

# GUIDELINES FOR SAFEGUARDING ALL BUSINESSES

It is strongly recommended that all businesses follow applicable covid-19-related safety guidelines from the Food and Drug Administration and the Centers for Disease Control and Prevention (CDC) publication, *Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes*, at <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Here are other recommendations that all businesses are strongly encouraged to follow:

## Employers should:

- **Allow employees to work from home as much as possible**
- **Screen all employees reporting to work for COVID-19 symptoms with the following questions:**
  - o Have you been in close contact with a confirmed case of COVID-19?
  - o Are you experiencing a cough, shortness of breath or sore throat?
  - o Have you had a fever in the last 48 hours?
  - o Have you experienced new loss of taste or smell?
  - o Have you experienced vomiting or diarrhea in the last 24 hours?
- **Screen employees for fever:**
  - o Best practice: employers should take temperatures onsite with a no-touch thermometer each day upon a person's arrival at work
  - o Minimum practice: an employee may take his or her temperature before arriving. In either case, a normal temperature does not exceed 100.4 degrees Fahrenheit
- **Direct any employee who exhibits COVID-19 symptoms**, who answers yes to any of the screening questions or who is running a fever, to leave the premises immediately and seek medical care or COVID-19 testing or both.
- **Implement workplace cleaning and disinfection practices**, according to CDC guidelines, with regular sanitization of often-touched surfaces at least every two hours.

• **Post extensive signage on health policies**, including the following documents, in the workplace:

- o CDC guidance to stop the spread of germs, at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
- o CDC guidance on Symptoms of COVID-19, at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

## Employees

- Stay home when feeling ill, when exposed to COVID-19 (for instance, if someone at home is infected), or if diagnosed with a confirmed case of COVID-19. People who are particularly vulnerable to COVID-19, such as people 65 or older or people with heart disease, diabetes, or other chronic conditions, are encouraged to work from home.
- Increase hygiene practices: wash hands more frequently, avoid touching your face, practice good etiquette when coughing or sneezing.
- Wear a cloth face covering (not an N-95 or medical mask, which should be reserved for healthcare workers) while at work and in public to help protect against the spread of the virus.
- Abide by guidelines established by employer, which may include the use of gloves, social distancing practices in the workplace and increased sanitation.

## Improve Ventilation:

As basic principles of social distancing, surface cleaning and disinfection, handwashing and other strategies of good hygiene are of the utmost importance in preventing the spread of COVID-19, ventilation in facilities should also be considered.

**Consider improving the engineering controls using the building ventilation system. This may include some or all of the following activities:**

- Increase ventilation rates.
- Increase the percentage of outdoor air that circulates into the system.
- Do not recirculate air.

# GUIDELINES FOR ATHLETIC FACILITIES

**In addition to the Safer at Home Order's mandates and *Guidelines for Safeguarding All Businesses*, the following practices are strongly recommended for operators and staff at athletic facilities:**

- Screen customers for illness upon entry to the gym:
  - Best practice: Temperature checks for every customer. Persons with temperatures above 100.4 degrees Fahrenheit should not be permitted on premises.
  - Minimum practice: Question customers regarding COVID-19 symptoms:
    - Have you been in close contact with a confirmed case of COVID-19?
    - Are you experiencing a cough, shortness of breath, or sore throat?
    - Have you had a fever in the last 48 hours?
- Keep doors and windows open where possible to improve ventilation.
- Post signs encouraging social distancing (visible to customers).
- Require that customers wash or sanitize their hands upon entering and leaving the facility. Require customers to clean equipment they come in contact with, using disinfecting wipes before and after each use.
- Encourage customers to use only one piece of equipment at a time (i.e., no circuits or "super setting") so that machines are cleaned after use.
- Consider limiting workout length to avoid unnecessary exposure, decrease congestion, and allow for additional sanitization.
- Mitigate exposure in the workplace by implementing social distancing guidelines and modifying scheduling.
- If staffed, conduct regular (at least every 2 hours) disinfecting of high-touch surfaces, equipment and common areas of the facility, using disinfectant cleaning supplies according to Centers for Disease Control and Prevention guidelines.
- Only allow group fitness classes if classes can be completed in accordance with social distancing recommendations (including but not limited to: less than 50 percent capacity and with more than 6 feet of distance maintained between participants at all times; no shared equipment during the class and no person-to-person contact).
- Encourage customers to wear personal protective equipment where applicable and recommend that customers wear a facial covering (not N-95 or medical masks, which should be reserved for healthcare workers).
- Adjust equipment layout and close or restrict access to equipment to maintain at least six feet of distance between equipment.
- Temporarily close water fountains, common areas, break rooms, and check-in counters, where customers or employees may congregate. Encourage users to provide their own water.
- Provide no self-service options (coffee bars, smoothie stations and other forms of communal food in facilities).
- If staffed, ensure that staffing is sufficient to enable enhanced sanitization and cleaning measures.

