



**STATE OF NEW HAMPSHIRE  
OFFICE OF THE GOVERNOR**

**CHRISTOPHER T. SUNUNU**  
Governor

**STATE OF NEW HAMPSHIRE  
BY HIS EXCELLENCY  
CHRISTOPHER T. SUNUNU, GOVERNOR**

**Emergency Order # 40 Pursuant to Executive Order 2020-04 as extended by Executive  
Orders 2020-05 and 2020-08**

**An order extending and modifying Emergency Order #17 (Closure of non-essential  
businesses and requiring Granite Staters to stay at home)**

**WHEREAS**, on Friday, March 13, 2020, the President of the United States declared a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak; and

**WHEREAS**, on Friday, March 13, 2020, the Governor issued Executive Order 2020-04, An order declaring a state of emergency due to the Novel Coronavirus (COVID-19); and

**WHEREAS**, on Friday, March 13, 2020, the Governor activated the Emergency Operations Center at the Incident Planning and Operations Center in Concord to assist in the State's response to the COVID-19 outbreak; and

**WHEREAS**, on April 3, 2020, the Governor issued Executive Order 2020-05, an order extending the state of emergency declared in Executive Order 2020-04 for an additional 21 days through April 24, 2020; and

**WHEREAS**, on April 24, 2020, the Governor issued Executive Order 2020-08, an order extending the state of emergency declared in Executive Order 2020-04 for an additional 21 days through May 15, 2020; and

**WHEREAS**, experts anticipate that while a high percentage of individuals affected by COVID-19 will experience mild flu-like symptoms, some will have more serious symptoms and require hospitalization, particularly individuals who are elderly or already have underlying chronic health conditions; and

**WHEREAS**, experts indicate that COVID-19 is most commonly spread from an infected symptomatic person to others through respiratory droplets, including:

- Through the air by coughing and sneezing;
- Close personal contact, such as touching or shaking hands;
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands.

**107 North Main Street, State House - Rm 208, Concord, New Hampshire 03301**  
**Telephone (603) 271-2121 • FAX (603) 271-7640**  
**Website: <http://www.governor.nh.gov/> • Email: [governorsununu@nh.gov](mailto:governorsununu@nh.gov)**  
**TDD Access: Relay NH 1-800-735-2964**

**WHEREAS**, the CDC reports that COVID-19 may be spread before an infected person shows symptoms of the virus; and

**WHEREAS**, as of April 30, 2020, the CDC reports 1,031,659 confirmed cases of COVID-19 have occurred in the United States with 60,057 deaths; and

**WHEREAS**, in the days since the Governor declared a State of Emergency, the COVID-19 outbreak in New Hampshire has expanded significantly; and

**WHEREAS**, as of April 30, 2020, the Department of Health and Human Services, Division of Public Health Services has reported 2,146 cases of COVID-19; 72 deaths; 112 hospitalizations; approximately 2,700 individuals are being monitored; and all 10 counties in the State have been impacted; and

**WHEREAS**, as of May 1, 2020, during the State of Emergency, the Governor has issued Emergency Orders that, among other things, (i) require public K-12 schools to transition to remote instruction and support, (ii) prohibit scheduled gatherings of 10 or more and require restaurants and bars to transition to take-out and delivery only, (iii) temporarily prohibit disconnection or discontinuance of certain services, including public utilities, in the event of non-payment, (iv) temporarily prohibit evictions and foreclosures, (v) dramatically expand access to State unemployment benefits for individuals impacted by COVID-19, (vi) close non-essential businesses and mandate that Granite Staters stay home with limited exceptions, (vii) expand access to Telehealth Services to protect the public and healthcare providers, and (viii) restrict hotels and other lodging providers to provision of lodging for vulnerable populations and essential workers; and

**WHEREAS**, the Department of Health and Human Services, Division of Public Health has found that community-based transmission of COVID-19 continues to increase in the State and has been identified in the majority of counties; and

**WHEREAS**, if COVID-19 spreads in New Hampshire at a rate comparable to the rate of spread in other states and countries, the number of persons requiring medical care may exceed locally available resources, and controlling outbreaks minimizes the risk to the public, maintains the health and safety of the people of New Hampshire, and limits the spread of infection in our communities and within the healthcare delivery system; and

**WHEREAS**, though there is a continued need to take significant precautions, New Hampshire's actions to date appear to have succeeded in stabilizing the rate of increase in cases of COVID-19; and

**WHEREAS**, New Hampshire's sacrifices and actions thus far have enabled the State to begin taking steps to begin a gradual re-opening of New Hampshire's economy in multiple phases; and;

**WHEREAS**, on April 21, 2020, the Governor initiated the Governor's Economic Re-Opening Task Force, a task force composed of bipartisan legislators, private-sector leaders, and state officials, with the goal of developing a plan and overseeing state and private-sector actions needed to reopen New Hampshire's economy while minimizing the adverse impact on public health; and

**WHEREAS**, the Governor's Economic Re-Opening Task Force has held seven meetings, considered presentations from New Hampshire economic stakeholders as well as public comments, and has provided the Governor with recommendations and proposed guidelines, informed by public health information, for re-opening of the state economy in phases.

**Now therefore, pursuant to Section 18 of Executive Order 2020-04 as extended by Executive Order 2020-05 and 2020-08, it is hereby ordered, effective immediately, that:**

1. The services identified in Exhibit A to this Emergency Order #40 are hereby designated as "Essential Services." Additional services may be designated as Essential and added to Exhibit A with written approval of the Commissioner of Business and Economic Affairs and the Governor.
2. All businesses and other organizations not addressed in paragraph 5 of this Order and that do not provide Essential Services shall continue to close their physical workplaces and facilities to workers, customers and the public, and shall continue to cease all in-person operations until 12:01 a.m. on May 31, 2020.
3. All businesses or other organizations providing Essential Services or who are otherwise permitted to resume certain operations pursuant to this Order shall comply with the Universal Business Guidelines attached hereto as Exhibit B and any other industry-specific guidelines issued by the State of New Hampshire pursuant to or subsequent to this Order. Businesses or other organizations may also develop additional strategies, procedures and practices to allow for social distancing protocols consistent with the Universal Business Guidelines, any industry-specific guidelines issued by the State of Hampshire pursuant to or subsequent to this Order, and any guidance provided by the CDC and the Division of Public Health. The provisions of Exhibit B may be updated and modified with approval of the Governor.
4. In order to continue and maintain the provision of certain Essential Services in as safe a manner as possible, businesses and organizations who provide Essential Services may continue to operate according to the guidelines attached to this Order as Exhibit C. The provisions of Exhibit C may be updated and modified with approval of the Governor.
5. In order to begin the gradual re-opening of New Hampshire's economy in a safe manner that places an emphasis on the needs of public health, certain businesses and organizations may resume operations (or select portions of their operations) according to the schedule and guidelines attached to this Order as Exhibit D. The provisions of Exhibit D may be updated and modified with approval of the Governor.
6. New Hampshire citizens shall continue to stay at home or in their place of residence with the following exceptions:
  - a) Leaving home to get fresh air or exercise, provided that social distancing protocols consistent with guidance from the Division of Public Health are observed;

