



# Guidelines to Reopen The Local Economy



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## **Statement from Sumner County Mayor Anthony Holt:**

Governor Bill Lee has stated, "Until a vaccine or a therapy is widely available to Tennesseans, this virus will be a present reality for us to manage and consider whenever we are making decisions."

The Governor's COVID-19 Command has established the Tennessee *Pledge* Plan, and the Economic Recovery Group (ERG) is issuing guidelines as part of the *Pledge* to Reopen Tennessee Responsibly.

Sumner County is committed to following the Governor's guidance and encourages our local employers to take the Sumner County Tennessee *Pledge*.

Universal Guidelines for all businesses, employers, and employees, are the backbone of the Tennessee *Pledge* and provide basic guidelines to help customers feel safe and comfortable in a reopening economy.

Sumner County, together with the Tennessee Department of Health will offer testing both symptomatic and asymptomatic to compute the confirmed cases and to monitor the percentage of increases and decreases on a trendline. We will work with our healthcare systems to assure they have adequate surge capacity relative to beds, machines, and personal protective equipment. Physical or social distancing will be a requirement in a reopening economy and personal hygiene practices and cleaning protocols will be the responsibility of the individual to help keep the community safe and healthy.

We are moving from a 'cancellation psychology' to an 'opening psychology' in an unprecedented time in our history. I ask that you support your neighbors as we return the Sumner County families to a new normal and together we will strive to make it a better normal.



Governor Lee's Executive Orders relative to Health Guidelines to limit the spread of COVID-19, supersede and preempt any local government orders within Sumner County.

Governor Lee's COVID Command Economic Recovery Group has provided the Tennessee Pledge Reopening Tennessee Responsibility.

Governor Lee's guidelines and the plans for Responsibly Reopening Sumner County's Economy can be found in this document.

Sumner County Mayor Anthony Holt requests that all Sumner County Businesses complete the "Sumner County, Tennessee Business Pledge" in support of the Governor's Tennessee *Pledge*.

Governor Lee and County Mayor Holt strongly urge all of us to practice our civil responsibility to protect ourselves and our community by following the Health Guidelines to the greatest extent practicable when outside our homes.

You may find the Business Pledge form at:

<https://www.sumnertn.org/information/reopening-sumner-county>

Click on the Business Pledge link which will direct you to the EMA website to input your business information to take the Pledge. A certificate will be created for you to print and display.



Sumner County, Tennessee

## BUSINESS PLEDGE



The “Sumner County, Tennessee Pledge” is a plan to help Tennesseans return to work in a safe environment, restore their livelihoods and reboot our state’s economy.

The Pledge asks businesses to provide safe working conditions that protect their employees’ health and also protects consumers while securing their livelihoods. The plan also asks employees to commit to protecting themselves, their co-workers and the customers they serve. It’s that volunteer spirit that’s been fighting this pandemic and it’s the same volunteer spirit that will rebuild our economy.

\_\_\_\_\_ certifies that we agree to operate under  
the **Sumner County, Tennessee Pledge guidelines for Reopening Sumner County,  
Tennessee Responsibly.**

Please find the Sumner County guidelines for Reopening Responsibly:

Sumner County, TN website at <https://www.sumnertn.org>

Sumner County, TN Facebook: <https://www.facebook.com/sumnercountytennessee/>

## Health and Safety

### **Disease Monitoring**

Sustained testing of COVID-19 for all that want and need a test

Carefully monitor health care capacity including the availability of beds equipment and supplies

Provide contact tracing of confirmed cases and practice isolation and quarantine of those infected and exposed

Prove the downward trend of confirmed cases and positive tests as a percentage of total testing against a trend timeline

Provide antibody/serology testing as it is approved and available

### **Disease Prevention Recommendations**

Increase hygiene practices-wash hands frequently, avoid touching face, and practice good respiratory etiquette when coughing and 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

“Further is safer”, practice recommended social distancing to the greatest extent possible

Stay at home when feeling ill

Allow employees to work from home as much as possible

Screen all employees reporting to work with questions and a temperature check

Direct individuals exhibiting COVID-19 symptoms to seek medical care and COVID-19 testing

Implement workplace cleaning and disinfection practices

Implement social distancing guidelines

Limit self service options, (customer samples, communal packaging, food/beverages, etc.)

Post signage of health policies

# Universal Guidelines

## For All Businesses

The State recommends safeguarding protocols for all businesses in Tennessee, including those that are reopening and those essential businesses that remained open during the Safer at Home order. These safeguarding protocols are based on the recommendations of the CDC and OSHA. To support the Tennessee Pledge, all employers and employees should take steps to reopen safely, help other industries be able to open more quickly, and allow Tennessee to remain healthy and open for business.

Businesses should follow guidance issued by the Occupational Safety and Health Administration, the CDC, and Tennessee Department of Health. These guidelines do not replace or supersede any applicable federal or other regulatory requirements or standards. To assist your business in taking appropriate precautions for COVID-19, industry-specific safeguarding protocols have been created with the input of private sector working groups in partnership with the Economic Recovery Group. Protocols are subject to revision and may be released on a rolling basis.

## Employers

- **Allow employees to work from home as much as possible**
- **Screen all employees reporting to work for COVID-19 symptoms** with the following questions:
  - Have you been in close contact with a 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?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees:**
  - Best practice: employers to take temperature onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperatures should not exceed 100.4 degrees Fahrenheit
- **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and CDC guidelines. Employers should maintain the confidentiality of employee health information.
- **Implement workplace cleaning and disinfection** practices, according to CDC guidelines, with regular sanitization of high-touch surfaces at least every two hours

- **Mitigate exposure in the workplace** by implementing social distancing guidelines and modify scheduling
- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
- **Update the Employee Illness Policy** to include the symptoms of “COVID-19” or create a COVID-19 specific policy. All staff should sign the policy, and the policy should be posted for confirmation
- **Limit self-service options** (customer samples, communal packaging, food/beverages, etc.)
- **Post extensive signage on health policies, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:**
  - CDC guidance to stop the spread of germs
  - CDC guidance on COVID-19 symptoms

## Employees

- **Stay home when feeling ill**, when exposed to COVID-19 (e.g., positive household member case), or if diagnosed with a confirmed case of COVID-19. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home
- **Increase hygiene practices** — wash hands more frequently, avoid touching face, practice good respiratory 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
- **Practice recommended social distancing** to the greatest extent possible — “Further is safer”
- **Abide by guidelines established by any employer, which may include the use of gloves, social distancing, practices in the workplace and increased sanitation**



# Restaurant Industry

## Safeguarding Guidance

The State recommends strict adherence to CDC and FDA guidelines, as well as the Universal Guidelines for All Businesses. Additionally, the State recommends restaurants put into place an assortment of measures to protect consumers and employees, including:

## Employee Protection

- **Screen all employees reporting to work for COVID-19 symptoms** with the following questions:
  - Have you been in close contact with a confirmed case of COVID-19 within the past 14 days?
  - Are you experiencing a cough, shortness of breath or sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees:**
  - Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Have dedicated face coverings** (i.e., only used by one person) worn by all employees, at all times, unless unsafe for certain back-of-house work functions
  - Masks should not be N-95 or medical variety, which should be reserved for use by healthcare workers
- **Highlight importance of regular handwashing** for all employees per CDC guidance, not to supersede any regulations requiring the wearing of gloves for any food preparation or other tasks
- **Practice recommended social distancing** to the greatest extent possible —  
“Further is safer”
- **Prohibit congregating in break rooms or common areas** and limit capacity of such areas to allow for safe social distancing minimum of 6 feet whenever possible
- **Stagger shifts, breaks and meals** in compliance with wage and hour laws and regulations to maintain social distancing
- **Employees should increase hygiene practices**—wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing
- **All employees should stay home if feeling ill**, report any symptoms of illness

- to supervisor and require notification of COVID-19 positive case in employee's household.
- Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or severe underlying medical conditions) are encouraged to stay home
  - **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and [CDC guidelines](#). Employers should maintain the confidentiality of employee health information
  - **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
  - **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
  - **Update the Employee Illness Policy** to include the symptoms of "COVID-19" or create a COVID-19 specific policy. All staff should sign the policy, and the policy should be posted for confirmation
  - **Post signage on health policies**, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
    - [CDC guidance to stop the spread of germs](#)
    - [CDC guidance on COVID-19 symptoms](#)
  - **Follow sanitization frequency guidance** contained in this document at all times
  - **Provide ServSafe COVID-19 training** for all food handlers as soon as possible

## Consumer Protection

- **Limit tables to no more than 10 guests per table**, per CDC guidance on group sizes
- **Mark any indoor or outdoor waiting area so that social distancing standards are met** (options can include a text system to alert guests of available seating, an intercom system, or only one member of a party being allowed to wait in the waiting area)
- **Bar areas should remain closed, unless the area is utilized to accommodate seated tables** for in-restaurant dining
- **Live music should not be permitted unless appropriate precautions are taken.** Research and the CDC suggest that activities like singing may project respiratory droplets in greater quantity and over greater distance, increasing the risk of COVID-19 transmission, particularly with prolonged exposure. Maintain at least 15 feet of separation—and more if possible—between audience members and performers such as vocalists and singers. Adopt seating and spacing modifications to increase physical distance from a performer. Where necessary, install barriers to minimize travel of aerosolized particles from performers, or implement alternative placement of performers. In addition, maximize physical spacing between performers on-stage
- **Screen customers for illness** upon their entry into the restaurant:
  - Best practice: Temperature checks for every customer in addition to screening

questions. Customers with temperatures above 100.4 degrees Fahrenheit should not be permitted on premise

- Minimum: Question customers regarding COVID-19 symptoms
  - Have you been in close contact with a confirmed case of COVID-19 within the past 14 days?
  - Are you experiencing a cough, shortness of breath, or sore throat?
  - Have you had a fever in the last 48 hours?

## Seating Arrangement Specifications

- **Tables:** Tables should be spaced at least 6 feet apart
- **Booths:** Create at least 6 feet of separation between each booth. If booths are back- to-back and 6 feet of separation is not possible, install solid physical barriers (i.e. plexiglass, acrylic, wood, etc.) that rise from the back of the booth to at least 6 feet from the floor of the restaurant , so that there is a barrier reaching at least the level of the head between booths. Sanitize such barriers after each table turn
- **Counter seating:** If counter seating is used, maintain at least 6 feet between individual parties by spacing out moveable stools or chairs or reserving stationary stools and chairs. Evaluate modifications to maintain as much distance as reasonably possible between employees and customers utilizing counter seating
  - Best Practice: Install plexiglass, acrylic or similar physical barrier to separate and reduce exposure between employees and customers
- **Waiting areas:** Chairs or other seating in waiting areas should be spaced at least 6 feet apart. Standing-only space within waiting areas should remain clear; use outdoor waiting area or page customers in order to minimize congregation

## Business Process Adaptations

- **Mitigate exposure in the workplace** by implementing social distancing guidelines and modify scheduling
- **Implement workplace cleaning and disinfection** practices, according to CDC guidelines, with regular sanitization of high-touch surfaces at least every two hours
- **Sanitize all front-of-house contact surfaces** including door handles, screens, phones, pens, keyboards and other areas of hand contact every two hours, at a minimum
- **Place hand sanitizer stations** in restaurant lobby and bathrooms, as well as at cashier stations
- **Use menus that are disposable or sanitized** between each use
- **Use rolled silverware/napkins stored in sealed bins** (gloves should be used by staff while rolling silverware in designated sanitary areas)
- **Sanitize all tabletop items**, including condiments, after each table turns (or use disposables)
- **Sanitize chairs**, especially where contact occurs, after each table turns
- **Do not offer self-serve buffets**, condiments on a counter for use by multiple tables, or beverage station re-use

# Retail Industry

## Safeguarding Guidance

The State recommends strict adherence to CDC and OSHA guidelines, as well as the Universal Guidelines for All Businesses. Additionally, the State recommends retail industries put into place an assortment of measures to protect consumers and employees, including:

## Employee Protection

- **Allow employees to work from home as much as possible**
- **Screen all employees reporting to work for COVID-19 symptoms** with the following questions:
  - 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?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees:**
  - Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- Staff should **wear face coverings** (not N-95 or medical masks, which should be reserved for healthcare workers) and other personal protection items as recommended by the CDC
- **Provide training on personal protective equipment** based on CDC guidelines
- **Provide a sanitizing station** such as a wash basin with soap and/or bottle of hand sanitizer
- **Practice recommended social distancing** to the greatest extent possible —  
“Further is safer”
- **Prohibit congregating in break rooms or common areas** and limit capacity of such areas to allow for safe social distancing minimum of 6 feet whenever possible
- **Stagger shifts, breaks and meals** in compliance with wage and hour laws and regulations to maintain social distancing
- **Employees should increase hygiene practices**— wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing

- **Provide regular updates and training** for employees about personal COVID-19 mitigation and store safeguards based on CDC guidelines
- All employees should **stay home if feeling ill**, report any symptoms of illness to supervisor and require notification of COVID-19 positive case in employee's household. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home
- **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and CDC guidelines. Employers should maintain the confidentiality of employee health information.
- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
- **Update the Employee Illness Policy** to include the symptoms of "COVID-19" or create a COVID-19 specific policy. All staff should sign the policy, and the policy should be posted for confirmation
- **Post extensive signage on health policies**, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
  - CDC guidance to stop the spread of germs
  - CDC guidance on COVID-19 symptoms

