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## Guidance for Reopening

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## Guidance for Reopening: Retail and Other “Main Street” Businesses

Retail can become operational on or after April 27, 2020 with reduced capacity and where strict physical distancing protocols can be maintained.

### State Guidelines (Phase 1)

- Health assessments must be conducted for all employees at the beginning of each shift.
- In establishments where customers wait in a line, non-household customers should remain physically distanced.
- Waiting areas where adequate physical distancing cannot be maintained must be closed.
- Customers should be encouraged to call for a reservation or an appointment, or establishments should use an online wait listing application.
- Physical distancing of 6 feet must be maintained between non-congregate customers.

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### Questions

- What is your level of comfort around reopening? (It is ok to delay reopening or reopen partially!)
- What are your biggest areas of concern for your establishment?
- Do you need signage?
- Do you have a plan for:
  - Monitoring Employee Health?
  - Encouraging Social Distancing?
  - Using Cloth Face Masks?
  - Cleaning and Disinfecting?
  - Encouraging Hand Washing?
- Do you have a written plan that you can share with patrons?
- Do you have any questions for us? Call the Health Department at 466-2562 if anything comes up.

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### Some Strategies You Could Use

#### Monitor Employee Health

- Check each employee for fever, cough, shortness of breath, or sore throat at the start of each shift
  - If a thermometer is not available, a verbal check of fever is acceptable

#### Social Distancing Ideas

- Implement “Retail-To-Go” Methods.
  - Allow online shopping and shipping options.
  - Utilize curbside pick-up options.



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- Limit the numbers of shoppers in the store at any given time.
  - Stores must function at a reduced capacity.
- Rearrange the sales floor to provide for adequate social distancing. (e.g. moving clothing racks farther apart).
- Consider the temporary closure of dressing rooms.
- Open up every other check-out area.
- Consider reserving special hours for at-risk populations.
- Encourage patrons to shop alone if possible.

### **Cloth Face Masks**

- Implement the use of cloth face masks by all staff, if possible.
- Train staff on appropriate use of face coverings
  - Refrain from touching eyes, nose, and mouth while putting on and removing face masks.
  - Wash hands immediately after taking off facemasks.
  - Facemasks should be routinely washed depending on frequency of use.
- Encourage patrons to wear face coverings while shopping.
- Consider laundering facemasks for all employees

### **Cleaning and Disinfecting**

- Clean all “high touch” areas such as counters, doorknobs, tables, benches, chairs, registers, card machines, etc. frequently.
  - Clean more often if surfaces become visibly soiled.
  - Clean any surfaces that may have blood, body fluids, and or secretions on them.
  - Wear disposable gloves when cleaning surfaces.
  - Dishes and eating utensils should be cleaned with dish soap and hot water.
  - Use of a dishwasher also provides sufficient cleaning.

### **Provide Hand Washing for Patrons**

- Hand sanitizer at entry of store.
- Hand sanitizer at check-out counter.
- Signs directing patrons to hand washing areas.

## Guidance for Reopening: Salons, Spas, Massage Parlors

Salons, Spas, Massage can become operational on or after April 27, 2020 with reduced capacity and where strict physical distancing protocols can be maintained.

### State Guidelines (Phase 1):

- Screen customers prior to appointment for symptoms of fever, shortness of breath or a cough. Customers that have any of these symptoms must be rescheduled.
- Utilize a face mask for staff and for customers when practical.
- Stylist / artist / service-provider and customer would be a “booth/station” that would be 6 feet away from other “booths/stations”.
- Provide for 6 feet of physical distancing between stations

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### Questions

- What is your level of comfort around reopening? (It is ok to delay reopening or reopen partially!)
- What are your biggest areas of concern for your establishment?
- Do you need signage?
- Do you have a plan for:
  - Monitoring Employee Health?
  - Screening Customers for Symptoms?
  - Encouraging Social Distancing?
  - Using Cloth Face Masks?
  - Cleaning and Disinfecting?
  - Encouraging Hand Washing?
- Do you have a written plan that you can share with patrons?
- Do you have any questions for us? Call the Health Department at 466-2562 if anything comes up.

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### Some Strategies You Could Use

#### Social Distancing Ideas

- Limit the numbers of clients and staff in the building at any given time.
  - Utilize a scheduling system. Do not allow walk-in services.
  - Have clients wait in their vehicles for services instead of in waiting rooms.
- Rearrange the salon, spa, or parlor to provide for adequate social distancing.
  - Only provide services at every other booth/station.
  - Ask clients to wait in their vehicles instead of in waiting rooms.
- Clients must come to appointments alone to provide one-on-one services.
  - If necessary, minors should only bring one parent/guardian with them to their appointment.
- Consider reserving special service hours for at-risk populations.