# GUIDELINES FOR CLOSE CONTACT PERSONAL SERVICE BUSINESSES

**In addition to the Safer at Home Order's mandates and the Guidelines for Safeguarding All Businesses, the following practices are strongly recommended for all close-contact service providers:**

These recommendations have been developed by industry infection control experts in conjunction with the recommendations from the Occupational Safety and Health Administration's *Guidance on Preparing Workplaces for COVID-19*, and guidance from the Centers for Disease Control and Prevention (CDC): *Guidelines for Disinfecting Your Facility*. Close contact personal service establishments and providers should refer to these guidelines prior to reopening as well as any guidance provided by their respective state licensing boards:

- Alabama Board of Cosmetology and Barbering: Checklist for Shops and Salons Prior to Reopening and Alabama Administrative Code, Chapter 250-X-3-.02, Products Sanitation and Care
- Alabama Board of Massage Therapy: Administrative Code, Chapter 532-X-1 – 532-X-8
- Alabama Department of Public Health: Body Art Practice and Facilities Administrative Code, Chapter 420-3-23

In addition to the sanitation requirements established by state licensing boards and the Alabama Department of Public Health, which should be strictly followed, it is recommended that these minimum standards be incorporated:

## Hand Hygiene:

- Hand washing is the preferred method of hand hygiene and should be done as frequently as possible, but always after eating, smoking and using the restroom, before and after providing services to clients, and after removing any type of personal protective equipment.
- Hand sanitizer should be made available for all clients. Clients should be required to wash hands or use hand sanitizer prior to a nail service.

## Personal Protective Equipment (PPE):

- Smocks. Service providers should wear a clean smock for each client. Smocks should be laundered on a daily basis following the fabric recommendations. Smocks should be changed before leaving the shop or salon each day. Service providers may consider using disposable gowns and dispose of the gown, after use, in a closed container.
- Capes. Each client should be draped with a clean cape for hair or barber services. Service providers must use clean, protective neck strips around the neck of each client. Capes should be laundered following the fabric recommendations between each client, or service providers may consider using disposable capes and dispose of the cape after it is used.
- Drape materials. Clean or disposable draping materials should be used for each client. Drapes should be laundered following the fabric recommendations between each client or service providers may consider using disposable drapes and dispose of the drape after it is used.

**Customer Interactions:** The following recommendations reduce the number of individuals in a business at a single time and limit interactions that could be of risk:

- Appointments. All services should be scheduled and scheduled

with adequate time in between appointments to properly clean and disinfect. Employers should allow employees to have enough time to allow for proper disinfection. Clients should be asked to wait outside or in their cars until they are called for their appointment. Appointments should be staggered to avoid multiple people in the waiting areas.

- Cashless payment systems are preferred. If Point of Sale (POS) equipment is used and a patron must sign or enter a PIN, the equipment must be disinfected after each use. If the exchange of cash is unavoidable, service providers must wash hands after each transaction.
- Thermometers. The use of thermometers for temperature scanning is recommended for service providers and clients. Any service provider or client with a temperature at or above 100.4° should be sent home or services rescheduled. Employers should consider implementing flexible leave policies and supportive policies for employees. Employers should consider the needs of employees older than 65 years or other vulnerable or at-risk populations.
- Signage. Signage should be posted that says services will not be offered to or given by anyone who is sick or exhibiting signs of illness.
- Ask. Clients should be asked prior to a service if they have been sick or exposed to someone who is sick. If so, services should be deferred for 10-14 days.

**Social Distancing:** The following social-distancing measures should be instituted to reduce risk:

- Service chairs and tables should be spaced to allow 6 feet between clients or persons accompanying a client and a person from another household.
- Break rooms should be temporarily closed for congregating.

**Disinfection:** Administrative rules and regulations promulgated by the state licensing boards of close personal services providers require the cleaning and disinfection of non-porous implements prior to use and the disposal of porous implements after a single use. These practices should be vigorously adhered to and the following procedures should be added:

- Frequent disinfection should be performed of often-touched areas such as:
  - o Door handles on the main entrance and restrooms
  - o Items in restrooms, including lavatory handles
  - o Reception desk and Point of Sale equipment
  - o Stations (including foot/nail drying stations)
  - o Displays
- Operators should consider barrier methods on client chairs and tables, such as disposable paper drapes or towels that can be laundered after each client.

