drop off and pick up – parents/guardians do not enter the facility unless absolutely necessary.  • All individuals must wash hands with soap and running water upon arrival to the facility.  • Employees and children must be screened for symptoms upon arrival each day and must not be allowed to enter the facility if they are symptomatic. If anyone is sick, they should stay home.  • The following records must be maintained on-site and available for inspection:  • Logs of employee symptom/illness screening activity  • Records of staff working hours by date and time	<ul> <li>best-practices for limiting disease transmission</li> <li>There should be fewer than 20 people in a room or single confined space at any one time.</li> <li>All individuals should wash hands with soap and running water upon arrival to the facility.</li> <li>Children (or their parents/guardians) and staff should be asked to self-report symptoms daily and stay home if they are sick.</li> <li>If there is a confirmed COVID-19 case within the facility, the facility must be closed. The provider must alert the public health</li> </ul>	<ul> <li>water upon arrival to the facility.</li> <li>Children and staff should stay home if they are sick.</li> <li>If there is a confirmed COVID-19 case within the facility, the facility must be closed. The provider must alert the public health department and work with them on next steps and whe to reopen.</li> <li>All high-touch surfaces should be cleaned at least twice daily and more frequently if possible.</li> </ul>



	possible  Avoid mixing the groups of children (keep in separate rooms, allow on the playground at different times)  Avoid using toys that cannot be cleaned and sanitized.  Post informational signage around the facility to remind people about the symptoms of COVID-19, what to do if they feel sick, and non-pharmaceutical interventions such as hand washing and covering coughs/sneezes.	<ul> <li>Open facilities should follow all health guidelines from the CDC and WDH follimiting the transmission of COVID-19 to the extent possible. These guidelines include but are not limited to:         <ul> <li>Encouraging children to be 6 feet apart as much as possible</li> <li>Avoiding mixing the groups of children (keep in separate rooms, allow on the playground at different times)</li> <li>Avoiding using toys that cannot be cleaned and sanitized.</li> <li>Post informational signage around the facility to remind people about the symptoms of COVID-19, what to do if they feel sick, and non-pharmaceutical interventions such as hand washing and covering coughs/sneezes.</li> </ul> </li> </ul>	
Golf and Resorts	Operates under the General Guidelines for Employers.  Exercise extreme caution for patrons and staff.  More detail coming soon		
Transportation (Public, Private, and Rideshare)	Operates under the General Guidelines for Employers.  Exercise extreme caution for clients and staff.  More detail coming soon		
Public Buildings	Operates under the General Guidelines for Employers.  Exercise extreme caution for clients and staff.  More detail coming soon		



Category High Risk	Moderate Risk	Low Risk	New Normal Risk
Category		LOW MISK	



