

Sedgwick County Health & Economic

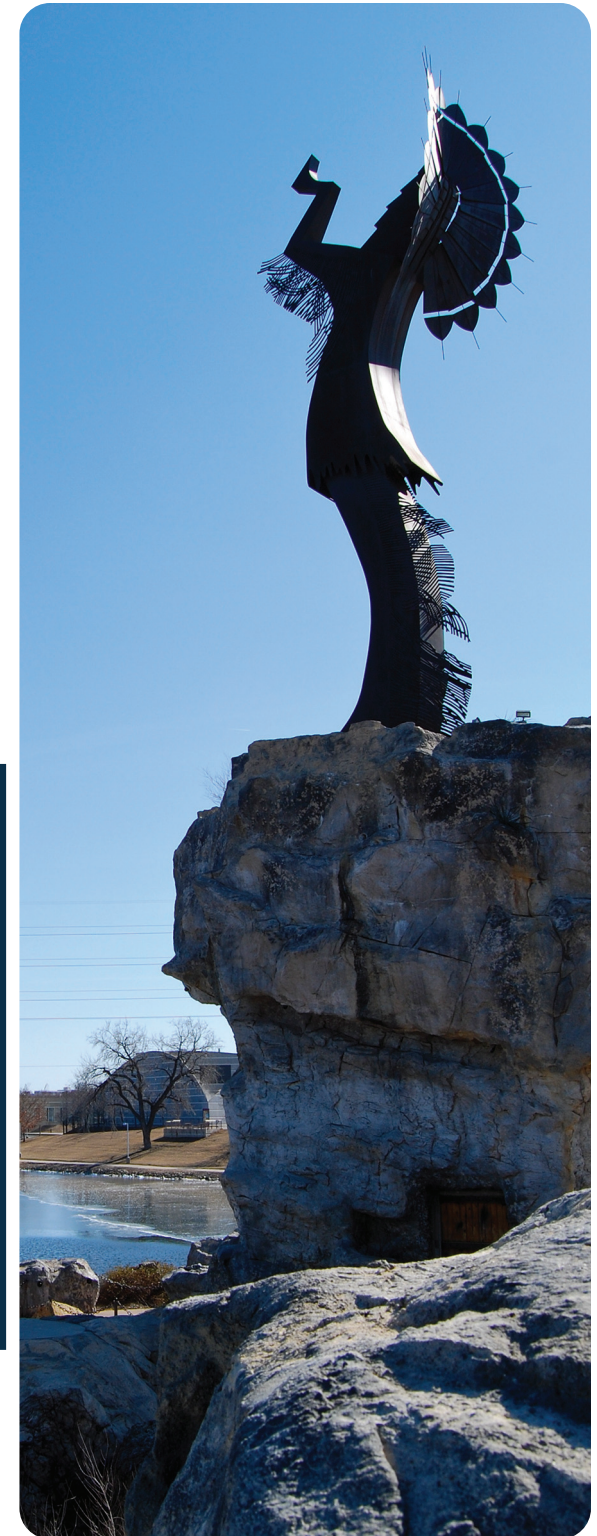
In Cooperation with Sedgwick County Business and Industry Leaders

Updated May 27, 2020



RECOVERY PLAN

SEDGWICKCOUNTY.ORG



Recovery Plan

Sedgwick County Recovery Plan Information Line
316-660-9000

If you have any questions, or need clarification about the
Executive Order, please contact Governor Kelly's Office
785-368-8500

One-stop resource for businesses and non-profits to
find local personal protection equipment (PPE) vendors
www.wichitachamber.org/covid-19-suppliers



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Purpose & Introduction

The role of Sedgwick County is to maintain a healthy, safe, and vibrant community. Elected officials and county employees are working around the clock during this COVID-19 pandemic to ensure the health and safety of our County residents, neighbors, friends, and loved ones.

During March and April 2020, Governor Laura Kelly put into place criteria to help reduce the spread of COVID-19.

[On May 4, Governor Laura Kelly implemented Phase One of Ad Astra: A Plan to Reopen Kansas.](#)

The residents of Kansas have done their part by abiding by the requests of local and state governments. It is now time for each county to access their current situation and willingness to balance the risks and benefits of various public activities.

[Located below are the details for a phased plan](#) to increase economic functions and aspects of social life that have been limited. These phases are an outline and subject to modification at any point if deemed necessary for the health and safety of the community.

- 1 **PHASE 1**
Loosening Restrictions so that more businesses and organizations can safely operate.
- 1.5 **PHASE 1.5**
- 2 **PHASE 2**
Lifting most Restrictions with increased monitoring so that more aspects of the community can become part of daily operations.
- 3 **PHASE 3**
Establishing and Implementing Protections that will put us in a place to move past this pandemic, such the availability of a vaccine for COVID-19.

As restrictions are relaxed there will be an increased risk of exposure. There will continue to be cases. During these phases Sedgwick County will monitor selected gating criteria to determine whether transition to the next phase occurs, the need to modify criteria in the phase or the need to return to a previous phase.

PHASE OUT

All types of businesses will be allowed to open at full capacity when the gating criteria are met. This phase will most likely be associated with herd immunity achieved or availability of a vaccine and/or therapies for COVID-19.

Gating Criteria & Duration

In order to safely and effectively respond to outbreaks and clusters of COVID-19, Sedgwick County will address and monitor four key areas. These areas align with those outlined by the Centers for Disease Control and Prevention [CDC], White House, and the State of Kansas. Only when the Sedgwick County community can adequately respond to the pandemic, can a transition between phases occur.

These four gating criteria must trend in the right direction for a 14-day period and include:



CASES & DISEASE INVESTIGATION

The number of positive cases and the percentage of total tests are important. The number of positive cases may be influenced by the number of people tested and the number and size of clusters. This information is important to interpret trends over time.



SYMPTOM MONITORING PROGRAMS

Systems are in place to monitor COVID-related symptoms in Emergency Department and other medical visits and through employer-reported data. This information adds a community dimension that helps to interpret the data.



HEALTH CARE SYSTEM CAPACITY

One of the most pressing needs and considerations for response is that of the health care system capacity. Ensuring the hospitals are not overrun is vital to ensuring the health and safety of residents.



PERSONAL PROTECTIVE EQUIPMENT [PPE]

PPE is expected to be a new norm for all areas of society. It is important to ensure medical grade PPE is available for the health care system, first responders, public health workers, and others working with vulnerable populations.

Relaxing Community Restrictions:

We
are
in
this
together

It is up to all residents of Sedgwick County
to help contribute in the battle against COVID-19.

In particular, the phases outlined in this plan will **only** be successful
if all residents comply to the best of their ability.

This includes helping to address the safety of individuals,
as well as the operations of businesses and organizations.

As such, the following guidelines are recommended.

Recovery Plan

Primary Individual Guidelines moving forward:

- Know and understand how the virus spreads, and how you can prevent it. See more [here](#).
- Wash your hands often and correctly. See details [here](#).
- Practice social distancing! Avoid close contact with those who are sick and those who are not.
- Stay at home as much as possible, **especially** if you are sick.
- Cover your mouth and nose with a cloth face cover when around others. See details [here](#).
- Cover coughs and sneezes.
- Keep fingers away from your eyes, nose and mouth.
- Clean and disinfect frequently touched surfaces daily.
- Take care to check on and support vulnerable populations.

More specific guidelines and best practices can be found in the appendix.



Primary Business Guidelines moving forward:

- Create or maintain **social distancing** between workers, between workers and customers, and between customers. This might include modifying workspaces.
- Modify workplaces to create **physical barriers** between people [workers and the public].
- Implement procedures to allow employees to **telecommute**, when possible.
- Implement new plans or continue to incorporate **Personal Protective Equipment (PPE)**. Educate staff on the proper use of various levels of PPE.
- Maintain or increase **cleaning protocols and processes**; this includes types of cleaning as well as frequency.
- Increase **support for employees** to remain at home if they are unwell or have been in close contact with those who are sick.




PHASE 1 Loosening Restrictions

General Principles recommended throughout Phase 1 for safety and reduced transmission:

Routines and activities must be modified to protect the health and safety of all.

- Maintain social distancing.
- Wash or sanitize hands often.
- Individuals are strongly encouraged to wear cloth masks in public.
- Screen workers for fevers and any symptoms of COVID-19 with a questionnaire at workplace entrance daily [fever, cough, shortness of breath, sore throat, headache, chills, aches, fatigue, loss of smell or taste, nausea/vomiting diarrhea within the last 48 hours].
- Staying at home is still the safest, particularly if contact occurs with anyone in the vulnerable population.
- Stay at home if ill.





1

Following are


**Governor Laura Kelly's
General Provisions Restricting
Establishments & Activities**

Area	General Restrictions
General Public	<p data-bbox="705 493 1503 521">Stay-at-home remains the safest option for those who are able.</p> <ul data-bbox="705 548 1881 862" style="list-style-type: none"><li data-bbox="705 548 1881 651">▪ For populations age 60 and over, and those with underlying health conditions making them vulnerable to severe disease, stay at home if at all possible. Underlying conditions include asthma, chronic lung disease, diabetes, high blood pressure, obesity, and a weakened immune system.<li data-bbox="705 678 1079 706">▪ Work from home unless essential.<li data-bbox="705 734 1423 761">▪ Individuals are encouraged to wear cloth masks in public settings.<li data-bbox="705 789 1640 816">▪ Wash or sanitize your hands often and as soon as you return home from public spaces.<li data-bbox="705 844 1318 862">▪ Mass gatherings of no more than 10 individuals allowed.
Establishments Not Allowed to Open	<p data-bbox="705 943 1402 971">Businesses and Organizations to remain closed include:</p> <ul data-bbox="705 998 1776 1414" style="list-style-type: none"><li data-bbox="705 998 1335 1026">▪ K-12 schools until May 29 except as allowed in EO-20-07.<li data-bbox="705 1053 1776 1114">▪ Higher Education facilities that are closed before May 4 should remain closed for in person learning or events involving or groups of more than 10 individual present at time.<li data-bbox="705 1141 1524 1169">▪ Bars and clubs excluding already operating curbside and carry out services.<li data-bbox="705 1196 1717 1256">▪ Nail salons, Barber Shops, Hair Salons, tattoo parlors and personal services businesses where close contact cannot be avoided.<li data-bbox="705 1284 999 1312">▪ Fitness centers and gyms.<li data-bbox="705 1339 1776 1367">▪ Indoor leisure spaces and entertainment venues (movie theaters, museum, trampoline parks, etc.).<li data-bbox="705 1395 940 1414">▪ Casinos (non-tribal).

Recovery Plan

General Restrictions

Area	Restrictions
Activities Not Allowed to Open	<ul style="list-style-type: none"> • Community centers. • Fairs, festivals, parades, and graduations. • Organized sports facilities. • Organized, team and recreational team sports. • Large entertainments venues with capacity of 2,000+. • Public swimming pools. • Summer camps.
Public/Private Gatherings	<ul style="list-style-type: none"> • All mass gatherings (public or private) are limited to no more than 10 individuals. • Mass gatherings are defined as instances in which individuals are in one location and are unable to maintain 6 feet of distance between individuals (not including individuals who reside together) with only infrequent or incidental moments of close proximity. • This includes any social or business event. Examples include: celebrations, festivals, parades, business retreats, plays/theater events, etc.
Travel	<ul style="list-style-type: none"> • Travel is not recommended for anyone over 60 with preexisting conditions or anyone immunocompromised. • If you must travel for essential business, practice social distancing. • Don't travel if you or someone you are with is sick. If you must travel for essential business outside of Kansas, identify the level of COVID-19 activity at your destination. Links to state health departments can be found here: https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html • International travel is not recommended, especially to areas of China, Iran, most European Countries, the United Kingdom, and Ireland. International travel updates can be found here: https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html



1

Following are

Sedgwick County's
Business/Industry
Recommendations
Guidelines & Best Practices

Business/Industry Recommendations, Guidelines & Best Practices

Venue/Category	Contact Intensity	Guidelines	Best Practices
Minimum Recommendations for all Business and Organizations		<p>ALL businesses in Sedgwick County may open as long as they are not specifically stated as remaining closed in this document and meet the following criteria unless otherwise specified:</p> <ul style="list-style-type: none"> • Provide all staff with some level of face covering when interacting with the public, AND/OR • Provide ability for staff and public to maintain 6 feet of social distancing. If 6 feet isn't feasible due to manufacturing or other factory work, masks are required. • To the best of their ability address the Primary Business Guidelines noted in this plan. 	
Childcare	High	<p>Childcare facilities may remain open but must create strict policies and guidelines. For more details see here. To remain open, childcare facilities should:</p> <ul style="list-style-type: none"> • Implement social distancing strategies. • Intensify cleaning and disinfection efforts. • Modify drop-off and pick up procedures. • Implement screening procedures for both staff and children. • Employees to wear masks. • If playground equipment is used, must be cleaned in between classes as well as all equipment used-balls, etc. • Parents as always, are not to bring their child if their temperature is above 99.9°. See guidelines above. 	