- b) Leaving home for outdoor recreation provided that appropriate social distancing protocols are observed and provided that such recreation complies with any limitations contained within Executive Order 2020-04, as extended by Executive Orders 2020-05 and 2020-08, and any Emergency Orders issued pursuant to Executive Order 2020-04;
  - c) Leaving home to run essential errands such as going to the grocery store, pharmacy, laundromat, or fulfilling any other errands an individual determines to be essential for everyday needs;
  - d) Leaving home to visit a spouse, parent, or child;
  - e) Leaving home to provide care for another person;
  - f) Leaving home to go to the gas station;
  - g) Leaving home to order and pick up take-out food;
  - h) Receiving deliveries from Amazon, UPS, Fedex, the U.S. Postal Service, or any other deliveries;
  - i) Leaving home to receive medical or dental care or medical services;
  - j) Leaving home for purposes of an individual's employment if the individual is employed at a business or organization that provides Essential Services, a business or organization that has been permitted to resume certain in person operations pursuant to paragraph 4 of this Order, or a business or organization to whom this Order does not apply pursuant to paragraphs 7–9 of this Order; and
  - k) Leaving home for purposes of employment in cases where an individual is working remotely for a business that does not provide Essential Services, has not otherwise been permitted to resume in person operation, or is not exempted from this Order pursuant to paragraphs 7–9; and
  - l) Leaving home to patronize or seek services from a business or organization that is providing Essential Services, a business or organization that has been permitted to resume certain in person operations pursuant to paragraph 4 of this Order, or a business or organization to whom this Order does not apply pursuant to paragraphs 7–9 of this Order.
7. This Order shall not apply to any K-12 schools within this State.
8. This Order shall not apply to State Government, local and county governments, local and county legislative bodies, the General Court, or the Judicial Branch.
9. This Order shall not apply to any church, synagogue, mosque, or other house of worship, provided that those organizations must still comply with Emergency Order #16.
10. Emergency Order #2 is hereby extended and shall remain in effect until May 31, 2020, provided that to the extent any provisions of this Order are inconsistent with Emergency Order #2, the provisions of this Order shall control.
11. Emergency Orders #6, #16 and #27 are hereby extended and shall remain in effect until May 31, 2020.

12. The provisions of Emergency Order #17 and all exhibits thereto are superseded by this Order and all exhibits attached hereto, and Emergency Order #17 and all exhibits thereto are hereby terminated.
13. The Division of Public Health and State or local police shall have the authority to enforce this Order.
14. This Order shall remain in effect until May 31, 2020.

Given under my hand and seal at the Executive Chambers in Concord, this 1st day of May, in the year of Our Lord, two thousand and twenty, and the independence of the United States of America, two hundred and forty-four.

  
\_\_\_\_\_  
GOVERNOR OF NEW HAMPSHIRE

## EXHIBIT A to Emergency Order #40

State of New Hampshire – Governor Chris Sununu

Pursuant to Emergency Order #17 issued under Section 18 of Executive Order 2020-04, the State of New Hampshire has compiled a list of industry sectors that provide essential services and support to COVID-19 and the core missions of the State. Entities that fall under this guidance shall continue to operate with necessary staff to complete critical and essential functions. This information is based on federal guidance and amended to reflect the interest of New Hampshire's citizens and economy.

Those deemed essential will continue to have the ability to cross state borders for work-related travel (e.g., traveling to and from work/home, transporting products to distribution facilities, etc.).

Businesses and organizations, essential or not, are encouraged to continue their operations through a remote means (i.e., telework) that will not require employees, customers, or the public to report to the company or organization's physical facility.

The President of the United States has invoked the Defense Production Act. Under this act, the product line organizations and businesses may change to support the nation's mission in the fight against COVID-19.

The below list of sectors deemed essential and the supporting criteria will be reviewed throughout the length of the COVID-19 pandemic. This document is a living document. This information when reviewed and changed, will be re-disseminated and made available on <https://www.nheconomy.com/covid19>.

## **Law Enforcement, Public Safety, First Responders**

- Personnel in emergency management, law enforcement, Emergency Management Systems, fire, and corrections, including front line and management required to maintain operations
- Emergency Medical Technicians
- 911 call center employees, including telecommunicators, dispatchers and managers
- Information and Analysis Center employees
- Hazardous material responders from government and the private sector.
- Workers—including contracted vendors—who maintain digital systems infrastructure supporting law enforcement and emergency service operations.

## **Food and Agriculture**

- Workers supporting groceries, pharmacies, florists, and other retail, including farmers markets and farm stands, that sells food and beverage products, including liquor stores
- Carry-out and delivery food employees of restaurants with carry-out and quick serve food operations, including beer and wine curbside and takeout
- Food manufacturer employees and their supplier employees—to include those employed in food processing facilities; livestock, poultry, seafood slaughter facilities; pet and animal feed processing facilities; human food facilities producing by-products for animal food; beverage production facilities, including breweries, wineries, and distilleries; and the production of food packaging
- Farm workers to include those employed in animal food, feed, and ingredient production, packaging, distribution, and retail; manufacturing, packaging, and distribution of veterinary drugs; truck delivery and transport; farm and fishery labor needed to produce our food supply domestically
- Farm workers and support service workers to include those who field crops, beekeeping; commodity inspection; fuel ethanol facilities; storage facilities; and other agricultural inputs
- Workers supporting the seafood and fishing industry
- Commercial and residential landscaping services, including golf courses.
- Employees and firms supporting food, feed, and beverage distribution, including warehouse workers, vendor-managed inventory controllers and blockchain managers
- Workers supporting the sanitation of all food-manufacturing processes and operations from wholesale to retail
- Company cafeterias—in-plant cafeterias used to feed employees; food service workers in residential schools with students who are unable to leave campus
- Workers in food-testing labs in private industries and in institutions of higher education
- Food banks
- Nurseries, greenhouses, garden centers, and agriculture supply stores
- Workers essential for assistance programs and government payments
- Employees of companies engaged in the production of chemicals, medicines, vaccines, and other substances used by the food and agriculture industry, including pesticides, herbicides, fertilizers, minerals, enrichments, and other agricultural production aids

- Animal agriculture workers to include those employed in veterinary health; manufacturing and distribution of animal medical materials, animal vaccines, animal drugs, feed ingredients, feed, and bedding, etc.; transportation of live animals, animal medical materials; transportation of deceased animals for disposal; raising of animals for food; animal production operations; slaughter and packing plants and associated regulatory and government workforce
- Organizations and workers responsible for the care and custody of animals, pets and livestock
- Workers who support the manufacture and distribution of forest products, including, but not limited to timber, paper, and other wood products
- Employees engaged in the manufacture and maintenance of equipment and other infrastructure necessary to agricultural production and distribution

### **Health Care/ Public Health / Human Services**

- Workers providing COVID-19 testing; workers that perform critical clinical research needed for COVID-19 response
- Medical professionals and caregivers (e.g., physicians, dentists, psychologists, mid-level practitioners, nurses and assistants, infection control and quality assurance personnel, pharmacists, physical and occupational therapists and assistants, social workers, speech pathologists and diagnostic and therapeutic technicians and technologists, other providers of mental and behavioral health care, personal care attendants, home health aides and home care workers)
- Hospital and laboratory personnel (including accounting, administrative, admitting and discharge, engineering, epidemiological, source plasma and blood donation, food service, housekeeping, medical records, information technology and operational technology, nutritionists, sanitarians, respiratory therapists, etc.)
- Workers in other medical facilities (including Ambulatory Health and Surgical, Blood Banks, Medical Clinics, Community Mental Health Centers, Methadone/OBOT Clinics, 24 hour Diversionary and Residential Behavioral Health Providers, Comprehensive Outpatient rehabilitation, End Stage Renal Disease, Health Departments, Home Health care, Hospices, Hospitals, Nursing Facilities, Rest Homes, Assisted Living Residences, Organ Pharmacies, Procurement Organizations, Psychiatric Residential, Residential Treatment Schools, Rural Health Clinics and Federally Qualified Health Centers and Community Health Centers, State Hospitals)
- Workers in other 24/7 community resident services serving children and youth, and individuals with developmental, intellectual, physical and/or cognitive disabilities
- Workers in recovery centers and sober homes
- Manufacturers, technicians, logistics and warehouse operators, and distributors of or necessary to the supply chain of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products
- Public health / community health workers, including those who compile, model, analyze and communicate public health information