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- Consider limiting face services (e.g lashes, facial waxing, beard trims)
- Limit cash transactions and utilize “no-touch” paying options.
  - Reading out the credit card number
  - Paying over the phone
  - Paying online

### **Cloth Face Masks**

- Implement the use of face masks by employees.
- Encourage clients to utilize cloth face masks if their service allows it.
  - e.g. pedicures and manicures, tattoos, etc.
- Make sure that employees are regularly laundering their face masks.
- Avoid touching eyes, mouth, and nose while working.
  - Wash hands immediately after taking off facemasks.
  - Facemasks should be routinely washed depending on frequency of use.
- Consider laundering facemasks for all employees

### **Symptom Monitoring**

- Consider implementing policies asking clients to not book appointments within 14 days of returning from travel.
- Ask clients to monitor themselves for signs and symptoms such as fever, cough, or shortness of breath prior to coming in to the business.
- Confirm that the client is not sick during the appointment confirmation call.
- Actively encourage clients to stay home and reschedule if they are sick.

### **Cleaning and Disinfecting**

- Follow all routine cleaning guidelines and procedures as dictated by state and federal regulations.
- Clean all “high touch” areas such as counters, doorknobs, tables, benches, chairs, registers, equipment, card machines, etc. frequently.
  - Wipe down booth station between each client.
  - Clean more often if surfaces become visibly soiled.
  - Clean any surfaces that may have blood, body fluids, and or secretions on them.
  - Wear disposable gloves when cleaning surfaces.

### **Provide Hand Washing for Patrons**

- Hand sanitizer at entry of business and at check-out counter.
- Signs directing patrons to hand washing areas.



## Guidance for Reopening: Churches and Places of Worship

Places of Worship can become operational on or after April 26, 2020 with reduced capacity and where strict physical distancing protocols can be maintained between non-household members.

### State Guidelines:

- Avoid GATHERING in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing.

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### Questions

- What is your level of comfort around reopening? (It is ok to delay reopening or reopen partially!)
- What are your biggest areas of concern for your establishment?
- Do you need signage?
- Do you have a plan for:
  - Encouraging Social Distancing?
  - Using Cloth Face Masks?
  - Cleaning and Disinfecting?
  - Encouraging Hand Washing?
  - Protecting Vulnerable Populations?
- Do you have a written plan that you can share with congregation members?
- Do you have any questions for us? Call the Health Department at 466-2562 if anything comes up.

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### Some Strategies You Could Use

#### Social Distancing Ideas

- Limit the number of people at gatherings to 10 people.
- Offer more services with limited occupancy to reduce gathering sizes.
- Continue to offer video/audio events.
- Rearrange seating to comply with social distancing (e.g. only allow seating in every other row).
- Remind parishioners to only sit near members of their household.
- Refrain from handshakes, hugs, and physical touch.
  - Opt for hands-free greetings such as waving.
- Encourage parishioners to bring their own bibles/books of worship to minimize the use of communal resources.
- Encourage parishioners to download the readings or weekly updates on their phones.
- Alter your practices to allow for social distancing (e.g. use individual plastic cups during communion).
- Consider holding a separate service for higher risk populations.



### **Cloth Face Masks**

- Implement the use of cloth face masks by all church attendees and staff, if possible.
- Train staff on appropriate use of face coverings
  - Refrain from touching eyes, nose, and mouth while putting on and removing face masks.
  - Wash hands immediately after taking off facemasks.
  - Facemasks should be routinely washed depending on frequency of use.
- Consider laundering facemasks for all employees

### **Cleaning and Disinfecting**

- Clean all “high touch” areas such as counters, doorknobs, tables, benches, chairs, registers, card machines, etc. frequently.
  - Clean more often if surfaces become visibly soiled.
  - Clean any surfaces that may have blood, body fluids, and or secretions on them.
  - Wear disposable gloves when cleaning surfaces.
  - Clean and disinfect all surfaces after every service.
  - Visit the CDC website to view a list of EPA Approved Disinfectants.

### **Provide Hand Washing for Patrons**

- Hand sanitizer at entry of place of worship
- Signs directing patrons to hand washing areas
- Post proper handwashing practices near handwashing areas.

### **Considerations for Vulnerable Employees and Customers**

- The following groups are considered higher risk for developing severe complications from COVID-19:
  - People aged 65 and over
  - People who live in a nursing home or long-term care facility
  - People who are immunocompromised
  - People with underlying medical conditions
- **Vulnerable populations are still encouraged to stay home as much as possible.**



## Guidance for Reopening: Childcare

Child care facilities can remain operational but should follow State and local guidelines regarding operational levels and occupancy.

### State Guidelines:

- The operational requirements in the April 1, 2020 directive on childcare remain in effect.
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### Questions

- What is your level of comfort around reopening? (It is ok to delay reopening or reopen partially!)
  - What are your biggest areas of concern for your establishment?
  - Do you need signage?
  - Do you have a plan for:
    - Limiting Group Sizes?
    - Using Cloth Face Masks?
    - Cleaning and Disinfecting?
    - Encouraging Hand Washing?
    - Screening Children and Staff for Symptoms?
    - Caring for Infants and Toddlers?
  - Do you have a written plan that you can share with parents?
  - Do you have any questions for us? Call the Health Department at 466-2562 if anything comes up.
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### Some Strategies You Could Use

#### Social Distancing Ideas

- Limit the number of children and staff at gatherings to 10 people.
- It is recommended that families who have been traveling outside of Montana not bring their child into the child care setting for 14 days after the family last traveled.
- Alter schedules to limit mixing of children (e.g. stagger playground times and keep groups separate for special activities such as art, music, and exercising.)
- Rearrange seating to comply with social distancing (e.g. only allow groups of 5 or less to sit together).
- At nap time, ensure that children's naptime mats are spaced 6 feet apart, or as much as possible.
  - Children should be placed head to toe in order to reduce potential for viral spread.
- Child care classes should include the same group each day with the same child care provider to reduce mixing of staff and children.
- If possible, parents should sign children in and out outside of the facility.
- Consider staggering arrival and drop-off times to limit direct contact with the parent.
  - Have child care provider greet children outside as they arrive.
  - Designate one parent/caregiver to drop off and pick up the child every day.