Business/Industry Recommendations, Guidelines & Best Practices

Venue/Category	Contact Intensity	Guidelines	Best Practices
Chiropractic, Ophthalmology, Dentistry, and Specialty Medical	Medium	<ul style="list-style-type: none"> • By appointment only. • Follow State and National Association recommended guidelines. • Providers and clients wear mask [exception dental patient]. • Modify waiting areas to provide ability for staff and public to maintain 6 feet of social distancing. 	
Education/ Summer School	High	<ul style="list-style-type: none"> • Remote or distance learning recommended. • K-12 if fewer than 10 students, instructors, or staff be present for normal operation [see state plan]. • Higher education facilities that are closed before May 4 should remain closed for in person learning or events involving groups of more than 10 individuals present at a time. 	
General Business, Offices and Non-Profits	Low	<ul style="list-style-type: none"> • Provide the ability for staff and the public to maintain 6 feet of social distancing, including cash registers to maintain 6 feet of distance between workers. • Perform enhanced cleanings daily. • Recommend workers wear masks at all time. • Screen workers for fevers and any symptoms of COVID-19 with a questionnaire at workplace entrance [fever, cough, shortness of breath, sore throat, headache, chills, aches, fatigue, loss of smell or taste, nausea/vomiting diarrhea within the last 48 hours]. 	See Appendix

Business/Industry Recommendations, Guidelines & Best Practices

Venue/Category	Contact Intensity	Guidelines	Best Practices
Grocery	Low	<ul style="list-style-type: none"> • Maximum 50% of fire code occupancy for customers, does not include employees or vendor partners. • Provide the ability for staff and the public to maintain 6 feet of social distancing. • Employees to wear masks. • Masks recommended for consumers. • Maintain 6 feet of social distancing. 	See Appendix
Hotels, lodging, tourism	Low	<ul style="list-style-type: none"> • Maximum 50% of fire code occupancy in common areas and restaurants. • Buffets and self-service not recommended. • Employees to wear masks. 	See Appendix
Independent Contractors, Construction, and Home Services [plumbing, HVAC, electrical, mechanical, pest control, etc.]	Low	<ul style="list-style-type: none"> • Maintain 6 feet of social distancing. • Wear masks on the job and while interacting with the public. • Minimize ride sharing. • Avoid sharing tools. Clean and disinfect frequently used tools and equipment. • Keep in person meetings as short as possible and limit number of workers in attendance. • Wear foot coverings when entering occupied residences. 	See Appendix

Business/Industry Recommendations, Guidelines & Best Practices

Venue/Category	Contact Intensity	Guidelines	Best Practices
Libraries	Low	<ul style="list-style-type: none"> ▪ Maintain 6 feet of social distancing of workers as much as possible. ▪ Adjust the layout of common areas, including check-out desks and information desks, to maintain 6 feet of social distancing. ▪ Perform enhanced cleanings daily. ▪ Employees are encouraged to wear masks. ▪ Eliminate high-volume touch points. ▪ Limit paper transactions. 	See Appendix
Manufacturing [small to medium size companies]	Medium	<ul style="list-style-type: none"> ▪ Provide all staff with some level of face covering when interacting with the public, AND/OR ▪ Provide the ability for staff and the public to maintain 6 feet of social distancing. If 6 feet isn't feasible due to manufacturing or other factory work, masks are required. ▪ To the best of their ability address the Primary Business Guidelines noted in this plan. ▪ Consider split breaks and staging lunches. 	See Appendix
Nursing homes, long term care + congregate care facilities	High	<ul style="list-style-type: none"> ▪ Have residents wear masks when outside of rooms. ▪ Perform enhanced cleanings daily. ▪ No visitors. <p>Continued on the next page</p>	

Business/Industry Recommendations, Guidelines & Best Practices

Venue/Category	Contact Intensity	Guidelines	Best Practices
Nursing homes, long term care + congregate care facilities	High	<ul style="list-style-type: none"> • Maintain social distancing as much as possible. • Adjust the layout of common areas including dining facilities to maintain 6 feet between residents. • Screen workers for fevers and any symptoms of COVID-19 with a questionnaire at workplace entrance [fever, cough, shortness of breath, sore throat, headache, chills, aches, and fatigue, loss of smell or taste, nausea /vomiting diarrhea within the last 48 hours]. • Staff should wear masks, gloves and gowns at all times when providing direct care to patients, when preparing medication for distribution or passing out meds, when preparing, serving or delivering food or drink, and when in resident rooms. 	See Appendix
Places of worship [churches, synagogues, mosques, etc.]	High	<ul style="list-style-type: none"> • Maximum 50% of fire code occupancy and/or services with 10 or less individuals in gatherings with 6 feet of distancing permitted. • Drive up/parking lot services encouraged. • Virtual services encouraged. • Recommend masks worn by all. • Common areas modified to maintain 6 feet of distance between seating/non household members. • Consider no touch worship services. 	See Appendix

Business/Industry Recommendations, Guidelines & Best Practices

Venue/Category	Contact Intensity	Guidelines	Best Practices
Restaurants	Medium	<ul style="list-style-type: none"> ▪ Maximum 50% of fire code occupancy (not including employees) as long as 6 feet is between tables and limit 10 people per table. ▪ Online/by phone orders for take-out (with appropriate social distancing), curbside or drive through pickup or delivery recommended. Maintain social distancing of workers as much as possible. ▪ Employees should wear masks at all time. ▪ Adjust the layout of common areas including cash registers to maintain 6 feet of distance between workers. ▪ Perform enhanced cleanings daily. ▪ Screen workers for fevers and any symptoms of COVID-19 with a questionnaire at workplace entrance (fever, cough, shortness of breath, sore throat, headache, chills, aches, fatigue, loss of smell or taste, nausea/vomiting diarrhea within the last 48 hours). ▪ Self-service, buffets and salad bars discouraged. ▪ Recommend removing bar stools from bar area, or spacing 6 feet apart. ▪ No table condiments unless requested, then removed and sanitized between each patron. 	See Appendix

Recovery Plan

Business/Industry Recommendations, Guidelines & Best Practices

Venue/Category	Contact Intensity	Guidelines	Best Practices
Retail	Low	<ul style="list-style-type: none"> • Maximum 50% of fire code occupancy not including employees. • Maintain social distancing of workers as much as possible. • Adjust the layout of common areas including cash registers to maintain 6 feet of distance between workers. • Perform enhanced cleanings daily. • Employees should wear masks at all times. • Screen workers for fevers and any symptoms of COVID-19 with a questionnaire at workplace entrance [fever, cough, shortness of breath, sore throat, headache, chills, aches, and fatigue, loss of smell or taste, nausea /vomiting diarrhea within the last 48 hours]. 	See Appendix
Veterinarian Care	Low	<ul style="list-style-type: none"> • By appointment only. • Follow State and National Association recommended guidelines. • Providers and clients wear mask. • Modify waiting areas to provide ability for staff and public to maintain 6 feet of social distancing. 	



PHASE 1.5

General Principles recommended throughout Phase 1.5 for safety and reduced transmission:

Routines and activities must be modified to protect the health and safety of all.

- Maintain social distancing.
- Wash or sanitize hands often.
- Individuals are strongly encouraged to wear cloth masks in public.
- Screen workers for fevers and any symptoms of COVID-19 with a questionnaire at workplace entrance daily [fever, cough, shortness of breath, sore throat, headache, chills, aches, fatigue, loss of smell or taste, nausea/vomiting diarrhea within the last 48 hours].
- Staying at home is still the safest, particularly if contact occurs with anyone in the vulnerable population.
- Stay at home if ill.





1.5

Following are

Governor Laura Kelly's
General Provisions Restricting
Establishments & Activities

Area	Restrictions
General Public	<p>Stay-at-home remains the safest option for those who are able.</p> <ul style="list-style-type: none"> ▪ For populations age 60 and over, and those with underlying health conditions making them vulnerable to severe disease, stay at home if at all possible. Underlying conditions include asthma, chronic lung disease, diabetes, high blood pressure, obesity, and a weakened immune system. ▪ Work from home unless essential. ▪ Individuals are encouraged to wear cloth masks in public settings. ▪ Wash or sanitize your hands often and as soon as you return home from public spaces. ▪ Mass gatherings of no more than 10 individuals allowed.
Establishments Not Allowed to Open	<p>Businesses and Organizations to remain closed include:</p> <ul style="list-style-type: none"> ▪ K-12 schools until May 29 except as allowed in EO-20-07. ▪ Higher Education facilities that are closed before May 4 should remain closed for in person learning or events involving or groups of more than 10 individual present at time. ▪ Bars and clubs excluding already operating curbside and carry out services. ▪ Indoor leisure spaces and entertainment venues (movie theaters, museum, trampoline parks, etc.). ▪ Casinos (non-tribal).

Recovery Plan

General Restrictions

Area	Restrictions
Activities Not Allowed to Open	<ul style="list-style-type: none"> ▪ Community centers. ▪ Fairs, festivals, and parades. ▪ Organized sports facilities. ▪ Organized, team and recreational team sports. ▪ Large entertainments venues with capacity of 2,000+. ▪ Swimming pools. ▪ Summer camps.
Public/Private Gatherings	<ul style="list-style-type: none"> ▪ All mass gatherings (public or private) are limited to no more than 10 individuals. ▪ Mass gatherings are defined as instances in which individuals are in one location and are unable to maintain 6 feet of distance between individuals (not including individuals who reside together) with only infrequent or incidental moments of close proximity. ▪ This includes any social or business event. Examples include: celebrations, festivals, parades, business retreats, plays/theater events, etc.
Travel	<ul style="list-style-type: none"> ▪ Travel is not recommended for anyone over 60 with preexisting conditions or anyone immunocompromised. ▪ If you must travel for essential business, practice social distancing. ▪ Don't travel if you or someone you are with is sick. If you must travel for essential business outside of Kansas, identify the level of COVID-19 activity at your destination. Links to state health departments can be found here: https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html ▪ International travel is not recommended, especially to areas of China, Iran, most European Countries, the United Kingdom, and Ireland. International travel updates can be found here: https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html

A large, stylized orange number '15' is centered within a white circle. The circle is set against a dark orange background. The number '1' is tall and thin, with a small orange square at its base. The number '5' is shorter and wider, with a small orange square at its base. The entire graphic is positioned on the left side of the slide.