- Blood and plasma donors and the employees of the organizations that operate and manage related activities
- Workers that manage health plans, billing, and health information, who cannot practically work remotely
- Workers who conduct community-based public health functions, conducting epidemiologic surveillance, compiling, analyzing and communicating public health information, who cannot practically work remotely
- Workers performing cybersecurity functions at healthcare and public health facilities, who cannot practically work remotely
- Workers conducting research critical to COVID-19 response
- Workers performing security, incident management, and emergency operations functions at or on behalf of healthcare entities including healthcare coalitions, who cannot practically work remotely
- Workers who support food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, such as those residing in shelters
- Pharmacy employees or other workers necessary for filling prescriptions
- Workers performing mortuary services and workers at funeral homes, crematoriums, and cemeteries
- Workers who coordinate with other organizations to ensure the proper recovery, handling, identification, transportation, tracking, storage, and disposal of human remains and personal effects; certify cause of death; and facilitate access to mental/behavioral health services to the family members, responders, and survivors of an incident

## **Energy**

### *Electricity industry:*

- Workers who maintain, ensure, or restore, or are involved in the development, transportation, fuel procurement, expansion, or operation of the generation, transmission, and distribution of electric power, including call centers, utility workers, reliability engineers and fleet maintenance technicians
- Workers needed for safe and secure operations at nuclear generation
- Workers at generation, transmission and electric blackstart facilities
- Workers at Reliability Coordinator (RC), Balancing Authorities (BA), and primary and backup Control Centers (CC), including but not limited to independent system operators, regional transmission organizations, and balancing authorities
- Mutual assistance personnel
- IT and OT technology staff—for EMS (Energy Management Systems) and Supervisory Control and Data Acquisition (SCADA) systems, and utility data centers; Cybersecurity engineers; cybersecurity risk management
- Vegetation management crews and traffic workers who support them
- Environmental remediation/monitoring technicians
- Instrumentation, protection, and control technicians

*Petroleum workers:*

- Petroleum product storage, pipeline, marine transport, terminals, rail transport, road transport
- Crude oil storage facilities, pipeline, and marine transport
- Petroleum refinery facilities
- Petroleum security operations center employees and workers who support emergency response services
- Petroleum operations control rooms/centers
- Petroleum drilling, extraction, production, processing, refining, terminal operations, transporting, and retail for use as end-use fuels or feedstocks for chemical manufacturing
- Onshore and offshore operations for maintenance and emergency response
- Retail fuel centers such as gas stations and truck stops, and the distribution systems that support them

*Natural and propane gas workers:*

- Natural gas transmission and distribution pipelines, including compressor stations, and road transport
- Underground storage of natural gas
- Natural gas processing plants, and those that deal with natural gas liquids
- Liquefied Natural Gas (LNG) facilities
- Natural gas security operations center, natural gas operations dispatch and control rooms/centers natural gas emergency response and customer emergencies, including natural gas leak calls
- Drilling, production, processing, refining, and transporting natural gas for use as end-use fuels, feedstocks for chemical manufacturing, or use in electricity generation
- Propane gas dispatch and control rooms and emergency response and customer emergencies, including propane leak calls
- Propane gas service maintenance and restoration, including call centers
- Processing, refining, and transporting natural liquids, including propane gas, for use as end-use fuels or feedstocks for chemical manufacturing
- Propane gas storage, transmission, and distribution centers

*Steam workers:*

- Workers who support steam distribution companies' provision of district heating and any electric generation
- Workers who support steam distribution companies' dispatch and control rooms and emergency response and customer emergencies, including steam leak calls
- Workers who support steam distribution companies' service maintenance and restoration, including call centers
- Workers who support steam distribution companies' storage, transmission, and distribution centers

## **Waste and Wastewater**

Employees needed to operate and maintain public and private drinking water and wastewater/drainage infrastructure, including:

- Operational staff at water authorities
- Operational staff at community water systems
- Operational staff at wastewater treatment facilities
- Workers repairing water and wastewater conveyances or construction necessary to maintain critical operations at water and wastewater facilities, and workers performing required sampling or monitoring
- Operational staff for water distribution and testing
- Operational staff at wastewater collection facilities
- Operational staff and technical support for SCADA Control systems
- Chemical disinfectant suppliers for wastewater and personnel protection
- Workers that maintain digital systems infrastructure supporting water and wastewater operations
- Labs that provide analytical services to ensure public water systems are providing safe drinking water
- Drinking water well drillers and pump installers

## **Transportation and Logistics**

- Employees supporting or enabling transportation functions, including dispatchers, maintenance and repair technicians, warehouse workers, truck stop and rest area workers, and workers that maintain and inspect infrastructure (including those that require cross-border travel)
- Employees of firms providing services that enable logistics operations, including cooling, storing, packaging, and distributing products for wholesale or retail sale or use
- Mass transit workers, including contracted vendors providing transportation and maintenance services to public transit authorities
- Workers critical to operating rental car companies and Transportation Network Companies (TNCs) that facilitate continuity of operations for essential workforces, and other essential travel
- Workers responsible for operating dispatching passenger, commuter and freight trains and public transportation and buses and maintaining rail and transit infrastructure and equipment
- Maritime transportation workers—port workers, mariners, equipment operators
- Truck drivers who haul hazardous and waste materials to support critical infrastructure, capabilities, functions, and services
- Bicycle repair shops
- Automotive sales, repair and maintenance facilities
- Workers who respond to and clear traffic crashes, including contracted vendors and dispatchers
- Manufacturers and distributors (to include service centers and related operations) of packaging materials, pallets, crates, containers, and other supplies needed to support manufacturing, packaging staging and distribution operations

- Postal and shipping workers, to include private companies
- Workers who support moving and storage services
- Employees who repair and maintain vehicles, aircraft, rail equipment, marine vessels, and the equipment and infrastructure that enables operations that encompass movement of cargo and passengers
- Air transportation employees, including air traffic controllers, ramp personnel, aviation security, and aviation management and other workers—including contracted vendors—providing services for air passengers
- Workers who support the maintenance and operation of cargo by air transportation, including flight crews, maintenance, airport operations, and other on- and off- airport facilities workers

### **Public Works**

- Workers who support the operation, inspection, and maintenance of essential dams, locks and levees
- Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including roads and bridges, water and sewer main breaks, fleet maintenance personnel, construction of critical or strategic infrastructure, traffic signal maintenance, emergency location services for buried utilities, maintenance of digital systems infrastructure supporting public works operations, and other emergent issues
- Workers—including contracted vendors—involved in the construction of critical or strategic infrastructure including public works construction, airport operations, water, sewer, gas, electrical, nuclear, oil refining and other critical energy services, roads and highways, public transportation, solid waste collection and removal, municipal transfer stations, and internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services)
- Workers such as plumbers, electricians, exterminators, inspectors and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, construction sites and projects, and needed facilities
- Support, such as road and line clearing and utility relocation, to ensure the availability of needed facilities, transportation, energy and communications
- Support to ensure the effective removal, storage, and disposal of residential and commercial solid waste and hazardous waste
- Licensed site clean-up professionals and other workers addressing hazardous spills, waste sites, and remediation.
- Workers who support the operation, maintenance and public safety of state parks, forests, wildlife management areas, water supply protection lands, and other critical natural resources.
- Workers who support storm clean-up operations (e.g., foresters).

