Tennessee *Pledge*

# Reopening Tennessee Responsibly

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

# Fellow Tennesseans,

Because of your hard work and dedication to protecting one another, Tennessee is well on its way to a methodical, data-driven, and safe economic reboot. Over the coming weeks, it's more important than ever that we all step up, do our part and continue helping our neighbors through healthy habits, social distancing, wearing face coverings, and remembering, "when in doubt, get a test."

Thanks to our Unified-Command Group's swift action to increase testing capability and health care capacity, we continue to mitigate the spread of COVID-19, but like the rest of our nation, we've taken an unprecedented economic hit with families and small businesses feeling the most pain. We know that COVID-19 has created tremendous challenges in every corner of the state, with nearly half a million Tennesseans experiencing devastating job loss across diverse industry sectors.

Our Economic Recovery Group pulled together the state's departments of tourism, economic development, and revenue, members of the Tennessee General Assembly, and business leaders to craft specific industry guidance and safely reboot our state's economy. We're calling this guidance the Tennessee Pledge.

The Tennessee Pledge is a careful, measured approach to get our state working in a way that does not depend on heavy-handed mandates but instead works hand in hand with businesses of all sizes. As businesses take the Tennessee Pledge, they are creating a safe environment for employees and customers.

To learn more about the Tennessee Pledge and how you can help keep our state safe and open for business, visit TNPledge.com.

We need your help - only by working together as a community of volunteers can we successfully mitigate the spread of COVID-19, move beyond this public health crisis and get Tennessee back to work.

Thank you for your partnership,

Bill Lee

Governor Bill Lee

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# Unified-Command Group

| Name | Department/Agency/Company |
|---|---|
| Stuart McWhorter | Director |
| Brig. Gen. Scott Brower (ret.) | Chief of Staff |
| Lisa Piercey, MD, MBA, FAAP | Commissioner, Tennessee Department of Health |
| Maj. Gen. Jeffrey H. Holmes | The Adjutant General Tennessee Department of Military |
| Patrick Sheehan | Director, Tennessee Emergency Management Agency |
| Margaret Dolan | President & CEO, Launch Tennessee |
| Abigale Jasinsky | Senior Policy Analyst, Office of the Governor |
| Matthew Van Epps | UCG Strategic Planner |
| Mario Vigil | UCG Strategic Planner |
| Chief Warrant Officer Nick Atwood | Deputy Director, Joint Strategic Communications Office, Tennessee Department of Military |
| Dean Flener | Executive Office External Affairs, Tennessee Emergency Management Agency |

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# Economic Recovery Group

| Name | Department/Agency/Company |
|---|---|
| Mark Ezell | Director |
| Sammie Arnold | Chief of Staff |
| William Lamberth | Tennessee House of Representatives |
| Jack Johnson | Tennessee Senate |
| Blake Harris | Chief of Staff to Governor Lee |
| Brandon Gibson | Chief Operating Officer, State of Tennessee |
| Todd Skelton | Legal Counsel |
| Bob Rolfe | Department of Economic and Community Development |
| Greg Gonzales | Department of Financial Institutions |
| David Gerregano | Department of Revenue |
| Dr. Charles Hatcher | Department of Agriculture |
| Dr. Jeff McCord | Department of Labor and Workforce |
| Hodgen Mainda | Department of Commerce and Insurance |
| Tony Niknejad | Policy Director to Governor Lee |
| Brig. Gen. Scott Brower | COVID-19 Unified-Command |
| Dr. Morgan McDonald | Department of Health |
| Dr. George Nelson | Vanderbilt University Medical Center |
| Butch Eley | Department of Finance & Administration |
| Jim Brown | National Federation of Independent Business |
| Bradley Jackson | TN Chamber of Commerce |
| Beverly Robertson | Memphis Chamber of Commerce |
| Rob Ikard | TN Grocers & Convenience Store Association |
| Rob Mortensen | HospitalityTN |
| Colin Barrett | TN Bankers Association |
| Fred Robinson | TN Credit Union League |
| Dave Huneryager | TN Trucking Association |
| Will Cromer | TN Hospital Association |
| Mayor Kevin Davis | President, Tennessee County Services Association |
| Mayor Jill Holland | President, Tennessee Municipal League |
| Jeff Aiken | TN Farm Bureau |
| Tari Hughes | Center for Nonprofit Management |
| Roland Myers | Tennessee Retail Association |
| Clay Crownover | Associated Builders & Contractors of Tennessee |

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# Tennessee Pledge

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

COVID-19 is an unprecedented and rapidly evolving threat facing Tennessee and the world. The health and safety of Tennesseans remains our number one priority. Much of our state’s current success in this fight is because Tennesseans naturally choose to put each other first and voluntarily adopt safe, new habits. It’s that volunteer spirit that’s been fighting this pandemic, and it’s the same volunteer spirit that will rebuild our economy.

This plan was developed by Governor Lee, the Unified Command Group (UCG) and Tennessee’s Economic Recovery Group (ERG) with input from health experts, state and local partners, and business and industry leaders. It includes specific recommendations which enable most businesses to reopen responsibly without the burden of heavy mandates. This will be a gradual process, with room to adjust as we evaluate changing data.

The Tennessee Pledge asks businesses to provide safe working conditions that protect both employees and consumers, while securing their livelihoods. This plan also asks employees to commit to protecting themselves, their co-workers and the customers they serve. Finally, we encourage every Tennessee resident to be on the same team with our businesses: act responsibly by following recommended guidelines for social distancing, hygiene and wearing protective equipment when appropriate.

Only by working together as a community of volunteers can we successfully reboot our economy—a vital component of our lives, security and liberty—and successfully move past this public health crisis.

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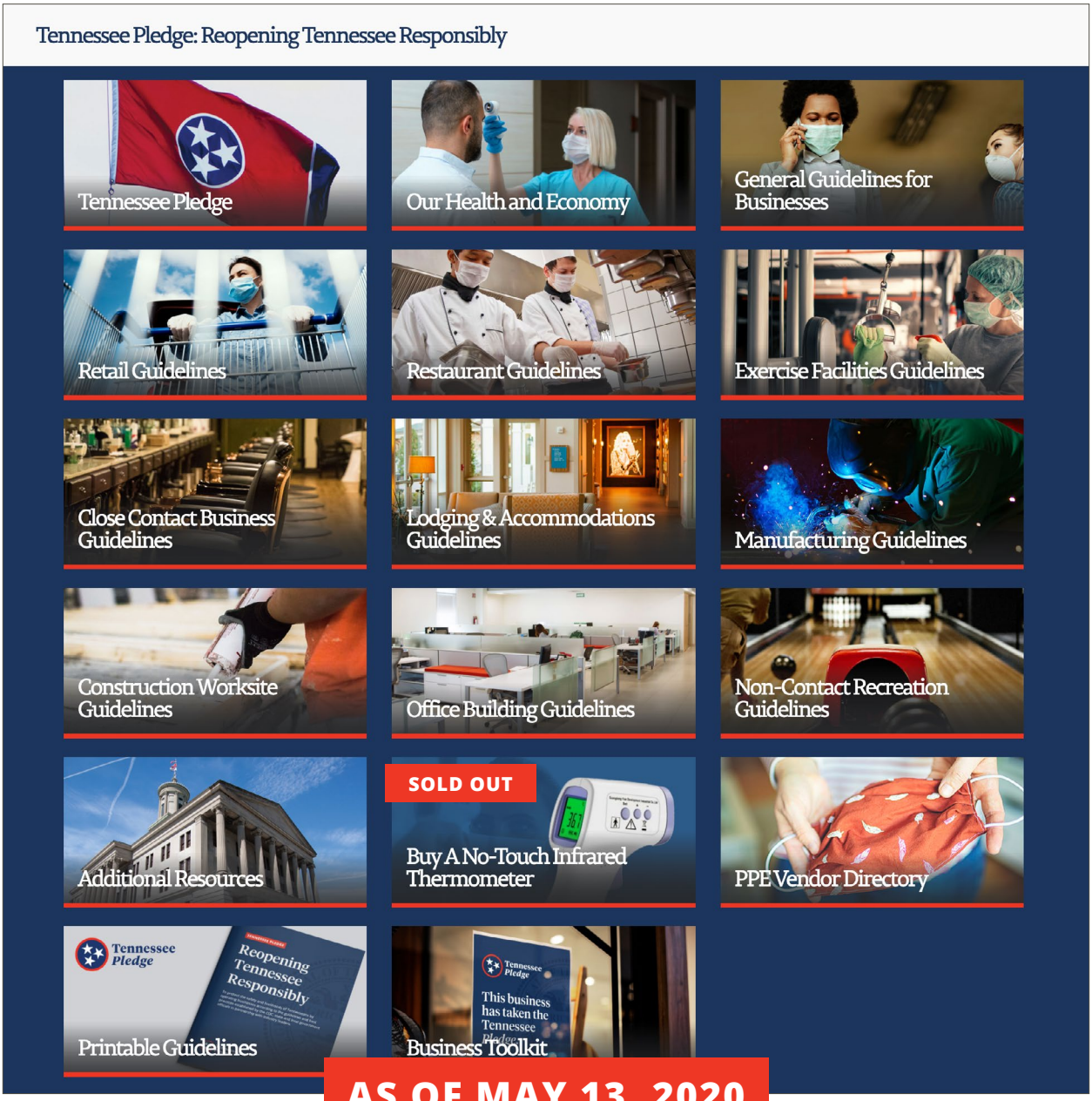
# Visit Our Website TNPledge.com