15

Following are

Sedgwick County's
Business/Industry
Recommendations
Guidelines & Best Practices

Business/Industry Recommendations, Guidelines & Best Practices

Venue/Category	Contact Intensity	Guidelines	Best Practices
Minimum Recommendations for all Business and Organizations		<p>ALL businesses in Sedgwick County may open as long as they are not specifically stated as remaining closed in this document and meet the following criteria unless otherwise specified:</p> <ul style="list-style-type: none"> • Provide all staff with some level of face covering when interacting with the public, AND/OR • Provide ability for staff and public to maintain 6 feet of social distancing. If 6 feet isn't feasible due to manufacturing or other factory work, masks are required. • To the best of their ability address the Primary Business Guidelines noted in this plan. 	
Gyms & Fitness Centers	Medium	<ul style="list-style-type: none"> • In-person group classes may not occur and locker rooms must be closed except as necessary to use restroom facilities. [Per Executive Order 20-31] • Offer online/virtual programs if possible. • Ensure social distancing of equipment, clients/members – both while working out and in common areas. • Clean and disinfect equipment, surfaces before and after use. • Ensure a proper amount of cleaning items in stock. • Clean and disinfect common areas. <p><i>Continued on the next page</i></p>	See Appendix

Business/Industry Recommendations, Guidelines & Best Practices

Venue/Category	Contact Intensity	Guidelines	Best Practices
Gyms & Fitness Centers	Medium	<ul style="list-style-type: none"> ▪ Prescreen employees, clients/members for symptoms of COVID-19, including temperature of more than 100 degrees, cough or shortness of breath; consider taking temperature of employees daily; ask any employee or client/member to stay home if they are feeling ill. ▪ Asking clients not to arrive early, to avoid groups in common areas like lobbies. ▪ Communicate about policies related to cleaning, expectations for visitors such as hand washing, social distancing. ▪ Consider policies about how activities will be monitored and enforced. ▪ Stage appointments so concentrated time for cleaning and disinfecting can be done in between. ▪ Recommend staff to wear masks. ▪ Recommend air purifications systems at the busiest areas of the fitness areas. 	See Appendix
Salons & Personal Care Services [Massage, Tattoo, Etc.]	Medium	<ul style="list-style-type: none"> ▪ Pre- scheduled appointments only or on-line check-ins. [Per Executive Order 20-31] ▪ Ask clients to wait in their cars until their appointment; offer texting options to avoid crowded reception areas. <p><i>Continued on the next page</i></p>	See Appendix

Business/Industry Recommendations, Guidelines & Best Practices

Venue/Category	Contact Intensity	Guidelines	Best Practices
Salons & Personal Care Services [Massage, Tattoo, Etc.]	Medium	<ul style="list-style-type: none"> • Face coverings for practitioner and client, such as cloth masks. The addition of a towel covering the face of clients for certain services [for example, hair washing] also could be considered. • Follow Kansas Barbering and Cosmetology standards for proper cleaning and disinfecting of all tools, surfaces, treatment rooms, reception areas, etc. Wipe down common areas before and after clients and as frequently as possible. • Wash your hands – clients when entering the establishment, practitioners before and after every client, and throughout the day; sanitation stations with hand sanitizers located throughout the establishment. • Screen clients and employees – prior to visit, contact clients and remind them not to come if they are feeling sick, check again when they are at their appointment; ask employees every day if they are exhibiting any symptoms and consider taking temperatures before shifts. • If disposable capes are an option, use them. • Social distance work stations – no less than 6 feet between stations; hugging, shaking hands, etc. are not recommended. • Consider scheduling longer hours and not double-booking, to allow time for cleaning and disinfecting and prevent people from crowding too closely together. • Consider having special hours for at-risk clients. • Communicate expectations for hand washing, cleaning, other policies regularly. 	See Appendix



PHASE 2

Lifting Most Restrictions with Increased Monitoring

With fewer restrictions than Phase 1 and 1.5, Phase 2 will occur with the coronavirus still in the community until a vaccine or medical treatment is developed. If testing and other measures remain in full effect and indicators are going the right direction, within Phase 3, more lifting of community restrictions could occur. It is important to note that Phase 2 is subject to modification as more information is known about how the virus is spread and as better treatment methods are put into place.

On May 27, Commissioners voted to not impose additional limits, based on current conditions and recommend that Sedgwick County residents and businesses continue to adhere to the phases and guidance in the state's Ad Astra plan. Public gatherings are further defined as persons commonly known to one another and allow gatherings of up to 20 individuals rather than 15 through Phase 2.



2

Following are

**Governor Laura Kelly's
General Provisions Restricting
Establishments & Activities**

Area	General Restrictions
General Public	<p>Stay-at-home remains the safest option for those who are able.</p> <ul style="list-style-type: none"> ▪ For populations age 60 and over, and those with underlying health conditions making them vulnerable to severe disease, stay at home if at all possible. Underlying conditions include asthma, chronic lung disease, diabetes, high blood pressure, obesity, and a weakened immune system. ▪ Maintain 6 feet of distance from others. ▪ Wash or sanitize your hands often and as soon as you return home from public spaces. ▪ Work from home is encouraged. ▪ Encourage all residents to wear masks in public. ▪ Mass gatherings of no more than 15 individuals allowed.
Long Term Care or Correctional facilities	<ul style="list-style-type: none"> ▪ In person visits should be prohibited.
Establishments Not Allowed to Open	<p>Businesses and Organizations to remain closed include:</p> <ul style="list-style-type: none"> ▪ K-12 schools until May 29 except as allowed in E0-20-07. ▪ Higher Education if facilities that are closed before May 4 should remain closed for in person learning or events involving or groups of more than 15 individual present at time. ▪ Bars and night clubs excluding curbside and carryout services.

Recovery Plan

General Restrictions

Area

Restrictions

Activities
Not Allowed
to Open

- Outdoor and indoor large entertainment venues with capacity of 2,000 or more.
- Fairs, festivals, carnivals, parades.
- Swimming pools [other than single-family backyard pools and pools used for physical therapy or first-responder training].
- Summer camps unless they are a licensed child-care facility.

Public/Private
Gatherings

- All mass gatherings [public or private] are limited to no more than **15** individuals.
- This includes any social or business event. Examples include: celebrations, business retreats, plays/theater events, etc.
- Graduations: In-person commencement or graduation ceremonies may continue to occur with no more than **15** individuals in a room, gymnasium, or facility at one time so long as 6-foot social distancing is maintained. Outdoor drive-through graduation ceremonies during which no more than **15** individuals are in the same area outside of their vehicles at a time [i.e. school administration, graduate, family members, etc.] are allowed.

Travel

- Travel is not recommended for anyone over 60 with preexisting conditions or anyone immunocompromised.
- Minimize or avoid nonessential travel.
- If you must travel for essential business, practice social distancing.
- Don't travel if you or someone you are with is sick. If you must travel for essential business outside of Kansas, identify the level of COVID-19 activity at your destination. Links to state health departments can be found here: <https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html>
- International travel is not recommended, especially to areas of China, Iran, most European Countries, the United Kingdom, and Ireland. International travel updates can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

2

Following are

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Business/Industry Recommendations, Guidelines & Best Practices

Venue/Category	Contact Intensity	Guidelines	Best Practices
Minimum Recommendations for all Business and Organizations		<p>ALL businesses in Sedgwick County may open as long as they are not specifically stated as remaining closed in this document and meet the following criteria unless otherwise specified:</p> <ul style="list-style-type: none"> • Provide all staff with some level of face covering when interacting with the public, AND/OR • Provide ability for staff and public to maintain 6 feet of social distancing. If 6 feet isn't feasible due to manufacturing or other factory work, masks are required. • To the best of their ability address the Primary Business Guidelines noted in this plan. 	
Casinos	Medium	<ul style="list-style-type: none"> • Maintain 6 feet of social distancing of workers as much as possible. • Adjust the layout of common areas, including gaming tables and information desks, to maintain six feet of social distancing. • Perform enhanced cleanings daily. • Employees are encouraged to wear masks. • Eliminate high-volume touch points. • Limit paper transactions. 	See Appendix

Business/Industry Recommendations, Guidelines & Best Practices

Venue/Category	Contact Intensity	Guidelines	Best Practices
Entertainments Venues [movie theaters, museums, concerts venues, bowling alleys, etc.]	Medium	<ul style="list-style-type: none"> • Maintain 6 feet of social distancing of workers as much as possible. • Adjust the layout of common areas-- including ticket stands, merchandise booths, and information desks-- to maintain 6 feet of social distancing. • Perform enhanced cleanings daily. • Employees are encouraged to wear masks. • Eliminate high-volume touch points. • Limit paper transactions. 	See Appendix
Grocery	Low	<ul style="list-style-type: none"> • Maximum 75% of fire code occupancy for customers, does not include employees or vendor partners. • Provide the ability for staff and the public to maintain 6 feet of social distancing. • Employees to wear masks. • Masks recommended for consumers. • Maintain 6 feet of social distancing. 	See Appendix

Business/Industry Recommendations, Guidelines & Best Practices

Venue/Category	Contact Intensity	Guidelines	Best Practices
Gyms & Fitness Centers	Medium	<ul style="list-style-type: none"> • In-person group classes will be allowed to begin with groups of no more than 15 individuals at a time. Locker rooms remain closed except for restroom facilities. • Offer online/virtual programs if possible. • Ensure social distancing of equipment, clients/members – both while working out and in common areas. • Clean and disinfect equipment, surfaces before and after use. • Ensure a proper amount of cleaning items in stock. • Clean and disinfect common areas. • Prescreen employees, clients/members for symptoms of COVID-19, including temperature of more than 100 degrees, cough or shortness of breath; consider taking temperature of employees daily; ask any employee or client/member to stay home if they are feeling ill. • Asking clients not to arrive early, to avoid groups in common areas like lobbies. • Communicate about policies related to cleaning, expectations for visitors such as hand washing, social distancing. • Consider policies about how activities will be monitored and enforced. • Stage appointments so concentrated time for cleaning and disinfecting can be done in between. • Recommend staff to wear masks. • Recommend air purifications systems at the busiest areas of the fitness areas. 	See Appendix

Business/Industry Recommendations, Guidelines & Best Practices

Venue/Category	Contact Intensity	Guidelines	Best Practices
Hotels, lodging, tourism	Low	<ul style="list-style-type: none"> • Maximum of 75% of fire code occupancy in common areas and restaurants. • Buffets and self-service not recommended. • Employees to wear masks. 	See Appendix
Places of worship [churches, synagogues, mosques, etc.]	High	<ul style="list-style-type: none"> • Maximum 75% of fire code occupancy and/or services with 10 or less individuals in gatherings with 6 feet of distancing permitted. • Drive up/parking lot services allowed. • Virtual services encouraged. • Recommend masks worn by all. • Common areas modified to maintain 6 feet of distance between seating/non household members. • Consider no touch worship services. 	See Appendix
Recreational Team Sports	Medium	<ul style="list-style-type: none"> • Maintain 6 feet of social distancing between players as much as possible. • Adjust the layout of common spectator areas, including benches and stands, to maintain six feet of social distancing. • Perform enhanced cleanings daily. • Spectators are encouraged to wear masks. • Eliminate high-volume touch points. • Limit paper transactions. 	See Appendix

Business/Industry Recommendations, Guidelines & Best Practices

Venue/Category	Contact Intensity	Guidelines	Best Practices
Restaurants	Medium	<ul style="list-style-type: none"> • Maximum 75% of fire code occupancy (not including employees) as long as 6 feet is between tables and limit 10 people per table. • Online/by phone orders for take-out (with appropriate social distancing), curbside or drive through pickup or delivery recommended. Maintain social distancing of workers as much as possible. • Employees should wear masks at all time. • Adjust the layout of common areas including cash registers to maintain 6 feet of distance between workers. • Perform enhanced cleanings daily. • Screen workers for fevers and any symptoms of COVID-19 with a questionnaire at workplace entrance (fever, cough, shortness of breath, sore throat, headache, chills, aches, fatigue, loss of smell or taste, nausea/vomiting diarrhea within the last 48 hours). • Self-service, buffets and salad bars discouraged. • Recommend removing bar stools from bar area, or spacing 6 feet apart. • No table condiments unless requested, then removed and sanitized between each patron. 	See Appendix

Business/Industry Recommendations, Guidelines & Best Practices

Venue/Category	Contact Intensity	Guidelines	Best Practices
Retail	Low	<ul style="list-style-type: none"> • Maximum 75% of fire code occupancy not including employees. • Maintain social distancing of workers as much as possible. • Adjust the layout of common areas including cash registers to maintain 6 feet of distance between workers. • Perform enhanced cleanings daily. • Employees should wear masks at all times. • Screen workers for fevers and any symptoms of COVID-19 with a questionnaire at workplace entrance [fever, cough, shortness of breath, sore throat, headache, chills, aches, and fatigue, loss of smell or taste, nausea /vomiting diarrhea within the last 48 hours]. 	See Appendix
Zoos	Medium	<ul style="list-style-type: none"> • Provide staff with some level of face covering when interacting with the public. • Online sales. • Closed areas with high touchpoints. • Increase cleaning procedures. • Timed incidents for visitors. • Marked spacing to indicate increased distancing for families. 	See Appendix



PHASE 3

This phase will occur approximately June 8, 2020.

Establishing and Implementing Protections

Timing:

Determined by ability to prevent/treat COVID-19 infections.