## Consumer Protection

- **Limit the number of customers inside a store** at a given time if appropriate spacing between persons cannot be maintained, as density of people within a confined area increases opportunity for virus transmission
- **Strongly encourage (or at business discretion, require) customers to wear face coverings** inside the store according to CDC guidance
- **Consider dedicated shopping hours** or appointment times for the elderly, medically vulnerable and health care workers
- **Establish one-way aisles and traffic patterns** for social distancing
- **Increase curbside, pickup and delivery service** options to minimize contact and maintain social distancing
- **Assign dedicated staff** to prompt customers regarding the importance of social distancing
- **Add social distancing "reminder" signs**, floor decals and audio announcements

## Business Process Adaptations

- **Mitigate exposure in the workplace** by implementing social distancing guidelines and modify scheduling
- **Practice social distancing** and maintain a safe distance of 6 feet between people to the greatest extent possible — “Further is safer.”
- **Implement workplace cleaning and disinfection** practices, according to CDC guidelines, with regular sanitization of high-touch surfaces at least every two hours
- **Sanitize shared resources** (such as carts) after each use, and sanitizing all high-traffic / high-touch areas (such as counters, check-out lanes, keypads, break rooms, dressing rooms, rest rooms) every two hours and when visibly dirty
- **Use a clearly designated entrance and a separate clearly designated exit** to maintain social distancing
- **Use plastic shields or barriers** between customers and clerks at service counters and clean them frequently (every 2 hours and when visibly dirty)
- **Adjust store hours** to allow time for enhanced cleaning
- **Prohibit the use of reusable bags** (reusable bags may carry COVID-19)
- **Limit self-service options, suspend sampling** of food and personal hygiene products
- **Task management-level employees to monitor compliance** within a store

# Exercise Facilities

## Safeguarding Guidance

In addition to strict adherence to CDC guidelines, the State recommends gyms, fitness/exercise facilities, or substantially similar facilities and activities put into place an assortment of measures to protect consumers and employees, including:

## Employee Protection

- **Allow employees to work from home as much as possible**
- **Screen all employees reporting to work for COVID-19 symptoms** with the following questions:
  - 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?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees:**
  - Employees should take and log temperature before shifts
  - Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- Staff should **wear face coverings** (not N-95 or medical masks, which should be reserved for healthcare workers) and other personal protection items as recommended by the CDC
- **Provide training on personal protective equipment** based on CDC guidelines
- **Provide a sanitizing station** such as a wash basin with soap and/or bottle of hand sanitizer
- **Practice recommended social distancing** to the greatest extent possible—  
“Further is safer”
- **Stagger shifts, breaks and meals**, in compliance with wage and hour laws and regulations, to maintain social distancing. Consider reduced staffing requirements where possible
- **Prohibit congregating in break rooms or common areas** and limit capacity of such areas to allow for safe social distancing minimum of 6 feet whenever possible
- Employees should **increase hygiene practices**—wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing
- All employees should **stay home if feeling ill**, report any symptoms of illness to



supervisor and require notification of COVID-19 positive case in employee's household. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home

- **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and CDC guidelines. Employers should maintain the confidentiality of employee health information.
- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- Covered employers and employees should **be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
- **Post extensive signage on health policies**, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
  - CDC guidance to stop the spread of germs
  - CDC guidance on COVID-19 symptoms

## Consumer Protection

- **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 the premises
  - Minimum: 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 customers to 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
- **Recommend that persons more vulnerable or at-risk** for COVID-19 as identified by the CDC—including those who are over the age of 65 or those who have severe medical conditions—take extra precaution or refrain from use of the facility



## Business Process Adaptations

- **Restrict facility access to staffed hours only** (i.e., any unmanned facilities must be manned) and **limit facility occupancy to 50% of capacity** as dictated by Tennessee's Building and Fire Code (as such, capacity is adjusted in consideration of closed areas of the facility pursuant to these guidelines)
- **Mitigate exposure in the workplace** by implementing social distancing guidelines and modify scheduling
- **Staff to conduct regular (i.e., every 2 hours) disinfecting of high-touch surfaces**, equipment and common areas of the facility using disinfectant cleaning supplies according to CDC guidelines
- **Close showers, locker rooms, and lockers until further notice.** Ask customers to instead use small gym bags to store personal belongings; remind customers to appropriately monitor or secure such personal belongs or provide a secure area monitored by staff

**Implement appropriate protocols for aquatic venues, such as swimming pools, hot tubs and saunas, in accordance with CDC Considerations for Public Pools, which at a minimum should include:**

- **Modify layouts of deck chairs and tables** and limit capacity for the number of persons allowed in an aquatic venue at one time to ensure at least 6 feet of separation between families or small groups of acquaintances. Provide physical reminders for social distancing (e.g., lane lines in pool, non-slip tape on deck, or signs). Executive Order No. 30, which prohibits participation in social or recreational gatherings of ten (10) or more people, must be observed until no longer in effect
- **Implement cleaning and disinfecting practices** for locker rooms and frequently touched surfaces at least daily and more frequently for shared objects such as handrails, deck chairs and tables, water fountains, and pool toys. Consider temporarily removing shared pool toys. Use cleaning projects that are appropriate for aquatic venues
- **Pools should be staffed.** Assign monitoring and cleaning responsibilities to a staff member other than a lifeguard on duty
- **Encourage the use of face coverings** when in close proximity with others; however, advise those wearing face coverings to not wear them in the water, as doing so could make it difficult to breathe
- **Provide hygiene supplies** (soap and paper towels or hand sanitizer)
- **Post signage** regarding COVID-19 symptoms and request that persons refrain from use if feeling ill
- **Close all basketball courts, racquetball courts, and other places** where formal and informal group or team sports may occur
- **Any youth or adult team leagues or sports should remain closed**

- **Only allow group fitness classes if classes can be completed in accordance with social distancing recommendations** (including but not limited to: less than 50% capacity and with more than 6 feet of distance maintained between participants at all times; no shared equipment during the class; sufficiently adjusted class schedules to allow for deep cleaning between classes; martial arts and other contact activities should be completed without any person-to-person contact)
- **Encourage all employees and customers to wear PPE where applicable**, and recommend customers wear a face 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, check-in counters, where customers or employees may congregate.** Encourage guests to provide their own water
- **No self-service options** (coffee bars, smoothie stations and other forms of communal food in facilities). For onsite food and beverage services, follow restaurant **guidelines issued by Economic Recovery Group**
- **Ensure staffing of facilities is sufficient** to enable enhanced sanitization and cleaning measures

# Close Contact Personal Service Businesses

These guidelines are intended to apply to “close contact personal services” as listed in [Executive Order No.30](#), which include: barbershops, hair salons, waxing salons, threading salons, nail salons or spas, spas providing body treatments, body-art facilities or tattoo services, tanning salons, and massage-therapy establishments or massage services. Substantially similar occupations and businesses may also utilize these guidelines as appropriate.

These guidelines **do not** replace or supersede any requirements applicable to your business or licensed employees pursuant to law or regulation, including but not limited to the Tennessee Department of Commerce and Insurance and Tennessee Department of Health. Rather, these guidelines are intended as a supplement to assist with safely reopening and providing services due to COVID-19.

Due to the nature of close contact personal services, an abundance of caution should be exercised to mitigate or prevent exposure to COVID-19. Persons who are more vulnerable or at-risk for COVID-19 as identified by the CDC — including those who are over the age of 65 or those who have severe underlying medical conditions — should take extra precaution or refrain from using close contact personal services during Phase 1 of re-opening.

## Safeguarding Guidance

In addition to strict adherence to CDC guidelines, the State recommends all providers of close contact personal services implement an assortment of measures to protect consumers and employees.

## Employee Protection

- **Screen all employees reporting to work for COVID-19 symptoms** with the following questions:
  - 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?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees:**
  - Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken and logged before arrival. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Practice recommended social distancing** to the greatest extent possible —  
“Further is safer”
- **Employees should increase hygiene practices** — wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing.
- **Change any protective garments on a regular basis** and sanitize reusable garments such as aprons or smocks at least once per day.
- All employees should **stay home if feeling ill**, report any symptoms of illness to supervisor and require notification of COVID-19 positive case in employee’s household. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or severe underlying medical conditions) are encouraged to stay home
- **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and [CDC guidelines](#). Employers should maintain the confidentiality of employee health information.
- Employers should **provide training, educational materials, and reinforcement** on proper sanitation, handwashing, cough and sneeze etiquette, use of PPE, and other protective behaviors to their employees on a regular basis
- Employees should **wear a cloth facecovering** (not N-95 or medical masks, which should be reserved for healthcare workers) and other personal protection items as recommended by the CDC; if masks become wet or visibly dirty, the mask should be replaced
- All employees should **wash hands between serving each customer**, and more frequently as necessary. If appropriate for the service provided, gloves are recommended and should be discarded after each customer. The use of gloves should not be considered a replacement for frequent handwashing

- **Consider designated staff to be tasked with maintaining heightened sanitization Efforts**
- Post **extensive signage** regarding increased cleaning, sanitization, and hygiene practices
- Perform **regular disinfection of high-touch surface areas** (e.g., door handles, counter space, light switches, tools and instruments) at least every two hours and when visibly dirty

## Consumer Protection

- **Do not offer any self-serve food or beverages.** Temporarily close water fountains. Encourage users to provide their own water
- **Prohibit congregating** in break rooms, check-in counters
- **Customers should wear a cloth face covering** at all times while in the premises (not N-95 or medical masks, which should be reserved for healthcare workers) and as recommended by the CDC and executive order of the governor. Use other personal protection items as recommended by the CDC
- **Services that require removing face coverings (e.g., beard shaving/trimming, facials, etc.) are not permitted**
  - For massage, prone positions could be uncomfortable or dangerous for clients who are wearing face coverings. Accordingly, massage professionals may consider other appropriate precautions such as draping a client's head and face cradle cover with a thin cotton pillowcase. Otherwise, a face covering should be worn during portions of treatment in which the client is not prone or facedown
- **Screen customers for illness** upon their entry into the premises:
  - Best practice: Temperature checks for every customer. Customers with temperatures above 100.4 degrees Fahrenheit should not be permitted in the premises
  - Minimum: 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?

## Business Process Adaptations

- **Limit the number of customers allowed in the premises to 50% capacity** as dictated by

Tennessee's Building and Fire Code, and practice strict social distancing between customers

- Services will be offered **by appointment only**; no walk-ins
- **Make appropriate physical modifications to accommodate social distancing.**  
Workstations should be at least 6 feet apart, with additional measures taken as necessary to ensure that all people stay 6 feet apart at all times except for the staff providing a service to their client; physical barriers to be used where necessary
- **Prohibit use of waiting areas** (e.g., could adopt such practices as notifying customers by call or text message) or serenity lounges; limit use of other common areas by multiple people at one time (e.g., elevators, breakrooms, etc.)
- **Businesses should remove all books, magazines, or any shared material** for customers
- Ensure **thorough workstation and equipment disinfection** after each customer (i.e. sanitize all equipment, instruments, capes, smocks, linens, chairs and work area); alternatively, utilize single-use or disposable items
- **Implement enhanced sanitization of commonly touched surfaces and equipment** (i.e., at least every two hours and when visibly soiled), using CDC recommended sanitizers and disinfecting protocols
- **Discard any single-use tools** (e.g., files, buffers, neck strips) immediately after use
- **Encourage touchless payment methods** where possible
- **Place hand sanitizer stations** in shop lobby and bathrooms
- **Do not allow self-serve products** (e.g., "testers"); consider limiting customer contact with retail products before purchase
- **Daily deep cleaning and sanitization** to be completed for high-touch areas (tanning beds, massage tables, salon chairs, etc.)
- **Use appropriate temperatures for washers and dryers** to ensure thorough sanitization of towels, linens, etc.
- **Open windows and doors** where possible to increase ventilation
- **Do not allow non-customer companions** to accompany customer during a service
- **Do not allow group or communal settings** for close contact personal services (e.g., couples' massages, salt rooms, saunas, pools)
- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms

## **Faith Based and Community Initiatives**

### **Guidance for Gathering Together in Houses of Worship**

Tennessee is stronger because of our citizens and communities of faith. Governor Lee is thankful to the houses of worship and faith communities that have played a large part in Tennessee's success to slow the spread of COVID-19 through social distancing and other means of worshiping together without physically gathering.

The First Amendment to the United States Constitution and Article I of the Tennessee Constitution protect the right of Tennesseans to worship and freely exercise their religion in every aspect of their lives according to the dictates of their own consciences. Additionally, the Tennessee Religious Freedom Restoration Act (T.C.A. § 4-1-407) provides additional protections for religious liberty. Thus, state and local governments must ensure these core constitutional and statutory rights are protected.

This resource is an aggregation of suggested protocols from various faith communities across Tennessee. Not all suggestions will be appropriate for each faith community. These suggestions are included as a courtesy for your convenience. These suggestions are not, and should not be construed as, mandates or requirements by the State of Tennessee, the Governor's Office of Faith-Based and Community Initiatives, or any other entity of federal, state, or local government.