### **Cloth Face Masks**

- Implement the use of cloth face masks by employees and older children, if possible.
- Cloth face coverings should NOT be put on babies or children under age two.

### **Cleaning and Disinfecting**

- Clean all “high touch” areas such as counters, doorknobs, tables, benches, chairs, toys, etc. frequently.
- Toys that cannot be cleaned and sanitized should not be used.
- Machine washable cloth toys should be used by one individual at a time OR should not be used at all.
  - These toys should be laundered before being used by another child.
- Toys should not be shared between groups of children unless they are washed and sanitized before being moved from one group to the other.
- Clean more often if surfaces become visibly soiled.
- Clean any surfaces that may have blood, body fluids, and or secretions on them.
- Wear disposable gloves when cleaning surfaces.
- Dishes and eating utensils should not be shared, and should be cleaned with dish soap and hot water after each use.
  - Use of a dishwasher also provides sufficient cleaning.
- Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child’s bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child’s skin should be cleaned weekly or before use by another child.

### **Provide Hand Washing for Children, Staff, and Parents**

- Hand sanitizer or hand washing station at entry of facility.
- Hands should be washed before and after:
  - Arrival to facility
  - Preparing or handling food and drinks
  - Administering medication or medical ointment
  - Diapering
  - Using the restroom or helping a child use the restroom
  - Playing outdoors or in sand
  - Handling garbage
- Signs directing children to hand washing areas
- Post proper handwashing practices near handwashing areas, as appropriate for learning level.



### **Screen children upon arrival, if possible.**

- Persons who have a fever of 100.4 (38.0C) or above or other signs of illness should not be admitted to the facility.
- Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Ask parents/guardians to check the child's temperature before coming to the facility or upon arrival to the facility.
- Ask parent/guardian to confirm that their child is not experiencing any symptoms such as fever, coughing, or shortness of breath.
- Consider using physical barriers to eliminate or minimize exposures due to close contact to a child who has symptoms during the screening process. Consider the following options:
  - Conduct screening from behind a glass or plastic window.
  - If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.
  - Visually inspect the child for signs such as flushed cheeks, rapid breathing, or excessive fussiness.

### **Caring for Infants and Toddlers**

- It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held.
- To the extent possible, when washing, feeding, or holding very young children:
  - Child care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
  - Child care providers should wash their hands, neck, and anywhere touched by a child's secretions.
  - Contaminated clothes should be placed in a plastic bag or washed in a washing machine.

## Guidance for Reopening: Restaurants, Bars, Breweries, Distilleries, Casinos

Restaurants / bars / breweries / distilleries / casinos can become operational on or after May 4, 2020 under strict physical distancing and reduced capacity protocols in accordance with State guidelines.

### State Guidelines (For Phase 1):

- Capacity must be limited to 50% of normal operating capacity to allow for adequate group spacing.
- Establishments must close by 11:30 pm
- **Tables must be limited to six people per table.**
- Establishments must provide for 6 feet of physical distancing between groups and or tables.
- In-house dining for quick service restaurants should remain closed, if all guidelines can't be met, including the cleaning of every table between customers.
- Sitting or standing at bars or counters is not allowed.
- In bars, drinks and food must be served to customers at a table.
- Self-service buffets must be closed.
- Drink refills are not allowed.
- Self-service cups, straws and lids should be behind a counter and handed to customers
- Self-service condiments should be eliminated.
- Table items including, condiments, menus, napkins, and décor, should be removed from the table unless they can be adequately cleaned between customers.
- Menus must be cleaned between customers.
- Growlers and refillable or reusable containers must be cleaned prior to being refilled.

### Casino Specific Guidelines (For Phase 1):

- Gaming machines that are operational must be separated by 7-foot center to center. Machines must be placed out of service if adequate spacing cannot be assured.
- Gaming machines must be adequately cleaned between customers.

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## Questions

- What is your level of comfort around reopening? (It is ok to delay reopening or reopen partially!)
- What are your biggest areas of concern for your establishment?
- Do you need signage?
- Do you have a plan for:
  - Monitoring Employee Health?
  - Encouraging Social Distancing?
  - Cleaning and Disinfecting?
  - Using Cloth Face Masks?
- Do you have a written plan that you can share with patrons?
- Do you have any questions for us? Call the Health Department at 466-2562 if anything comes up.