3

Following are

Governor Laura Kelly's
General Provisions Restricting
Establishments & Activities

Recovery Plan

General Restrictions

Area	Restrictions
General Public	<ul style="list-style-type: none"> • Encourage all residents to wear masks in public. • High risk individuals may resume public interactions but should practice social distancing and minimize exposure to large social settings when precautionary measures may be difficult.
Long term care facilities and correctional facilities	<ul style="list-style-type: none"> • In person visits may be gradually reinstated. • Screening measures for all visitors can be continued. • Adhere to strict protocols regarding hygiene and screening.
Business and Activity Restrictions	<ul style="list-style-type: none"> • All education, activities, venues and establishments may operate pursuant to mass gathering guidelines.
Public/Private Gatherings	<ul style="list-style-type: none"> • All mass gatherings (public or private) are limited to no more than 45 individuals. • When in public (parks, outdoor recreation areas, shopping areas) individuals (not including individuals who reside together) should maintain 6 feet of distance from others with only infrequent moments of closer proximity.
Travel	<ul style="list-style-type: none"> • Travel is not recommended for anyone over 60 with preexisting conditions or anyone immunocompromised unless necessary. • Non-essential travel may resume but follow KDHE travel and quarantine guidance for travel to high risk areas.

PHASE OUT

PHASE OUT

This phase will occur approximately June 22, 2020.

Timing:

Determined by ability to prevent/treat COVID-19 infections.

NO RESTRICTIONS

- Maintain social distance.
- Adhere to personal hygiene guidelines.
- Remain home if sick.
- Follow any additional guidance for businesses and employees that is released.
- Travel-unrestricted.

Gating Criteria for assessing and adjusting restrictions:

Sedgwick County monitors all areas noted below to create a situational overview for every 24-hour period. Gating, or the movement between phases, will occur through positive movements of all criteria during a 14 day period.



Appendix Best Practices

As businesses begin to open, here are some **best practices** suggested by local business leaders, and professional organizations.

Casinos:

Guidelines:

- ▢ Maintain 6 feet of social distancing of workers as much as possible.
- ▢ Adjust the layout of common areas, including gaming tables and information desks, to maintain 6 feet of social distancing.
- ▢ Perform enhanced cleanings daily.
- ▢ Employees are encouraged to wear masks.
- ▢ Eliminate high-volume touch points.
- ▢ Limit paper transactions.

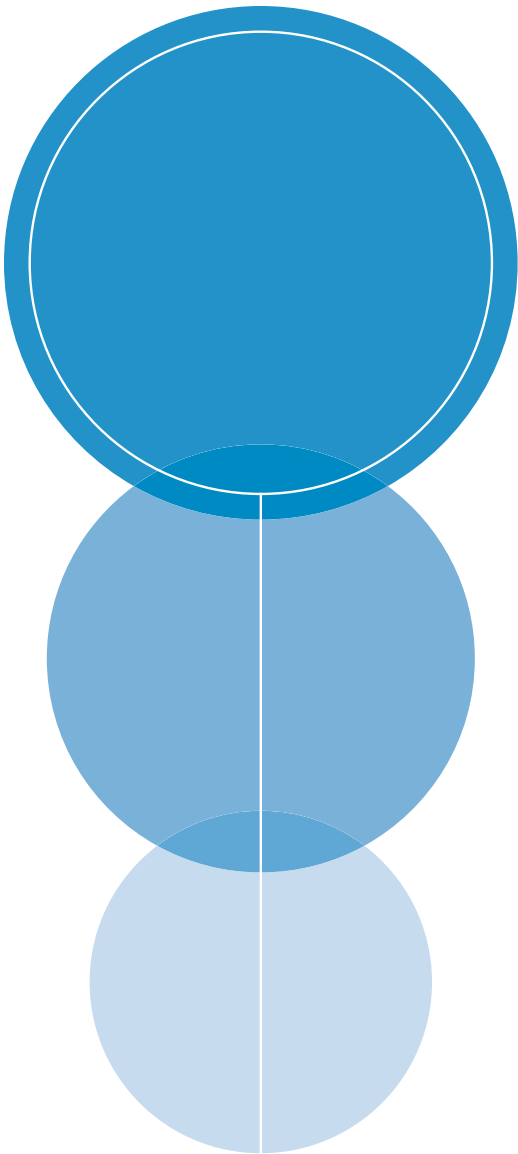
EMPLOYEES:

- ▢ All staff will complete a pre-shift health check.
- ▢ All staff will wear gloves where required.
- ▢ Masks for employees recommended.
- ▢ Employees must wash hands often.
- ▢ Post signage at time clocks, in breakrooms, and employee restrooms about the importance of following healthy habits.
- ▢ Make sure team members know how to properly use and safely dispose of personal protective equipment (PPE).

SOCIAL DISTANCING:

- ▢ Practice social distancing by avoiding large gatherings and maintaining distance of at least six feet from others when possible.
 - ◆ Discontinue use of all but one gaming machine on each side of a bank of machines and use signage promoting social distancing.
 - ◆ Limit maximum occupancy at table games and discourage spectators.
- ▢ Limit paper receipt transactions. “Touchless” options are recommended.
- ▢ Capacity restrictions for patrons and monitoring traffic flow [e.g., only allowing a certain number of patrons in a space at a given time].
- ▢ Eliminate possible touch points.
 - ◆ Contactless transactions.





- Conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls or PPE are needed for specific job duties.
- Using signage or barriers to enforce physical distancing guidelines, including at check-out and information desks, in cafés, and for security guards.
- No or limited access to high-traffic areas and particularly tight spaces. If you have multiple entrances, consider limiting access to only one or two.
- Cancelling or restricting group visits and special or private events until safe to offer them, and then limiting the number of participants.
- Employees and visitors who appear to have symptoms upon arrival or who become sick during the day should immediately be separated from other employees, visitors, and sent home.
- Encourage guests to wear masks.
- Implement flexible work hours (e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time).
- Close or limit access to common areas where employees and visitors are likely to congregate and interact.

CLEANING/SANITIZING:

- Practice routine cleaning and disinfection of frequently touched objects and surfaces.
 - ◇ Train staff to wipe down surfaces after every interaction.
- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.
- Hand sanitizer dispensers should be available and filled regularly.
- Discontinue use of drinking fountains.
- Clean and stock bathrooms more frequently.
- Continue staff use of PPE.
 - ◇ Staff should wear gloves when interacting with public or cleaning.
 - ◇ Plexiglass shields at check-out and information desks.

For more information:

<https://www.americangaming.org/covid-19-resources/#resources>

<https://www.globalpaymentsgaming.com/covid-19-resources-for-casinos>

Appendix Best Practices

Chiropractic, Ophthalmology, Dentistry, and Specialty Medical:

EMPLOYEES:

- All staff will complete a pre-shift health check.
- All staff will wear gloves where required.
- Masks for employees recommended.
- Employees must wash hands often.
- Post signage at time clocks, in breakrooms, and employee restrooms about the importance of following healthy habits.
- Make sure team members know how to properly use and safely dispose of PPE.

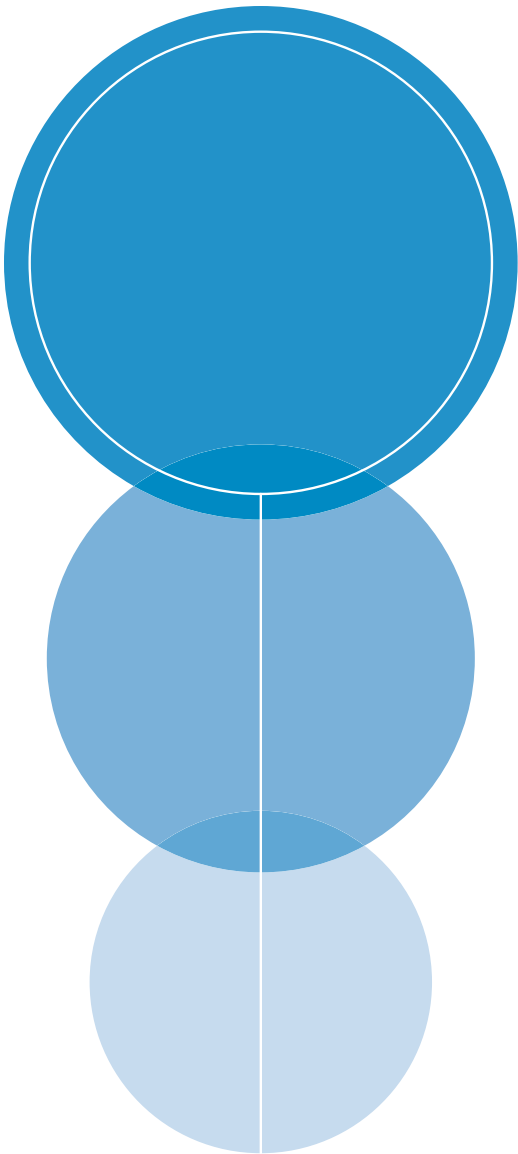
SOCIAL DISTANCING:

- By appointment only.
- Providers and clients wear mask (exception dental patient).
- Practice social distancing by avoiding large gatherings and maintaining distance of at least 6 feet from others when possible.
- If suitable given your office design, you might consider having your patients wait in their car and you can call or text when they should enter the practice.
- Conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls or PPE are needed for specific job duties.
- Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and sent home.
- Implement flexible work hours (e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time).
- Increase physical space between employees at the office by modifying the workspace.
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Close or limit access to common areas where employees are likely to congregate and interact.
- Prohibit handshaking.

CLEANING/SANITIZING:

- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. If your office has toys, reading materials, remote controls or other communal objects, remove them or clean them regularly.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.





- Hand sanitizer dispensers should be available and filled regularly.
- Check patient's temperature [$<100.4^{\circ}\text{F}$] with thermometer. Touchless forehead scan is convenient and produces less waste, though any thermometer is appropriate as long as cleaned appropriately between uses. If elevated temperature is noted, supply patient with mask; follow through with asking screening questions, and alert the dentist.
- Limit paperwork in the operatory as much as possible. If using paper charting, cover with clear barrier so you may read what is needed for appointment. Place new chart notes into document away from patient contact area when possible.
- Cover keyboard of computer with disposable, flexible, clear barrier [e.g. plastic wrap] and change between patients.
- Use of nitrous oxide: use disposable nasal hood; tubing should either be disposable or if reusable, sterilized according to the manufacturer's recommendations.
- Use professional judgment on mask removal and replacement between patients. If you remove your mask, do so outside the treatment room. If the mask is soiled, damaged, or hard to breathe through, it should be replaced.
- If available, gowns should be considered. Change gown if it becomes soiled. Disposable gowns should be discarded after use. Cloth gowns should be laundered after each use.

For more information:

<https://www.coronavirus.kdheks.gov/258/Dental-Practices>

<https://www.ksdental.org/virus>

https://success.ada.org/en/practice-management/patients/infectious-diseases-2019-novel-coronavirus?utm_source=adaorg&utm_medium=globalheader&utm_content=coronavirus&utm_campaign=covid-19

<https://kansas.aoa.org/optometrists/covid-19/practice-resources>

<http://www.aoa.org/optometry-practice-reactivation-preparedness-guide>

<http://www.cms.gov/files/document/covid-flexibility-reopen-essential-non-covid-services.pdf>

<https://www.coronavirus.kdheks.gov/244/Mental-Health-Professionals>

Entertainment Venues:

[movie theaters, museums, concert venues, bowling alleys, etc.):

Guidelines:

- Maintain 6 feet of social distancing of workers as much as possible.
- Adjust the layout of common areas, including ticket stands, merchandise booths, and information desks, to maintain 6 feet of social distancing.
- Perform enhanced cleanings daily.



Appendix Best Practices

- ▢ Employees are encouraged to wear masks.
- ▢ Eliminate high-volume touch points.
- ▢ Limit paper transactions.