Moving forward, people should continue to exercise caution while COVID-19 remains present in Tennessee. To minister to vulnerable populations while also protecting those populations and continuing our state's progress to contain COVID-19, faith communities are strongly encouraged to continue offering online services and other creative methods of worship and ministry. Faith communities should conduct as many activities as possible remotely and should follow the recommendations in this guidance when deciding to begin gathering in person once again.

Decisions about when to resume in-person gatherings are serious and should be made by each house of worship and its leadership based on the unique needs of its faith community, and in consideration of preserving and protecting health and safety to the greatest extent practicable. Governor Lee's executive orders have been clear that religious services are essential, rather than social gatherings. Caring for the elderly, disabled, and immunocompromised is incredibly important to faith communities, and gatherings that include these vulnerable populations uniquely put them at risk. As such, faith leaders should evaluate the specifics of their congregation, community, and facility when determining when and how to gather in person. Due to the potential high risks of potential widespread transmission of COVID-19 in houses of worship, faith communities are encouraged to continue alternative worship options.

When faith leaders determine it is time to begin gathering in person again, faith communities should recognize that meeting in person should be different from meeting in person before the COVID-19 pandemic. It is likely that certain changes to in-person gatherings should remain in



place until a vaccine for COVID-19 is available. Governor Lee hopes that all Tennesseans will continue to make responsible choices to protect themselves and their neighbors from COVID-19.

Here are some guidelines for your faith community as you determine when and how to offer in-person gatherings:

1. Evaluate how you can provide for your congregation spiritually and emotionally, while continuing to protect vulnerable populations and reduce the spread of COVID-19.
2. Wear face coverings. Social distance by staying 6 feet away from others. Consult the CDC guidelines and guidance from your local health officials to determine the risks of gathering in person. This should include thinking about the percentage of your community classified as vulnerable, how conducive your facility is to allowing social distancing, the size of your community, and more.
3. A phased approach to resuming in-person gatherings is recommended. Vulnerable populations (everyone 65 years and older, people with disabilities, people with serious respiratory or cardiovascular conditions, people who are immunocompromised, and others) and children's activities/nursery programs should not gather in person until a later time. Consider solutions to minimize close personal contact that may be part of your services, such as handshakes or sharing food and drink.
4. As the phased approach begins, limit the size of attendance in your sanctuary and other confined spaces to create seating arrangements that provide at least 6-foot distancing between household units. It is recommended not to exceed 50% of maximum capacity of the room and should enable full compliance with CDC recommendations for social distancing and hygiene. Over time, as Tennessee continues to see the successful containment of COVID-19, it will be appropriate to gradually increase capacity.
5. Encourage members of your community to stay at home if they are symptomatic, have a fever, have been in close contact with someone who has tested positive, or have traveled internationally or to a domestic hot spot in the past two weeks.
6. If you learn that a member of your congregation has tested positive for COVID-19, consult CDC guidelines and local health department recommendations to determine whether you should immediately cease in-person gatherings, close for additional cleaning, or otherwise change your protocols.
7. Stay informed of updated safety protocols and recommendations as the COVID-19 situation in your community develops.



## Leadership

Leading well through this time of uncertainty is essential; involve your leadership team to creatively and safely navigate this time of transition. There will naturally be new ministry opportunities to develop, and some prior ministry programs may change drastically.

1. Communicate to your congregation the steps you are taking to maintain clean and safe conditions on campus and to deliver relevant ministries safely.
2. Extend the good habits your community has embraced since the start of the COVID-19 pandemic, such as pastoral care through small groups and digital communication and look for opportunities to adopt additional best practices.
3. Evaluate which practices are inappropriate to continue while COVID-19 remains a threat.
4. Require a COVID-19 symptom and temperature check on all staff and volunteers.
  - A. Screen all staff and volunteers for COVID-19 symptoms before services with the following questions:
    - 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?
    - Have you had new loss of taste or smell?
    - Have you had vomiting or diarrhea in the last 24 hours?
  - B. Temperature screening for staff and volunteers before services:
    - Best practice: employers to take temperatures on site with a no-touch thermometer each day upon arrival at work.
    - Minimum: Temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit.
  - C. Direct any staff member or volunteer who exhibits COVID-19 symptoms (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per CDC guidelines. Employers should maintain the confidentiality of this health information.
5. Plan for potential COVID-19 cases, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)

## Prepare Your House of Worship

Prepare your facility for in-person worship and gathering. Walk your campus with fresh eyes regarding upkeep and cleanliness. Invite medical professionals to help develop best practices related to the health of your congregation.

## **Cleaning/Sanitizing**

Implement new protocols to reduce the spread of the virus.

1. Mitigate exposure by implementing social distancing guidelines – Stay at least 6 feet from other people, don't hug or shake hands, and follow other CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>).
2. Implement cleaning and disinfection practices, according to CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-buildingfacility.html>).
3. Sanitize shared resources after each use, and sanitize all high-traffic/high-touch areas (restrooms, doorknobs, counters, microphones, seats, etc.)
4. Use a clearly designated entrance and a separate clearly designated exit to maintain social distancing. Put up signs so it's clear to everyone.

Communicate with members of your faith community (flyers, e-mail, social media) about steps you're taking to prepare the house of worship for their arrival and ways the in-person gathering will be different. Remind them of social distancing protocols. Be mindful of the diverse health needs of other members. Remind people who are sick or have been exposed to not attend in-person gatherings and participate virtually instead.

## **Logistics**

Modify the logistics of in-person gatherings to promote social distancing.

1. We recommend returning to in-person gatherings in phases for your in-person ministries. Communicate with vulnerable populations and families requiring childcare during the worship service to encourage them to delay their return for several weeks. Keep an online meeting option for those who are uncomfortable or unable to attend your service in person for any reason.
2. Offer more services than you typically do to allow greater social distancing and accommodate lower capacity limits, while considering spacing services out to allow for cleaning and social distancing.
3. Ensure seating is spaced out at least six feet apart, with groups of seats together to allow household units to sit together. Consider broadcasting the service to other rooms in the facility to allow proper social distancing.
4. Move and limit unnecessary physical objects in order to reduce potential transmission of the virus.
5. Develop a fun, no-contact way to greet each other. Rely on staff or other ministers to welcome congregants and set the tone for new behaviors.
6. Consider creating new routes or methods of entrance and exit, avoiding congregating in highly populated areas, and dismissing in an orderly way to ensure proper social distancing.

## **Worship Programming**

1. Modify distribution protocols if your tradition involves shared food or drink (e.g. communion).  
Avoid passing a plate or cup.
2. Temporarily replace a choir with soloists or small ensembles of individuals at least 6 feet apart.
3. Avoid sharing and passing microphones.
4. Create other ways to allow people to give without passing collection plates (e.g. stations, encouraging online giving).
5. Consider dividing smaller gatherings, like Sunday School or Sabbath School classes, into smaller groups to maintain the social distancing standards.

## **Amenities**

1. Post signs to remind people to wash their hands and practice social distancing (e.g. restrooms).
2. Make sure there is soap and/or hand sanitizer to make it easy for people to access and use often.
3. Supply cloth face coverings (N-95 masks and surgical masks should be reserved for medical providers). Face coverings should not be returned or used by multiple people.
4. Coffee stations should be closed, and group meals are strongly discouraged.

## **Other Resources**

For Guidance on Vulnerable Populations, visit here: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

For Guidance on Cleaning and Disinfecting Facilities, visit here:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

For Guidance on Wearing Face Coverings, visit here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

# Recreation

## Non-Contact, Small Group

At present, many entertainment, recreational, establishments, and certain other gathering venues are closed to the public by governmental order (see Executive Order No. 30, as may be amended). These guidelines do not supersede such order and are not an authorization to open to the public. In addition, Executive Order No. 30 prohibits participation in social or recreational gatherings of ten (10) or more people. Such prohibited social and recreational gatherings include, but are not limited to, festivals, fairs, parades, youth and adult sporting events, overnight summer youth camps, and other types of social or recreational assemblies or gatherings.

These guidelines are intended to apply to recreational venues and activities that are permitted to operate in smaller groups of less than 10 persons and without contact among participants to achieve appropriate social distancing (see executive order to be issued on May 7, 2020). Such activities include but are not limited to: bowling alleys, arcades, climbing gyms, water sports, golf course driving ranges, mini-golf, shooting ranges, dance classes, and other similar activities and venues that can achieve and maintain appropriate capacity and proximity limitations. For the sake of clarification, until further notice such activities do not include venues such as dinner theaters, theaters, concert and live performance venues, racetracks, indoor children's play areas, adult entertainment venues, amusement parks, senior centers or equivalent facilities, roller or ice skating rinks, and other activities closed to the public pursuant to executive order.

## Safeguarding Guidance

In addition to strict adherence with CDC guidelines, the State recommends all recreation venues implement an assortment of measures to protect consumers and employees.

## Employee Protection

- Screen all employees reporting to work for COVID-19 symptoms with the following questions:
  - 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?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?

- Temperature screening employees:
  - Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Staff should wear cloth face coverings** (not N-95 or medical masks, which should be reserved for healthcare workers) and other personal protection items as recommended by the CDC
- **Employers should provide training** to staff on personal protective equipment based on CDC guidelines on a regular basis
- **Provide sanitizing stations** in staff areas such as a wash station with soap and/or hand sanitizer
- **Practice recommended social distancing** to the greatest extent possible — **“Further is safer”**
- **Prohibit congregating in break rooms or common areas** and limit capacity of such areas to allow for safe social distancing – a minimum of 6 feet – whenever possible
- **Stagger shifts, breaks, and meals**, in compliance with wage and hour laws and regulations, to maintain social distancing
- **Employees should increase hygiene practices**— wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing
- **All employees should stay home if feeling ill**, report any symptoms of illness to supervisor and require notification of COVID-19 positive case in employee’s household. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home
- **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and CDC guidelines. Employers should maintain the confidentiality of employee health information.
- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
- **Post extensive signage on health policies**, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
  - CDC guidance to stop the spread of germs
  - CDC guidance on COVID-19 symptoms

## Consumer Protection

- **Screen customers for illness upon entry to the facility:**
  - Best practice: Temperature checks for every customer. Persons with temperatures above 100.4 degrees Fahrenheit should not be permitted on premise
  - Minimum: 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?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?
- **Customers should wear cloth face coverings** according to CDC guidance
- **Limit the number of customers inside any facility** at a given time for indoor activities to 50 percent or less of occupancy based on Tennessee’s Building and Fire Code.
- **Limit group sizes** to ensure compliance with state and CDC social distancing guidelines (less than 10 persons):
  - For example: At bowling centers and mini-golf, limit customers per lane or group (e.g., no more than 6)
- **Adjust equipment layout** and close or restrict access to equipment to maintain appropriate social distancing among customers (e.g., at least 6 feet of separation)
  - For example: in facilities that have lanes or stations, like bowling centers, golf driving ranges, or axe-throwing establishments, only open every other lane or station
  - For example: in arcades, limit the number of games so that each game can be spaced more than 6 feet apart
  - For example: in climbing gyms, only open a portion of climbing paths to customers
- **Avoid combining persons or small groups** with other non-related or non-associated persons or small groups, even if such combined group is less than 10 persons, unless appropriate social distancing can be maintained by the combined group
- **Require customers to use only one piece of equipment** during their visit (e.g. one bowling ball, putter, or rafting oar)
- **Require customers to clean equipment** they come in contact with using disinfecting wipes before and after each use
- **Keep doors and windows open where possible** and secure to improve ventilation for indoor activities
- **Recommend that persons more vulnerable or at-risk** for COVID-19 as identified by the CDC—including those who are over the age of 65 or those who have severe underlying medical conditions—take extra precaution or refrain from use of the facility during initial phases of re-opening

## Business Process Adaptations

- **Sanitize shared resources** (such as throwing axes, bowling balls, rented shoes, and other equipment) after each use, and sanitize all high-traffic areas and high-touch surfaces (such as counters, check-out areas, keypads, restrooms) every two hours and when visibly dirty
- **Sanitize all high-traffic areas and high-touch surfaces** (such as counters, check-out areas,

keypads, restrooms) every two hours and when visibly dirty

- **Place hand sanitizer locations** in high traffic areas, including check-in/out counters, lobbies, elevator areas, food services entrances, and meeting room entrances, if any
- **Use plastic shields or barriers** between customers and employees at service counters, and clean such shields or barriers frequently (every two hours and when visibly dirty)
- **Use a clearly designated entrance and a separate clearly designated exit** to maintain social distancing
- **Add social distancing “reminder” signs**, such as floor decals and audio announcements to encourage customers to be mindful of maintaining 6-feet of distance
- **Remove all self-serve items on the premises** (e.g., self-service bowling ball, golf club, and other selection stations); have staff provide such items to patrons directly
- **Limit self-service options** (customer samples, communal packaging, food/beverages, etc.). For on-site food and beverage services, follow restaurant guidelines issued by Economic Recovery Group (see full Restaurant guidelines here)
- **Modify check-in and payment processes** to observe social distancing and implement sanitization measures (e.g., no shared pens, use contact-less payments where possible)
- **Any youth or adult team leagues, activities, or sports should remain closed temporarily** to discourage large gatherings (e.g., bowling leagues) (see Executive Order No. 30, as may be amended)
- **Any activities or areas that are likely to result in physical contact** between individuals (e.g., laser tag venues) should be closed temporarily
- **Any common areas where social distancing is difficult** or impossible to maintain (e.g., playgrounds, children’s “ball pits”) should be closed temporarily
- **Encourage parent / guardian supervision** for all children when participating in recreational activities, and ensure that children are able to comply with applicable guidelines (e.g., social distancing, wear face coverings). Note that cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation
- **Where possible, customers should be encouraged to schedule appointments** or call ahead reservations
- **Prohibit use of waiting areas** to avoid congregation (e.g., could adopt such practices as notifying customers by call or text message)