**Items to be Temporarily Disallowed:** Some once-commonplace items should be removed or moved:

- Coffee or water stations should be removed or moved to an area where hands can be washed before and after use.
- Magazines/books/newspapers or other publications should be discarded.
- Candy dishes should be removed.
- Product testers/samples should be removed.
- Online scheduling of appointments should be considered to replace the use of appointment cards.

# GUIDELINES FOR RESTAURANTS AND BARS

**In addition to the Safer at Home Order's mandates and the *Guidelines for Safeguarding All Businesses*, the following practices are strongly recommended for restaurants, bars and similar establishments:**

- Where practical, consider a reservations-only business model or call-ahead seating.
- Adhere to social distancing guidelines in bar areas.
- Create a plan for and checklist of all surfaces your staff and guests will come in contact with.
  - Train your staff on these surfaces and prepare procedures for elevated cleaning and sanitizing of these surfaces.
- Dedicate staff members on each shift to sanitizing surfaces in dining areas and restrooms.
- Use menus that are disposable or sanitized between each use.
- Have hand sanitizer and sanitizing products readily available for employees and guests.
- Designate with signage, tape, or by other means appropriate social distancing spacing for employees and customers. Spacing should be illustrated, as much as possible, in a waiting area, kitchen, back of the house, laundry, and prep area.
- Avoid gathering of guests at entrances and exits and designate appropriate social-distancing spacing.
- Use single-use items as much as possible, such as packets of ketchup or salt.
- Do not use communal silverware containers or allow guests to utilize any serving utensil that may be utilized by staff or another guest.
- Where practicable, use physical barriers such as partitions or plexiglass at registers.
- Disinfect restrooms and other high-touch areas as often as feasible, but at least every two hours.

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# GUIDELINES FOR PLACES OF WORSHIP

It is known that the virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if they are 65 or older, or have pre-existing health conditions such as diabetes or heart disease that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which help facilitate a safe and measured reopening of Alabama.

In addition to guidelines on COVID-19 by the Centers for Disease Control and Prevention, the following are the minimum recommended health practices for all churches, congregations, and places of worship in Alabama. Churches, congregations, and places of worship may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees, volunteers and congregants. The same minimum recommended health practices apply to funeral services, burials and memorials.

## Health protocols for employees and volunteers:

- **Allow employees and volunteers to work from home as much as possible.**
- **Screen employees and volunteers for symptoms before coming into facilities with the following questions:**
  - o Have you been in close contact with a confirmed case of COVID-19?
  - o Are you experiencing a cough, shortness of breath or sore throat?
  - o Have you had a fever in the last 48 hours?
  - o Have you experienced new loss of taste or smell?
  - o Have you experienced vomiting or diarrhea in the last 24 hours?
- **Screen employees and volunteers for fever:**
  - o Best practice: Take people's temperatures onsite with a no-touch thermometer each day upon arrival.
  - o Minimum practice: People take their own temperatures before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit.
- **Direct any employee or volunteer who exhibits COVID-19 symptoms** (answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care or COVID-19 testing or both.
- **Increase hygiene practices:** wash hands frequently, avoid touching your face, practice good etiquette when coughing or sneezing.
- **Consider having employees, volunteers and attendees wear cloth face coverings** over the nose and mouth to help protect against the spread of the virus (not an N-95 or medical mask, which should be reserved for healthcare workers).
- **Practice recommended social distancing**, at least six feet between people of different households, to the greatest extent possible.

## Health protocols for facilities:

- Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs and restroom items.
- Disinfect seats between services.
- Discontinue passing of items among attendees and disinfect any items that come into contact with attendees.
- Discontinue self-service by guests at drink stations, buffets or salad bars.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available.
- Discontinue self-service for snacks or coffee.
- Maintain rigorous sanitation practices like disinfection, handwashing and cleanliness when preparing or serving anything edible.
- **Improve Ventilation:** As basic principles of social distancing, surface cleaning and disinfection, handwashing and other strategies of good hygiene are of the utmost importance in preventing the spread of COVID-19, ventilation in facilities should also be considered.

**Consider improving the engineering controls using the building ventilation system.** This may include some or all of the following activities:

- o Increase ventilation rates.
- o Increase the percentage of outdoor air that circulates into the system.
- o Do not recirculate air.

The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable. Please note, public health guidance cannot anticipate every unique situation. Churches, congregations and places of worship should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization.

## Health protocols for serving attendees:

- Strongly encourage people 65 or older and others especially at risk to watch or participate in the service remotely.
- Designate an area inside the facility reserved for the at-risk population or offer a service for at-risk population attendees only.
- Ensure proper spacing between attendees:
  - o Keep at least two empty seats (or six feet of separation) between parties in any row, except as follows:
    - Two or more members of the same household can sit next to one another, with two seats (or six feet separation) empty on either side.
  - o Alternate rows between attendees (every other row left empty).