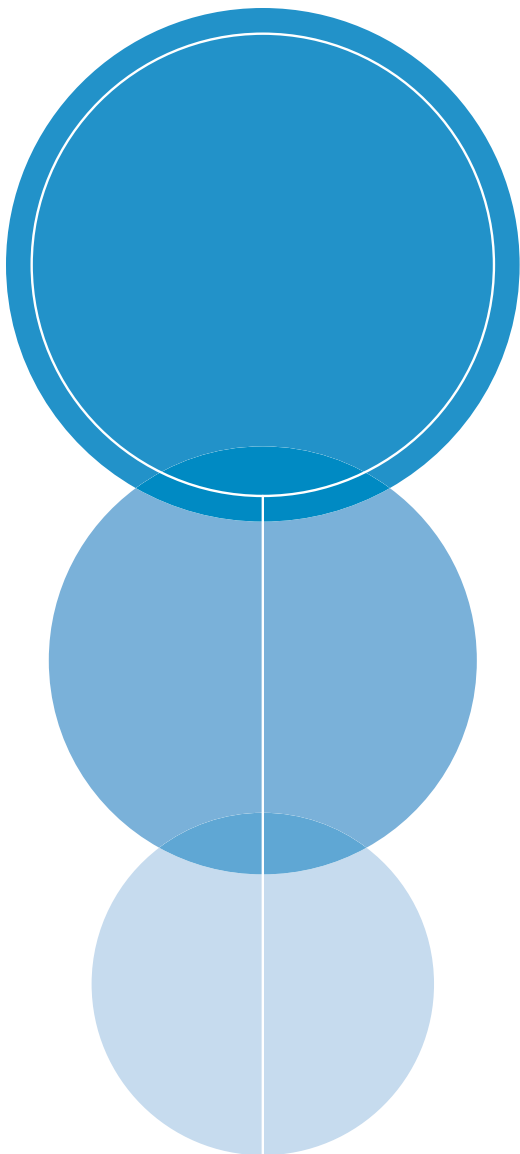
EMPLOYEES:

- ▢ All staff will complete a pre-shift health check.
- ▢ All staff will wear gloves where required.
- ▢ Masks for employees recommended.
- ▢ Employees must wash hands often.
- ▢ Post signage at time clocks, in breakrooms, and employee restrooms about the importance of following healthy habits.
- ▢ Make sure team members know how to properly use and safely dispose of personal protective equipment.

SOCIAL DISTANCING:

- ▢ Practice social distancing by avoiding large gatherings and maintaining distance of at least 6 feet from others when possible.
- ▢ Online ticket sales only. Alternatively, limit cash and paper receipt transactions. “Touchless” payment options are recommended.
- ▢ Capacity restrictions for visitors including timed tickets for entry and monitoring traffic flow [e.g., only allowing a certain number of visitors in a space at a given time].
- ▢ Eliminate possible touch points.
 - ◊ Contactless transactions.
- ▢ Conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls or PPE are needed for specific job duties.
- ▢ Using signage or barriers to enforce physical distancing guidelines, including at ticketing and information desks, in shops/cafés, and for security guards.
- ▢ No or limited access to theaters, cafés, high-traffic areas, and particularly tight spaces. If you have multiple entrances, consider limiting access to only one or two.
- ▢ Cancelling or restricting group visits, guided tours, public programs, and special or private events until safe to offer them, and then limiting the number of participants.
- ▢ Establish one-way flow through the museum and within galleries, to facilitate distancing.
- ▢ Employees and visitors who appear to have symptoms upon arrival or who become sick during the day should immediately be separated from other employees, visitors, and sent home.
- ▢ Encourage guests to wear masks.
- ▢ Implement flexible work hours [e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time].





- Close or limit access to common areas where employees and visitors are likely to congregate and interact.

CLEANING/SANITIZING:

- Practice routine cleaning and disinfection of frequently touched objects and surfaces.
 - ◆ Train staff to wipe down surfaces after every interaction and between timed-entry visitations.
- Hand sanitizer dispensers should be available and filled regularly.
- Continue staff use of PPE.
 - ◆ Staff should wear gloves when interacting with public or cleaning.
 - ◆ Plexiglass shields at points of sale.

For more information:

<https://www.aam-us.org/programs/about-museums/covid-19-resources-information-for-the-museum-field/>

General Business, Offices, and Non-Profits:

EMPLOYEES:

- All staff will complete a pre-shift health check.
- All staff will wear gloves where required.
- Masks for employees recommended.
- Employees must wash hands often.
- Post signage at time clocks, in breakrooms, and employee restrooms about the importance of following healthy habits.
- Make sure team members know how to properly use and safely dispose of PPE.

SOCIAL DISTANCING:

- Practice social distancing by avoiding large gatherings and maintaining distance of at least 6 feet from others when possible.
- Support and encourage options to telework, if available.
- Conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls or PPE are needed for specific job duties.
- Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home.

Appendix Best Practices

- Map out traffic patterns such as stairways, hallways and shop floor common areas to keep employees on track for social distancing. Providing physical cues to show traffic patterns on stairs and allowing only one person per elevator are helpful. Some stairways can be designated for only up traffic and others for only down traffic.
- Eliminate all non-essential meetings and conduct essential meetings and trainings online via electronic media options such as WebEx, GoToMeeting, Google Hangouts, etc.
- Implement flexible work hours (e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time).
- Increase physical space between employees at the worksite by modifying the workspace.
- Increase physical space between employees and customers (e.g., drive-through service, physical barriers such as partitions).
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Implement flexible meeting and travel options (e.g., postpone non-essential meetings or events in accordance with state and local regulations and guidance).
- Close or limit access to common areas where employees are likely to congregate and interact.
- Prohibit handshaking.
- Move the electronic payment terminal/credit card reader farther away from the cashier, if possible, to increase the distance between the customer and the cashier.

CLEANING/SANITIZING:

- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.
- Hand sanitizer dispensers should be available and filled regularly.
- Discontinue use of drinking fountains and/or provide no-touch water bottle filling stations.
- Clean and stock bathrooms more frequently.
- Encourage workers to report any safety and health concerns.

For more information:

https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://www.natlawreview.com/article/responding-to-coronavirus-covid-19-outbreak-update-best-practices-employers>



Grocery Stores:

OCCUPANCY:

- Maximum 50% fire code occupancy for customers, does not include employees or vendor partners.
- Provide the ability for staff and the public to maintain 6 feet of social distancing.
- Employees to wear masks.
- Masks recommended for customers.
- Maintain 6 feet of social distancing.
- Dedicate specific hours for vulnerable populations to do their shopping.

EMPLOYEES:

- All staff will complete a pre-shift health check.
- All staff will wear gloves where required.
- Employees must wash hands often.
- Post signage at time clocks, in breakrooms, and employee restrooms about the importance of following healthy habits.
- Make sure team members know how to properly use and safely dispose of PPE.

SOCIAL DISTANCING:

- Order queuing lines should be clearly marked to promote appropriate social distancing.
- Install protective Plexiglas screens at service counters, including checkouts.
- Display signage at entrances, check lanes and registers to remind customers of physical distancing at every opportunity.
- Promote physical distancing where customers may linger by adding floor decals at registers and service counters, placing signage on patio and furniture displays, and limiting waiting areas.
- Close in-store bars or public sitting areas.
- Discontinue sampling.
- Close self-serve bars [salad, olive, bakery, candy bars, etc.] and bulk-bin options.
- Close fitting rooms or limit capacity.

CLEANING/SANITIZING:

- Enhance your daily sanitation practices, including registers, hand-held devices, credit card terminals, food service counters, door handles, conveyor belts, restrooms, shelves and other surfaces.
- Assign dedicated employee to wipe down carts with sanitizer and paper towels in the lobby during store hours.



Appendix Best Practices

- Assign extra staff to allow for a rotation for front-end employees to wash their hands often.
- Clean and stock bathrooms more frequently.
 - ◊ Instruct employees to wipe down equipment, including pallet jacks, ladders and supply carts, between every use.

For more information:

<https://www.osha.gov/Publications/OSHA3996.pdf>

<https://cdn.nrf.com/sites/default/files/2020-04/NRF%20-%20Operation%20Open%20Doors%20-%20Checklist.pdf>

<https://www.thekrogerco.com/blueprint/>

Gyms & Fitness Centers:

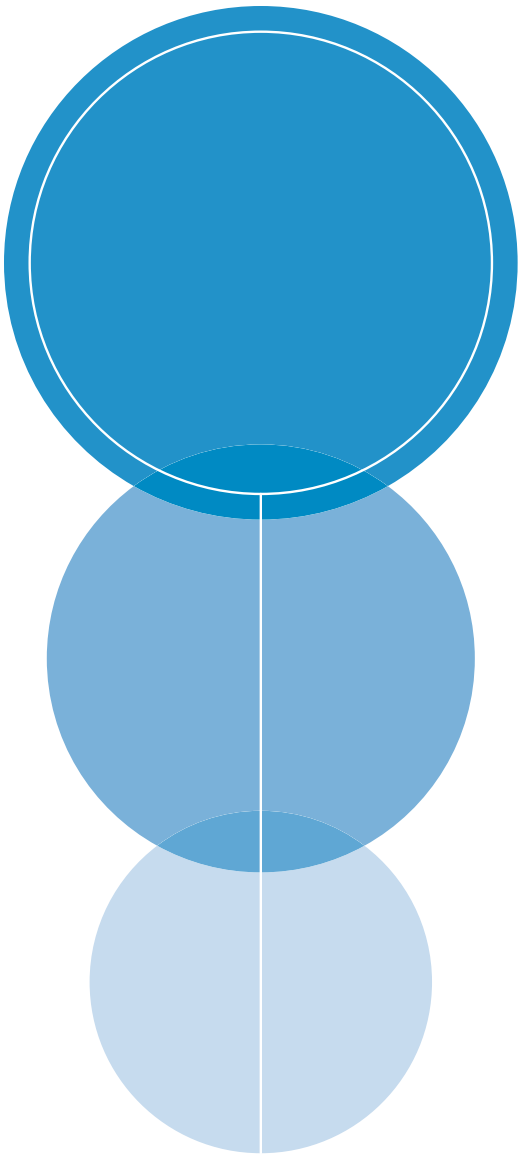
EMPLOYEES:

- All staff will complete a pre-shift health check.
- All staff will wear gloves where required.
- Masks for employees recommended.
- Employees must wash hands often.
- Post signage at time clocks, in breakrooms, and employee restrooms about the importance of following healthy habits.
- Make sure team members know how to properly use and safely dispose of personal protective equipment.

SOCIAL DISTANCING:

- Practice social distancing by avoiding large gatherings and maintaining distance of at least 6 feet from others when possible.
 - ◊ Discontinue use of every other cardio machine and use signage promoting social distancing.
 - ◊ Exercise studios are encouraged to have tape placed on the floor in designed areas at least 6 feet apart in all directions.
- Capacity restrictions for patrons and monitoring traffic flow [e.g., only allowing a certain number of patrons in a space at a given time].
- Eliminate possible touch points.
 - ◊ Contactless transactions.
- Conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls or PPE are needed for specific job duties.
- Using signage or barriers to enforce physical distancing guidelines, including at sign-in desks.
- Promote physical distancing by adding floor decals or tape lines at service counters, waiting areas, and around equipment.





- No or limited access to high-traffic areas and particularly tight spaces. If you have multiple entrances, consider limiting access to only one or two.
- Employees and visitors who appear to have symptoms upon arrival or who become sick during the day should immediately be separated from other employees, visitors, and sent home.
- Encourage guests to wear masks.
- Implement flexible work hours [e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time].
- Close or limit access to common areas where employees and visitors are likely to congregate and interact.
- Offer private training sessions by appointment only.
- Discontinue use of drinking fountains and/or provide no-touch water bottle filling stations.
- Clean and stock bathrooms more frequently.

CLEANING/SANITIZING:

- Practice routine cleaning and disinfection of frequently touched objects and surfaces.
 - ◆ Train staff to wipe down surfaces after every interaction.
- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. If your office has toys, reading materials, remote controls or other communal objects, remove them or clean them regularly.
- Hand sanitizer dispensers should be available and filled regularly.
- All members should be strongly encouraged to disinfect equipment before and after each use.
- Continue staff use of PPE.
 - ◆ Staff should wear gloves when interacting with public or cleaning.
 - ◆ Plexiglass shields at sign-in and information desks.

For more information:

<https://www.ihrsa.org/improve-your-club/safety-considerations-for-your-health-club-reopening-plan/>

<https://www.ihrsa.org/improve-your-club/coronavirus-prevention-best-practices-for-your-gym/>



Independent Contractors, Construction, and Home Services [Plumbing, HVAC, Electrical, Mechanical, Pest Control, etc.]:

EMPLOYEES:

- Maintain 6 feet of social distancing.

Appendix Best Practices

- Wear masks on the job and while interacting with the public.
- Minimize ride sharing.
- Avoid sharing tools. Clean and disinfect frequently used tools and equipment.
- Keep in person meetings as short as possible and limit number of workers in attendance.
- Wear foot coverings when entering occupied residences.
- All staff will wear gloves where required.
- Employees must wash hands often.
- Make sure team members know how to properly use and safely dispose of PPE.