# Office Buildings

## Safeguarding Guidance

For the purposes of these guidelines, offices include but are not limited to: general and corporate offices, headquarters facilities, and branch offices; call centers and other remote service centers; and co-working or shared office spaces. In addition to strict adherence to OSHA and CDC guidelines, the State recommends offices implement an assortment of measures to protect visitors and employees, including:

## Employee Protection

- **Pursuant to the Governor’s Executive Order, equip, encourage, allow, or require** employees to work remotely or via telework to the greatest extent practicable
- **Screen all employees reporting to work for COVID-19 symptoms with the following questions:**
  - 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?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees:**
  - Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Employees should wear cloth face coverings** (not N-95 or medical masks, which should be reserved for healthcare workers) where close proximity is anticipated, and use other personal protection items as recommended by the CDC
- **Practice recommended social distancing** to the greatest extent possible — **“Further is safer”**
- **Prohibit congregating in break rooms or common areas** (e.g. dining areas, break rooms, waiting areas) and limit capacity of such areas to allow for safe social distancing, with a minimum of 6 feet between employees. Limit self-service and common food and beverage items (e.g., coffee station)
- **Consider the use of modified schedules, staggered shifts or arrival/departure times, and staggered break times and meals** in compliance with wage and hour laws and regulations to promote social distancing. Consider necessary modifications regarding employee shuttles, if any



- **Employees should increase hygiene practices** — wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing
- **Provide regular updates and training for employees** about personal COVID-19 mitigation and office safeguards based on CDC guidelines
- **All employees should stay home if feeling ill**, report any symptoms of illness to supervisor, and notify supervisor of a COVID-19 positive case in employee's household. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home
- **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and CDC guidelines. Employers should maintain the confidentiality of employee health information.
- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
- **Post extensive signage on health policies**, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
  - CDC guidance to stop the spread of germs
  - CDC guidance on COVID-19 symptoms

## Office Visitor Protection

- **Limit visitors and vendors within the premises** unless necessary. Consider the use of cloth face coverings for visitors and vendors
- **Screen all visitors and vendors prior to entry for COVID-19 symptoms with the following questions:**
  - 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?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Practice recommended social distancing** to the greatest extent possible, and maintain at least 6 feet between people — **"Further is safer"**

## Business Process Adaptations

- **Limit meeting room capacity** to facilitate 6-feet of separation between attendees and encourage as many attendees as possible to join via teleconference or video

conference, and consider alternative open spaces for meetings

- **Implement workplace cleaning and disinfection practices**, according to CDC and OSHA guidelines, with regular sanitization of high-touch surfaces
- **Place hand sanitizer stations** in common areas
- **Use a clearly designated entrance and a separate clearly designated exit** to maintain social distancing, if possible with high-traffic buildings/entrances
- **Use plastic shields or barriers** between adjacent or open work stations and clean such shields or barriers frequently
- **Consider technology** to facilitate working remotely as appropriate
- **Postpone large gatherings** (such as group trainings, sales presentations, team gatherings), and/or hold these gatherings virtually until larger gatherings are advisable according to the CDC

# Manufacturing Industry

## For All Businesses

The Economic Recovery Group acknowledges many manufacturing businesses have maintained continuous operations as essential businesses, and these guidelines are intended as a supplement to assist your business in taking appropriate precautions for coronavirus. Some of the information contained in these guidelines may not be applicable to certain businesses or places of work. We recommend before implementing any of the suggestions contained herein you carefully evaluate the applicability and potential efficacy as applied in your business. In addition to strict adherence to OSHA and CDC guidelines, the State recommends manufacturers implement an assortment of measures to protect employees, including:

## Employee Protection

- **Pursuant to the Governor's Executive Order, equip, encourage, allow, or require employees** to work remotely or via telework to the greatest extent practicable
- **Screen all employees reporting to work for COVID-19 symptoms** with the following questions:
  - 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?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees:**
  - Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Require all employees to report any illness** to supervisor or HR and require notification of COVID-19 positive case in employee's household; any employee with a suspected or confirmed case of COVID-19 should be sent home and instructed to follow CDC recommendations. Employers should maintain the confidentiality of employee health information.
- **Employees should stay home when feeling ill**, when exposed to COVID-19 (e.g., positive household member case), or if diagnosed with a confirmed case of COVID19. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home
- **Covered employers and employees should be aware of the provisions of the**

**federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms

- **Employees should wear cloth face coverings** (not N-95 or medical masks, which should be reserved for healthcare workers) and other personal protection items as recommended by the CDC. However, if employees are required to wear N95 respirators as protective equipment while performing certain duties in order to comply with TOSHA standards, they must be provided N95 masks in order to perform those duties. Surgical masks and cloth face coverings may be an appropriate precaution against COVID-19 in environments where higher-grade masks are not required by a TOSHA standard
- **Use a clearly designated entrance(s) and exit(s)** to maintain social distancing, if possible
- **Limit use of common areas** by large groups (e.g., dining area, elevators, breakrooms, waiting areas); modify capacity in breakroom and common areas and at meetings or gatherings to ensure separation of at least 6 feet
- **Consider the use of modified schedules, staggered shifts or arrival/departure times, and staggered break times and meals** in compliance with wage and hour laws and regulations to promote social distancing
- **Limit entry into the premises by visitors, vendors, and contractors** where possible; when third-parties must be on-site (e.g., deliveries), adopt screening measures and/or protocols to reduce contact between employees and third-parties with appropriate social distancing precautions and use of personal protective equipment
- **Practice recommended social distancing** to the greatest extent possible – “Further is safer”. This includes but is not limited to production lines, cafeterias, common areas, entrance/exit areas of work locations and offices, and employee shuttles, if any
- **Encourage managers and employees to enhance hygiene practices** – wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing
- **Designate staff to be dedicated to or tasked with implementing heightened hygiene and disinfection practices** during each shift
- **Post extensive signage and communication** on increased cleaning and hygiene to help educate building occupants on COVID-19 best practices and COVID-19 symptom self-screening:
  - CDC guidance to stop the spread of germs
  - CDC guidance on COVID-19 symptoms
- **Ensure thorough work station cleaning** between shifts
- **Provide for frequent disinfection and enhanced sanitization** of common or high touch surfaces (tools, equipment, countertops, door handles, switches, elevators, clock-in stations, keyboards, phones, screens and interfaces, lockers, forklifts, chairs, etc.) with surface-appropriate products meeting CDC/EPA criteria
- **Plan for positive COVID-19 cases in your workforce**, and work with local health

department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)

## Business Process Adaptations

- **Where possible, re-arrange or modify physical layouts, shop floor, or work stations** to allow for 6 feet of distance between employees. If unable to achieve this level of separation, mitigate exposure by utilizing personal protective equipment or barriers.
- **Use physical markers or tape** to reinforce distancing measures (e.g., operator boundaries along conveyor line)
- **Avoid large group training, meetings, and on-site visits;** divide into smaller groups or consider virtual training or meetings until larger gatherings are advisable according to the CDC
- **Adopt enhanced hygiene protocols** for shipping/receiving areas to mitigate possible surface contamination

# Construction Worksites

## Safeguarding Guidance

These guidelines are intended for the construction industry, including residential, commercial and industrial, and should be utilized by general contractors and subcontractors. Contractors and service technicians may adapt these guidelines as appropriate to their worksite (e.g., plumbers, electricians, and heating, ventilation and air conditioning (HVAC) technicians).

## Employee Protection

- **Screen all employees (GC and subcontractors) reporting to work and visitors for COVID-19 symptoms** with the following questions:
  - 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?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees and subcontractors:**
  - Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- **Communicate relevant Center for Disease Control and Prevention (CDC) recommendations and worksite procedures** to employees, subcontractors, tradespeople, inspectors, and vendors:
  - How to Protect Yourself
  - COVID-19 Symptoms
  - Distribute information (posters, job boards, electronically, etc.) that encourages staying home when sick, cough and sneeze etiquette, and hand hygiene.
  - Discuss procedures with project owner as part of pre-construction meeting including protocol if anyone who has been on the worksite tests positive for COVID-19.

- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
- **Manage sick employees** to ensure any illness is not spread to others present at the site.
- **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and CDC guidelines. Employers should maintain the confidentiality of employee health information
- **Employees should stay home when feeling ill**, when exposed to COVID-19 (e.g., positive household member case), or if diagnosed with a confirmed case of COVID-19. Employees should notify their supervisor of any occurrence of those items. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home
  - CDC recommends to immediately separate and send home persons who appear to have illness symptoms (i.e. cough, shortness of breath, chills) upon arrival to work or begin exhibiting symptoms during the day
  - Communicate your company's Human Resources practices for managing sick time related to COVID-19
- **Properly Disinfect Tools, Supplies, Equipment**
  - Limit sharing hand tools (shovels, float, loots, hand saws, etc.), or disinfect with surface-appropriate products between users
  - Disinfect reusable supplies before and after use
  - Operators should be assigned to use a single piece of equipment all day
  - Clean surfaces of construction equipment (pavers, end loader, rollers, cranes, etc.) and service/fleet vehicles (including steering wheel, gear shift, instrument panels, etc.) at beginning and end of shifts, or between users. Use aerosol sanitizers inside closed cabs.
- **When social distancing is not possible wear a cloth face covering** (not an N-95 or medical mask, which should be reserved for healthcare workers) while at work to help protect against the spread of the virus. However, if employees are required to wear N95 respirators as protective equipment while performing certain duties in order to comply with TOSHA standards, they must be provided N95 masks in order to perform those duties. Cloth face coverings may be an appropriate precaution against COVID-19 in environments where higher-grade masks are not required by a TOSHA standard. Suggested items for cloth face coverings are bandanas, gaiters, scarves, t-shirts, etc.
- **Utilize Personal Protective Equipment (PPE) like face coverings, eye protection, gloves, etc.**



- Do not share PPE
- Ensure used PPE is disposed of properly
- Sanitize reusable PPE per manufacturer's recommendation after each use
- Determine if PPE like gloves are appropriate for specific tasks. Utilize disposable gloves where appropriate; instruct wearers to wash hands after removing gloves.
- **Implement workplace cleaning and disinfection practices**, according to CDC guidelines, with regular sanitization of high-touch surfaces multiple times throughout the day. Employees performing cleaning should be issued proper PPE, such as nitrile gloves and eye or face protection as needed
- **Provide hand sanitizing stations**. If soap and running water are not available, use alcohol-based (at least 60%) hand sanitizer
- **Utilize disposable hand towels and no-touch trash receptacles**. Identify specific locations and safety practices for daily trash
- **Request additional/increased sanitization** (disinfecting) of portable toilets. Frequently touched items (door pulls, etc.) should be disinfected frequently, at least daily or between uses
- **Avoid cleaning techniques, such as using pressurized air or water sprays**, that may result in the generation of bioaerosols if possible. If such techniques are necessary to the work, wear appropriate PPE such as a face shield.

## Business Process Adaptation

- **Consider the use of modified schedules, staggered shifts or arrival/departure times, and staggered break times and meals** in compliance with wage and hour laws and regulations to promote social distancing
- **Restricting access to confined areas** (field office, control room, etc.) to only essential staff
- **Do not permit employees to congregate in lunch or break areas**; stagger lunch and break times
- **Do not use a common water cooler**. Use individual bottles or personal cooler
- **If possible, limit stacking of trades** to facilitate appropriate social distancing at the worksite
- **Discourage carpooling** to worksite
- **When possible, perform meetings virtually or via conference call**, or utilize multiple meetings in order to maintain social distancing. Do not circulate a sign-in sheet or mobile device and instead have designated person to sign in attendees. Do not host large group meetings or trainings until larger gatherings are advisable according to the CDC
- **When possible, allow office or non-essential personnel to work remotely** to limit the number of people at a worksite
- **Technicians in a building or home** should ask that owner/occupant maintain



a distance of a minimum of 6 feet. Sanitize work areas and wash hands immediately before and after completing the work.

- **Documentation/Weight Tickets Modifications**

- If permitted, consider submitting required documentation (inspections, certifications, invoices, prevailing wage reports, etc.) electronically
- For documents requiring paper copies or wet signatures, consider drop boxes or other non-contact means to transfer paperwork between
- Contractor and Owner
- Utilize e-ticketing for truck weight tickets

# Lodging & Accommodations

## For All Businesses

The Economic Recovery Group acknowledges that many lodging and accommodations establishments have maintained continuous operations as essential businesses, and these guidelines are intended as a supplement to assist your business in taking appropriate precautions for coronavirus.