**AS OF MAY 13, 2020**

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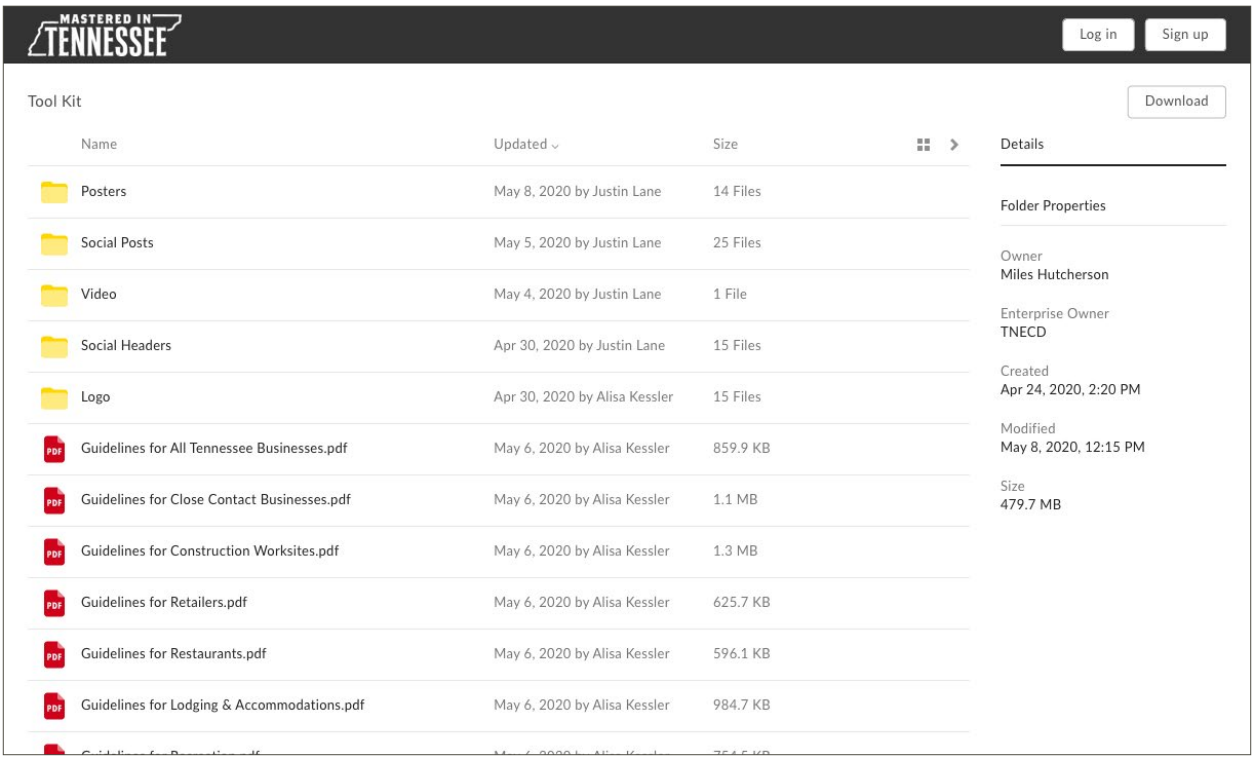
# Business Toolkit Available at TNPledge.com



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# Our Health

Tennessee's first case of COVID-19 was reported on March 4, 2020. Over the subsequent weeks, case numbers increased rapidly. On April 2, Governor Lee signed a Safer at Home order to implement statewide restrictions on non-essential business and travel in order to "flatten the curve" and quickly slow the spread of disease. This order gave Tennessee and its healthcare system enough time to increase testing, plan for additional healthcare facility capacity and secure enough personal protective equipment (PPE) to protect our healthcare workers.

In the weeks since the Safer at Home order, Tennessee has made notable progress on slowing the spread of disease and improving Tennessee's readiness.

As Tennessee monitors reopening across the state, the Tennessee Department of Health (TDH) will maintain vigilance of critical COVID-19 indicators at both the state and county levels. These indicators will help identify 'problem areas' across the state and provide early indication of sustained increases in community transmission.

The following metrics, developed in line with the White House State Gating Criteria, help officials monitor trends in four key areas:

- Trends in COVID-19 Cases
- Trends in COVID-19 Symptoms
- Trends in COVID-19 Testing Capabilities
- Trends in Healthcare System Capacity

## Disease Monitoring

The curve of illness is flattening. Despite an initial rapid rise in cases in late March, Tennessee saw a plateau and then steady decline in the number of average daily number of new cases reported for the first three weeks of April, at which time the decision was made to reopen sectors of the economy. The declining rate of positive tests has also been encouraging. While the daily percentage of positive COVID-19 tests fluctuates, the cumulative percent of positive tests showed a gradual decline from April 10th to April 30th.

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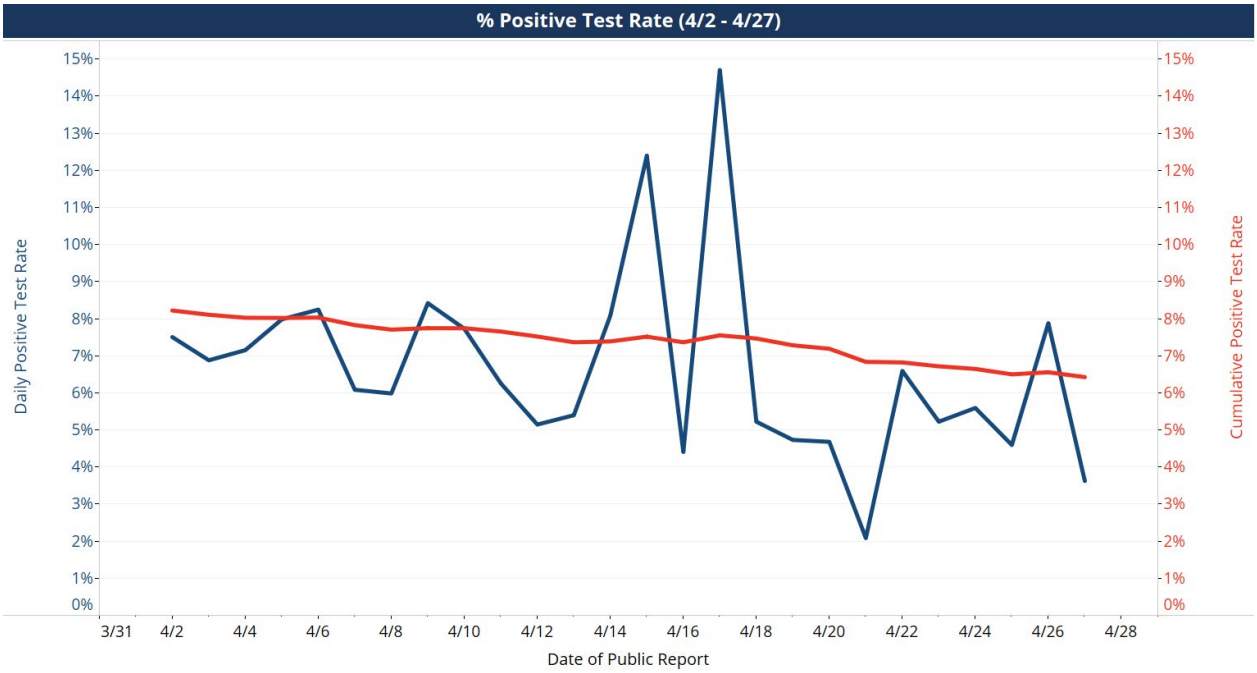
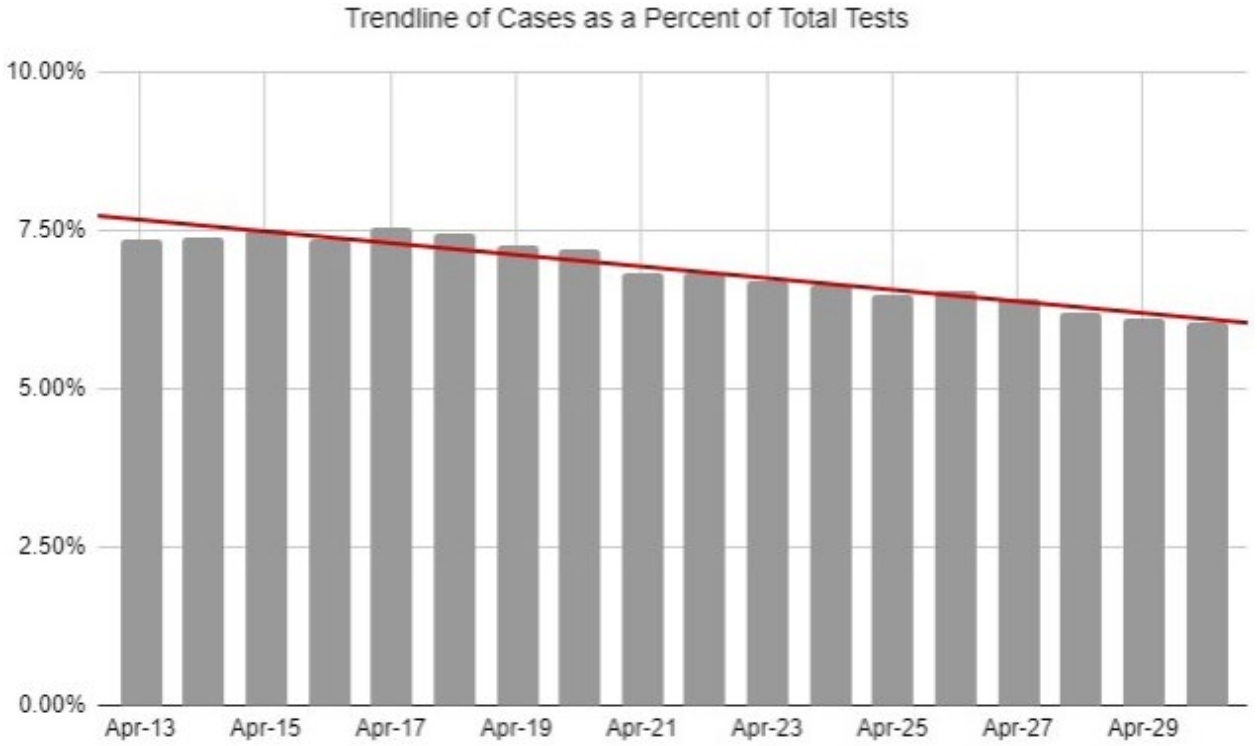
## Positive Test Rates Since Safer at Home:




## Tennessee Meets White House Criteria for Cases to Reopen:



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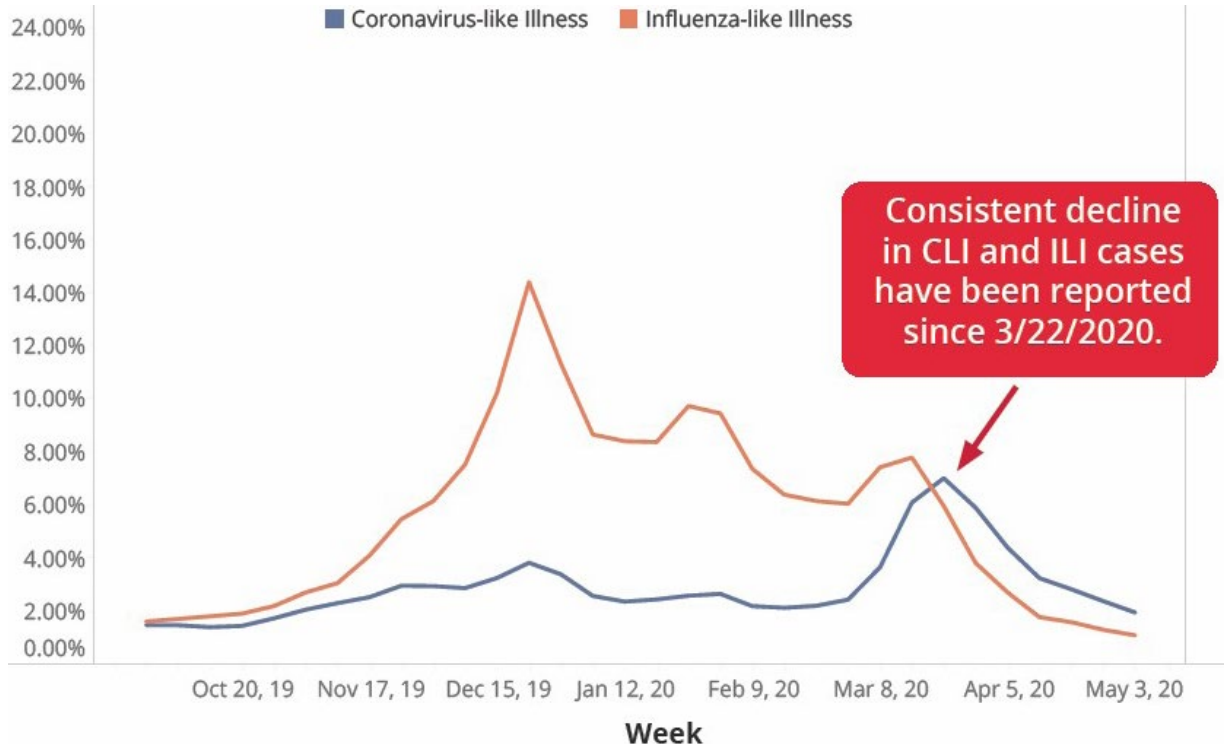
Syndromic data monitoring of influenza-like illness and COVID-19 like illness have steadily declined since mid-March and late March respectively.

## Syndromic Surveillance:[1]




## Coronavirus-Like Illness (CLI)

Is defined as symptom terms, free text, or discharge diagnoses specified by CDC that are likely to be related to illness caused by the 2019 novel Coronavirus. The visits counted within these criteria will contain a percentage of illness caused by conditions other than novel coronavirus infection. The visits counted within these criteria will contain a percentage of illness caused by conditions other than novel coronavirus infection.[2]

## Influenza-Like Illness (ILI)

Is defined by terms, free text, or discharge diagnoses that are likely to be related to illness caused by seasonal in-fluenza. The visits counted within these criteria will contain a percentage of illnesses caused by conditions other than influenza infection.[3]

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# Increase in Testing

Tennessee has dramatically increased testing capacity, with rapid deployment of large volume and fast turnaround testing when cases are identified in high-risk populations, including those in long-term care facilities and state prisons. Testing is readily available throughout the state, with residents having access to testing via health care providers, local health departments and drive-thru testing stations. Testing for expanded symptomatology has also been implemented to better ascertain the true volume of disease.

In **April 2020**, Tennessee's State Public Health Laboratory, and the private labs working in partnership with the Tennessee Department of Health, performed more than 161,000 COVID-19 tests statewide. From a national perspective, Tennessee has **exceeded the federal benchmark** indicating states should be able to test at least 2% of their populations monthly to make informed decisions regarding re-starting and re-opening their economies. From the middle of April to the end of the month, daily testing doubled from approximately 4,000 tests per day to 8,000 tests per day.

On **April 15, 2020**, Gov. Lee directed his Unified-Command Group (UCG) to rapidly expand Tennessee's COVID-19 testing capacity to inform re-opening decisions. The state committed to testing all prison inmates and staff, as well as all nursing home patients and staff. In addition to testing these high-risk populations, the state greatly expanded testing for all people in Tennessee. In addition to expanded daily testing, the State launched 15 drive-thru testing sites the weekend of **April 18-19** across the state with Tennessee National Guard and TDH. Over three consecutive weekends, drive-thru efforts tested more than 23,000 Tennesseans and expanded testing to include asymptomatic individuals. Testing continues to be available in greater capacity across the state. Now, any Tennessean who desires can get a test free-of-charge, five-days-a-week at all counties in the state.

# Increase in Healthcare Capacity

The most compelling reason to close public spaces was to slow the rise of cases and hospitalizations to avoid overwhelming hospital capacity. This objective has been achieved. Careful monitoring of hospital bed usage shows current capacity to treat COVID-19 and non-COVID-19 patients. The UCG has been working with hospitals, providers and regional planning groups to increase the capacity of current facilities to "surge" if and when it is needed, and to plan for additional clinical alternative care sites.

When it comes to serving COVID-19 patients in Tennessee, our first priority is utilizing our existing healthcare resources. UCG is working closely with Regional Healthcare Coordinators (RHCs) in eight regional coalitions, along with individual hospital facilities and stakeholders such as the Tennessee Hospital Association (THA) to improve regional

resource monitoring and allocation through the collaborative use of real-time utilization data. During the initial COVID-19 surge in cases, elective procedures and admissions were halted to preserve hospital space and personal protective equipment (PPE). Hospitals and facilities across the spectrum of care now have improved capacity to resume non-urgent procedures and admissions.

Leveraging partnerships with community and public health stakeholders, state hospital capacity is ready to expand up to 40% beyond its usual capacity in the event of a COVID-19 related surge in hospital admissions. UCG, TEMA, and TDH leadership monitor numbers closely, while hospitals continue to provide daily reporting metrics throughout this pandemic. Improvements in hospital reporting and stakeholder collaboration ensures that Tennessee's healthcare resources are coordinated efficiently at the local level, that our rural communities and vulnerable populations are well-supported, and that our state's healthcare system is equipped and prepared to respond to a surge in COVID-19 patients. If the surge capacity of existing hospitals is exceeded, Tennessee is preparing alternate care sites for low-acuity COVID-positive patients in our most populous counties.