## **Communications and Information Technology**

### *Communications:*

- Maintenance of communications infrastructure—including privately owned and maintained communication systems—supported by technicians, operators, call-centers, wireline and wireless providers, cable service providers, satellite operations, undersea cable landing stations, Internet Exchange Points, and manufacturers and distributors of communications equipment
- Workers who support radio, television, and media service, including, but not limited to front line news reporters, studio, and technicians for newsgathering and reporting
- Workers at Independent System Operators and Regional Transmission Organizations, and Network Operations staff, engineers and/or technicians to manage the network or operate facilities
- Engineers, technicians and associated personnel responsible for infrastructure construction and restoration, including contractors for construction and engineering of fiber optic cables
- Installation, maintenance and repair technicians that establish, support or repair service as needed
- Central office personnel to maintain and operate central office, data centers, and other network office facilities
- Customer service and support staff, including managed and professional services as well as remote providers of support to transitioning employees to set up and maintain home offices, who interface with customers to manage or support service environments and security issues, including payroll, billing, fraud, and troubleshooting
- Dispatchers involved with service repair and restoration

### *Information Technology:*

- Workers who support command centers, including, but not limited to Network Operations Command Center, Broadcast Operations Control Center and Security Operations Command Center
- Data center operators, including system administrators, HVAC & electrical engineers, security personnel, IT managers, data transfer solutions engineers, software and hardware engineers, and database administrators
- Client service centers, field engineers, and other technicians supporting critical infrastructure, as well as manufacturers and supply chain vendors that provide hardware and software, and information technology equipment (to include microelectronics and semiconductors) for critical infrastructure
- Workers responding to cyber incidents involving critical infrastructure, including medical facilities, SLTT governments and federal facilities, energy and utilities, and banks and financial institutions, and other critical infrastructure categories and personnel
- Workers supporting the provision of essential global, national and local infrastructure for computing services (incl. cloud computing services), business infrastructure, web-based services, and critical manufacturing
- Workers supporting communications systems and information technology used by law enforcement, public safety, medical, energy and other critical industries

- Support required for continuity of services, including janitorial/cleaning personnel

### **Other Community-Based Essential Functions**

- Workers to ensure continuity of building functions, including local and state inspectors and administrative support of inspection services who are responsible for the inspection of elevators, escalators, lifts, buildings, plumbing and gas fitting, electrical work, and other safety related professional work
- Security staff to maintain building access control and physical security measures
- Residential and commercial janitorial and cleaning services
- Workers necessary for the maintenance and repair of residential and commercial buildings (e.g. plumbing, HVAC, locksmith, electrical, flooring, septic)
- Elections personnel
- Trade Officials (FTA negotiators; international data flow administrators)
- Weather forecasters
- Workers that maintain digital systems infrastructure supporting other critical government operations
- Workers at operations centers necessary to maintain other essential functions
- Workers who support necessary credentialing, vetting and licensing operations for transportation workers including holders of Commercial Drivers Licenses
- Workers who are critical to facilitating trade in support of the national, state and local emergency response supply chain
- Educators and staff supporting public and private emergency childcare programs, including remote learning and facilitating distance learning among residential schools for students with disabilities, K-12 schools, colleges, and universities, provision of school meals, or performing other essential student support functions, if operating under rules for social distancing
- Workers at hotel and commercial lodging facilities that are providing lodging for vulnerable populations and essential workers, as those terms are defined in Emergency Orders #27 and #28.
- Private and public recreational campgrounds or camping parks only for purposes of providing parcels of land rented for the placement of a tent or recreational vehicle
- Construction Workers who support the construction, operation, inspection, and maintenance of construction sites and construction projects (including housing construction)
- Workers that provide services for or determine eligibility for public benefits such as subsidized health care, food and feeding programs, residential and congregate care programs, shelter, in-home supportive services, child welfare, juvenile justice programs, adult protective services and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals (including family members)
- Professional services (such as legal and accounting services) and payroll and employee benefit services, when necessary to assist in compliance with legally mandated activities and critical sector services or where failure to provide such services during the time of the order would result in significant prejudice

- Commercial retail stores that supply essential sectors, including convenience stores, pet supply stores, auto supplies and repair, hardware and home improvement, and home appliance retailers
- Laundromats, dry cleaning, and laundry services
- Workers and instructors supporting academies and training facilities and courses for the purpose of graduating students and cadets that comprise the essential workforce for all identified critical sectors
- Workers at places of worship
- Workers at temporary staffing agencies engaged in providing staff or employees for any essential business.

### **Manufacturing**

- Manufacturing companies, distributors, and supply chain companies producing and supplying materials and products for industries that include, but are not limited to, pharmaceutical, technology, biotechnology, healthcare, chemicals and sanitization, waste pickup and disposal, agriculture, food and beverage, transportation, energy, steel and steel products, petroleum and fuel, construction, gun and related products (including associated retail), operations of dams, water and wastewater treatment, national defense, communications, as well as products used by other essential businesses and operations

### **Hazardous Materials**

- Workers at nuclear facilities, workers managing medical waste, workers managing waste from pharmaceuticals and medical material production, and workers at laboratories processing test kits
- Workers who support hazardous materials response and cleanup
- Workers who maintain digital systems infrastructure supporting hazardous materials management operations

### **Financial Services**

- Banks, financial services institutions, credit unions, insurance, payroll, regional development corporations, and accounting services
- Workers who are needed to process and maintain systems for processing financial transactions and services (e.g., payment, clearing, and settlement; wholesale funding; insurance services; and capital markets activities)
- Workers who are needed to provide consumer access to banking and lending services, including ATMs, and to move currency and payments (e.g., armored cash carriers)
- Workers who support financial operations, such as those staffing data and security operations centers

### **Chemical**

- Workers supporting the chemical and industrial gas supply chains, including workers at chemical manufacturing plants, workers in laboratories, workers at distribution facilities, workers who transport basic raw chemical materials to the producers of industrial and

consumer goods, including hand sanitizers, food and food additives, pharmaceuticals, textiles, and paper products.

- Workers supporting the safe transportation of chemicals, including those supporting tank truck cleaning facilities and workers who manufacture packaging items
- Workers supporting the production of protective cleaning and medical solutions, personal protective equipment, and packaging that prevents the contamination of food, water, medicine, among others essential products
- Workers supporting the operation and maintenance of facilities (particularly those with high risk chemicals and/or sites that cannot be shut down) whose work cannot be done remotely and requires the presence of highly trained personnel to ensure safe operations, including plant contract workers who provide inspections
- Workers who support the production and transportation of chlorine and alkali manufacturing, single-use plastics, and packaging that prevents the contamination or supports the continued manufacture of food, water, medicine, and other essential products, including glass container manufacturing

### **Defense Industrial Base**

- Workers who support the essential services required to meet national security commitments to the federal government and U.S. Military. These individuals, include but are not limited to, aerospace; mechanical and software engineers, manufacturing/production workers; IT support; security staff; security personnel; intelligence support, aircraft and weapon system mechanics and maintainers
- Personnel working for companies, and their subcontractors, who perform under contract to the Department of Defense providing materials and services to the Department of Defense, and government-owned/contractor-operated and government-owned/government-operated facilities

### **Real Estate Transactions/Agents/Brokers**

- Meetings between brokers/agents and clients (or prospective clients) cannot take place at a real estate brokerages' physical offices but may take place with social distancing or remotely by phone, video or other electronic means.
- Showings of homes or other properties may take place by appointment and with appropriate social distancing measures.
- Real estate closings can continue, either through remote means or with social distancing for any in-person transactions.
- Property inspections and appraisals may continue with appropriate social distancing.
- Open houses are not permitted.

### **Other Retail – Curbside Pick Up or Delivery**

- Retailers who are not otherwise deemed essential on this list may transition to curbside pick-up or delivery only for orders taken online, by phone, or by other remote means.
- On-site cash transactions are not permitted.



- Staff necessary to support taking of orders and curbside pick-up or delivery may be physically on site, provided that appropriate social distancing protocols are observed and facilities are cleaned frequently.
- In all other instances, the retailer's facilities must remain closed to the public.

### **Special Note**

If the function of your business is not listed above, but you believe that it is essential or it is an entity providing essential services or functions, you may request designation as an essential business.

Requests by businesses to be designated an essential function should only be made if they are NOT covered by the guidance.

These requests should be submitted to [essential@nheconomy.com](mailto:essential@nheconomy.com) and include basic contact information and a brief justification.

## EXHIBIT B to Emergency Order #40

### **Universal Guidelines for All New Hampshire Employers and Employees**

These guidelines apply to businesses and organizations that have been deemed essential and remained open during any order for Granite Staters to “Stay at Home” and those that are reopening all or a portion of their operations. These guidelines are effective immediately.

These guidelines are based on recommendations from the U.S. Centers for Disease Control and Prevention (CDC), Equal Employment Opportunity Commission (EEOC) and Occupational Safety and Health Administration (OSHA). To ensure the safety of all Granite Staters and to reduce the impact of the COVID-19 outbreak on businesses, workers, and customers, all employers and employees must take steps to either stay open or reopen safely. These guidelines are based on what is currently known about COVID-19 and are intended to protect the public’s health and allow New Hampshire to remain open for business.