## **Some Strategies You Could Use**

### **Restaurant Staff Precautions**

#### Employee Illness

- Do not allow employees to come to work if sick.
- Supply kitchen staff with masks when social distancing is not feasible.
- If employee is sick with COVID-19 symptoms such as cough, fever, or shortness of breath, please encourage them to go in for testing and follow CDC guidelines to wait for results before returning to work.

#### Prevention

- Encourage frequent handwashing
- Check each employee for fever, cough, shortness of breath, or sore throat at the start of each shift
  - If a thermometer is not available, a verbal check of fever is acceptable
- Restructure staffing so that those who handle food do not handle money
- Provide masks and gloves for employees who are taking transactions. Ensure employees are using PPE appropriately.
- Signage reminders to patrons to not come in if immunocompromised or ill
- Establish an illness/leave policy for employees.

### **Social Distancing Ideas**

#### Physical Controls

- Space out tables and seating.
- Use every other table, remove tables, remove bar stools, mark off/close every other table.
- Do not allow congregation of groups within establishment or outside establishment, no standing around waiting for tables or mingling within establishment.
- No unseated guests.
- Mark off the bar stools or tables with information explaining why those areas must remain empty.
- Utilize curb side pick-up or delivery if possible, use proper PPE when delivering, such as masks and gloves.
- No parties larger than 6 people.
- Music may be played but discourage dancing or social gathering.

#### Sanitary Practices and No-Touch Methods

- Instead of reusable menus, utilize paper menus that can be disposed of after one use.
- Use whiteboards or a scroll board to eliminate the need of reusable menus.
- Limit menu use among customers.
- No pre-set silverware.



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- Allow for reservations and individuals to wait in car and text when table is ready.
- Supply plastic or glass shields for host/hostess stations, similar to grocery stores.
- No self-service areas (salad bar, buffets etc., if not prewrapped).
- Post signage with information for customers of what is required and what the health department is asking facilities to do.

### Money Handling

- Have individuals pay before pick-up with credit card.
- Encourage customers to use check or credit card, instead of cash.

### **Casino Specific Ideas**

- Full disinfection between customers use of machines.
- Provide disinfecting wipes for customers to wipe down machines.
- Space out machines or close every other machine to allow adequate spacing.

### **Cleaning and Disinfecting**

- Clean all “high touch” areas such as counters, doorknobs, tables, benches, back of chairs, restrooms frequently. Suggestion of every 2-3 hours but more frequently is encouraged
- EPA approved disinfectants
- 1/3 cup of bleach per gallon of water
- Hand sanitizer stations available at entrance, as well as at tables.
- Increase handwashing reminder signs.

### **Cloth Face Masks**

- Implement the use of cloth face masks by all staff, if possible.
- Train staff on appropriate use of face coverings
  - Refrain from touching eyes, nose, and mouth while putting on and removing face masks.
  - Wash hands immediately after taking off facemasks.
  - Facemasks should be routinely washed depending on frequency of use.
- Consider laundering facemasks for all employees.

## Guidance for Reopening: Outdoor Recreation

Outdoor Recreation can become operational on or after April 27, 2020 if sites adhere to strict physical distancing between groups and exercise frequent sanitation protocols if public facilities are open.

### State Guidelines:

- Public lands, fishing access sites, and parks are encouraged to continue to provide outdoor recreation opportunities for local and regional users provided that users can adhere to strict social distancing guidelines and facilities follow frequent sanitizing protocols.
- Areas that cannot practicably implement social distancing requirements or sanitation needs will remain closed.
- Limited campground offerings, group-use facilities and playgrounds, may be opened at the discretion of local and state managers.
- Local, state and federal officials are strongly encouraged to coordinate on all reopening decisions.
- Guides and outfitters may offer services consistent with any ongoing quarantine travel restrictions provided they adhere to social distancing guidelines and sanitation protocols.
- Visitors should check the status of any closures and restrictions before traveling.

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### Questions

- What is your level of comfort around reopening? (It is ok to delay reopening or reopen partially!)
- What are your biggest areas of concern for your establishment?
- Do you need signage?
- Do you have a plan for:
  - Limiting Group Sizes?
  - Group Spacing?
  - Cleaning and Disinfecting?
  - Notifying Out of State Visitors?
- Do you have a written plan that you can share with patrons?
- Do you have any questions for us? Call the Health Department at 466-2562 if anything comes up.

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### Some Strategies You Could Use

#### Social Distancing Ideas

- Limiting hours or operation
- Limiting the number of people at an outdoor recreation facility.
- Limiting group size
- Closing every other campsite, etc.
- Providing an onsite “host” to regulate



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### **Cleaning and Disinfecting**

- Clean all “high touch” areas such as counters, doorknobs, tables, benches, chairs, registers, card machines, bathrooms, etc. frequently.
- Clean more often if surfaces become visibly soiled.
- Clean any surfaces that may have blood, body fluids, and or secretions on them.
- Wear disposable gloves when cleaning surfaces.
- Clean and disinfect all surfaces after every service.
- Visit the CDC website to view a list of EPA Approved Disinfectants.

### **Out of State Visitors**

- Post signage and reminders that out of state visitors should quarantine for 14 days.



## Guidance for Reopening: Youth Activities

Organized youth activities can consider becoming operational on or after April 27, 2020 if physical distancing guidelines can be implemented.