## Contact Tracing Program

TDH is working to promptly identify Tennesseans who are ill with COVID-19 as well as their close contacts through case interviews and contact tracing. Contact tracing allows public health officials to identify individuals who have been exposed and are at higher risk of becoming infected with COVID-19, and provide anticipatory guidance and education around required quarantine measures, symptom monitoring and access to testing. These core public health activities are performed by local health department professionals, supported by state public health staff. Daily active monitoring of cases and contacts (i.e., making contact with a case or contact daily to check on their health status and provide any support or guidance needed) is performed by both state and local public health staff. TDH has rapidly expanded its contact tracing workforce through both internal resources and external contracts and is currently able to identify and monitor all cases and contacts. Statewide and regional trends are closely monitored in order to rapidly increase capacity for additional case interviews and contact tracing should case numbers increase.

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# Increase in PPE Availability

Tennessee has been working closely with businesses across the state and beyond to identify possible sources of masks, gloves and other forms of PPE. The UCG has streamlined requests for PPE through regional emergency management coordinators and TEMA. PPE has been purchased to supplement routine supply channels for health care workers and first responders. Meanwhile, supply chains have also stabilized to meet the needs of health care workers and first responders, and Tennessee has partnered with facilities to better conserve PPE supplies. While PPE availability has increased, it is still not plentiful, and Tennessee has collaborated with partners on PPE decontamination systems and will support local procurement efforts.

# Sources

[1]Syndromic data is reported by 85% of TN Eds.
[2]These results should be considered preliminary in nature and are not all confirmed diagnoses of disease.
[3]These results should be considered preliminary in nature and are not all confirmed diagnoses of disease.

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# Our Economy

As the direct threat to Tennesseans' health has been mitigated, the threat to their livelihoods has increased. We know economic health promotes physical and mental well-being. A substantial body of research from the U.S. and abroad consistently demonstrates a strong association between unemployment and poorer health outcomes.[1] Tennesseans have experienced devastating job losses across all 95 counties and diverse industry sectors.

**466K**
**TN Unemployment Claims**

As a result of COVID-19 mitigation, Tennesseans filed 465,951 unemployment claims with the Department of Labor and Workforce Development between March 1 and May 2, 2020.[2]

**15%**
**TN Workers Filed Unemployment**

While these challenges started first for many Tennesseans who work in entertainment, recreation and accommodation, they have now spread to impact almost every industry and every county across Tennessee.[3]

**$870M**
**Net Sales Lost by TN Retailers in March**

Some industries were impacted more dramatically than others, including: a $408 million decline in restaurant sales, a $177 million decline in hotel and accommodation sales, a $218 million decline in motor vehicle-related sales, and a $64 million decline in entertainment and recreation sales year over year. April losses will be significantly greater.[4]

**50%**
**Professional Licensure Decline**

New professional licensure applications are down 49.5% in April 2020. Additionally, renewal applications for existing licenses declined by 6.5% compared to the same time last year.[5]

**$5B**
**TN GDP Lost in 2020**

Tennessee Gross Domestic Product is projected to decline $5 billion during 2020 as a result of closures and joblessness related to the pandemic, assuming businesses begin to reopen on May 1, 2020.[6]

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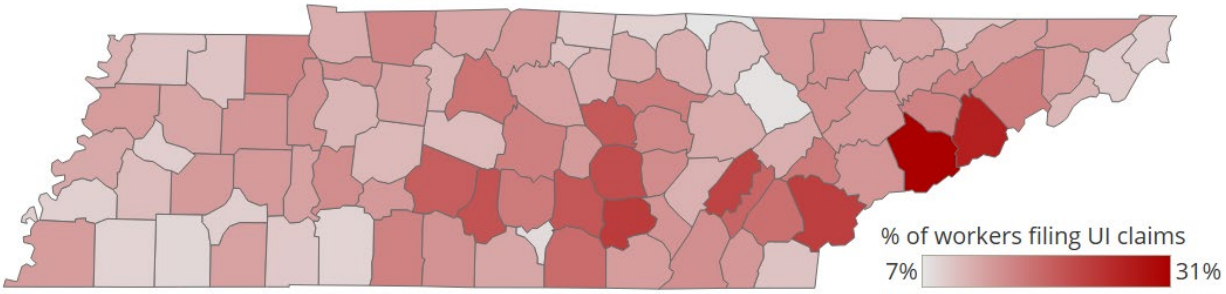
## Share of Jobs Impacted by Tennessee County

Unemployment claims as a share (%) of total county employment

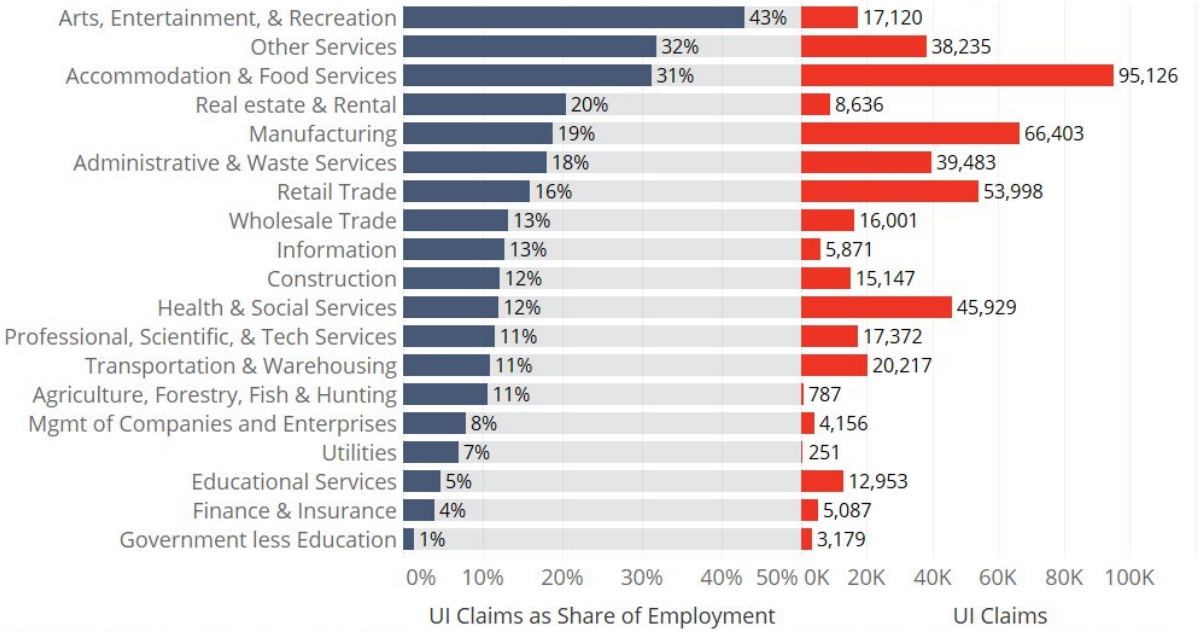



© 2020 Mapbox © OpenStreetMap

Source: Tennessee Department of Labor & Workforce Development, Initial Unemployment Insurance Claims (3/1/20 – 5/2/20) and Industry Employment (February 2020). Data reported by claim date.

## Share of Tennessee Jobs Impacted by Sector

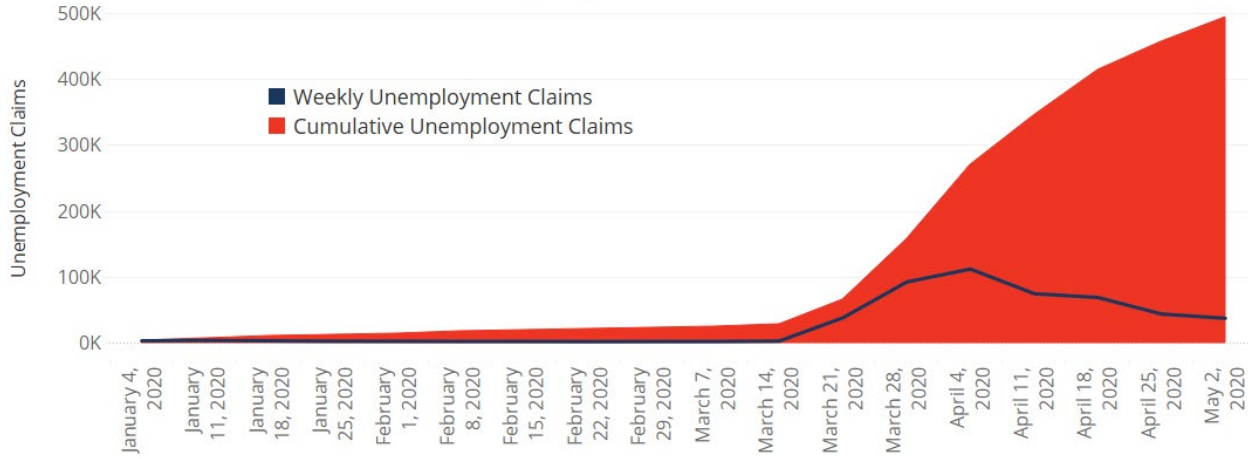
Unemployment Insurance (UI) claims as a share (%) of total sector employment




Source: Tennessee Department of Labor & Workforce Development, Initial Unemployment Insurance Claims (3/1/20 – 5/2/20) and Industry Employment (February 2020). Data reported by week ending.