In addition to strict adherence to OSHA and CDC guidelines, the State recommends lodging and accommodation establishments implement an assortment of measures to protect consumers and employees, including:

## Employee Protection

- **Staff should wear face coverings** (not N-95 or medical masks, which should be reserved for healthcare workers) and other personal protection items as recommended by the CDC (e.g., gloves)
- **Employers should provide training to their employees** on personal protective equipment based on CDC guidelines on a regular basis.
- **Provide hand sanitizing stations** in staff areas such as wash stations with soap and/or hand sanitizer
- **Stagger staff shifts, breaks, and meals**, in compliance with wage and hour laws and regulations, to maintain social distancing
- **Provide regular updates and training for employees** about personal COVID-19 mitigation and hotel / lodging industry safeguards based on CDC guidelines
- **Screen all employees reporting to work for COVID-19 symptoms with the following questions:**
  - 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?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees:**
  - Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work

- Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Require all employees to report any illness** to supervisor and require notification of COVID-19 positive case in employee's household; any employee with a suspected or confirmed case of COVID-19 should be sent home and instructed to follow CDC recommendations. Employers should maintain the confidentiality of employee health information.
- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
- **Prohibit congregating in break rooms or common areas** and limit capacity of such areas to allow for safe social distancing – a minimum of 6 feet – whenever possible
- **Post extensive signage on health policies**, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
  - CDC guidance to stop the spread of germs
  - CDC guidance on COVID-19 symptoms
- **Employees should stay home when feeling ill**, when exposed to COVID-19 (e.g., positive household member case), or if diagnosed with a confirmed case of COVID-19. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home
- **Increase hygiene practices**—wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing
- **Abide by guidelines established by employer**, which may include the use of gloves, social distancing practices in the workplace and increased sanitization

## Consumer Protection

- **Reinforce social distancing in all common areas.** Mark any indoor or outdoor lobbies so that social distancing standards are achieved (consider options to limit traffic in common areas, such as only one member of a party being allowed to wait in the lobby to check in if lobby space is limited, etc.)
- **Limit the number of customers to 50% capacity** for all common seating areas, meeting rooms, etc.
- **Limit self-service options** (customer samples, communal packaging, food/beverages, etc.)
- **Create and distribute a welcome letter** that explains current service and amenity adjustments and expected employee and guest interactions, and any restrictions required of guests (e.g., no gathering in the lobby)
- **Maintain appropriate inventory of and use OSHA/CDC-recommended** chemicals and cleaning products for COVID-19

## Business Process Adaptations

- **Establish enhanced cleaning protocols that follow CDC/OSHA guidelines, particularly for common areas**, high traffic areas, high touch surfaces (e.g., door handles, counters, elevator buttons, pens, keyboards) every two hours and when visibly dirty
- **Establish enhanced cleaning protocols** that follow CDC/OSHA guidelines in guest areas and rooms, including sanitizing all high touch surfaces (such as alarm clocks, HVAC controls, television remotes) daily and when visibly dirty
- **Establish hotel protocols**, in accordance with CDC and Tennessee Department of Health guidance, for providing lodging to customers who may have been exposed to COVID-19, or who have a confirmed case of COVID-19
- **Place hand sanitizer locations** in high traffic areas, including lobbies, elevator areas, food services entrances, and meeting room entrances
- **Consider and adopt appropriate measures, if possible, to increase ventilation** in common areas during heavy guest traffic
- **Use plastic shields or barriers** between customers and employees at service counters (e.g., check-in, concierge), which are frequently cleaned (every two hours and when visibly dirty)
- **Use a clearly designated entrance and a separate clearly designated exit** to maintain social distancing, if possible
- **When possible, limit hotel car services** (e.g., valets) or other direct personal services (i.e., hotel porters). If necessary to continue offering car services, ensure staff are wearing masks and gloves and wipe down all surfaces touched before and after use (e.g., keys, wheel, door handle)
- **For hotel dining facilities**: follow Restaurant Guidelines issued by the Economic Recovery Group, particularly regarding capacity, spacing, and not offering self-serve options like breakfast buffets, etc. (see full Restaurant guidelines)
- **Modify check-in / check-out processes** to observe social distancing and implement sanitization measures (e.g., mobile check-in, no shared pens, appropriate sanitization of room keys)
- **Limit elevator capacity** to four individuals at a time if possible, and encourage use of stairs
- **Close all unstaffed gyms**. Gyms must be staffed to be open, and follow guidelines issued by the Economic Recovery Group for exercise facilities (see full Exercise Facilities guidelines)
- **Implement appropriate protocols for aquatic venues, such as swimming pools, hot tubs and saunas**, in accordance with CDC Considerations for Public Pools, which at a minimum should include:
  - **Modify layouts of deck chairs and tables** and limit capacity for the number persons allowed in an aquatic venue at one time to ensure at least 6 feet of separation between families or small groups of acquaintances. Provide physical reminders for social distancing (e.g., lane lines in pool, non-slip tape

on deck, or signs). Executive Order No. 30, which prohibits participation in social or recreational gatherings of ten (10) or more people, must be observed until no longer in effect

- **Implement cleaning and disinfecting practices** for locker rooms and frequently touched surfaces at least daily and more frequently for shared objects such as handrails, deck chairs and tables, water fountains, and pool toys. Consider temporarily removing shared pool toys. Use cleaning projects that are appropriate for aquatic venues
- **Pools should be staffed.** Assign monitoring and cleaning responsibilities to a staff member other than a lifeguard on duty
- **Encourage the use of face coverings** when in close proximity with others; however, advise those wearing face coverings to not wear them in the water, as doing so could make it difficult to breathe
- **Provide hygiene supplies** (soap and paper towels or hand sanitizer)
- **Post signage** regarding COVID-19 symptoms and request that persons refrain from use if feeling ill
- **Ensure that any spa or salon services on the premises follow guidelines** for close contact personal services issued by the Economic Recovery Group.
- **Use appropriate temperatures for washers and dryers** to ensure thorough sanitization of linens, etc.

# Attractions & Large Venues

For the purposes of these guidelines, the term “attractions and large venues” means any venue (indoor or outdoor), facility, or place of interest which offers leisure, amusement, or entertainment activities. Despite hosting a large number of people on-site at any one time, such venues should operate in a manner such that persons from different households or small groups are able to substantially maintain 6 feet of separation from other persons or small groups outside their own group during their visit.

These venues could include, for example, concert and performing arts venues, amusement and water parks, auditoriums, theaters and dinner theaters, zoos, and museums, roller or ice skating rinks, and sporting event venues.

*Executive orders from the governor and/or local orders in six counties with a locally run county health department (Davidson, Hamilton, Knox, Madison, Shelby, and Sullivan) continue to limit group sizes for participation in social and recreational gatherings and require persons or groups of certain sizes to maintain separation from other persons or groups outside their own group. Venues should be mindful of applicable orders and ensure that their operations facilitate compliance with them.*

The overarching goal of these guidelines is to reduce exposure to individuals and surfaces that may result in COVID-19 exposure by maintaining safe distances between people (at least six feet), reducing contact with and improving sanitization of common surfaces, and increasing personal protective equipment use. Venue operators should evaluate the profile of their customer and employee engagement with the venue and other persons at such venue to make appropriate adaptations as necessary, even if not specifically described below.

These guidelines do not replace or supersede any requirements applicable to your business or licensed employees pursuant to law or regulation. Rather, these guidelines are intended as a supplement to assist with safely reopening and providing services due to COVID-19. These guidelines are subject to change.

## Safeguarding Guidance

In addition to strict adherence with CDC guidelines, the State recommends all large group attractions implement an assortment of measures to protect consumers and employees, including:

## Employee Protection

- **Daily screen all staff reporting to work for COVID-19 symptoms** with the following questions:
  - Have you been in close contact with a confirmed case of COVID-19 within the past 14 days?
  - Are you experiencing a cough, shortness of breath or sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening staff:**
  - Best practice: employers/operators to take staff temperatures on-site with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Direct any staff who exhibits COVID-19 symptoms** (i.e., answers “yes” to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and [CDC guidelines](#). Employers should maintain the confidentiality of employee health information.
- **All staff should stay home when feeling ill**, when exposed to COVID-19 (e.g., positive household member case), or if diagnosed with a confirmed case of COVID-19. Staff who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home
- **Staff should wear cloth face coverings** (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
- **For activities requiring close contact between staff with customers** (e.g., physically checking customer safety restraints on a ride, etc.), have staff wear PPE such as masks, avoid face-to-face contact with riders, minimize physical contact with riders, and wash their hands often
- **Employers should provide training to staff** on mitigation and safeguards, including social distancing protocol for interacting with customers
- **Provide sanitizing stations** in staff areas such as a wash station with soap and running water and/or hand sanitizer
- **Practice recommended social distancing** to the greatest extent possible — “Further is safer”
- **Stagger shifts, breaks, and meals**, in compliance with wage and hour laws and regulations to promote social distancing
- **Allow employees not providing in-person support to work from home** as much as possible
- **Staff should increase hygiene practices**—wash hands more frequently, avoid touching



face, practice good respiratory etiquette when coughing or sneezing

- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
- **Restrict access to confined areas** (field office, control room, etc.) to only essential staff
- **When third parties must be on-site (e.g., deliveries), adopt screening measures and/or protocols** to reduce contact between employees and third parties with appropriate social distancing precautions and use of personal protective equipment
- **Post extensive signage on health policies**, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
  - CDC guidance to stop the spread of germs
  - CDC guidance on COVID-19 symptoms

## Consumer Protection

- **Screen customers/visitors for illness upon their entry into the venue or attraction:**
  - Best practice: Temperature checks and symptom screening questions (see below) asked of every customer. Customers with temperatures above 100.4 degrees Fahrenheit should not be permitted on premise.
  - Minimum: Post signage listing symptom questions and/or conduct direct screening of customers regarding COVID-19 symptoms
    - Have you been in close contact with a confirmed case of COVID-19 in the last 14 days?
    - Are you experiencing a cough, shortness of breath, or sore throat?
    - Have you had a fever in the last 48 hours?
- **Strongly encourage (or at attraction's discretion, require) guests to wear cloth face coverings** according to CDC guidance
- **Avoid combining persons or small groups with other non-household or non-associated persons or small groups** within 6 feet of one another. For some indoor venues, this could mean maximum capacity is below 50% due to closed rows or seats to maintain 6 feet of distance
  - For example, applicable governor's executive orders and/or local orders in six counties with a locally run county health department may permit multiple separate small groups to sit on a set of bleachers and watch an event, but only if the separate groups maintain at least six (6) feet of separation from one another, rather than all attendees sitting together without adequate separation. Maintaining such separation may place limits on overall venue capacity. Venues should be mindful of applicable orders regarding maximum size for separate groups to ensure that their operations facilitate compliance with them.
- **Limit the number of guests inside an attraction at a given time**, excluding employees and representatives of third-party delivery companies, to 50 percent or less of venue

occupancy based on Tennessee's Building and Fire Code in order to promote appropriate social distancing. Consider a limited number of tickets per day and utilize timed entries. Limit audience size for a performance. Large gatherings offer more opportunities for person-to-person contact and therefore pose greater risk of COVID-19 transmission

- **Elevator use should be limited to 4 individuals at a time** in order to support distancing standards, except if a larger group is from the same household or acquaintance group
- **Minors must have direct parental supervision** and are encouraged to follow social distancing guidelines
- **Encourage visitors to avoid water fountains.** Consider alternatives to offer drinking water (e.g., single-serve options, bottled water) or encourage customers to bring their own water
- **Recommend that persons more vulnerable or at-risk for COVID-19** as identified by the CDC—including those who are over the age of 65 or those who have severe underlying medical conditions—take extra precaution or refrain from visiting the attraction

## Business Process Adaptation

- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- **Establish health/safety protocol for the venue** should a customer or employee fall ill while at the attraction and not be able to immediately leave the facility. Immediate isolation the ill person and have the person wear a mask.
- **Consider establishing a “guest flow” plan**, including managing queues and making walkways or stairways one-way or clearly divided for bi-directional travel. Include appropriate directional signs/markers. Address high-traffic intersections to maximize physical distance between persons
- **Limit the duration of indoor activities or performances**, as prolonged visits within a confined space may increase risk of exposure
- **Implement social distancing “reminder” signs**, floor decals or ground markings, or video/audio announcements prior to reopening
- **Temporarily close areas of the attraction not conducive to social distancing**, as density of people within a confined area increases opportunity for virus transmission
- **Promote social distancing in seating areas** by spacing out tables or eliminating or closing a portion of the tables. Sanitize common seating areas and frequently-touched surfaces throughout the day, following a consistent schedule (recommended at least every two hours)
- **Use barriers** (“sneeze guards”) at ticket windows and point of sale stations; clean such barriers regularly (every two hours and when visibly dirty). Encourage advance ticket or other purchases where possible
- **Use separate designated entrance and exit points** to the attraction or locations within the

attraction to manage customer ingress and egress (while maintaining appropriate availability of emergency/fire exits), when possible. If lines form or are anticipated, ensure 6 or more feet of separation between persons or groups by using ground markings