### State Guidelines:

- Organized youth activities should avoid gathering in groups of 10 people in circumstances that do not readily allow for appropriate physical distancing.

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### Questions

- What is your level of comfort around reopening? (It is ok to delay reopening or reopen partially!)
- What are your biggest areas of concern for your establishment?
- Do you need signage?
- Do you have a plan for:
  - Limiting Group Sizes?
  - Encourage physical distancing?
  - Cleaning and Disinfecting?
  - Encouraging hand washing?
- Do you have a written plan that you can share with parents?
- Do you have any questions for us? Call the Health Department at 466-2562 if anything comes up.

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### Some Strategies You Could Use

#### Social Distancing Ideas

- Limit group size to 10 or less
- Offer more activities with limited occupancy to reduce gathering sizes.
- Continue to offer video/audio events.
- Rearrange seating to comply with social distancing (e.g. only allow seating in every other row).
- Remind youth to distance from each other
- Refrain from handshakes, high-fives, hugs, and physical touch.
  - Opt for hands-free greetings such as waving.
- Encourage youth to bring their own equipment or materials (such as helmets or bats) to reduce communal resources.
- Encourage youth and parents to download needed materials ahead of time, so items do not need to be distributed.
- Alter your practices to allow for social distancing.
- Encourage parent to drop kids off and leave to limit group size.





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### **Cleaning and Disinfecting**

- Clean all “high touch” areas such as counters, doorknobs, tables, benches, chairs, registers, card machines, bathrooms, etc. frequently.
  - This may also include communal equipment or toys – clean between use of each participant.
- Clean more often if surfaces become visibly soiled.
- Clean any surfaces that may have blood, body fluids, and or secretions on them.
- Wear disposable gloves when cleaning surfaces.
- Clean and disinfect all surfaces after every service.
- Visit the CDC website to view a list of EPA Approved Disinfectants.

### **Provide Hand Washing for Youth**

- Hand sanitizer at entry of each facility
- Signs directing youth to hand washing areas
- Post proper handwashing practices near handwashing areas – make sure they are age appropriate
- Take handwashing breaks during the activity, to give all youth the opportunity to wash their hands.

## Guidance for Reopening: Yard/Garage Sales

Yard Sales or Garage Sales are a permissible activity if physical distancing guidelines can be implemented.

### State Guidelines:

- All individuals, apart from members of a household, should:
  - When in public (e.g., parks, outdoor recreation areas, shopping areas), maintain at least six feet of physical distance from others.
  - Avoid gathering in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing.
  - Minimize non-essential travel and adhere to Montana guidelines regarding quarantine.

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### Questions

- What is your level of comfort around organizing with event with required physical distancing and sanitation precautions?
- What are your biggest areas of concern for this event?
- Do you need signage?
- Do you have a plan for:
  - Limiting Group Sizes?
  - Encourage physical distancing?
  - Cleaning and Disinfecting?
  - Encouraging hand washing?
- Do you have a written plan that you can share with customers?
- Do you have any questions for us? Call the Health Department at 466-2562 if anything comes up.

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### Some Strategies You Could Use

#### Social Distancing Ideas

- Keep your sale outdoors. Do not allow people into your home.
- Post signs to encourage social distancing
- Ask shoppers to stay 6 feet apart
- Allow less than 10 people to shop at a time
- Arrange tables/items so that people can easily distance from each other
- Ask customers to wait to approach sale if several people are shopping
- Offer alternative payment methods, like Venmo or Apple Pay.

#### Cleaning and Disinfecting

- Don't serve food or drinks
- Ask clients not to touch items they don't intend to purchase
- Clean and sanitize tables often



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- Wear disposable gloves when cleaning surfaces.
- Visit the CDC website to view a list of EPA Approved Disinfectants.

#### **Provide Hand Washing for Youth**

- Make hand sanitizer available to your shoppers
- Signs directing people to hand sanitizer or hand washing stations
- Wash your hands often and don't touch your face

#### **Cloth Face Masks**

- Wear a cloth face covering, and encourage customers to wear them as well.

#### **Guidance for Yard Sale Shoppers**

- Vulnerable populations should not attend yard sales
- Please wait to approach sale if several people are shopping
- Keep 6 ft of distance between yourself and others
- Don't touch items you don't intend to purchase
- Wear a mask
- Give exact change to reduce the exchange of money
- Keep hand sanitizer in your purse or vehicle to sanitize when you are done shopping
- Don't touch your face and wash your hands as soon as you return home.
- Wash or wipe down purchased items when you bring them home



## Guidance for Reopening: Outfitters and Guides

Guides and Outfitters may provide services starting April 27, 2020 as long as they adhere to physical distancing and sanitation protocols. Operation of these businesses must be consistent with the ongoing out-of-state mandatory 14-day self-quarantine protocol.

