

General Guidelines – Emergency Order 20-20

Emergency Order 20-20 was originally implemented at 11:59pm on April 9, 2020. This Emergency Order is the guiding Order for all residents and businesses and promulgates requirements that are in place regardless of where you visit.

- People must follow the social distancing and facial covering and personal protection equipment (PPE) guidelines as defined by our Emergency Orders, the Centers for Disease Control (CDC) and consistent with Occupational Safety and Health Administration (OSHA) and other regulatory guidelines:
 - **Gatherings of fewer than 10 people**
 - **Six foot distance between people**
 - **Wear facial coverings**
 - **Wash hands and/or use hand sanitizer often**
- Facilities must implement certain procedures:
 - **enhanced sanitizing of all common areas and frequent touch points**
 - **placement of trash containers for face masks and other personal protective equipment (PPE) near exits and entrances and other common areas**
 - **comprehensive cleaning of facilities must be performed each night and include thoroughly disinfecting all frequent touch points and emptying all trash receptacles using solid waste bags that are double-bagged and securely sealed**
 - **posting CDC signage in publicly trafficked locations emphasizing measures to “Stop the Spread of Germs” and to exercise social responsibility**
 - upgrading or installing ventilation per OSHA guidance
 - designating quarantine rooms for infected individuals and deep clean after use
 - **installing hand sanitizer at entry points and through site**
 - **training all personnel in new operating protocols and modifications to existing codes of conduct to deal with COVID 19 issues**

- Businesses and workplaces must implement certain procedures:
 - designing work group shifts to minimize contacts between employees and ensure easier tracking and tracing, as possible, and implement staggered breaks to reduce large group gatherings
 - avoiding meetings of more than 5 participants and encouraging virtual meetings
 - reducing seating in breakrooms and common areas to ensure minimum 6' physical distance
 - allowing non-core functions to work from home, as possible
 - implementing testing programs for high risk employees
 - establishing clear reporting protocols based on leading (e.g., thermometer temp spikes, thermal scanning spikes, increased absenteeism) and lagging indicators (e.g., staff health visits above pre-defined rate, community spread in retailer locale) to help prevent spread of cases
 - posting a contact email address and/or telephone number for employees / customers to contact if they have questions or concerns
 - **if faced with infection, immediately reporting the number of infected, timing of infection and proposed remediation plan to relevant local authorities. All staff must be tested, deep-sanitization of workplace must be conducted, and entire office building including non-affected offices must be closed until all common areas are sanitized**