SOCIAL DISTANCING:

- Advise workers to avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least 6 feet, where possible.
- At the time of scheduling a visit to a home, assess the situation by asking:
 - ◆ Has anyone in the home traveled within the last 14 days to/from a state or country identified as a hot spot?
 - ◆ Has anyone in the home been exposed to an individual diagnosed with COVID-19?
 - ◆ Is anyone in the home showing signs of illness?
- Don't shake hands or touch others when greeting or interacting.
- Limit unnecessary contact with surfaces/items and avoid shared use of tablets, laptops, writing utensils and cell phones.
- Keep in-person meetings (including toolbox talks and safety meetings) as short as possible, limit the number of workers in attendance.
- Where work trailers are used, all workers should maintain social distancing while inside the trailers.

CLEANING/SANITIZING:

- To the extent tools or equipment must be shared, provide and instruct workers to use alcohol-based wipes to clean tools before and after use.
- Clean and disinfect portable jobsite toilets regularly.
- Hand sanitizer dispensers should be available and filled regularly.
- Frequently-touched items (i.e., door pulls and toilet seats) should be disinfected.
- Encourage workers to report any safety and health concerns.



For more information:

<https://www.osha.gov/Publications/OSHA4000.pdf>

<https://www.coronavirus.kdheks.gov/DocumentCenter/View/139/Guidance-for-Workers-Who-Go-Into-Homes-PDF---4-13-20>

Libraries:

Guidelines:

- Maintain 6 feet of social distancing of workers as much as possible.
- Adjust the layout of common areas, including check-out desks and information desks, to maintain 6 feet of social distancing.
- Perform enhanced cleanings daily.
- Employees are encouraged to wear masks.
- Eliminate high-volume touch points.
- Limit paper transactions.

EMPLOYEES:

- All staff will complete a pre-shift health check.
- All staff will wear gloves where required.
- Masks for employees recommended.
- Employees must wash hands often.
- Post signage at time clocks, in breakrooms, and employee restrooms about the importance of following healthy habits.
- Make sure team members know how to properly use and safely dispose of personal protective equipment.

SOCIAL DISTANCING:

- Practice social distancing by avoiding large gatherings and maintaining distance of at least 6 feet from others when possible.
- Limit paper receipt transactions. “Touchless” options are recommended.
- Capacity restrictions for patrons and monitoring traffic flow [e.g., only allowing a certain number of patrons in a space at a given time].
- Eliminate possible touch points.
 - ◇ Contactless transactions.
- Conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls or PPE are needed for specific job duties.



Appendix Best Practices

- ▢ Using signage or barriers to enforce physical distancing guidelines, including at check-out and information desks, in cafés, and for security guards.
- ▢ No or limited access to high-traffic areas and particularly tight spaces. If you have multiple entrances, consider limiting access to only one or two.
- ▢ Cancelling or restricting group visits, guided tours, public programs, and special or private events until safe to offer them, and then limiting the number of participants.
- ▢ Employees and visitors who appear to have symptoms upon arrival or who become sick during the day should immediately be separated from other employees, visitors, and sent home.
- ▢ Encourage guests to wear masks.
- ▢ Implement flexible work hours (e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time).
- ▢ Eliminate all non-essential meetings and conduct essential meetings, trainings, and programming online via electronic media options such as WebEx, GoToMeeting, Google Hangouts, etc.
- ▢ Close or limit access to common areas where employees and visitors are likely to congregate and interact.
- ▢ Offer “virtual programming” online via electronic media options such as WebEx, GoToMeeting, Google Hangouts, etc.

CLEANING/SANITIZING:

- ▢ Practice routine cleaning and disinfection of frequently touched objects and surfaces.
 - ◊ Train staff to wipe down surfaces after every interaction.
- ▢ Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. If your office has toys, reading materials, remote controls or other communal objects, remove them or clean them regularly.
- ▢ Avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.
- ▢ Hand sanitizer dispensers should be available and filled regularly.
- ▢ Discontinue use of drinking fountains and/or provide no-touch water bottle filling stations.
- ▢ Clean and stock bathrooms more frequently.
- ▢ Continue staff use of PPE.
 - ◊ Staff should wear gloves when interacting with public or cleaning.
 - ◊ Plexiglass shields at check-out and information desks.

For more information:

<http://www.ala.org/tools/atoz/pandemic-preparedness>



Lodging and Tourism:

OCCUPANCY:

- Group rooms by length of stay/departure date.
- Remove room types to simplify allocation of rooms.
- Commons area maximum of 50% of fire code occupancy AND arranged to maintain 6 feet of social distancing.
- Buffets and self-service discouraged.

EMPLOYEES:

- All staff will complete a pre-shift health check.
- All staff will wear gloves where required.
- Masks for employees recommended.
- Employees must wash hands often.
- Post signage at time clocks, in breakrooms, and employee restrooms about the importance of following healthy habits.
- Make sure team members know how to properly use and safely dispose of PPE.

SOCIAL DISTANCING:

- Order queuing lines should be clearly marked to promote appropriate social distancing.
- Install protective Plexiglas screens at service counters, including checkouts.
- Display signage at entrances, check lanes and registers to remind customers of physical distancing at every opportunity.
- Signage communicating COVID-19 symptoms and guidance of local public health resources.
- Promote physical distancing where customers may linger by adding floor decals at service counters, placing signage on patio, and limiting waiting areas.
- Close public sitting areas.
- Use digital check-in where available and express check-out for all.
- Have a midpoint where keys can be exchanged.
- Request approximate check in time so the key can be prepared.
- Create a key drop off point.
- Key cards should be sanitized by team upon recollection.
- Utilize E-invoices rather than paper copies.
- Customers are to be encouraged to speak to Reception via the phone from their room regarding any queries they may have about their stay prior to check out.



Appendix Best Practices

- No valet parking available initially. Look at alternatives, walk the guests to the car park while distancing.
- Reduce car park spaces if required to ensure social distancing is maintained, use every other space.
- Sanitizing stations throughout the guest journey. Available on arrival, entrances and exits for both guests and the team.

CLEANING/SANITIZING:

- Enhance your daily sanitation practices, including registers, hand-held devices, credit card terminals, door handles, restrooms, shelves and other surfaces.
- Assign dedicated employee to wipe down surfaces with sanitizer and paper towels in the lobby.
- Assign extra staff to allow for a rotation for front-end employees to wash their hands often.
- Clean and stock bathrooms more frequently.
- When cleaned, “seal” rooms to show they have been prepared for guests as a “safe space”.
- Long-term guests’ rooms will only be cleaned on request.
- Provide clean towels, sheets, toiletries on request.
- Use duvet stock from other rooms that have not been used for three days.
- Where possible, leave rooms unoccupied for 72 hours before cleaning between guests.

For more information:

<https://www.hospitalitynet.org/file/152008836.pdf>

<https://www.fisherphillips.com/post-pandemic-faqs>

<https://www.ustravel.org/toolkit/industry-guidance-promoting-health-and-safety-all-travelers>

Manufacturing:

EMPLOYEES:

- All staff will complete a pre-shift health check.
- Provide ability for staff and the public to maintain 6 feet of social distancing. If 6 feet isn’t feasible due to manufacturing or other factory work, masks are required.
- Masks for employees recommended.
- Employees must wash hands often.
- Post signage at time clocks, in breakrooms, and employee restrooms about the importance of following healthy habits.
- Make sure team members know how to properly use and safely dispose of PPE.



SOCIAL DISTANCING:

- Consider split breaks and staggered lunches.
- Eliminate all non-essential meetings and conduct essential meetings and trainings online via electronic media options such as WebEx, GoToMeeting, Google Hangouts, etc.

CLEANING/SANITIZING:

- Train staff on proper hygiene procedures and expectation to minimize infections. Clean and wipe all surface areas during a change in shift or workforce. This includes anything touched, such as handles, doorknobs, clipboard, pens, keyboard, monitors, etc.
- Have clear signage reminding staff to wash hands often, wipe down areas and to use hand sanitizer.
- Discontinue use of drinking fountains and/or provide no-touch water bottle filling stations.
- Close off common areas that are not to be used during this time.
- Clean and stock bathrooms more frequently.

For more information:

<https://www.osha.gov/Publications/OSHA4002.pdfEquipment>

<https://www.aem.org/news/minimizing-risk-aem-members-share-best-practices-for-covid19-management/>

Places of Worship

[Churches, Synagogues, Mosques, etc.]:

EMPLOYEES:

- Maximum 50% of fire code occupancy and/or services with 10 or less individuals in gatherings with 6 feet of distancing permitted.
- Drive up/parking lot services allowed.
- Virtual services encouraged.
- Consider no touch worship services.
- Common areas modified to maintain 6 feet of distance between seating/non household members.
- All staff will complete a pre-shift health check.
- Masks for employees recommended.
- Employees must wash hands often
- Post signage at time clocks, in breakrooms, and employee restrooms about the importance of following healthy habits.
- Make sure team members know how to properly use and safely dispose of PPE.



Appendix Best Practices

SOCIAL DISTANCING:

- Designate areas 6 feet apart. This includes areas, such as entrances and exits, elevators, stairways, etc.
- Set up procedures for entrances and exits to help employees manage opening doors and passing others in hallways and on staircases. This includes adjusting to allow only one person to enter/exit at a time, creating visual signs for social distancing and providing nearby hand sanitizers. Adding foot pulls and forearm pulls to allow for easy, hand-free door openings will help to avoid touching door surfaces.
- Add floor markings to indicate where individuals can stand during services, clearly showing walking areas on the floor and using signage in different languages can be helpful.
- Implement distance checks and adjust areas to keep parishioners sitting at a safe distance from their neighbors. Make sure chairs are stationed 6 feet apart and room capacity numbers are prominently displayed.
- It is recommended that the persons place their offerings in a common collection basket as they enter or exit the church.
- In an effort to reduce exposure, only essential persons should assist with services.
- Eliminate all non-essential meetings and conduct essential meetings via electronic media options such as WebEx, GoToMeeting, Google Hangouts, etc.

CLEANING/SANITIZING:

- Clean and wipe all surface areas, including anything touched frequently, such as books, handles, doorknobs, pens, etc.
- Have clear signage reminding parishioners to wash hands often and to use hand sanitizer.
- Discontinue use of drinking fountains and/or provide no-touch water bottle filling stations.
- Close off common areas that are not to be used during this time.
- Clean and stock bathrooms more frequently.

For more information:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/index.html>

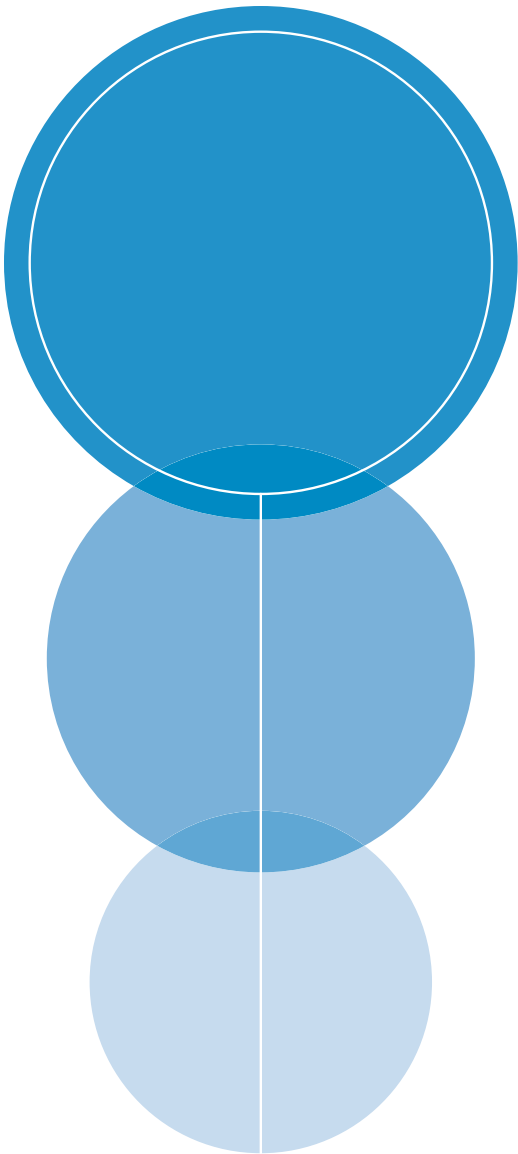
<https://catholicdioceseofwichita.org/bishopletters/resuming-mass/>

Recreational Team Sports:

Guidelines:

- Maintain 6 feet of social distancing between players as much as possible.
- Adjust the layout of common spectator areas, including benches and stands, to maintain 6 feet of social distancing.
- Perform enhanced cleanings daily.





- Spectators are encouraged to wear masks.
- Eliminate high-volume touch points.
- Limit paper transactions.