## Unemployment Claims over Time

Weekly total and cumulative total unemployment claims




Source: United States Department of Labor, Weekly Unemployment Insurance Claims (1/4/20-5/2/20). Data reported by week ending.

# Sources

[1]Hergenrather, K. C., Zeglin, R. J., Mcguire-Kuletz, M., & Rhodes, S. D. (2015). Employment as a Social Determinant of Health: A Systematic Review of Longitudinal Studies Exploring the Relationship Between Employment Status and Physical Health. Rehabilitation Research, Policy, and Education, 29(1), 2–26.

[2]Tennessee Department of Labor and Workforce Development.

[3]Tennessee Department of Labor and Workforce Development.

[4]Tennessee Department of Revenue. Sales and Use tax estimates do not reflect activities in the personal services sector, and other sectors that are not subject to the tax. Any inferences from these estimates should consider those sectors not represented.

[5]Tennessee Department of Commerce & Insurance. Compares professional business licensure applications for April 2019 and April 2020.

[6]Economic impact analysis prepared by the Nashville Area Chamber of Commerce Research Center using REMI dynamic modeling software. Fixed (2012) $.

# Universal Guidelines for All Businesses

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

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# 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 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
- **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 employer**, which may include the use of gloves, social distancing practices in the workplace and increased sanitation

# Restaurant Industry

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# 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 (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 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 (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?

# 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

# Bars, Nightclubs and Limited Service

In addition to the other recommendations herein, the following guidelines also apply to bars, bar areas, night clubs, and limited service restaurants:

*Pursuant to Executive Order No. 38: "Bars, night clubs, and limited service restaurants, as*

*defined in Tennessee Code Annotated, Section 57-4-102(22), may only serve customers seated at tables and must follow the Economic Recovery Group Guidelines (e.g., Tennessee Pledge) for restaurants in doing so, including appropriately spacing apart tables . . .; and further provided, that such establishments may offer drive-through, pickup, carry-out, or delivery service for food or drink, and persons are highly encouraged to use such drive-through, pickup, carry-out, or delivery options to support such businesses during this emergency."*

- **Establishments must only offer service to seated patrons** until further notice, with tables/parties separated by at least 6 feet apart to accommodate CDC social distancing guidelines. Modifications to the layout of the establishment may be necessary for appropriate spacing (physically moving tables or bar stools, marking stools or tables that are not available for use, installing plexiglass or other barrier at bar or counter, etc.). Establishments may need to operate at reduced capacity in order to achieve appropriate social distancing
- **Bar or counter service should not be provided** for walk-up customers. If bar or counter service is offered, customers must be seated at the bar or counter in accordance with these guidelines (see Seating Arrangement Specifications)
- **Common areas that facilitate standing-only congregation should remain closed** for the time being, unless utilized for tables. Consideration should be given to tables located near primary travel paths in order to avoid to the greatest extent possible persons repeatedly passing within 6 feet of a table (e.g. tables placed near a sidewalk or the pathway to a kitchen door, entryway, or restrooms)
- **Customers should not be seated at a bar or counter within 6 feet of where glassware is stored** or cleaned or where food preparation occurs
- **Establishments should refer to and implement** applicable safeguards from the ERG's Non-Contact Recreation Guidelines for any on-premise game, arcade, or recreation areas

# 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

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

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# Retail Industry

## Safeguarding Guidance

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 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 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 station with soap and/or bottle of hand sanitizer
- **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 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
- **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

# 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

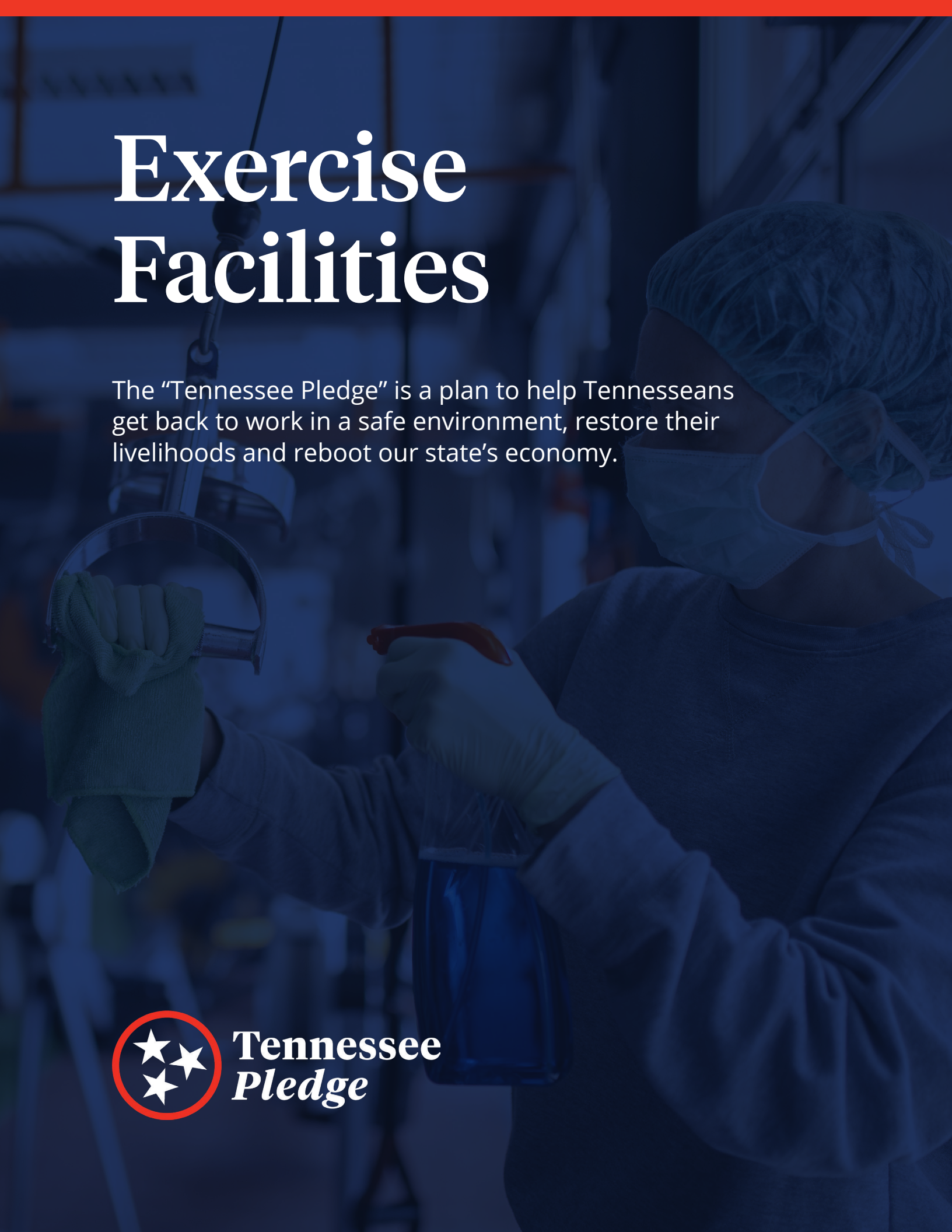
- **Mitigate exposure in the workplace** by implementing social distancing guidelines and modify scheduling
- **Practice social distancing** and maintain a safe distance of 6 feet between people to

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

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



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# 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 station 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 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
- **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 hand**s 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
    - **Encourage lap swimming only and limit lane-sharing.** Limit group sizes of aquatic fitness classes, swim lessons, swim practices, or gatherings.
- **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 (see full Restaurant guidelines here)
- **Ensure staffing of facilities is sufficient** to enable enhanced sanitization and cleaning measures