Businesses and their employees should follow guidance issued by the CDC, as well as any applicable federal or state regulatory requirements to reduce transmission among employees and customers; maintain healthy business operations; and maintain a healthy work environment. In addition to these general guidelines for all Granite State employers and employees, each business should refer to and follow their industry-specific guidelines, as those guidelines are set forth.

#### Employers must comply with the following guidelines:

- 1.) Employers must require all employees who are sick or not feeling well to stay home, and employees must notify their supervisor by phone. Possible symptoms of COVID-19 include:
  - Fever
  - Respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath
  - Flu-like symptoms such as muscle aches, chills, and severe fatigue
  - Changes in a person’s sense of taste or smell
2. Employers must develop a process for screening all employees reporting for work for COVID-19 related symptoms as follows:
  - Identify a location and assign a person who will screen each employee every day before they enter the work-place. Such plans should be clearly communicated with employees. The person performing the screening should wear a cloth face covering/mask. All employees (see guidance below) should also wear a cloth face covering while at work and in potential close contact with others.
  - The screener should ask the following questions:
    - Have you been in close contact with a confirmed case of COVID-19?
    - Have you had a fever or felt feverish in the last 72 hours?
    - Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?

## EXHIBIT B to Emergency Order #40

### **Universal Guidelines for All New Hampshire Employers and Employees**

These guidelines apply to businesses and organizations that have been deemed essential and remained open during any order for Granite Staters to “Stay at Home” and those that are re-opening all or a portion of their operations. These guidelines are effective immediately.

These guidelines are based on recommendations from the U.S. Centers for Disease Control and Prevention (CDC), Equal Employment Opportunity Commission (EEOC) and Occupational Safety and Health Administration (OSHA). To ensure the safety of all Granite Staters and to reduce the impact of the COVID-19 outbreak on businesses, workers, and customers, all employers and employees must take steps to either stay open or reopen safely. These guidelines are based on what is currently known about COVID-19 and are intended to protect the public’s health and allow New Hampshire to remain open for business.

Businesses and their employees should follow guidance issued by the CDC, as well as any applicable federal or state regulatory requirements to reduce transmission among employees and customers; maintain healthy business operations; and maintain a healthy work environment. In addition to these general guidelines for all Granite State employers and employees, each business should refer to and follow their industry-specific guidelines, as those guidelines are set forth.

#### Employers must comply with the following guidelines:

- 1.) Employers must require all employees who are sick or not feeling well to stay home, and employees must notify their supervisor by phone. Possible symptoms of COVID-19 include:
  - Fever
  - Respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath
  - Flu-like symptoms such as muscle aches, chills, and severe fatigue
  - Changes in a person’s sense of taste or smell
  
2. Employers must develop a process for screening all employees reporting for work for COVID-19 related symptoms as follows:
  - Identify a location and assign a person who will screen each employee every day before they enter the work-place. Such plans should be clearly communicated with employees. The person performing the screening should wear a cloth face covering/mask. All employees (see guidance below) should also wear a cloth face covering while at work and in potential close contact with others.
  
  - The screener should ask the following questions:
    - Have you been in close contact with a confirmed case of COVID-19?
    - Have you had a fever or felt feverish in the last 72 hours?
    - Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?

- Are you experiencing any new muscle aches or chills?
  - Have you experienced any new change in your sense of taste or smell?
- Document the temperature of all employees daily before their shift:
- Employers should take the temperatures of their employees on-site with a non-touch thermometer each day upon the employees arrival at work.
  - If this is not possible, temperatures can be taken before arriving as long as it can sufficiently be authenticated by the employee. Normal temperature should not exceed 100.0 degrees Fahrenheit.

3. Employers must handle employee(s) who exhibit COVID-19 symptoms (e.g. Answers “yes” to any of the screening questions or who is found to have a fever) as follows:

Instruct the employee to leave the premises immediately and to seek medical advice (see employee guidance below). Per EEOC and other pertinent guidelines, employers must maintain the confidentiality of employee health information.

Prevent stigma and discrimination in the workplace. Do not make determinations of health risk or health status based on race or country of origin.

4. Employers must strongly promote frequent hand hygiene and alcohol-based hand sanitizer must be made readily available as follows:

Monitor employee hand washing or use of hand sanitizer and encourage frequent hand hygiene. If possible, employers should make available individual bottles of hand sanitizer to each employee and place hand sanitizer in frequently visited locations for both employees and customers.

5. Implement workplace cleaning and disinfection practices: These practices should follow CDC guidelines with regular sanitation of high-moderate touch surfaces at least every two hours. Employers must develop policies for worker protection and provide training to all staff prior to assigning cleaning tasks.

6. Mitigate exposure: Employers must reduce the risk to employees in the workplace by supporting the use of cloth face coverings in areas where social distancing is difficult to maintain, implement social distancing guidelines, and modify employee schedules, where possible, to reduce the number of physical interactions. Meetings, for example, should be conducted by phone or computer conferencing applications when able; in-person meetings should be limited and employees should maintain a safe distance of at least 6 feet from others at all times.

Employers should also take steps to limit self-servicer options. For example, customer samples, communal packaging, food/beverages (e.g. candy dishes, common creamers at coffee stations).

---

Employers should promote etiquette for coughing, sneezing and handwashing. Employers should provide employees and the public with tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.

If an employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected.

7. Allow Employees to work from home as much as practical: Work from home policies assist in limiting exposure and maintaining social distancing. This is encouraged as much as possible while still allowing a business to open.
8. Plan for potential COVID-19 cases: Implement plans to continue your essential business functions in case you experience higher than usual absenteeism. Employers should work with state and local officials when needed to monitor and investigate cases of COVID-19. In all cases, employers must work in a manner to ensure privacy rights.
9. Covered employers and employees should be reminded of the provisions of the federal Families First Coronavirus Response Act: This law 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.
10. Update the Employee Illness Policy: Employers must review their policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws. Employers should amend or update their internal policies to include symptoms of COVID-19 or create a COVID-19 specific policy. Employers should maintain flexible, non-punitive policies that permit employees to stay home if ill or to care for a sick family member. These policies should incorporate any sector specific recommendations by the state of New Hampshire. All staff should sign the policy, and the policy should be posted for confirmation.
11. Communicate frequently with both employees and customers about steps being taken to prevent spread of COVID-19 in the workplace: Employers should communicate expectations to employees with recommendations on steps everybody can take steps to prevent spread of COVID-19. Post extensive signage on health policies, including the following documents in the workplace to help educate building occupants on COVID-19 best practices. Communicate with customers about steps being taken to protect them from COVID-19 exposure in the workplace.

Employees must comply with the following guidelines:

---

- 1.) Stay home when feeling ill: Employees who have symptoms (see list of symptoms above) should notify their supervisor and stay home. When exposed to COVID-19 or if diagnosed with COVID-19, employees must stay home. Exceptions can be made for asymptomatic exposed employees who are NOT diagnosed with COVID-19 if they are considered essential workers, and these individuals could return to work only with approval from public health officials and their employer after certain protections have been put in place.

Employees who are particularly vulnerable to COVID-19 according to the CDC, either due to age or underlying health conditions are encouraged to consider their individual risk and whether they are safer to work from home.

2. Employees who develop symptoms of COVID-19, even mild symptoms, should consult their primary care providers about COVID-19 testing, or seek testing through one of the public testing options, such as through a State-run testing center, local health department, or ConvenientMD.
3. Increase hygiene practices, including:
  - Wash hands and use hand sanitizer frequently
  - Avoid touching the face, eyes or mouth
  - Practice good respiratory etiquette. This includes coughing and sneezing into a tissue or your elbow rather than into your hands.
4. Wear a cloth face covering: While at work and in public, employees should wear a cloth face covering to help protect against the spread of the virus. Employees should review the CDC's guidance on use of cloth face coverings. Medical-grade masks should be reserved for healthcare workers or first responders.
5. Practice social distancing: To the greatest extent possible, all employees should maintain safe social distancing, which means keeping a distance of at least 6 or more feet between one another at all times.
6. Abide by employer, local and state guidelines: Employees should follow all guidelines issued by their employer, local or state officials. This may include the use of gloves, social distancing practices and increased sanitation and disinfection practices.