OCCUPANCY:

- Practice social distancing by avoiding large gatherings and maintaining distance of at least 6 feet from others when possible.
- Bleachers should be closed.
- Use of personal lawn chairs and blankets spaced 6 feet apart is encouraged.

SOCIAL DISTANCING:

- Practice social distancing by avoiding large gatherings and maintaining distance of at least 6 feet from others when possible.
- Capacity restrictions for spectators, and monitoring traffic flow [e.g., only allowing a certain number of visitors in a space at a given time].
- Eliminate possible touch points.
- Using signage or barriers to enforce physical distancing guidelines.
- Encourage spectators to wear masks.
- Extend dugout/bench areas to facilitate social distancing by teams.
- Close or limit access to common areas where people are likely to congregate and interact.
- No umpire/referee confrontation- any discussion must be minimum 6 feet apart.
- No handshakes or high fives.

CLEANING/SANITIZING:

- Practice routine cleaning and disinfection of frequently touched objects and surfaces.
 - ◊ Wipe down shared helmets and other equipment between uses.
 - ◊ Wipe down any benches or shared space.
- Hand sanitizer dispensers should be available and filled regularly.

For more information:

<https://www.aspenprojectplay.org/coronavirus-and-youth-sports>



Appendix Best Practices

Restaurants:

OCCUPANCY:

- Limit occupancy to 50% plus staff and adhering to social distancing standards.
- Patio seating is in addition to 50% occupancy and adheres to social distancing standards.
- No sitting at the bar.

EMPLOYEES:

- All staff will complete a pre-shift health check.
- Hosts can screen customers to see if they are feeling sick.
- All staff will wear gloves where required.
- Masks for employees, at least through the first phase of re-opening.

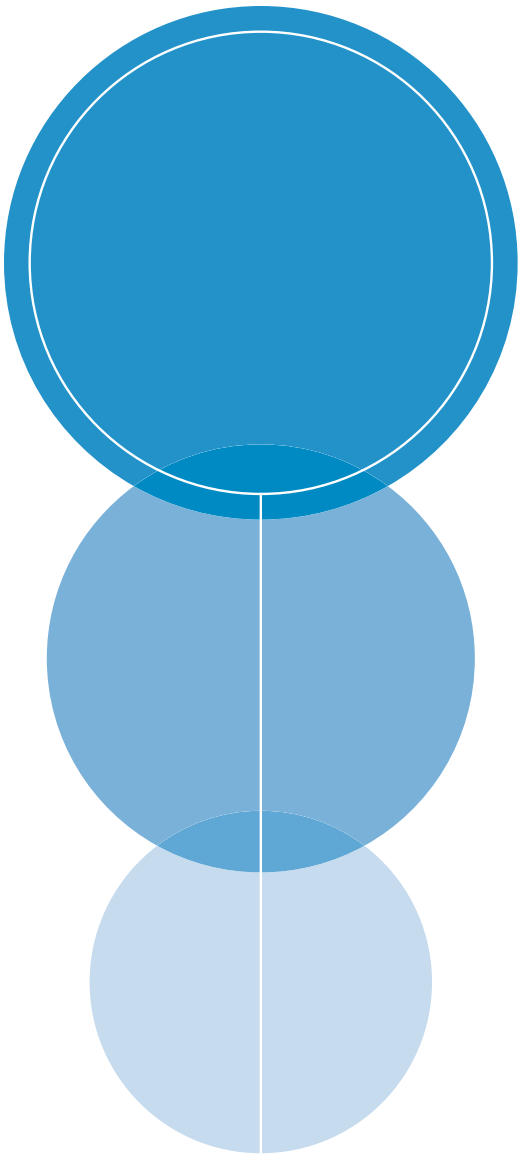
SOCIAL DISTANCING:

- Order queuing lines will be clearly marked to promote appropriate social distancing.
- If guests don't want to stand in line, ask them to wait in vehicles and text when table is ready.
- Seating options will comply with appropriate social distancing guidelines.
 - ◆ Freestanding tables will be 6 feet apart unless separated by a physical barrier.
 - ◆ Booths will be 6 feet apart unless separated by a physical barrier that is a minimum of 54 inches above the finished floor.

CLEANING/SANITIZING:

- No self-service food such as topping bars or buffets will be available.
- Condiments will be available only upon request, never left on a table or placed in self-service areas.
- Tables, chairs, booths, highchairs, and stools will be cleaned and disinfected after every use.
- High touchpoint traffic areas such as doors, door handles and counters will be cleaned and disinfected a minimum of every two hours.
- Self-service beverage machines could remain closed for maximum protection of guests; as the economy continues to open, it is recommended the machines have a sanitary lever or push button (and/or a disposable napkin is available to limit touching).
- Self-service coffee, tea or soda dispensers that do not meet these guidelines should be dispensed by employees in single-use cups.
- Hand sanitizer and/or sanitizer products will be readily available to guests and staff.





- Restaurants utilizing delivery should have a separate pickup area taking into account social distancing standards.

FULL-SERVICE RESTAURANTS:

- Provide disposable or cleanable laminated menus for guest use.
- Limit table size to 10 or less.
- No pre-set service ware will be placed upon tables ahead of guests.

For more information:

www.krha.org [Kansas Restaurant and Hospitality Association]

<https://www.coronavirus.kdheks.gov/DocumentCenter/View/1055/Plan-to-Reopen-Kansas---Business-Guidance-PDF---4-30-20>

<https://www.osha.gov/SLTC/covid-19/standards.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

<https://www.fema.gov/news-release/2020/04/30/planning-considerations-organizations-reconstituting-operations-during-covid>

Retail:

OCCUPANCY:

- Maximum 50% fire code occupancy [not including employees].
- Provide the ability for staff and the public to maintain 6 feet of social distancing.
- Employees recommended to wear masks.
- Masks recommended for customers.
- Maintain 6 feet of social distancing.
- Dedicate specific hours for vulnerable populations to do their shopping.

EMPLOYEES:

- All staff will complete a pre-shift health check. Screen workers for fevers and any symptoms of COVID-19 with a questionnaire at workplace entrance [fever, cough, shortness of breath, sore throat, headache, chills, aches, and fatigue, loss of smell or taste, nausea /vomiting diarrhea within the last 48 hours].
- All staff will wear gloves where required.
- Employees must wash hands often.
- Use of masks recommended.

Appendix Best Practices

- Post signage at time clocks, in breakrooms, and employee restrooms about the importance of following healthy habits.
- Make sure team members know how to properly use and safely dispose of PPE.

SOCIAL DISTANCING:

- Order queuing lines should be clearly marked to promote appropriate social distancing.
- Install protective Plexiglas screens at service counters, including checkouts.
- Display signage at entrances, check lanes and registers to remind customers of physical distancing at every opportunity.
- Promote physical distancing where customers may linger by adding floor decals at registers and service counters, placing signage on patio and furniture displays, and limiting waiting areas.
- Close fitting rooms or limit capacity.

CLEANING/SANITIZING:

- Enhance your daily sanitation practices, including registers, hand-held devices, credit card terminals, food service counters, door handles, conveyor belts, restrooms, shelves and other surfaces.
- Assign dedicated employee to wipe down carts with sanitizer and paper towels in the lobby during store hours.
- Ensure staff has sufficient time to rest, sanitize and restock inventory.
- Assign extra staff to allow for a rotation for front-end employees to wash their hands often.
- Clean and stock bathrooms more frequently.
- Instruct employees to wipe down equipment, including pallet jacks, ladders and supply carts, between every use.

For more information:

<https://www.osha.gov/Publications/OSHA3996.pdf>

<https://cdn.nrf.com/sites/default/files/2020-04/NRF%20-%20operation%20open%20Doors%20-%20Checklist.pdf>

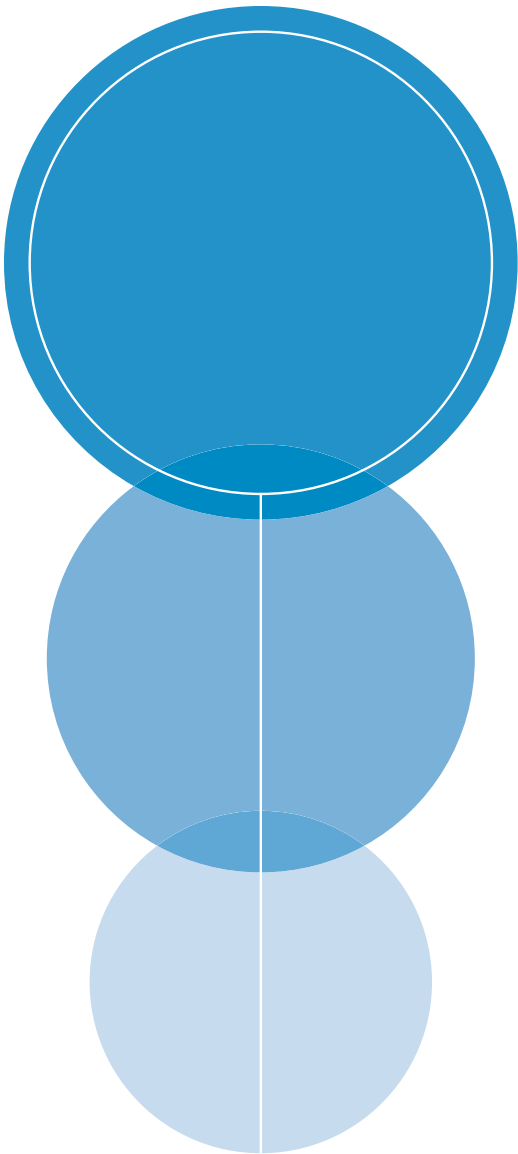
Salons & Personal Care Services

[Massage, Tattoo, Etc.]:

EMPLOYEES:

- All staff will complete a pre-shift health check.
- All staff will wear gloves where required.
- Masks for employees recommended.
- Employees must wash hands often.





- ▢ Post signage at time clocks, in breakrooms, and employee restrooms about the importance of following healthy habits.
- ▢ Make sure team members know how to properly use and safely dispose of personal protective equipment.

SOCIAL DISTANCING:

- ▢ Offer services by appointment only.
- ▢ Practice social distancing by avoiding large gatherings and maintaining distance of at least 6 feet from others when possible.
- ▢ Capacity restrictions for patrons and monitoring traffic flow [e.g., only allowing a certain number of patrons in a space at a given time].
- ▢ Eliminate possible touch points.
 - ◆ Contactless transactions.
- ▢ Conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls or PPE are needed for specific job duties.
- ▢ Using signage or barriers to enforce physical distancing guidelines, including at service desks.
- ▢ Promote physical distancing by adding floor decals or tape lines at service counters, waiting areas, and around equipment.
- ▢ No or limited access to high-traffic areas and particularly tight spaces. If you have multiple entrances, consider limiting access to only one or two.
- ▢ Employees and visitors who appear to have symptoms upon arrival or who become sick during the day should immediately be separated from other employees, visitors, and sent home.
- ▢ Encourage clients to wear masks.
- ▢ Implement flexible work hours [e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time].
- ▢ Close or limit access to common areas where employees and visitors are likely to congregate and interact.
- ▢ Limit the number of clients in the shop at one time. Only clients that are actually getting their hair or nails done should be inside the salon. Clients should not check in at a front desk or wait in a reception area.
- ▢ Consider establishing a process for clients to remain in their cars or otherwise outside of the salon until they are notified [either by text or phone call] that their chair is open and has been properly disinfected from the previous client.
- ▢ Limit face-to-face interaction as much as possible when cutting or otherwise working on hair [i.e., stand behind the client as much as possible].

CLEANING/SANITIZING:

- ▢ Practice routine cleaning and disinfection of frequently touched objects and surfaces.
 - ◆ Train staff to wipe down surfaces after every interaction.
- ▢ Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. If your office has toys, reading materials, remote controls or other communal objects, remove them or clean them regularly.

Appendix Best Practices

- Hand sanitizer dispensers should be available and filled regularly.
- Clean and stock bathrooms more frequently.
- Wipe down and disinfect all cutting and other tools (e.g., combs, brushes) between clients and at the beginning and end of each shift.
- Stylists should have an ample supply of combs and other tools at their disposal (all implements should then be disinfected and washed at the end of the day).
- All nail tools should be disinfected between use or be single-use only.
- Consider allowing returning clients the option of buying their own nail tool kit for repeated use.
- During procedures, clients should wear paper neck strips provided by the stylist to help ensure proper hygiene.
- Use a clean cape for each client. Ideally, have sufficient number of capes on hand for all clients per day to avoid reuse. Launder all used capes at the end of each day.
- Smocks, towels, work clothing etc., should be placed in plastic bags after each use, treated as potentially contaminated, and laundered by washing and drying on the highest temperature setting allowable for the fabric.
- Continue staff use of PPE.
 - ◇ Staff should wear gloves when interacting with public or cleaning.
 - ◇ Plexiglass shields at service desks.