# Close Contact Businesses

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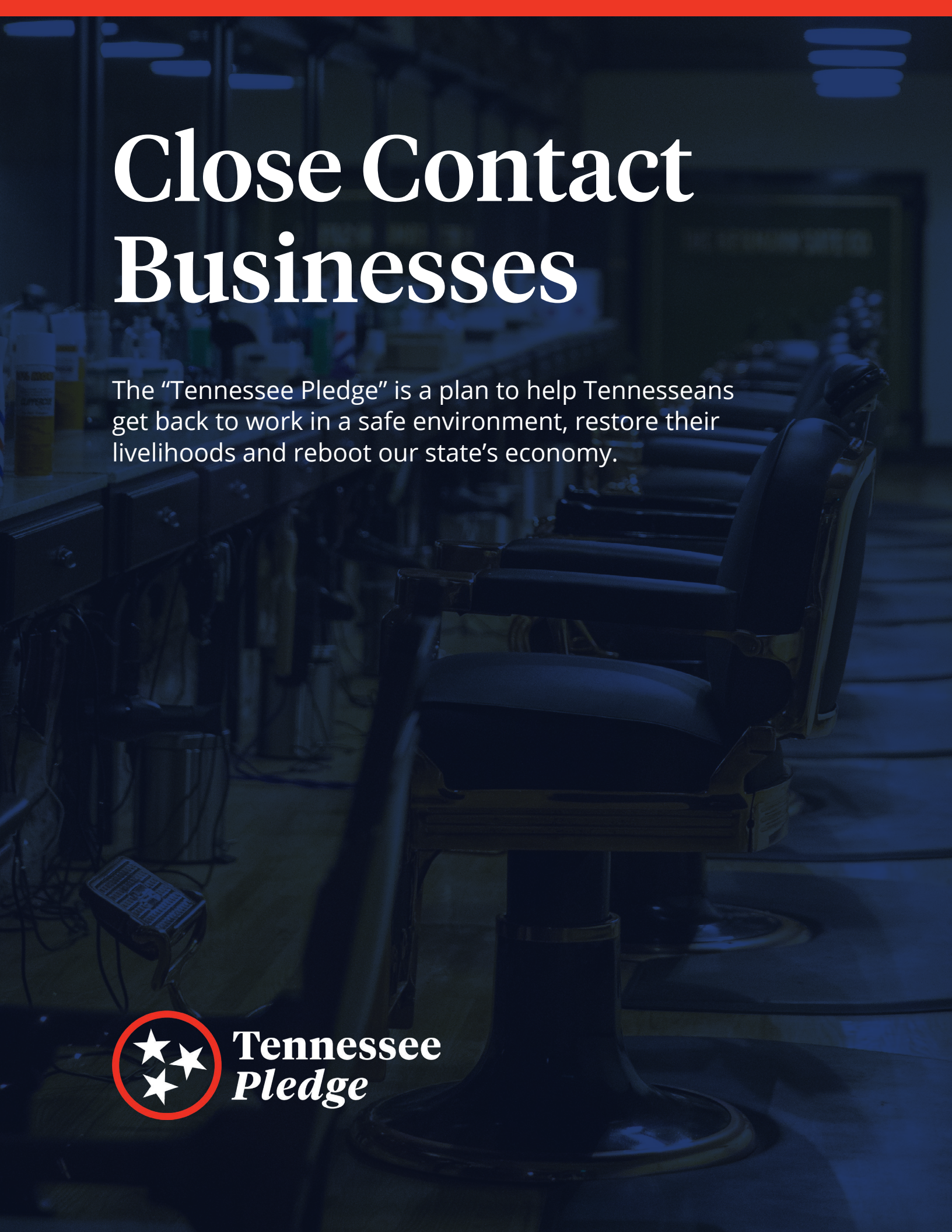

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# Close Contact Businesses

These guidelines are intended to apply to "close contact personal services" as listed in Executive Order No. 30, which include: barber shops, 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.

## 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, 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?
    - 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 sanitization, handwashing, cough and sneeze etiquette, use of PPE, and other protective behaviors to their employees on a regular basis
- **Employees should wear a cloth face covering** (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 guests 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 Adaptation

- **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 dirty), 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

# Lodging & Accommodations

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# Lodging & Accommodations

## Safeguarding Guidance

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); if masks become wet or visibly dirty, the mask should be replaced
- **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 severe underlying medical 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**

# 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 here)
- **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 here)

- **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
- **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.

# Manufacturing Industry

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# Manufacturing Industry

## Safeguarding Guidance

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 COVID-19. 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

- **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 onsite (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

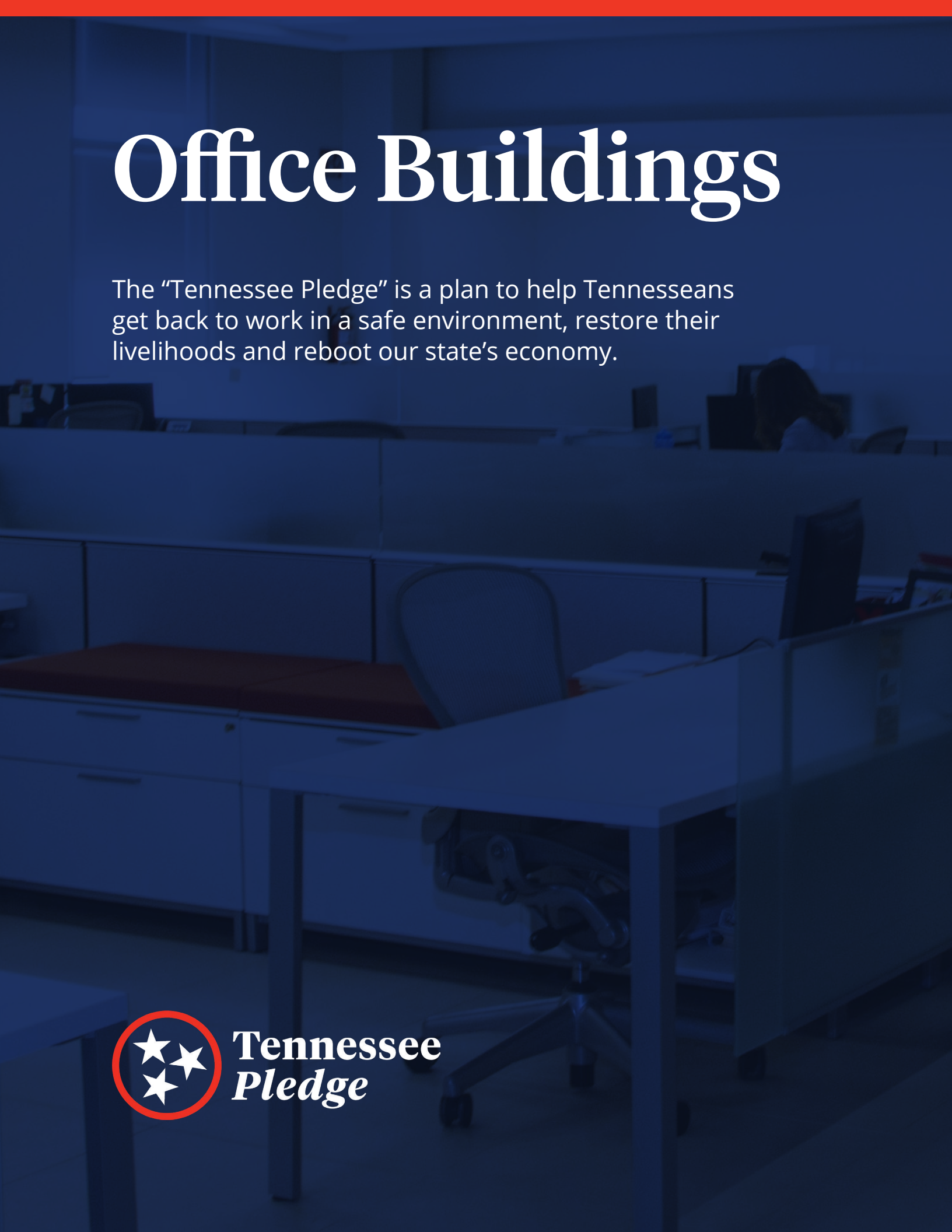
- **Ensure thorough work station cleaning** between shifts
- **Provide for frequent disinfection and enhanced sanitization** of common or high touch surfaces (tools, equipment, countertops, door handles, switches, elevators, clock-in stations, keyboards, phones, screens and interfaces, lockers, forklifts, 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 onsite 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

# Office Buildings

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



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# 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 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
- **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"**