### State Guidelines:

- Health assessments must be conducted for all employees at the beginning of each shift.
- In establishments where customers wait in a line, non-household customers should remain physically distanced.
- Waiting areas where adequate physical distancing cannot be maintained must be closed.
- Customers should be encouraged to call for a reservation or an appointment, or establishments should use an online wait listing application.
- Physical distancing of 6 feet must be maintained between non-congregate customers.
- Out-of-state Quarantine Requirements:
  - Any person coming to Montana from another state or country must immediately self-quarantine for 14 days.
  - Quarantine means:
    - Stay home (or in a hotel or other similar facility) for 14 days.
    - Do not leave your quarantine location for nonessential activities (e.g. shopping, tours, recreation, etc).
    - Keep at least 6 feet away from others at all times.
    - Avoid sharing personal items.

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### Questions

- What is your level of comfort around reopening? (It is ok to delay reopening or reopen partially!)
- What are your biggest areas of concern for your business?
- Do you need signage?
- Do you have a plan for:
  - Limiting Group Sizes?
  - Encouraging physical distancing?
  - Cleaning and Disinfecting?
  - Encouraging hand washing?
- Do you have a written plan that you can share with clients?
- Do you have any questions for us? Call the Health Department at 466-2562 if anything comes up.

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### Some Strategies You Could Use

#### Social Distancing Ideas

#### Considerations for Patrons



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- Utilize scheduling or appointments to come in to establishments.
- Consider reducing the number of patrons allowed on each guide trip.
- If applicable, provide markings on the floor to provide adequate social distancing while waiting in line.
- Minimize the use of gathering and lobby areas.
- Provide social distancing in shuttle services.
  - Utilize every other row in passenger van or bus.
  - If applicable ask patrons to use personal transportation.
- Encourage patrons to come in to establishments alone if possible.
- Clearly communicate protocols through signage and floor markings.
- Offer online sign in forms and waivers for patrons to fill out on their phones.
- Limit the use of touchscreens for the public.
  - Provide disposable wipes for patrons to clean touchscreens before and after each use.
- Limit in person meetings.
  - Continue offering online booking and online services.
- Consider adding signage to encourage foot traffic in one direction through stores.

### Considerations for Employees

- Consider phasing in-office work based on roles and priorities, including temp workers if needed.
  - Alternating workweeks.
  - Staggered arrival/departure times.
- Consider low-touch or no-touch switches, doors, drawers and other fittings.
- Consider installing plexiglass shields for front desk staff.
- Remove high-touch shared tools such as pens, whiteboard markers, remote controls, etc.
- Create secured, designated storage areas for personal items.
- Provide cleaning supplies for employees to clean work stations before and after their shifts.
- Redesign spaces
  - Alternate desk/chair use (e.g. moving work spaces farther apart, put up partitions between work spaces).

### Considerations for Vulnerable Employees and Customers

- The following groups are considered higher risk for developing severe complications from COVID-19:
  - People aged 65 and over
  - People who live in a nursing home or long-term care facility
  - People who are immunocompromised
  - People with underlying medical conditions
- **Vulnerable populations are still encouraged to stay home as much as possible.**

### **Cloth Face Masks**

- Implement the use of cloth face masks by all staff, if possible.



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- Train staff on appropriate use of face coverings.
  - Refrain from touching eyes, nose, and mouth while putting on and removing face masks.
  - Wash hands immediately after taking off facemasks.
  - Facemasks should be routinely washed depending on frequency of use.
- Encourage patrons to wear face coverings.
- Consider laundering facemasks for all employees.

### **Cleaning and Disinfecting**

- Clean all “high touch” areas such as counters, doorknobs, tables, benches, chairs, registers, card machines, bathrooms, etc. frequently.
  - This may also include communal equipment or toys – clean between use of each participant.
- Clean more often if surfaces become visibly soiled.
- Clean any surfaces that may have blood, body fluids, and or secretions on them.
- Wear disposable gloves when cleaning surfaces.
- Clean and disinfect all surfaces frequently.
- Visit the CDC website to view a list of EPA Approved Disinfectants.
- A chlorine bleach solution of 1/3 cup of bleach per gallon of water is also effective for disinfection.
- Sanitize shared equipment after each use.
  - Provide disposable wipes for patrons to wipe down equipment (e.g. fly rods, oars, climbing gear, etc).
  - Provide adequate time between trips/activities for employees to ensure equipment sanitization.
- Alter food/beverage services.
  - Utilize single serve food items when appropriate.
  - If cooking on guide trips occurs, use proper disinfecting techniques for cutting boards and all cooking equipment.
  - Encourage disposable cutlery.
  - Consider reserving special service hours for vulnerable populations. (e.g. Senior Activity Hours).

### **Provide Hand Washing for Patrons**

- Hand sanitizer at entry of establishment.
- Hand sanitizer in guide packs for use while guiding.
- If applicable, signs directing patrons to hand washing areas.

## Guidance for Reopening: Gyms and Fitness Centers

Fitness Centers and Gyms can become operational on or after 5/15/2020 at a 50% capacity with sanitization and social distancing requirements met.