As previously noted, these guidelines are to be followed in addition to the industry specific guidelines. Industry-specific guidelines have been created with the input of private sector working groups in partnership with the Governor's Economic Re-Opening Task Force. Protocols are subject to change and may be released on a rolling basis. New Hampshire companies doing business in the state must follow these guidelines and other best practices set forth in this document.

---

To learn more, please visit the New Hampshire COVID-19 website for the latest COVID-19 information, resources and guidance: <https://www.nh.gov/covid19/> or <https://businesshelp.nheconomy.com/hc/en-us>.

---

## EXHIBIT C to Emergency Order #40

### **Guidelines for Businesses, Organizations and Sectors Continuing to Operate**

The Governor's Economic Re-Opening Task Force recommends guidelines for safeguarding all New Hampshire businesses and individuals during the coronavirus disease 2019 (COVID-19) pandemic. These industry-specific guidelines are based on what is currently known about COVID-19 and is intended to protect the public's health and allow New Hampshire to remain open for business.

The intent of these guidelines is to reduce transmission of COVID-19 among employees and customers; support healthy business operations; and maintain a healthy work environment.

In addition to strict adherence to U.S. Centers for Disease Control and Prevention (CDC), Equal Employment Opportunity Commission (EEOC) and Occupational Safety and Health Administration (OSHA) guidance, and US Food and Drug Administration (FDA), the State of New Hampshire recommends policies and procedures to protect consumers and employees.

Accordingly, the following businesses, organizations and sectors may continue to operate according to the following guidelines. Unless otherwise specified, these guidelines are effective immediately.

#### **A. Food Services Industry – Phase 1: Take Out, Curbside, Delivery and Outdoor Dining**

##### Employee Protection Guidelines:

- 1.) Follow Universal Guidelines for All New Hampshire Employers and Employees (Exhibit B to Emergency Order #40).
- 2.) Follow CDC guidance for Businesses and Workplaces.
- 3.) Follow CDC guidelines for Reopening Guidance for Cleaning and Disinfecting Businesses.
- 4.) Follow ServSafe COVID-19 training guidelines.
- 5.) Conduct employee health screening as outlined in the Universal Guidelines for All New Hampshire Employers and Employees.
- 6.) Build social distancing into food service operations to maintain a safe distance of at least 6 feet between employees and customers.
- 7.) Employees shall wear cloth face coverings over their nose and mouth when at work and around others in settings where social distancing may be difficult.
  - a. Customers should also be asked to wear cloth face coverings when in a food service facility where social distancing is difficult (e.g. waiting in line for pick-up or seating).



b. Cloth face coverings worn by employees should be kept clean in accordance with CDC guidance.

8.) Train all employees on the importance of frequent hand washing and the use of hand sanitizers with at least 60% alcohol content

Consumer Protection Guidelines (Phase 1):

1.) As an extension of the curbside and delivery model, restaurants are permitted to offer outdoor dining beginning on Monday, May 18, 2020. Restaurants are permitted to expand outside wherever an outdoor area can be set up safely, such as parking spaces close to entrances, sidewalks, existing patios, lawn areas. Outdoor areas must be able to be cleaned and disinfected, as appropriate. The outdoor space must be clearly delineated and distanced from the general public. If expansion is in a shared space, restaurants must coordinate and seek approval from local authorities.

2.) Seated indoor dining is not permitted during Phase 1.

3.) Tables for outdoor seating must be limited to no more than six (6) guests per table

4.) Tables spacing must be maintained so people sitting at adjacent tables are more than 6 feet apart, and to allow employees/servers to stand back 6 feet from a group's table (e.g. when taking an order) and still maintain a minimum of 6 feet from other adjacent tables.

5.) Reservations or call ahead seating is required to promote social distancing and prevent groups of guests waiting for tables. Establishments may use a text alert system to alert guests of available seating, an intercom system for guests waiting in their vehicles, or only one member of the party being allowed to wait in the waiting area for their table to be ready.

6.) Reservations should be staggered to prevent congregating in waiting areas. Waiting areas should build in social distancing so customers and employees are spaced at least 6 feet apart (either through spacing of seating while waiting, or demarcation's on the floor).

7.) Bar seating areas must remain closed during Phase 1.

8.) Signage must be prominently posted throughout the venue to ask customers if they are experiencing COVID-19 symptoms, including:

- Fever
- Respiratory symptoms such as sore throat, cough, or shortness of breath
- Flu-like symptoms such as muscle aches, chills, and severe fatigue
- Changes in a person's sense of taste or smell
- If you answered yes to any of these questions, please do not put our employees and other guests at risk and come back another day when you feel better.

9.) Customers should be asked to bring and wear a cloth face covering when entering and exiting a facility to protect other patrons and employees during the seating and exiting process, or when getting up to use the restroom. Cloth face coverings are not required while a customer is seated and dining outdoors.

10.) Alcohol-based hand-sanitizer must be made readily available at the reception desk for both customers and employees

#### Business Process Adaptation Guidelines:

- 1.) Place hand sanitizer stations in restaurant lobby reception and bathrooms, as well as at cashier stations. Restrooms should be monitored and routinely cleaned and soap dispensers regularly filled.
- 2.) Disinfect all front-of-house surfaces including door handles, screens, phones, pens, keyboards and other areas of hand contact every two hours, at a minimum.
- 3.) To the extent possible, use menus that are disposable or sanitized between each use. A disposable ordering system is also advisable when possible to limit guest interaction with wait staff.
- 4.) Use of 'self-serve' utensils, plates or napkins, are not allowed. Consider using rolled silverware and eliminating table presets.
- 5.) Sanitize all tabletop items, including condiments, after each table turns (or use disposables).
- 6.) Disinfect chairs, especially where contact occurs, after each table use.
- 7.) No self-serve buffets or appetizers, condiments on a counter for use by multiple tables, or beverage station re-use.
- 8.) No catering or large-group functions shall be allowed.
- 9.) Restroom occupancy should be limited for group restrooms to incorporate social distancing, and waiting lines outside of restrooms should be avoided.

## **B. Campgrounds: Public and Private**

#### Employee Protection:

- 1.) Campground employers must implement employee education and training around safe practices as it relates to hygiene, sanitation and illness policies outlined in the Universal Guidelines for All New Hampshire Employers and Employees.
- 2.) Campground employees must be screened as outlined in the Universal Guidelines for All New Hampshire Employers and Employees.
- 3.) Campground staff must be issued, depending upon their function, latex/non-latex gloves, eye protection (goggles or face shields), and cloth face coverings or other appropriate protective

equipment. Cashiers and customer services representatives must wear, at a minimum, a cloth face covering.

- 4.) There must be a limit of one person per truck/ATV/UTV. Vehicles must be disinfected after use.

### Consumer Protection:

- 1.) Campgrounds may only be open to members or residents of New Hampshire.
- 2.) Facilities (Phase 1):
  - a. Tent sites and RV's may be made available.
  - b. Cabins, yurts, trailers, lean-to's and tent platforms may be made available based on each campground owner's discretion and ability to clean and disinfect.
  - c. All indoor public gathering areas must be closed.
  - d. Outdoor public gathering areas must remain closed
  - e. Swimming pools must remain closed
  - f. Playgrounds must remain closed
  - g. Laundry rooms must remain closed
  - h. RV's with and using full hookups are permitted without restriction except through site number limitations.
- 3.) Restrooms:
  - a. Restrooms must be frequently cleaned and disinfected, especially high-touch surfaces. Where feasible, restrooms may be converted to family style single use facilities where one campsite group may enter at a time.
  - b. Restrooms must be supplemented by a limited number of portable toilets at or near the restroom; there must be one portable per 8-10 people
- 4.) Dishwashing stations may be open but only under social distancing, signage and disinfection protocols.
- 5.) All facilities must be cleaned and disinfected in a manner and frequency prescribed by the CDC. Campsites must be thoroughly cleaned after each party.
- 6.) All ancillary campground activities are prohibited during Phase 1.
- 7.) Campsite Availability (Phase 1):
  - a. The number of campsites must be limited based upon the capacity of above as family style single use facilities.