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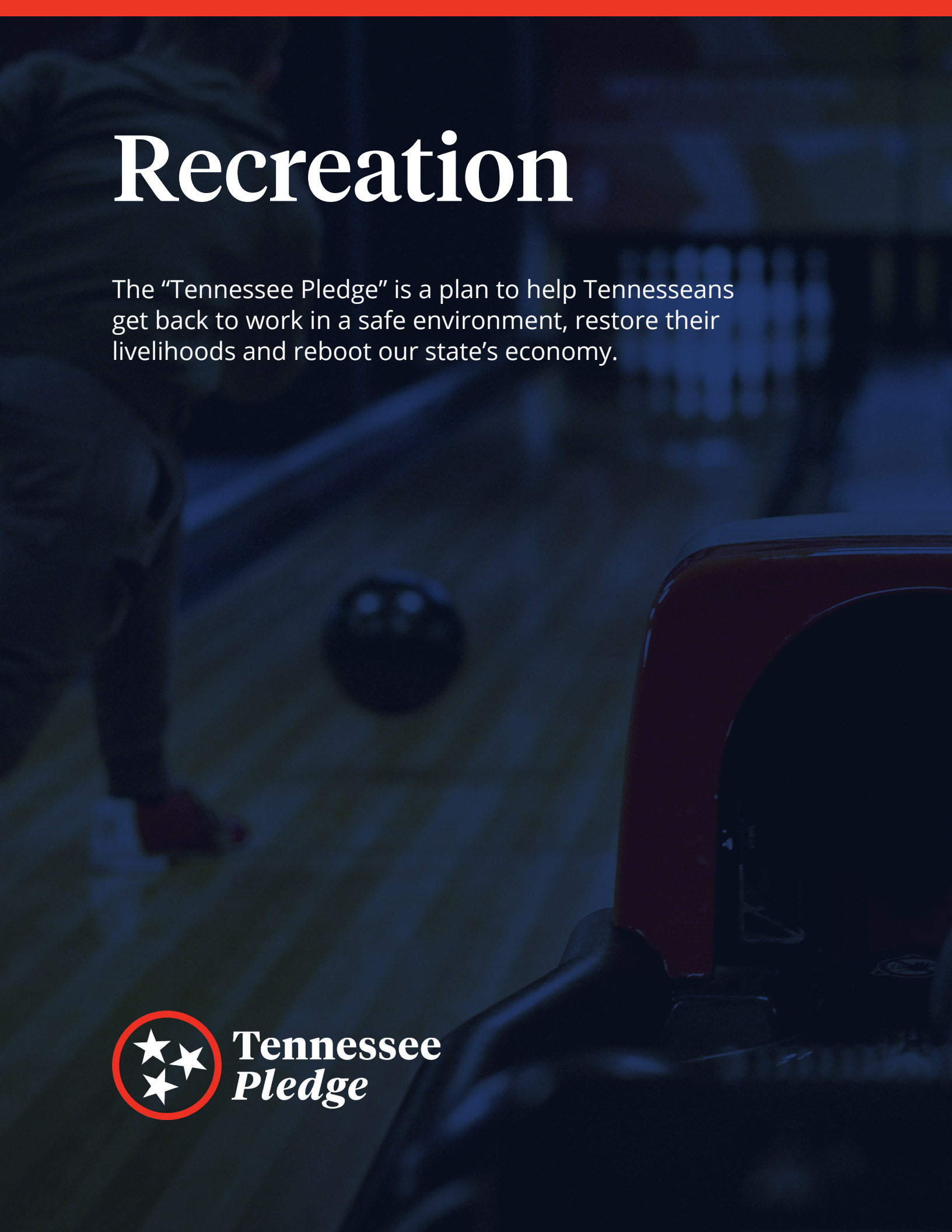
# Business Process Adaptations

- **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

# Recreation

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



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# Recreation

## For Non-Contact, Small Groups

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, 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?
    - 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; if masks become wet or visibly dirty, the mask should be replaced
- **Employers should provide training** to employees on personal coronavirus mitigation and safeguards and 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 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
- **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% 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

# Business Process Adaptation

- **Sanitize shared resources** (such as throwing axes, bowling balls, rented shoes, and other equipment) after each use
- **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 onsite food and beverage services, follow restaurant guidelines issued by the 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)

# Construction Worksites

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

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# 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
- **Restrict 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

# Attractions & Large Venues

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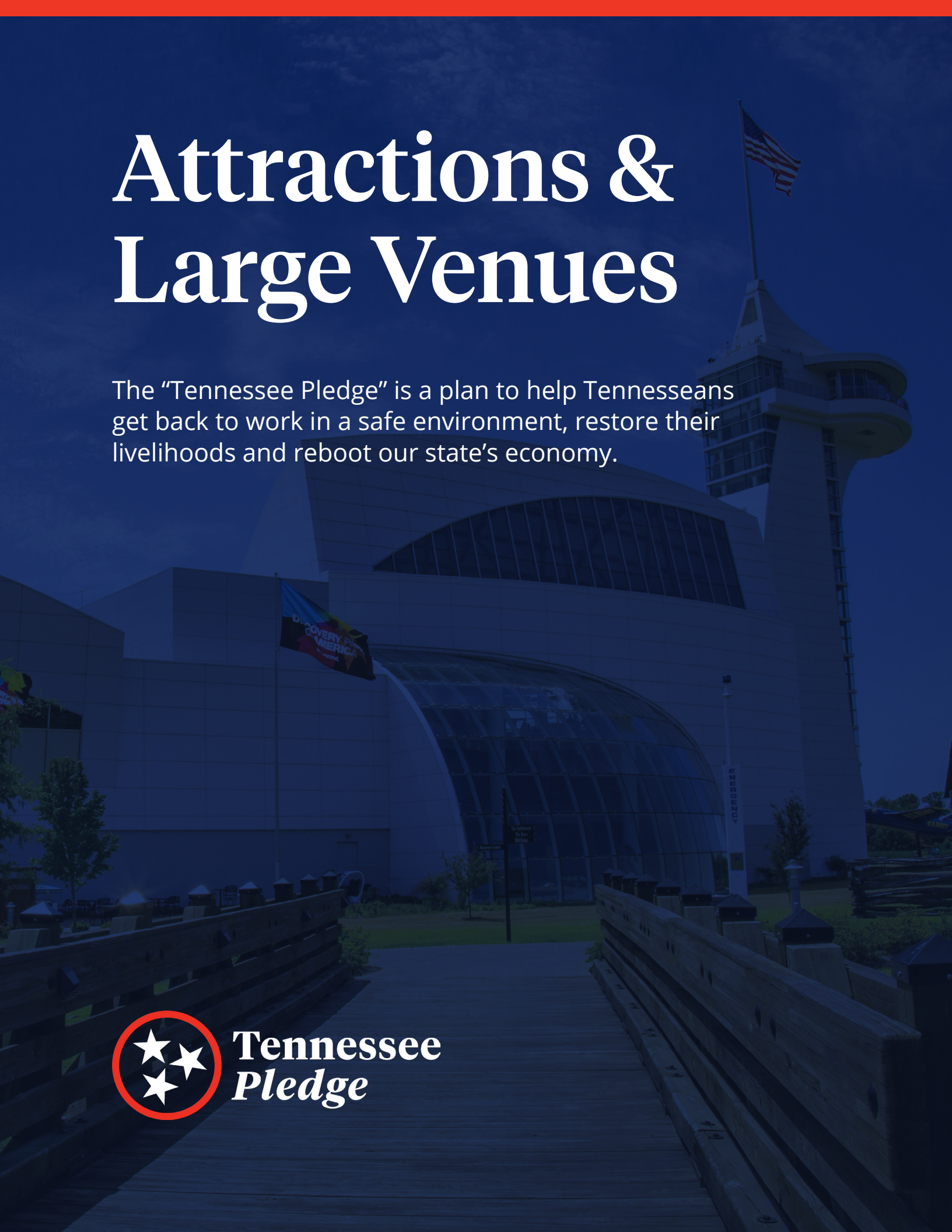

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# Attractions & Large Venues

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:

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# 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 in an area 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

# Swimming Pools

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

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# 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