For more information:

<https://wedc.org/wp-content/uploads/2020/05/COVID-19-Hair-Nail-Salons-Guidelines-1.pdf>

<https://www.coronavirus.kdheks.gov/DocumentCenter/View/1048/COVID-19-Guidance-for-Cosmetology-4-30-2020>

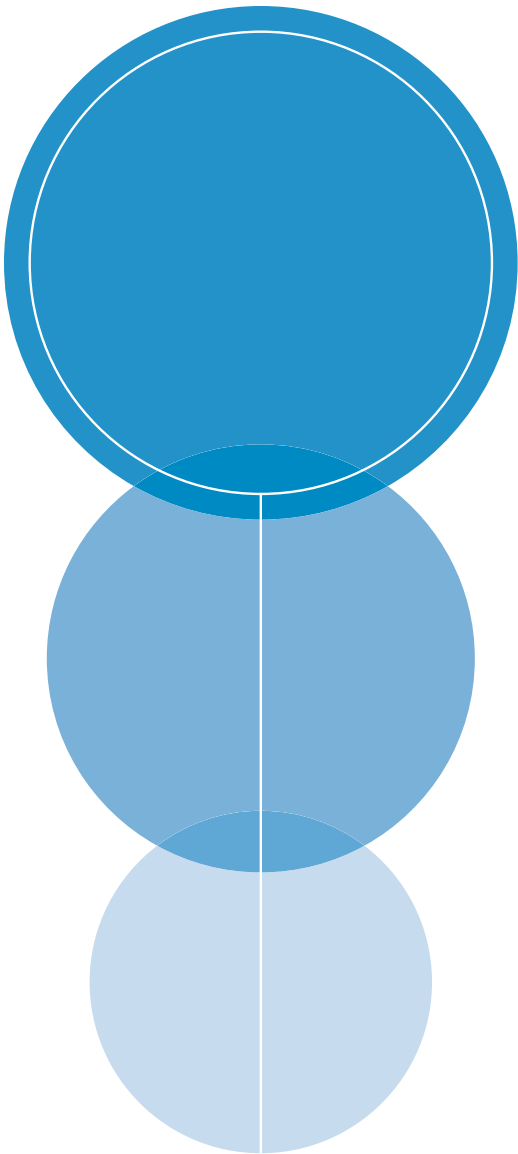
https://www.probeauty.org/docs/default-source/coronavirus-documents/pba-back-to-work-guidelines.pdf?sfvrsn=4afa9a9b_14

Zoos:

EMPLOYEES:

- All staff will complete a pre-shift health check.
- All staff will wear gloves where required.
- Masks for employees recommended.
- Employees must wash hands often.
- Post signage at time clocks, in breakrooms, and employee restrooms about the importance of following healthy habits.
- Make sure team members know how to properly use and safely dispose of personal protective equipment.





SOCIAL DISTANCING:

- Practice social distancing by avoiding large gatherings and maintaining distance of at least 6 feet from others when possible.
- Online ticket sales only. Alternatively, limit cash and paper receipt transactions. “Touchless” payment options are recommended.
- Capacity restrictions for visitors including timed tickets for entry and monitoring traffic flow [e.g., only allowing a certain number of visitors in a space at a given time].
- Eliminate possible touch points.
 - ◇ Contactless transactions.
- Conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls or PPE are needed for specific job duties.
- Using signage or barriers to enforce physical distancing guidelines, including at ticketing and information desks, in shops/café, and for security guards.
- No or limited access to theaters, cafés, high-traffic areas, and particularly tight spaces. If you have multiple entrances, consider limiting access to only one or two.
- Cancelling or restricting group visits, guided tours, public programs, and special or private events until safe to offer them, and then limiting the number of participants.
- Establish one-way flow through the museum and within galleries, to facilitate distancing.
- Employees and visitors who appear to have symptoms upon arrival or who become sick during the day should immediately be separated from other employees, visitors, and sent home.
- Encourage guests to wear masks.
- Implement flexible work hours [e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time].
- Close or limit access to common areas where employees and visitors are likely to congregate and interact.

CLEANING/SANITIZING:

- Practice routine cleaning and disinfection of frequently touched objects and surfaces.
 - ◇ Train staff to wipe down surfaces after every interaction and between timed-entry visitations.
- Hand sanitizer dispensers should be available and filled regularly.
- Continue staff use of PPE.
- N95 masks for some animal care staff, cloth masks for others.
- Staff should wear gloves when interacting with public or cleaning.
- Plexiglass shields at points of sale.

For more information:

<https://zahp.aza.org/>

Business Guidance

All businesses should follow the Guidelines for Businesses in **Ad Astra: A Plan to Reopen Kansas** as well as recommendations here: <https://www.coronavirus.kdheks.gov/248/Business-Employers> and here: <https://www.osha.gov/SLTC/covid-19/standards.html>

Food Processing Sector:

General guidance for this industry:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/meat-poultry-processingworkers-employers.html>

Grocery store & restaurant suppliers

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/grocery-food-retailworkers.html>

<https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-storesrestaurants-and-food-pick-updelivery-services-during-covid-19>

Meat processing

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/meat-poultry-processingworkers-employers.html>

Spice/Coffee/Specialty Food Processing

<https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-coronavirus-disease-2019-covid-19>

Gyms/Physical Exercise:

General guidance for this industry:

<https://www.ihrsa.org/improve-your-club/safety-considerations-for-your-health-club-reopeningplan/>

Health Sector:

General guidance for this industry:

<https://www.coronavirus.kdheks.gov/170/Healthcare-Providers>

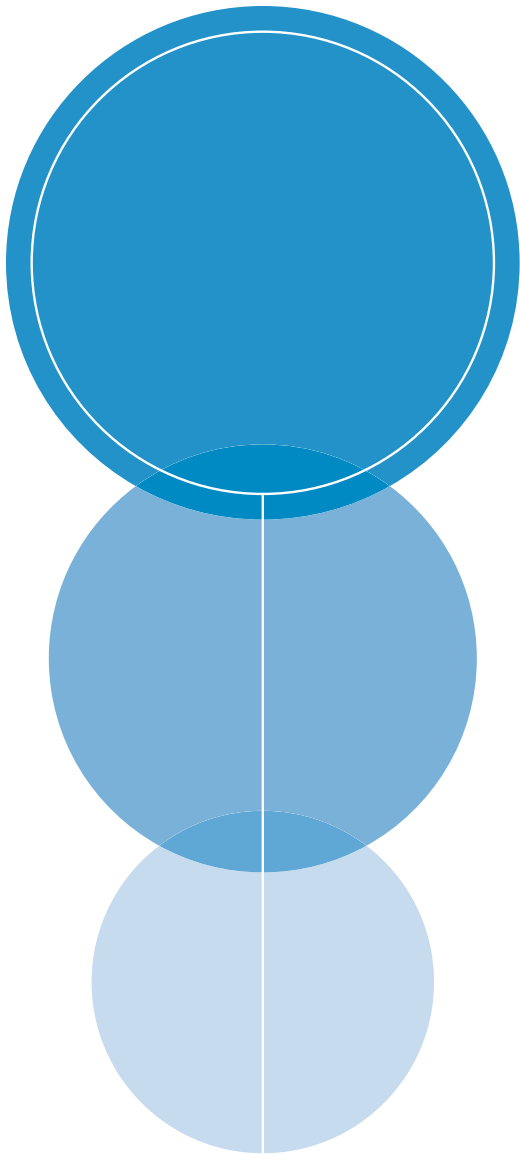
<https://www.cdc.gov/coronavirus/2019-nCoV/hcp/index.html>

**Health sector businesses not directly affected by COVID-19 should follow general business guidance*

Assisted Living Centers

<https://www.coronavirus.kdheks.gov/237/Long-Term-Care>





Dental Offices

<https://www.coronavirus.kdheks.gov/258/Dental-Practices>

https://success.ada.org/en/practice-management/patients/practiceresources?utm_source=cpsorg&utm_medium=covid-nav&utm_content=nav-practiceresources&utm_campaign=covid-19
<https://www.ksdental.org/virus>

Drug Stores/Pharmacies

https://pharmacy.ks.gov/docs/default-source/default-document-library/covid-19-kbopmemo.pdf?sfvrsn=fcabab01_28
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/pharmacies.html>

Eye Doctors

Kansas Optometric Association COVID-19 Reopening Guidelines for Optometrists

<https://kansas.aoa.org/optometrists/covid-19/practice-resources>

American Optometric Association – Optometry Practice Reactivation Preparedness Guide

<https://www.aoa.org/optometry-practice-reactivation-preparedness-guide>

Centers for Medicare & Medicaid Services [CMS] Recommendations Re-opening Facilities to Provide Non-emergent Non-COVID-19 Healthcare: Phase I

<https://www.cms.gov/files/document/covid-flexibility-reopen-essential-non-covid-services.pdf>

Mental and Behavioral Health

<https://www.coronavirus.kdheks.gov/244/Mental-Health-Professionals>

Nursing Homes/Disability Care Centers

<https://www.coronavirus.kdheks.gov/237/Long-Term-Care>

Veterinarians

<https://www.avma.org/resources-tools/animal-health-and-welfare/covid-19/caring-patientsinteracting-clients-covid-19>

Hospitality Sector:

General guidance for this industry:

Hotels/Motels/Conference Centers/Airbnb

<https://www.fisherphillips.com/post-pandemic-faqs>

Business Guidance

Museums/Historical Sites/Art Galleries

<https://www.aam-us.org/2020/03/05/information-for-the-museum-field-on-the-covid-19-coronavirus/>

Restaurants

https://go.restaurant.org/covid19-reopening-guide?utm_source=pressrelease&utm_medium=referral&utm_campaign=restaurant-reopening-guide

Logistics/Distribution Sector:

General guidance for this industry:

<https://www.osha.gov/Publications/OSHA4002.pdf>

Maintenance/Repair Services:

General guidance for this industry:

<https://www.coronavirus.kdheks.gov/DocumentCenter/View/139/Guidance-for-Workers-Who-Go-Into-Homes-PDF---4-13-20>

Construction Trades

<https://www.osha.gov/Publications/OSHA4000.pdf>

Manufacturing Sector:

General guidance for this industry:

<https://www.osha.gov/Publications/OSHA4002.pdf>

Equipment Manufacturing

<https://www.aem.org/news/minimizing-risk-aem-members-share-best-practices-for-covid19-management/>

Personal Services Sector:

General guidance for this industry:

<https://www.coronavirus.kdheks.gov/DocumentCenter/View/1048/COVID-19-Guidance-for-Cosmetology-4-30-2020>

https://www.probeauty.org/docs/default-source/coronavirus-documents/pba-back-to-workguidelines.pdf?sfvrsn=4afa9a9b_14



Botox salons [Medical Spas]

<https://experienceispa.com/resources/covid-19/2-uncategorised/400-reopening-resources>

Pet Grooming, Training, Boarding, and Walking

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/animals.html>

Realtors

<http://kcrar.com/covid19-guidelines>

Professional Service Sector:

General guidance for this industry:

<https://www.osha.gov/Publications/OSHA3994.pdf>

Appraisers/Home inspectors

<https://www.coronavirus.kdheks.gov/DocumentCenter/View/139/Guidance-for-Workers-Who-Go-Into-Homes-PDF---4-13-20>

Realtors

<https://www.coronavirus.kdheks.gov/DocumentCenter/View/139/Guidance-for-Workers-Who-Go-Into-Homes-PDF---4-13-20>

<https://www.nar.realtor/coronavirus-a-guide-for-realtors>

<https://blog.alta.org/2020/03/title-settlement-companies-develop-safe-closing-protocols.html>

Religious and Community Organizations:

General guidance for this industry:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/index.html>

Retail Sector:

General guidance for this industry:

<https://www.osha.gov/Publications/OSHA3996.pdf>

<https://cdn.nrf.com/sites/default/files/2020-04/NRF%20-%20Operation%20Open%20Doors%20-%20Checklist.pdf>





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