### State Guidelines:

- Only registered members can use the facility, no day passes or walk-in.
- Facility must have a dedicated staff available during operating hours to wipe down frequently touched areas on a regular basis and monitor gym zones to ensure that users are wiping down equipment properly.
- Train workers on symptom awareness and proper handwashing technique.
- Signage must be posted with the following or substantially similar wording:
  - “Patrons with fever, shortness of breath, a cough, or other COVID-19 symptoms must refrain from using the gym”
  - Signs shall be positioned for effective visual observation by gym guests, such as at the front desk and in locker rooms.
- Front desk should track occupancy to ensure facilities stay at or below 50 percent capacity.
- Hand sanitizer must be made available at front desk and at stations throughout the workout area.
- Approved sanitizer for cleaning equipment after use must be provided at stations throughout the workout areas along with disposable towels. Reusable towels shall not be used to clean equipment.
- Post signs throughout workout area reminding patrons to wipe equipment after each use.
- Masks should be worn by all staff.
- Masks are encouraged to be worn by guests when possible.
- Six-foot distance should be maintained between equipment. Cardio studios should limit guests to every other piece of equipment to achieve this.
- Guest using free weights shall maintain six feet of separation except when a spotter is necessary. In this instance, workout groups shall be limited to two people.
- Sitting areas must be closed for use.
- Food vendors must follow applicable COVID-19 procedures for restaurants and retail food service. Vendors should be encouraged to use single-service items whenever possible, especially for condiments and similar foods.
- Social distancing must be maintained in dressing rooms and other common areas. No congregating in these areas may be allowed.
- After closing, establishments must clean using an EPA approved disinfectant. Twenty-four-hour establishments must close from 11:30 pm to 12am so that proper disinfection can happen.
  - Facility must develop a checklist to ensure that no equipment is being missed during disinfection. Checklist should include large items, such as treadmills and smaller items, such as weights and bands.
- Frequently touched surfaces must be cleaned and sanitized regularly throughout the day and disinfected each night after closing.



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- Personal training sessions may be offered with strict adherence to social distancing guidelines and masks are encouraged to be used by the trainer and trainee.
- Indoor group classes may not be offered.
- Alternatively, group classes may be offered outdoors with strict adherence to social distancing guidelines.
- Additional time between group classes outdoors must be provided so that a designated gym employee can disinfect any equipment and other cleanable surfaces before next class begins.

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### Questions

- What is your level of comfort around reopening? (It is ok to delay reopening or reopen partially!)
- What are your biggest areas of concern for your facility?
- Do you need signage?
- Do you have a plan for:
  - Limiting Group Sizes?
  - Encouraging physical distancing?
  - Cleaning and Disinfecting?
  - Encouraging hand washing?
- Do you have a written plan that you can share with clients?
- Do you have any questions for us? Call the Health Department at 466-2562 if anything comes up.

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### Some Strategies You Could Use

#### Monitor Employee Health

- All staff and employees who are sick should NOT enter the gym or fitness center.
- Fitness instructors should ask participants if they are feeling well before participating.
- Implement health screenings for employees, and possibly for patrons.

#### Social Distancing Ideas

- Space cardio equipment 6 feet apart, i.e. mark off every other machine
- Limit access to the facility to members only.
- Consider implementing appointment times for machines.
- Limit number of people in facility to allow for social distancing.
- Continue offering online video classes.
- Design workout routines so that equipment can be wiped down between patrons (i.e. no circuits)
- Require sign-ups or reservations for classes.
- All members should sign in and record time of workout.
- Personal training sessions should accommodate social distancing.
- Limit access to locker room services. Request that gym members arrive and leave in their gym clothes. Only allow access to locker rooms for restrooms.
- Close services such as saunas, or food and beverage.





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- Consider time limits for members to allow for more members to utilize facility.
- Consider offering reserved hours for immunocompromised or elderly individuals.
- Offer flexible hours to provide for ample physical distancing.

#### **Cloth Face Masks**

- Implement the use of cloth face masks by all staff, if possible.
- Train staff on appropriate use of face coverings
  - Refrain from touching eyes, nose, and mouth while putting on and removing face masks.
  - Wash hands immediately after taking off facemasks.
  - Facemasks should be routinely washed depending on frequency of use.
- Encourage patrons to wear face coverings.
- Consider laundering facemasks for all employees

#### **Cleaning and Disinfecting**

- Clean all “high touch” areas such as counters, doorknobs, tables, benches, chairs, weights, restrooms, dressing rooms etc. frequently.
- Clean machines before and after use.
- Ensure cleaning products are available for members or have staff ready to clean machines before and after every use.
- Clean high touch surfaces after every use.
- If available, use disposable gloves to clean surface.
- Request that gym members provide and launder their own towels.

#### **Provide Hand Washing for Patrons**

- Hand sanitizer at entry of establishment.
- Hand sanitizer at throughout facility.
- Signs directing patrons to hand washing areas.

## Guidance for Reopening: Guidance for Museums and Theatres

Museums, theatres, and a few other places of assembly can become operational on 5/15/2020 at a 50% capacity with sanitization and social distancing requirements met. Interactive museums or museums that allow touch interactions and displays and live performance theatres cannot operate.

### State Guidelines:

In the event a confirmed COVID-19 case is associated with a facility the facility should clean in accordance with CDC's facility environmental cleaning procedures for areas of the establishment frequented by patrons.

This guidance applies to non-tactile museums. Interactive museums or museums with sections that allow touch interactions with displays are not to be open under this guidance.