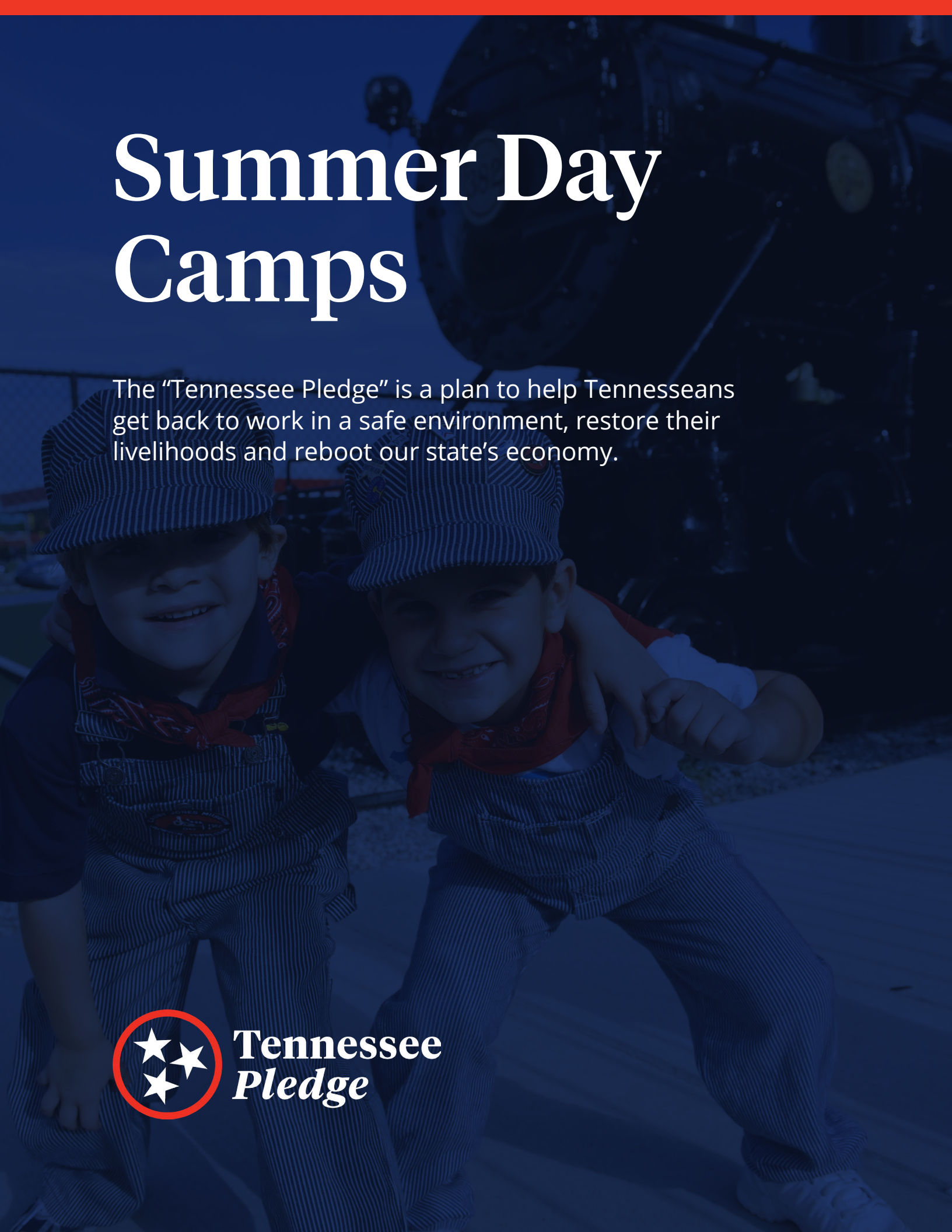
# Business Process Adaptation

- **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 Day Camps

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



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# Summer Day Camps

Now, as always, day 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.

Updates regarding safeguarding recommendations for overnight camps is forthcoming.

## 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 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 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

- **For now, hold camp sessions for day campers only.** Because of the higher risk posed by overnight camps, it is strongly recommended that overnight camp sessions not be held for the time being. Updates regarding safeguarding recommendations for overnight camps is forthcoming
- **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 high-touch 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

# Additional Resource

www.acacamps.org

Tennessee Pledge

# Additional Guidelines

## Ag Industry Guidance

Tennessee Department of Agriculture offers guidance for farms and forestry businesses, livestock shows and events, meat and poultry processors, agricultural fairs, pick-your-own produce farms, livestock markets, on-farm production sales and more. Visit TN.gov.

## Dental Procedures

The Governor's Office worked with the Tennessee Board of Dentistry to establish guidelines aligned with the American Dental Association. For details, visit ADA.org/virus and CDC.gov.

## Houses of Worship

The Governor's Office of Faith-Based and Community Initiatives released guidance for faith communities on gathering together in houses of worship. Full guidance can be found at TN.gov.

## Non-Essential Medical Procedures

The Governor's Office and the Tennessee Medical Association issued guidance for non-essential medical procedures. Full guidance for hospital and non-hospital procedures can be found at TNmed.org.

Tennessee Pledge

# Industry Working Groups

The Tennessee Pledge was created with input from state and local partners, members of the Tennessee General Assembly and more than 250 business leaders from across the state as part of multiple industry working groups. In addition, nearly 3,000 Tennesseans from every corner of the state provided feedback for consideration.

## Thank you to our Industry Advisors:

| | | | |
|---|---|---|---|
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| Andy Marshall | Charles Schneider | David Stansell | Harriet Schiftan |
| Angie Chitwood | Charley Poe | Debbie Kent | Holly Sullivan |
| Anita Charlton | Chris Baker | Debbie Melton | Hugh Morrow |
| Ashley Howell | Chris Bird | Debbie Miller | Jackie Leatherwood |
| Barry White | Chris Caldwell | Debbie Woodard | Jam Stewart |
| Bart Krisle | Chris Karbowiak | Dennis Georgatos | Jarah Hauger |
| Becky Russell | Chris Lee | Dennis Lane | Jason Bailey |
| Ben Brock | Christie Wilson | Derek Wright | Jason Henley |
| Beth Rhoton | Christy Alvord | Don Michelotti | Jason Little |
| Bill Mullins | Clay Cochran | Dorothy Sauvinet | Jay Yeargin |
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| Bob Young | Craig Ross | Eddie Jett | Jerry Askew |
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|---|---|---|---|
| Jimmy Tosh | Mark Larkey | Paul Turner | Sen. Shane Reeves |
| Jimmy Williamson | Mark Yates | Pearl Walker | Sheila Hearn |
| JoAnn Massey | Marshall Crawford | Perri Dugard Owens | Starr Wilson |
| Joe Durante | Marshall Franklin | Pete Horchan | Stephen Wilson |
| John Adams | Marvis Burke | Phil Lafoy | Steve Bennett |
| John Crisp | Mary Beth Hudson | Phyllis Nichols | Steve Brophy |
| John Curry | Matt Eyre | Raul Lopez | Steve Wright |
| John Heifner | Matt Kisber | Regena Bearden | Stuart Southard |
| Johnathan Williams | Matt Overby | Renea Jones | Susan Mealer |
| Johnny Davis | Matt Scanlan | Rep. Antonio Parkinson | Susan Witcher |
| Jon Carley | Matthew Bourlakas | Rep. Bryan Terry | Suzanne DeSear |
| Jordan Mollenhour | Mayor Brent Greer | Rep. Chris Todd | Suzanne Post |
| Jose Gonzalez | Mayor Jake Bynum | Rep. Clark Boyd | Suzie Lusk |
| Josh Boyd | Mayor James Mayberry | Rep. Jason Zachary | Tari Hughes |
| Justin Miller | Mayor Jeff Huffman | Rep. Jeremy Faison | Ted Cornelius |
| Katie Gambill | Mayor Jim Strickland | Rep. Kirk Haston | Tice White |
| Kelly McCreight | Mayor Joe Pitts | Rep. Pat Marsh | Tice White |
| Ken Lin | Mayor Kevin Brooks | Rep. Rusty Grills | Tim and Janie Richards |
| Kent Ritchey | Mayor Randall Hutto | Rhedona Rose | Tim Williams |
| Kent Starwalt | Mayor Rogers Anderson | Richard Gaw | Tina Hodges |
| Kevin Dean | Michael Gibson | Richard Holland | Todd Essig |
| Kevin Green | Mike Hackney | Rick Schartz | Tom Lampe |
| Kevin Stewart | Mike Hamilton | Rob Ikard | Tom Winter |
| Kim Sasser Hayden | Missy Acosta | Rob Mortensen | Tommy Allmon |
| Kyle Pennington | Mitch Patel | Robert Craig | Tracey Rogers |
| LaDon Byars | Mona Sappenfield | Roland Myers | Tracy Kornet |
| Larry Combs | Nassar Nassar | Ron Gillihan | Tracy Woodard |
| Larry LaPlue | Nathan Paul | Ron Redwing | Troy Edwards |
| Larry Schmittou | Ned Lyerly | Ron Schmittou | Vanessa Presson |
| Lee Dilworth | Neil Poland | Ronda Paulson | Virginia Raffield |
| Leigh Shockey | Nicole Barranco | Ross Dunn | Wanda Lyle |
| Leisa Cagle | Nikki Burdine | Ryan DeSear | Warren Wells |
| Logan Coykendall | Nilsa Alvarez | Ryan Meade | Wayne Hunt |
| Luis Orbegoso | Nisha Powers | Sally Edwards Darnell | Wes Stowers |
| Marcela Gomez | Noland Noffsinger | Sen. Bill Powers | Whit Adamson |
| Maria Houchins | Pat Nelson | Sen. Brenda Gilmore | Will Cromer |
| Mark Faulkner | Pat Sheehy | Sen. Mike Bell | Will Motley |
| Mark Janbakhsh | Patrick McIntyre | Sen. Paul Rose | Young Kim |

Tennessee Pledge

# Helpful Resources

## Interim Guidance for Businesses and Employers to Plan and Respond to COVID-19

CDC offers guidance based on what is currently known about COVID-19. This guidance is updated frequently and may help prevent workplace exposures in non-healthcare settings. This guidance also provides planning considerations for community spread of COVID-19. Full guidance can be found at CDC.gov.

## Guidance on Preparing Workplaces for COVID-19

The Occupational Safety and Health Administration (OSHA) developed COVID-19 planning guidance based on traditional infection prevention and industrial hygiene practices. It focuses on the need for employers to implement engineering, administrative, and work practice controls and personal protective equipment (PPE), as well as considerations for doing so. For full guidance, please visit OSHA.gov.

## Best Practices for Retail Food Stores, Restaurants and Food Pick-up/Delivery

US Food and Drug Administration offers best practices for food providers during COVID-19 For details, please visit FDA.gov.

## How to Wear Cloth Face Coverings

CDC offers guidance on how to wear cloth face coverings, including how to create a homemade covering. Full guidance can be found at CDC.gov.

## List of Disinfectants for Use Against COVID-19

EPA shares its list of recommended products to use against COVID-19. Visit EPA.gov.

## Guidance on Vulnerable Populations

CDC offers guidance for vulnerable populations who should take extra precaution. Full guidance can be found at CDC.gov.