- b. Group campsites must remain closed. Campsites must be limited to 6-8 occupants depending upon campground and campsite configuration.
- c. Camping must be limited to 50 percent of the campsites in a campground, or to every other site
- d. No visitors may be allowed at a campsite.

Business Process Adaptations:

- 1.) All reservations must be made online or by telephone in advance. Walk in sites may not be made available. COVID-19 messaging must be provided at time of reservation: Persons taking reservations must advise that if anyone in a party is feeling sick or may have been exposed to the virus, they are to stay home.
- 2.) Check in:
  - a. Administration offices must remain closed during Phase 1.
  - b. The individual checking in must be asked if anyone in his or her party is sick or not feeling well based on the screening guidance outlined in the Universal Guidelines for All New Hampshire Employers and Employees. If so, the campground must refuse service to the entire party and provide a refund in accordance with campground policies.
  - c. When checking campers in, campgrounds must minimize contact as much as possible. If possible, perform the check-in outside by the camper's vehicle, have the campers pay in advance, pay by credit card, use gloves, and keep social distancing protocols.
  - d. When checking campers in, campgrounds must provide information to all campers on the need for social distancing, frequent hand hygiene/washing, cloth face covering use when in public places, and of limited activities and facilities.
  - e. Check in may be conducted using one of the following options in the below order of preference:
    - i. Campers will self-check-in the via an on line application app at the campground; app will not allow check-in unless they are at the campground and have location services turned on. One router will be available for access outside the campground office to provide a WIFI connection.
    - ii. Curbside check in with credit card, sneeze guards, and staff wearing a face mask.
    - iii. Staff will drive through campground to verify that the campers are on site; staff will enter in the system at the office
- 3.) Retail stores at campgrounds must follow Universal Guidelines for All New Hampshire Employers and Employees and specific Guidelines for Retail Establishments.
- 4.) Boat, bicycle and other equipment rentals may not be made available during Phase 1.

## **C. State Parks**

### Employee Protection:

- 1.) Employees must be provided with education and training around safe practices as it relates to hygiene, sanitation and illness policies outlined in the Universal Guidelines for All New Hampshire Employers and Employees.
- 2.) Employees must be screened as outlined in the Universal Guidelines for All New Hampshire Employers and Employees.
- 3.) Staff must be issued, depending upon their function, latex/non-latex gloves, eye protection (goggles or face shields), and cloth face coverings or other appropriate protective equipment. Cashiers and customer services representatives must wear, at a minimum, a cloth face covering.
- 4.) There shall be a maximum of person per truck/ATV/UTV.
- 5.) State vehicles must be wiped down after staff use each day.
- 6.) Hand tools will be wiped down after each user.

### Consumer Protection:

- 1.) Parks must post signage and messaging about COVID-19 and need for social distancing, frequent hand hygiene/washing, and cloth face covering use when in public places.
- 2.) Parks must make hand washing stations and alcohol-based hand sanitizer readily available where able.
- 3.) Parks must build social distancing into the operation of restrooms and changing facilities.
- 4.) Messaging must be provided to visitors regarding the need for visitors to bring their own supplies of water, if water fountains are turned off.
- 5.) Touchless transactions should be made available, as feasible.
- 6.) Parks must provide for cash payments in their reservation system, if feasible.
- 7.) Premises must be frequently cleaned and disinfected, especially high-touch surfaces.
- 8.) Visitors must be asked to:
  - a. remain home if experiencing symptoms of COVID-19; and
  - b. keep a safe distance of at least 6 feet from other people visiting the park/campground at all times; and
  - c. wear a cloth face covering over mouth and nose to protect others when in locations where other consumers might be present (e.g. bathroom facilities)

- 9.) Parks must refund the entire amount of the reservation, minus the reservation fee, and waive the \$15 fee for campground cancellations within 5 day or less if the visitor and members of their party cancel due to illness.

Business Process Adaptations:

- 1.) Playgrounds and boat rentals must be closed.
- 2.) Parks must either remove picnic tables or develop a process for cleaning and disinfecting.
- 3.) Water bubblers and fountains must be turned off.
- 4.) Parks must use no-touch trash cans without lids to open.
- 5.) Handling of cash and credit/debit cards must be limited and online sales must be utilized wherever possible.
- 6.) All surfaces in restrooms, pit toilets, and portable toilets must be regularly cleaned and disinfected.
- 7.) Campsites must be cleaned and hard surfaces must be disinfected after use.
- 8.) Flume Gorge Guidelines:
  - a. Online advance ticketing only; limit 4-6 transactions; limit to 6 people
  - b. Maximum of 10-20 transactions sold for each one hour time period to limit occupancy
    - i. Must have ticket to enter visitor center
    - ii. Check-in via tablet
    - iii. 6 ft. + delineations in line
    - iv. Visitor Flow
  - c. Visitors must exit building to hike trail through one turnstile and return through a separate turnstile.
  - d. Visitors must exit and return to hiking trail through separate doors that remain open.
  - e. All indoor seating must be removed. Any outdoor seating should be separated by at least 6 feet of distance.
  - f. Most or all exhibits should not be on on display for the remainder of the year to reduce congregating.
  - g. No shuttle bus service shall be available until further notice.
  - h. No bus groups shall be allowed until further notice.

- i. Food & Beverage Operations shall be Grab n' Go format only.
- j. Limit/discourage cash transactions; encourage touchless transactions.
- k. Seating must be provided outdoors only with tables spread so seating is more than 6 feet apart.

9.) Inland Beaches Guidelines:

- a. Limit occupancy - the capacity of each beach must be determined under social distancing guidelines to prevent overcrowding.
- b. Picnic tables must be spread out 10 feet apart to maintain social distancing.
- c. Visitors must reserve a picnic table online.
- d. The following beach activities are permitted: Walking/running; swimming; sitting, playing, and sunbathing as long as social distancing is maintained.
  - i. Group activities will not be allowed. Violators will be asked to leave the beach.
- e. Lifeguards on duty, where feasible, under guidance from US Lifeguarding Association Guidelines
- f. Inland Beach Restrooms
  - i. Implement single use family bathrooms when able
  - ii. Limit occupancy to group restroom facilities
  - iii. Make portable toilets available

10.) Public ocean beaches must remain CLOSED.

11.) Off-highway Recreational Vehicle (OHRV) Motorized Trails Guidelines

- a. Properties to be opened and restroom and parking facilities information:
  - i. Phase 1: Only trails on DNCR state reservations will be opened (350 miles, list below);
- b. Hopkinton-Everett Riding Area (to open May 23-Army Corp license to DNCR)
  - i. No restroom facilities
  - ii. Main parking lot capacity (40 vehicles)
- c. Hillsborough Recreational Rail Trail (to open May 23, DNCR property)
  - i. No restroom facilities
  - ii. Hillsborough Fish & Game Club parking lot (10 vehicles)

- d. Pisgah State Park (to open May 23, DNCR property)
  - i. No restroom facilities
  - ii. Rte. 119 parking lot in (15 vehicles)
  
- e. Jericho Mountain State Park (to open May 23- DNCR property)
  - i. Toilet facilities open: Pit toilet at scenic Warming Hut overlook (1) and Jericho Lake overlook (1); pit toilets in campground (3) and flush toilets Visitor Center entrance (2).
  - ii. Visitor Center Parking Lot (60 vehicles), Event Area parking (100 vehicles) & Beach parking lot (20 vehicles)
  - iii. All traffic from parking areas to be routed past Visitor Center to check for registrations.
  - iv. Only southern parcel (Jericho Lake Tract) to be open at this time. No parking on Rte. 110 or riding on Head Pond Tract.
  - v. Fee collection:
  - vi. Option 1. No fee collection.
  - vii. Option 2. Online reservation system.
  