- **Hand sanitizer should be made widely available** for guests to use
- **Implement workplace cleaning and disinfection practices**, according to [CDC guidelines](#), with regular sanitization schedule of high-touch surfaces at frequent intervals
- **Adjust routine building and attraction checklists** to include appropriate sanitization procedures as recommended herein or by the CDC
- **Sanitize high-contact surfaces and shared equipment** such as mini-golf clubs, harnesses, helmets, lap bars, etc. after each use
- **For venues operating parking lot trams, use modified seating arrangements** to allow for appropriate social distancing; regularly sanitize seats
- **Limit self-service food and beverage options** (food samples, communal packaging, food/beverages, etc.)
- **Designate staff** to be tasked with implementing heightened hygiene and disinfection practices
- **Utilize cashless or contactless payment methods** where possible (e.g., advance purchase online or by phone, or no-sign credit card payment)
- **Consider refund, exchange, and event cancelation or postponement policies**, in anticipation that ill persons will be unable to attend or if local health conditions change in your community
- **Where possible, maintain visitor/customer contact information for up to 30 days** in order to assist public health officials in the event necessary
- **Attractions that include food service or concession operations, retail operations, and/or water/swimming operations** should also adhere to the general provisions for those specific industries as outlined in the Tennessee Pledge, available at:
  - [Tennessee Pledge Restaurant Guidelines](#)
  - [Tennessee Pledge Retail Guidelines](#)
- **Refer to [CDC guidance for mass gatherings or large community events](#)**

## Recommended Attraction Closures/Modifications

In addition to applicable industry, regulatory, or CDC guidelines, implement the following additional measures for specific types of activities or attractions:

- **Singing/Live Music** - Research and the CDC suggests that activities like singing or using a projected voice may project respiratory droplets in greater quantity and over greater distance, increasing the risk of COVID-19 transmission, particularly with prolonged exposure. Maintain at least 15 feet of separation—and more if possible— between audience members and performers such as vocalists and singers. Adopt seating and spacing modifications to increase physical distance from a performer. Where necessary, install barriers to minimize travel of aerosolized particles from performers, or implement

alternative placement of performers. In addition, maximize physical spacing between performers on-stage

- **“Pop-up” or street performances** - Events that may gather crowds of onlookers outside of controlled seated areas should be avoided in order to maintain appropriate social distancing
- **Photography areas** - Guests should only utilize if social distancing is possible
- **Playground** - Avoid opening playgrounds and high-contact water play areas (e.g., splashpads) until advisable
- **Interactive touch displays** - For now, do not utilize interactive exhibits where visitors touch display items or controls that cannot be easily sanitized (e.g., fabrics, tightly enclosed spaces)
- **Amusement parks**
  - Consult manufacturer’s specifications regarding resuming operation of amusement devices and rides after extended closure
- **Performing arts and concert venues, theaters, and auditoriums**
  - Follow guidelines for sanitizing multi-use equipment like microphones
  - Modify seating by blocking off seats or rows within a section to accommodate social distancing of at least 6 feet between individuals from different households or groups
  - Limit physical contact between ushers and guests. Ushers should wear face coverings
  - Maintain CDC-recommended distancing between performers and audience, particularly for vocal or other performances involving projected voices. Eliminate any performances or components in which performers go into the audience or audience members are encouraged to come on-stage
- **Zoos and aquariums**
  - Avoid offering interactive experiences like animal encounters until advisable
  - Establish reduced capacity limits for, or do not open, indoor exhibits until advisable
- **Museums and historic sites**
  - Use designated visitor traffic patterns where possible
  - Establish queuing distances and maximum grouping sizes throughout
  - If the attraction utilizes docents, promote social distancing guidelines and limit physical contact between docents and guests. Docents should wear face coverings
- **Roller or ice skating rinks**
  - Refer to Non-Contact Recreation Guidelines for any game/arcade activities offered on-site

# Higher Education

## For All Colleges and Universities

As both public and private institutions of higher education seek to serve students in the COVID-19 era, an array of measures are available to ensure high quality instruction continues while pursuing the most important goal: the health and safety of students, faculty, and staff.

Ultimately, decisions related to instruction in Fall 2020 are solely the purview of the governing boards and presidents; this document provides a set of safeguarding protocols for colleges and universities based on the current recommendations of the CDC and OSHA. Nothing in this document should be construed to stipulate or require campuses to reopen in the Fall; rather, it is an advisory document for those that do choose to reopen for on-campus instruction.

In all cases, colleges and universities should consult guidance issued by OSHA, the CDC, and the State of Tennessee. Many of the recommendations in this document are based on the report from the American College Health Association [\*Considerations for Reopening Institutions of Higher Education in the COVID-19 Era\*](#), as well as the University of Tennessee System's recently released *Best Practices* document and the ERG's previously released *Tennessee Pledge* documents. Additionally, it is imperative to emphasize that these guidelines do not replace or supersede any applicable federal guidance or other regulatory or statutory requirements.

## Safeguarding Guidance

In addition to making decisions informed by OSHA and CDC guidelines, the State recommends higher education institutions implement a range of measures to protect students and employees. Tennessee's colleges and universities have already taken extensive measures to do so, and these guidelines serve as a supplement. Institutions are encouraged to implement additional precautions as feasible. These recommendations are subject to change.

# I. Faculty, Staff, and Administration Protection

## General Considerations

- **Creating policies and protocols to mitigate the potential spread of COVID-19 on campus:**
  - Policies should be customized to meet the needs and capabilities of each campus, in consultation with local health officials.
  - May include: daily symptom screenings, no-touch temperature checks, and a plan to respond if employees and/or students are experiencing symptoms of COVID-19.
  - Establishing policies to manage college/university-sponsored travel.
- **Developing checklists to maintain a safe learning environment and distributing them to each faculty member.**
  - Checklists could include, but should not be limited to:
    - Screening students upon arrival to each class period or other in-person meeting using a questionnaire developed in cooperation with local health officials;
    - Notifying administrators as identified in campus COVID-19 plan if a student is exhibiting symptoms or has a confirmed case of COVID-19; Encouraging students to maintain social distancing when entering and exiting the classroom/lab;
    - Monitoring student attendance/absenteeism to aid in contact tracing; and
    - Cleaning and disinfecting frequently touched surfaces and objects in classroom/lab according to CDC guidelines.
- **Maximizing opportunities for remote working and online classes.**
  - Encourage faculty and staff to work from home when appropriate and engage with students and colleagues via distance-learning or virtual applications (e.g., Zoom).
  - For courses taught on campus, institutions should consider:
    - A hybrid model that allows for online instruction and in-person instruction, allowing for social distancing and other precautions. Staggering schedules with more time between classes to reduce congestion in walkways and buildings.
    - Spreading out classes/sections across days to reduce class size to maintain proper social distancing.
- **Monitoring virus spread in consultation with local health officials and prepare to shift to increased or solely online instruction** as needed due to the potential need to quarantine or shelter at home.

### Possible Best Practices

Colleges and universities may consider the following:

- **Offering employees flexible work hours** and staggered shifts to reduce the number of employees on campus at one time;
- **Establishing virtual office hours** for faculty and student advising functions;
- **Encouraging those with severe underlying medical conditions** or over the age of 65 to share any concerns about returning to campus or participating in large gatherings of greater than 10 or other situations of potential exposure, including travel;
  - Institutions should consider making accommodations as applicable by institutional policy.
- **Providing staff and custodial workers** with appropriate PPE and training consistent with their duties;
- **Practicing proper social distancing of at least 6 feet when possible;**
- **Providing hand sanitizer in employee areas, and maintain supply of soap and paper towels in restrooms;**
- **Recommending employees wear face coverings**, and other personal protection items as recommended by the CDC (e.g., gloves if appropriate for the specific task);
- **Increasing hygiene practices** – wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing; and
- **Directing any employee who exhibits COVID-19 symptoms** (i.e., answers “yes” to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and CDC guidelines. In all situations, institutions should maintain the confidentiality of employee health information.



## II. Student Protection

### General Considerations

- Creating policies and protocols to mitigate the potential spread of COVID-19 on campus:
  - o Policies should be customized to meet the needs and capabilities of each campus, in consultation with local health officials.
  - o As with staff and faculty, may include: daily screenings, no-touch temperature checks, and a plan to respond if students are experiencing symptoms of COVID-19 or have a confirmed case of COVID-19.
- Establishing policies and protocols for on-campus housing to decrease the risk of student exposure. Policies and protocols may include:
  - o Considering alteration of housing policies and occupancy to maximize social distancing whenever possible and requiring face coverings in common areas and when in close proximity to other persons;
  - o Frequent reminders on proper personal hygiene practices; increased communications about COVID-19 prevention;
  - o Enhancing cleaning in all common areas and high-touch surfaces according to CDC guidelines;
  - o Providing training on reducing the spread of COVID-19 for all live-in professionals, residence advisors, etc.;
  - o Limiting events and social activities except when proper social distancing can be maintained;
  - o Restricting building access to non-residents; and
  - o Establishing policies for medically vulnerable students, in compliance with applicable education and civil rights laws (e.g., academic flexibility or other accommodations and precautions).
- Developing policies, in consultation with local health officials, for isolating and caring for students who exhibit symptoms of COVID-19 or have a confirmed case of COVID-19.
  - o Policies to consider if a positive case occurs on campus, could include: Alerting local health officials immediately and coordinating response; Consider closing any affected areas of campus for an appropriate amount of time for cleaning and disinfecting; Communicating with students, staff, and faculty, while respecting individual privacy rights; and Contact tracing, including cooperating with public health officials;
  - o Positive or symptomatic individuals will need to self-isolate and monitor for worsening conditions.

- Institutions may need to isolate the individual in temporary housing locations, ensuring continuity of meal programs.
- Contact tracing and consider isolating individuals who have had close contact with the ill student.

### **Possible Best Practices**

Colleges and universities may consider the following:

- Providing hand sanitizer and ensuring sinks are working properly and are maintained with soap and paper towels;
- Recommending students wear face coverings, and other personal protection items as recommended by the CDC;
  - Should institutional policy dictate that students are required to wear face coverings, institutions should consider providing face coverings to students.
- Encouraging on-campus residents to remain on campus as much as possible and establishing policies to manage college/university-sponsored travel;
- Developing policies for international students that may include flexible course delivery offerings, with consideration for their travel to and from campus;
- Conducting all counseling and advising sessions virtually, if possible;
- Limiting the number of visitors on campus, including access to higher density areas and residence halls, including guest lecturers, tours, parents, etc.;
  - Consider implementing a face covering policy for guests.
- Reinforcing social distancing requirements whenever possible, in all common areas, classrooms, and dining areas.
  - Consider limiting the number of attendees for in-person classes or creating multiple sections/shifts to reduce numbers.
    - Due to the fact CDC guidelines suggest activities like singing or using a projected voice may project respiratory droplets in greater quantity and over greater distance, increasing the risk of COVID-19 transmission:
    - Maintain at least 15 feet of separation—and more if possible—between audience members and performers such as vocalists and singers;
    - Adopt seating and spacing modifications to increase physical distance from a performer; Where necessary, install barriers to minimize travel of aerosolized particles from performers, or implement alternative placement of performers;
    - Maximize physical spacing between performers on-stage.
  - In dining areas, tables should be placed at least six feet apart.
    - Consider the use of takeout style dining or other strategies to scale back or adapt dining services.
- Increasing cleaning protocols for common areas, high traffic areas, and high touch surfaces according to CDC guidelines.

# Swimming Pools

These guidelines are intended for any indoor or outdoor aquatic venue or facility, including community, members-only, housing complex, hotel, waterpark, and exercise facility swimming pools. Despite hosting a large number of people on-site at any one time, such venues should operate in a manner such that persons from different households or small groups are able to substantially maintain 6 feet of separation from other persons or small groups outside their own group during their visit.

*Executive orders from the governor and/or local orders in six counties with a locally run county health department (Davidson, Hamilton, Knox, Madison, Shelby, and Sullivan) continue to limit group sizes for participation in social and recreational gatherings and require persons or groups of certain sizes to maintain separation from other persons or groups outside their own group. Venues should be mindful of applicable orders and ensure that their operations facilitate compliance with them.*

The overarching goal of these guidelines is to reduce exposure to individuals and surfaces that may result in COVID-19 exposure by maintaining safe distances between people (at least six feet), reducing contact with and improving sanitization of common surfaces, and increasing personal protective equipment use. Pool operators should evaluate the profile of their visitor and employee engagement with the venue and other persons at such pools to make appropriate adaptations as necessary, even if not specifically described below. These guidelines do not replace or supersede any requirements applicable to your business or licensed employees pursuant to law or regulation. Rather, these guidelines are intended as a supplement to assist with safely reopening and providing services due to COVID-19. These guidelines are subject to change.