This guidance applies to non-live performance theaters such as movie theaters. Live performance theaters may not be open under this guidance.

### General Guidance for theaters and museums

- Maximum number of attendees is 50 percent of normal capacity while maintaining 6 feet between non-family member groups.
- Signage must be posted with the following or substantially similar wording:
  - "Patrons with fever, shortness of breath, a cough, or other COVID-19 symptoms must refrain from using this facility."
  - Signs shall be positioned for effective visual observation by patrons, such as on the entry way door.
- Increase cleaning and sanitizing of frequently touched surfaces, including door handles, chairs and tables.
- Keep social distancing of at least 6 feet between non-family member groups or immediate party.
- Food vendors must follow applicable COVID-19 procedures for restaurants and retail food service. Vendors should be encouraged to use single-service items whenever possible, especially for condiments and similar foods.
- Facilities should try to control customer flow in a manner that maximizes social distancing such as signage or ropes and directing flow in one direction.
- Provide hand sanitizer or hand washing stations throughout the venue whenever possible.
- Each venue should create and implement a written COVID-19 response plan.
- Increase cleaning and sanitizing of restrooms to no less than every two hours whenever possible.
- Provide clear plastic shielding between workers and attendees whenever possible, such as event cashiers and food vendors.
- If possible do not use tables. Tables should be covered with single-use material and discarded between users, showings, performances or every two hours, whichever provides maximum spread protection.
- Train workers on COVID-19 symptom awareness and proper handwashing procedures.

### Additional measures that apply to theaters



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- Increase cleaning time period between events, performances and showings. Ensure that commonly touched surfaces such as arm rests and railings are cleaned frequently.
- Ushers should monitor and enforce social distancing practices in theaters and encourage additional distance between guests as appropriate.
  - Ushers should limit the number of people in lines to no less than 6 feet between families or immediate party.

### Additional measures that apply to museums

- Gift shops should limit entry to 50% capacity and clean commonly touched surfaces frequently.

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### Questions

- What is your level of comfort around reopening? (It is ok to delay reopening or reopen partially!)
- What are your biggest areas of concern for your facility?
- Do you need signage?
- Do you have a plan for:
  - Limiting Group Sizes?
  - Encouraging physical distancing?
  - Cleaning and Disinfecting?
  - Encouraging hand washing?
- Do you have a written plan that you can share with clients?
- Do you have any questions for us? Call the Health Department at 466-2562 if anything comes up.

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### Some Strategies You Could Use

#### Employee Health Considerations

- All staff and employees who are sick should NOT enter the facility
- Implement health screenings for employees.
- Consider phasing in-facility work based on roles and priorities, including temp workers if needed
- Consider alternating work weeks or staggered arrival/departure times.
- Create secured, designated storage areas for personal items.
- Prohibit the use of small shared spaces, like break rooms, utilize larger rooms with fewer employees.

#### Social Distancing Ideas

- Offer more show and museum times with limited occupancy to reduce gathering sizes.
- Rearrange seating to comply with social distancing (e.g. only allow seating in every other row).
- Remind patrons to only sit or gather near members of their household.
- Utilize online ticket purchasing and seat reservation systems.
  - Don't allow sales to exceed gathering capacity.
  - Ensure seat reservations allow for adequate physical distancing.
- Minimize the use of gathering and lobby areas.



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- Limit cash or in-person transactions.
  - Consider allowing guests to order and pay for concessions when they purchase their tickets online.
- Place markings in areas where lines may form to guide physical distancing.
- Allow seating in every other row.
- Consider offering alternate show and attraction times for higher risk populations.
- Install plexiglass shields as appropriate.
- Clearly communicate building protocols through signage and floor markings.
- Limit the use of touchscreens or pin pads for the public.
  - Provide disposable wipes for patrons to clean touchscreens before and after each use.
- Consider adding signage to encourage foot traffic in one direction.

### **Cloth Face Masks**

- Implement the use of cloth face masks by all staff, if possible.
- Train staff on appropriate use of face coverings
  - Refrain from touching eyes, nose, and mouth while putting on and removing face masks.
  - Wash hands immediately after taking off facemasks.
  - Facemasks should be routinely washed depending on frequency of use.
- Encourage patrons to wear face coverings.
- Consider laundering facemasks for all employees

### **Cleaning and Disinfecting**

- Clean all “high touch” areas such as counters, doorknobs, tables, benches, chairs, weights, restrooms, dressing rooms etc. frequently.
  - Clean more often if surfaces become visibly soiled.
  - Clean rows of seating or areas of facility that receive increased traffic frequently.
  - Clean any surfaces that may have blood, body fluids, and or secretions on them.
  - Wear disposable gloves when cleaning surfaces.
  - Dishes and eating utensils should be cleaned with dish soap and hot water.
  - Use of a dishwasher also provides sufficient cleaning.
- Consider low-touch or no-touch switches, doors, drawers and other fittings.
- Provide cleaning supplies for employees to clean work stations before and after their shifts.

### **Provide Hand Washing for Patrons**

- Hand sanitizer at entry of establishment.
- Hand sanitizer at check-out counter.
- Signs directing patrons to hand washing areas.