## Safeguarding Guidance

In addition to strict adherence with CDC guidelines, the State recommends all pool operators implement an assortment of measures to protect visitors and employees, including:

## Employee Protection

- **Daily screen all staff reporting to work for COVID-19 symptoms** with the following questions:
  - Have you been in close contact with a confirmed case of COVID-19 within the past 14 days? (Note: does not apply to healthcare workers equipped with

- proper PPE)
- Are you experiencing a cough, shortness of breath or sore throat?
- Have you had a fever in the last 48 hours?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening staff:**
  - Best practice: employers to take staff temperatures on-site with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Direct any staff who exhibits COVID-19 symptoms** (i.e., answers “yes” to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and CDC guidelines. Employers should maintain the confidentiality of employee health information.
- **All employees should stay home if feeling ill**, report any symptoms of illness to supervisor and require notification of COVID-19 positive case in employee’s household. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or severe underlying medical conditions) are encouraged to stay home
- **Staff should wear cloth face coverings** (not an N-95 or medical mask, which should be reserved for healthcare workers) when close proximity is anticipated while at work to help protect against the spread of the virus; however, advise employees to not wear them in the water, as doing so could make it difficult to breathe
- **Employers should provide training to staff** on mitigation and safeguards, including social distancing protocol for interacting with customers
- **Practice recommended social distancing** to the greatest extent possible — “Further is safer”
- **Stagger shifts, breaks, and meals**, in compliance with wage and hour laws and regulations to promote social distancing. Prohibit congregating in break rooms or common areas and limit capacity of such areas to allow for safe social distancing minimum of 6 feet whenever possible
- **Staff should increase hygiene practices**—wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing. Provide sanitizing stations in staff areas such as a wash station with soap and running water and/or hand sanitizer
- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms

- Post signage on health policies, including the following documents, in the workplace to help educate occupants on COVID-19 best practices:
  - CDC guidance to stop the spread of germs
  - CDC guidance on COVID-19 symptoms

## Consumer Protection

- **Screen visitors for illness** upon their entry to the pool:
  - Best practice: Temperature checks for every customer in addition to screening questions. Customers with temperatures above 100.4 degrees Fahrenheit should not be permitted on premise.
  - Minimum: Post signage listing symptom questions and/or conduct direct screening of customers regarding COVID-19 symptoms:
    - Have you been in close contact with a confirmed case of COVID-19 in the last 14 days?
    - Are you experiencing a cough, shortness of breath, or sore throat?
    - Have you had a fever in the last 48 hours?
- **Any person who is ill or exhibits COVID-19 symptoms** (i.e., answers “yes” to any of the screening questions or who is running a fever) should leave the premises immediately and seek medical care
- **Strongly encourage (or at operator’s discretion, require) visitors to wear cloth face coverings** according to CDC guidance when in close proximity with others; however, advise those wearing face coverings to not wear them in the water, as doing so could make it difficult to breathe
- **Limit the number of guests on premises or in the pool** at a given time if appropriate spacing (at least 6 feet) between persons cannot be maintained, as density of people increases opportunity for virus transmission. Utilize reserved entries for specific blocks of time or consider a limited number of admissions per day. Small groups of household members or acquaintances may be in closer proximity but should be appropriately spaced from other persons or groups. Large gatherings offer more opportunities for person-to-person contact and therefore pose greater risk of COVID-19 transmission
- **Minors must have direct parental supervision** and are encouraged to follow social distancing guidelines
- **Encourage visitors to avoid water fountains.** Consider alternatives to offer drinking water (e.g., single-serve options, bottled water) or encourage customers to bring their own water
- **Recommend that persons more vulnerable or at-risk for COVID-19** as identified by the CDC—including those who are over the age of 65 or those who have severe underlying medical conditions—take extra precaution or refrain from visiting the facility

## Business Process Adaptation

- **Modify layouts of deck chairs and tables to ensure at least 6 feet of separation** between families or small groups of acquaintances
- **Provide physical reminders for social distancing** (e.g., lane lines in pool, non-slip markings on deck, signs, or audio reminders)
- **Implement cleaning and disinfecting practices** for locker rooms and frequently touched surfaces at least daily and more frequently for shared objects such as handrails, deck chairs and tables, water fountains, and pool toys. Consider temporarily removing shared pool toys.
- **Use cleaning products that are appropriate for aquatic venues in the pool**, as well as for common touchpoints outside the pool. (For surfaces outside the pool, use EPA-approved disinfectants to fight COVID-19.)
- **Limit group sizes** of aquatic fitness classes, swim lessons, swim practices, or gatherings. Group games such as water volleyball, which involve multiple people interacting in close proximity, should be avoided for the time being. Consider limiting the number of participants and spectators for swim competitions unless social distancing can be maintained
- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- **Pools should maintain a guest or visitor log** to facilitate any need for contact tracing. Where possible, maintain visitor contact information for up to 30 days in order to assist public health officials in the event necessary. If an individual who tests positive for COVID-19 has been present at the facility, facilities should work with local health authorities regarding continued operations
- **Consider establishing a “guest flow” plan**, including managing queues and making walkways or stairways one-way or clearly divided for bi-directional travel. Include appropriate directional signs/markers
- **Temporarily close areas of the pool not conducive to social distancing**, such as hot tubs and saunas, as density of people within a confined area increases opportunity for virus transmission. Avoid opening playgrounds and high-contact water play areas (e.g., splashpads) until advisable
- **Use barriers** (“sneeze guards”) at ticket windows and point of sale stations; clean such barriers regularly (every two hours and when visibly dirty)
- **Use separate designated entrance and exit points** to the facility to manage customer ingress and egress (while maintaining appropriate availability of emergency/fire exits), when possible. If lines form or are anticipated, ensure 6 or more feet of separation between persons or groups by using ground markings
- **Hand sanitizer should be made widely available** for guests to use
- **Sanitize common seating areas and frequently-touched surfaces** throughout the day, following a consistent schedule (recommended at least every two hours). Implement workplace cleaning and disinfection practices, according to CDC

guidelines, with regular sanitization schedule of high-touch surfaces at frequent intervals

- **Pools should be staffed.** Assign monitoring and cleaning responsibilities to a staff member other than a lifeguard on duty
- **Utilize cashless or contactless payment methods** where possible
- **Refer to CDC Considerations for Public Pools and CDC Water and COVID-19 FAQs**
- **Pools that include food service or concession operations** should also adhere to the Tennessee Pledge Restaurant Guidelines



# Summer Camps

Now, as always, camps and other childcare providers play a critical role in their communities. Each camp must make the decision whether to be open or closed, based on their unique situation and the needs in their community. At a minimum, however, camps seeking to operate during this time should refer the decision tree published by the CDC to determine camp readiness for re-opening. In addition, camps should follow the guidelines discussed here.

These guidelines do not replace or supersede any requirements applicable to your business or licensed employees pursuant to law or regulation. Rather, these guidelines are intended as a supplement to assist with safely reopening and providing services due to COVID-19. These guidelines are subject to change.

## Safeguarding Guidance

In addition to strict adherence to CDC guidelines, the State recommends summer camps put into place an assortment of measures to protect campers and staff, including:

## Employee Protection

- **Screen all staff reporting to work for COVID-19 symptoms** with the following questions:
  - Have you been in close contact with a confirmed case of COVID-19 in the past 14 days (Note: does not apply to medical personnel, first responders, or other individuals who encounter COVID-19 as part of their professional or caregiving duties while wearing appropriate PPE)?
  - Are you experiencing a cough, shortness of breath or sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening staff:**
  - Best practice: employers to take staff temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit

- **Direct any staff who exhibits COVID-19 symptoms** (i.e., answers “yes” to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and CDC guidelines. Employers should maintain the confidentiality of employee health information.
- **All staff should stay home if feeling ill**, report any symptoms of illness to supervisor and require notification of COVID-19 positive case in employee’s household. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or severe underlying medical conditions) are encouraged to stay home
- **Staff should wear cloth face coverings** (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 as recommended by the CDC
- **Provide training for staff on personal protective equipment** based on CDC guidelines
- **Provide a sanitizing station** for staff such as a wash station with soap and running water and/or bottle of hand sanitizer
- **Practice recommended social distancing** to the greatest extent possible — “Further is safer”
- **Stagger shifts, breaks and meals**, in compliance with wage and hour laws and regulations, to maintain social distancing
- **Prohibit congregating in break rooms or common areas** and limit capacity of such areas to allow for safe social distancing minimum of 6 feet whenever possible
- **Staff should increase hygiene practices**— wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing
- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
- **Prepare for absence of critical staff** by developing a roster of qualified individuals who can fill in if staff members are absent due to COVID-19 or other circumstances
- **Post extensive signage on health policies**, including the following documents, in the camp to help educate staff, families, and campers on COVID-19 best practices:
  - CDC guidance to stop the spread of germs
  - CDC guidance on COVID-19 symptoms

## Consumer Protection

- **Screen campers for illness upon arrival to camp each day:**
  - Temperature checks for every camper. Campers with temperatures above

100.4 degrees Fahrenheit should not be permitted on premise

- Question campers and/or their guardian regarding COVID-19 symptoms
  - Have you been in close contact with a confirmed case of COVID-19 in the past 14 days?
  - Are you experiencing a cough, shortness of breath, or sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Limit Group Sizes and Mixing:** Cohort campers in small groups of ten or fewer campers and schedule those small groups to do activities and eat meals together. Limit congregation and mixing between cohorts. Groupings should include, to the extent possible, the same children each day to minimize potential exposure. Limit the mixing of camper groups, by staggering special activities for example. Clean or disinfect equipment between groups, when possible.
- **Campers should be encouraged to wear cloth face coverings** if age and developmentally appropriate. Do not place cloth face covering on children under 2 years of age or on children who cannot place and remove their face covering without assistance. Do not place cloth face coverings on children who are sleeping. If placement of the cloth face covering is not tolerated by the child, or if its use results in increased touching of the eyes and face, allow the child to participate in camp without the use of a face covering
- **Hold small group trainings and demonstrations** on behaviors and precautions campers should abide by to prevent the spread of COVID-19. Review social distancing rules with campers at the beginning of each day and remind them, as necessary, throughout the day
- **Post signs encouraging social distancing** (visible to campers and staff)
- **Review respiratory etiquette** for coughing, sneezing, and nose blowing and remind campers to wash hands
- **Require that campers wash or sanitize their hands** upon arriving at and leaving camp each day, as well as after using the bathroom and before eating
- **Encourage campers to maintain distancing** from one another, where feasible
- **Keep doors and windows open** when indoors to improve ventilation, where possible and when fire code compliance and security may be maintained
- **Clean camper work/project areas** and other hard surfaces campers come in contact with using disinfecting wipes before and after each use. Limit moving back and forth between work stations unless proper cleaning can be performed
- **All shared items and equipment** should be properly cleaned and disinfected between use, according to CDC guidelines on sanitization
- **Encourage that persons more vulnerable or at-risk** for COVID-19 as identified by the CDC—including those who have underlying medical conditions—take extra precaution or refrain from attending camp
- **Research and the CDC suggests that activities like singing or using a projected voice** may project respiratory droplets in greater quantity and over greater distance,

increasing the risk of COVID-19 transmission, particularly with prolonged exposure. Therefore, **any singing activities should take place outdoors and campers should maintain at least 15 feet of separation—and more if possible—between each other**

## Business Process Adaptations

- **Limit non-essential persons in the facility.** Restrict non-essential visitors and volunteers to reduce possible COVID-19 exposure. Providers should prohibit persons from the facility with the exceptions of:
  - Facility staff
  - Persons with a legal authority to enter, including law enforcement officers, childcare licensing staff, and Child Protective Services staff
  - Professionals providing services to children
  - Children enrolled at the facility
  - Parents or legal guardians who have children enrolled and present at the facility
- **Communicate expectations to families** in advance of the start of camp to ensure that families have time to ask and receive answers to questions and talk with their children about camp rules and expectations
- **Pick-up and drop-off protocols:** Pick-up and drop-off should occur outside the facility, unless it is determined that there is a legitimate need for the parent to enter a facility. Hand hygiene stations should be set up at the entrance of the facility, with supervised use. Consider staggering arrival and drop off times and/or have staff come outside the facility to pick up the children as they arrive. Mitigate exposure by implementing social distancing guidelines and modify scheduling
- **Staff should conduct regular (i.e., at least every 2 hours) disinfecting of hightouch surfaces,** equipment and common areas of the facility using disinfectant cleaning supplies according to CDC guidelines and applicable licensing agencies
- **If a camper or staff member has a confirmed case of COVID-19:**
  - Close off areas used by the person who is sick. Open outside doors and windows to increase air circulation in the areas.
  - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
  - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
  - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- **Hand sanitizer and/or hand washing stations** should be easily accessible and located throughout camp

- **Limit the number of campers and staff** present at one time in bathroom facilities to reduce spread of the virus within those confined spaces
- **Modify dining plans** in order to maximize social distancing. For example, campers should eat meals with their assigned cohort/small group and maintain at least 6 feet between each cohort/group. Consider staggered meal shifts reduce density of persons within dining areas.
- **Cancel field trips**, inter-group events, and extracurricular activities to reduce exposure to outside individuals and other locations that may not be sanitized in accordance with CDC protocols
- **Close communal rooms** such as showers, locker rooms and lockers until further notice. Ask campers instead to use small gym or similar bags to store personal belongings.
- **Implement appropriate protocols for any aquatic venues, such as swimming pools**, in accordance with CDC Considerations for Public Pools and Tennessee Pledge Swimming Pool Guidelines, which at a minimum should include:
- **Modify layouts of deck chairs and tables** and limit capacity for the number of persons allowed in an aquatic venue at one time to ensure at least 6 feet of separation between small groups of campers. Provide physical reminders for social distancing (e.g., lane lines in pool, non-slip tape on deck, or signs).
- **Implement cleaning and disinfecting practices** for frequently touched surfaces at least daily and more frequently for shared objects such as toys and sports equipment.
- **Assign monitoring and cleaning responsibilities** to a staff member other than a lifeguard on duty
- **Temporarily close water fountains** and encourage campers to provide their own water. Discourage the sharing of food and drinks between campers
- **Ensure that staffing of facilities is sufficient** to enable enhanced sanitization and cleaning measures
- **Encourage parents to observe special activities or performances virtually**, rather than in-person

## Overnight Camps

Before resuming overnight camps, the Economic Recovery Group advises operators to consider additional protective measures for residential camps as outlined in the American Camp Association (ACA) guidance. In addition to the other recommendations herein, the following guidelines apply to overnight camps:

- **Be cautious with staff and campers who live within geographic areas experiencing greater COVID-19 case prevalence**
- **Consider additional pre-screening measures**, such as obtaining COVID-19 testing or monitoring for symptoms, including daily temperature checks, during the 10-14 days prior to arrival

- **Limit mixing or rotating cohorts of campers and staff assigned to cabins or residences throughout the session.** Additionally, limit cabin access to those who reside in that cabin
- **Modify sleeping arrangements to incorporate social distancing** (e.g., space beds at least 6 feet apart, limit number of persons per cabin or tent, align mats/beds so that persons sleep head-to-toe at least 6 feet apart)
- **Avoid sharing common items** such as soap, towels, bedding, etc. Personal items like toothbrushes should be stored separately and in sealed containers to avoid cross-contamination.
- **Group campers by cabin and stagger daily activities** (e.g., showers, restroom breaks, dining, transportation, programming, etc.) to minimize interactions between groups and reduce density of persons in an area
- **Identify an isolation area** to separate anyone who begins to exhibit COVID-like symptoms and is not able to immediately leave the facility. Have the person wear a mask until departure and seek healthcare. Monitor persons who had close contact with the ill individual

## Additional Resource

[www.acacamps.org](http://www.acacamps.org)

# Noncontact Sports

These guidelines are intended for youth and adult noncontact sports. “Noncontact sporting events and activities” mean sports that can be conducted while substantially maintaining appropriate social distancing, and that involve at most only close contact or proximity between participants that is incidental to the activity. **Such sports include, but are not limited to, baseball, softball, volleyball, golf, disc golf, tennis and other racket sports, cycling, track and field and running events, cricket, and equestrian.**

**For the time being, contact sporting events and activities are prohibited.** “Contact sporting events and activities” are sports for which there is a requirement or substantial likelihood of routine, sustained close proximity or physical contact between participants. For example, some sports, such as wrestling are scored by impacting an opponent, while others, including football or rugby, require tackling of players. Others like basketball, soccer, lacrosse, competitive cheer, rugby, ice and field hockey, rowing, mixed martial arts, wrestling, boxing, and other combat sports involve participants being in close, sustained proximity and likelihood of physical contact. “Contact sporting events and activities” does not include training or otherwise engaging in elements or aspects of such sports or activities in a manner that do not involve close contact with other persons. Collegiate and professional sporting events and activities may be conducted if permitted by, and pursuant to, the rules or guidelines of their respective governing bodies.

Despite potentially hosting a larger number of people on-site at any one time, sports venues should operate in a manner such that persons from different households or small groups are able to substantially maintain 6 feet of separation from other persons or small groups outside their own group during the activity or while spectating. *Executive orders from the governor and/or local orders in six counties with a locally-run county health department (Davidson, Hamilton, Knox, Madison, Shelby, and Sullivan) continue to limit group sizes for participation in social and recreational gatherings and require persons or groups of certain sizes to maintain separation from other persons or groups outside their own group. Venues, teams and leagues should be mindful of applicable orders and ensure that their activities facilitate compliance with them.*

*Notice to parents or guardians of youth participating in group sporting activities:* Parents should not permit children to participate in sporting activities if the child has a confirmed case of COVID-19 or exhibits any symptom of COVID-19. If after recent participation in sporting activities the child develops symptoms or is confirmed as positive for COVID-19, you should consult their healthcare provider and report such occurrence to the coach or other administrator. Parents are encouraged to make efforts to limit potential COVID-19



exposure by any vulnerable persons (identified by the CDC as those who are over age 65 or have severe underlying medical conditions) who are members of the same household or come into frequent, close contact with individuals who participate in youth sports.

## Safeguarding Guidance

In addition to adherence with CDC guidelines, all facilities, organizers, staff, coaches, athletes, and spectators associated with youth or adult noncontact sports should implement these guidelines to assist with safely resuming sporting events and activities due to COVID-19. These guidelines are subject to change. Venue operators should evaluate the profile of the relevant activities at such venue to make appropriate adaptations as necessary, even if not specifically described below. Additional protocols from a sport's governing association may be applicable, and additional measures may be applicable depending on the circumstances.

## Event Organizers, Facility Managers/Staff, Vendor, and Volunteer Protection

- **Screen all staff and volunteers reporting to work/event for COVID-19 symptoms** with the following questions:
  - Have you been in close contact with a confirmed case of COVID-19 in the past 14 days? (Note: This does not apply to medical personnel, first responders, or other individuals who encounter COVID-19 as part of their professional or caregiving duties while wearing appropriate PPE.)
  - Are you experiencing a cough, shortness of breath or sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening staff and volunteers:**
  - Best practice: employers or organizer to take temperatures onsite with a no-touch thermometer each day upon arrival at work/event
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Direct any staff who exhibits COVID-19 symptoms** (i.e., answers “yes” to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and CDC guidelines. Employers should maintain the confidentiality of employee health information
- **All staff should stay home if feeling ill**, report any symptoms of illness to supervisor and require notification of COVID-19 positive case in employee's

household. Staff who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or severe underlying medical conditions) are encouraged to refrain from participating

- **Staff should wear face coverings** (not N-95 or medical masks, which should be reserved for healthcare workers) and other personal protection items as recommended by the CDC
- **Provide training for staff on personal protective equipment** based on CDC guidelines
- **Practice recommended social distancing** to the greatest extent possible — “Further is safer”
- **Stagger shifts, breaks and meals**, in compliance with wage and hour laws and regulations, to maintain social distancing
- **Prohibit congregating in break rooms or common areas** and limit capacity of such areas to allow for safe social distancing minimum of 6 feet whenever possible
- **Staff should increase hygiene practices** — wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing
- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
- **Prepare for absence of critical staff** by developing a roster of qualified individuals who can fill in if staff members are absent due to illness or family circumstances
- **Post extensive signage on health policies**, including the following documents, to help educate on COVID-19 best practices:
  - CDC guidance to stop the spread of germs
  - CDC guidance on COVID-19 symptoms

## Coach, Athlete, Official, and Spectator Protection

- **Screen coaches, athletes, officials, and spectators for illness** upon arrival to facility each day with the following questions:
  - Have you been in close contact with a confirmed case of COVID-19 in the past 14 days? (Note: This does not apply to medical personnel, first responders, or other individuals who encounter COVID-19 as part of their professional or caregiving duties while wearing appropriate PPE.)
  - Are you experiencing a cough, shortness of breath, or sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?

- **Temperature checks are a best practice.** Those with temperatures above 100.4 degrees Fahrenheit should not be permitted on premises
- **Direct coaches, athletes, officials, and spectators who exhibits COVID-19 symptoms** (i.e., answers “yes” to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and CDC guidelines. Maintain the confidentiality of health information
- **All coaches, athletes, officials, and spectators should stay home if feeling ill,** report any symptoms of illness to supervisor and require notification of COVID-19 positive case in employee’s household. Staff who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or severe underlying medical conditions) are encouraged to refrain from participating
- **Practice recommended social distancing** to the greatest extent possible
  - **Limit group sizes and mixing.** Keep groups small and, to the extent possible, avoid mixing between groups
  - **Athletes/Coaches:**
    - Should maintain at least 6 feet of separation from others when not on the field of play or otherwise engaged in play/activity, where feasible
    - Consider physical markings in the dug out, benches, or other shared or athlete staging areas to help remind athletes and coaches of appropriate social distancing. Consider alternate seating locations or larger staging areas for athletes or staff to increase social distancing
    - Athletes and coaches should refrain from high fives, handshake lines, and other physical contact with teammates, opposing teams, coaches, umpires, and fans. Coaches should regularly review social distancing rules with athletes
  - **Spectators** should maintain at least 6 feet of separation from others not from the same household, including in seating areas or bleachers, and refrain from entering athlete areas
  - **Umpires and Officials** should maintain 6 feet of separation from others and when interacting with athletes, coaches, and spectators off the field of play. Avoid exchanging documents or equipment with athletes, coaches, or spectators as much as possible
- **Encourage those who can to wear cloth face coverings.** Wearing a cloth face covering may not be possible while actively participating in an athletic activity, but an effort should be made to wear a face covering between games, when in dug outs, and when not actively engaged in physical activity
  - Coaches, umpires, and officials should wear face coverings if in close proximity to others and if using a projected voice within 15 feet of others
  - Athletes should wear face coverings when not actively participating

- Spectators should wear cloth face coverings when maintaining appropriate distance from other spectators is not possible and if using a projected voice within 15 feet of others
- **Locker rooms should not be utilized** for the time being due to it being a confined area; athletes and coaches should dress in uniforms at home
- **Require that all athletes, coaches, and officials wash or sanitize their hands** upon arriving and leaving each day, and encourage spectators to do the same. Athletes and coaches should regularly wash their hands or use hand sanitizer between activity while on-site
- **Coaches and athletes should increase hygiene practices**—wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing. Limit spitting
- **Recommend that persons more vulnerable or at-risk** for COVID-19 as identified by the CDC (e.g. due to age or severe underlying medical conditions) take extra precaution or refrain from attending or participating for the time being. Where possible, it is recommended that athletes travel to the venue alone or with a member of their immediate household
- **Drinks and snacks (Note: see concession sales section for concessions guidance):**
  - Athletes, managers/coaches, and umpires/officials should bring their own personal beverages to all athletic activities. Drinks should be labeled with the person's name. If a parent or coach provides beverages for the team, utilize single-person containers and label for each athlete
  - Individuals should take their drink containers home each day for cleaning or use single-use bottles
  - Avoid shared or team beverages
  - Athletes should bring individual, pre-packaged food, if needed. Avoid unpackaged shared team food
  - Avoid eating and spitting seeds, gum, other similar products

## Facility- or Administrative-Related Process Adaptations

- **Arrange any seating areas, tables, chairs, etc. (indoors and out)** at least 6 feet from each other. If safe distances are not achievable, barricade or remove seating areas. Install barriers and protective shields where needed to safely distance staff and visitors
- **Post signs encouraging social distancing** (visible to athletes and spectators). Use signs or ground markings to indicate proper social distancing at ticket booths, concession areas, bathrooms, or anywhere else a line is anticipated to form. If necessary for the venue, consider establishing a “guest flow” plan, including

managing queues and making walkways or stairways one-way or clearly divided for bi-directional travel, with appropriate directional signs/markers. Address high-traffic pedestrian intersections to maximize physical distance between persons

- **Staff or volunteers should conduct regular disinfecting of high-touch surfaces**, equipment and common areas of the facility using disinfectant cleaning supplies according to CDC guidelines. An increased number of volunteers or staff may be necessary
- **Hand sanitizer and/or hand washing stations** with soap and running water should be readily accessible
- **Limit the number of people** present in bathroom facilities at any one time to reduce potential exposure within those confined spaces, and ensure that sanitization is occurring at increased intervals
- **Temporarily close water fountains** and encourage athletes and spectators to bring their own water
- **Refer to and implement applicable provisions** of the Tennessee Pledge restaurant guidelines for concession operations
- **Individuals should not congregate** in common areas following the event or practice and should depart the premises as soon as is reasonably possible
- **Where available, use electronic or online solutions** for reservations, waivers or payment
- **Where available, use online solutions** for reservations, waivers or payment
- **Communicate expectations and new protocols to participants and families** in advance of the season or event
- **Positive COVID-19 case management:** Organizer should maintain a complete list of coaches, athletes, and staff present at each event and be prepared to cooperate with the local health department in the event of a confirmed case of COVID-19 by a participant. An effort should be made to maintain a log of spectators, to the extent possible

## Sport-Related Process Adaptations

- **Limit long-distance team travel for the time being and minimize transporting teams/athletes/groups together where possible.** When group transport is required, everyone in the vehicle should be encouraged to wear a cloth face covering and practice social distancing in the vehicle as much as possible (e.g., spaced out seating on bus)
- **Encourage supporters to observe activities virtually**, rather than in-person, where possible
- **Virtual team meetings** should be considered where possible
- **Handling of sporting equipment:**
  - Whenever possible, equipment and personal items should not be shared. If equipment must be shared, all shared items and equipment should

be properly cleaned and disinfected between each use, according to CDC guidelines on sanitization (e.g., track and field relay batons and field implements).

- To the extent possible, avoid sharing equipment or balls between teams. For applicable sports, should be rotated on a regular basis to limit contact by multiple users, unless sanitized. Umpires should limit their contact with the ball, and catchers should retrieve foul balls and passed balls where possible. Balls used in infield/outfield warm-up should be isolated from a shared ball container
- **Identify alternate styles or rules of play** to make resumption of sport events safer due to COVID-19, as may be recommended by a league or sport governing body or association. Running events with larger groups of people may consider utilizing small heats or waves.
- **Administrators and coaches are encouraged to check for resources** from their respective national governing bodies (e.g., USA Gymnastics, USA Track and Field, USA Softball, USA Football, etc.)

## Additional Resources

**CDC Considerations for Youth Sports:** [www.cdc.gov](http://www.cdc.gov)

**Little League® Best Practice:** [www.littleleague.org](http://www.littleleague.org)