- f. Millsfield Pond area trails (to open May 23, admin lease to BoT)
  - i. Club provides portable toilet at parking area
  - ii. Club parking lot (30 vehicles)
  - iii. All connector trails S, N and E to be blocked with barricades with signage about trail closure beyond this point. No connection to Errol, Milan, Dixville or Cambridge areas.
  
- g. Sugar River Rail Trail (open year-round, DNCR property)
  - i. No facilities
  
- h. Newport and Claremont parking areas (25 vehicles combined)
  
- i. Fremont Branch-Rockingham Recreational Trail (open year-round, DNCR property)
  - No facilities
  
- j. Fremont Rte. 107 lot (25 vehicles) and Warner Hill Road lot Derry (15 vehicles)
  - i. Ammonoosuc Recreational Trail (open year-round- DOT property managed by DNCR)
  - ii. No facilities
  
- k. Littleton parking (Industrial Park Drive- 25 vehicles)
  - iii) Club trail systems will open after assessment by local clubs. Coos club networks and connectors to remain closed at this time.



## **D. Hospitals – Elective Procedures**

Hospitals are permitted to begin a responsible, phased-in approach to resuming elective and non-emergency healthcare services, according to the below guidelines, that ensures the health and safety of patients, health care workforce and our communities.

PREFACE: These guidelines can be operationalized only if adequate Personal Protective Equipment (PPE) and sufficient testing supplies and testing capacity exist for hospitals and health systems.

### **1. Timing for Resuming Services**

There should be a capacity to provide safe care for the current patient population, including both COVID-19 positive and non-COVID-19 patients, who require hospitalizations. The facility shall continuously monitor and have appropriate number of intensive care unit (ICU) and non-ICU beds, PPE, ventilators, medications and trained staff to treat all patients. Crisis standards of care should not be active. Based on local assessments of the conditions in the communities they serve regarding levels of hospitalization and overall capacity, health system leaders may make the determination of when to begin the phasing in of time sensitive health care services.

Given the known evidence supporting health care worker fatigue and the impact of stress, the facility should be able to perform routine services without compromising patient safety or staff safety and well-being.

### **2. COVID-19 Screening and Testing**

Facilities must have a defined process for screening all employees and patients for symptoms of COVID-19. Screening and enhanced use of PPE must be considered depending on the services or treatments performed. They should also have a clear process for timely testing, whether in-house or referral to another testing provider, to protect staff and patient safety whenever possible. A facility policy should address requirements and frequency for testing surgical and procedural patients and include routine staff screening and testing as indicated.

### **3. Personal Protective Equipment**

Facilities will be unable to resume time sensitive services, including elective surgical procedures, unless they have adequate PPE and medical surgical supplies appropriate to the number and type of procedures to be performed, and are confident that the future requests for PPE can be provided as additional services are phased in. Policies for the conservation of PPE should be continued as well as policies for any extended use or reuse of PPE per CDC and FDA guidance. Non-emergent services requiring utilization of PPE should be avoided if the facility is experiencing shortages of relevant PPE.

#### **4. Determining Services to be Resumed**

Facilities should create a plan to gradually reintroduce health care services, emphasizing those that are time sensitive, prioritizing patients with urgent needs and avoiding further delays that may have an impact on patient outcomes, especially those that had been previously canceled or deferred. Decisions to add services also need to include strategies to access clinical and support services that may be required to enable the resumption of services such as diagnostic imaging, laboratory services, pharmacy support, therapeutic and diagnostic procedures and others. The use of telehealth and its potential expansion should be maximized wherever appropriate.

#### **5. COVID-related Safety and Risk Mitigation**

Facilities should continue social distancing policies for staff, patients and patient visitors in non-restricted areas in the facility which meet current local and national recommendations for community isolation practices.

Current limitations on visitors should be continued.

Creating non-COVID-19 care zones within the facility, such as dedicated wings for hospitalized patients, should be done if possible, such as segregating patients, clarifying safe patient flow coming into the building and circulation within the building. Hospitals should have transfer agreements in place with other hospitals in their region to treat both COVID and non-COVID patients that have that capability, when necessary and appropriate.

Universal masking should be employed for all persons entering the facility according to state and national guidelines.

#### **6. Patient Messaging and Communication**

It is critical to ensure patients and community members understand that the prioritization of the safety of patients and health care workers is paramount as services are reintroduced. Clear communication of the plans to reintroduce services, and considerations for ensuring their safety, need to be reinforced in all messaging to the public.

As always, individual decisions about care and treatment must be driven by the clinical judgement of caregivers in partnership with their patients.

#### **7. Governance**

Each hospital shall maintain an internal governance structure to ensure the criteria and principles outlined above are followed. Providers should consult as appropriate with any guidance issued by relevant professional specialty societies regarding appropriate prioritization of procedures.

In order to proceed with any phase-in of additional services, the facility must ensure there are enough resources available including PPE, a healthy workforce, supplies, and medications so as not to jeopardize current care or surge capacity.

COVID-19 metrics should be continuously monitored on a daily basis to identify triggers that would signal imminent exponential growth requiring an immediate cessation of further service expansion or possible reduction in services.

## **E. Manufacturing**

### Employee Protection:

- 1.) Review and follow the recommendations in the Universal Guidelines for All New Hampshire Employers and Employees.
- 2.) Review and follow CDC guidance for business and employers to plan and respond to COVID-19.
- 3.) Review and follow the OSHA Guidance on Preparing Workplaces for COVID-19 relative to implementing work place controls, including engineering controls (e.g. increasing ventilation rates and improving ventilation and air filtration systems), administrative controls, safe work practices, and if applicable, personal protective equipment (PPE) for COVID-19.
- 4.) Personal protective equipment (PPE) is generally recommended for people caring for patients with suspect or confirmed COVID-19. Therefore, the role of PPE in the manufacturing workplace is likely minimal, but employers should perform a work-place assessment to identify areas of risk to employees; some limited PPE might be appropriate depending on the situation in accordance with CDC recommendations.
- 5.) Employees should wear cloth face coverings over their nose and mouth when at work and around others in settings where social distancing may be difficult.
- 6.) Encourage frequent hand hygiene and provide access to hand washing stations and alcohol-based hand sanitizer.
- 7.) Adjust manufacturing processes to build in social distancing and maintain a safe distance of at least 6 feet between employees.
- 8.) Stagger shifts, breaks, and meals, in compliance with wage and hour laws and regulations to maintain social distancing.
- 9.) Provide regular updates, education, and training for employees about protecting themselves and others in the workplace from COVID-19.
- 10.) Employers must require all employees to report any illness to their supervisor and require notification of COVID-19 positive cases in the employee's household.
- 11.) Implement flexible sick leave and supportive policies that allow an employee to stay home when sick or to stay home to care for a sick family member.

- 12.) Prohibit congregating in break rooms or common areas and limit capacity of such areas to allow for safe social distancing of at least six (6) feet at all times.
- 13.) Restrict interaction between employees, outside visitors or delivery drivers; implement touchless receiving practices if possible.
- 14.) Whenever possible, in accordance with social distancing protocols, erect impermeable barriers to limit contact with others.
- 15.) Require sanitization of equipment and/or workspace areas in the beginning, middle, and end of each shift, especially in “high touch” areas, as feasible.

## **F. Retail**

These guidelines apply to retail establishments who are currently open and providing Essential Services, as well as retail establishments who are re-opening their physical locations and resuming in person operations pursuant to Emergency Order #40.

Effective on May 11, 2020, all retail establishments whose physical facilities were previously closed may open their physical facilities to workers, customers, and the public and resume in person operations if they operate in accordance with the following guidelines. Retail establishments who are currently open due to provision of Essential Services must begin operating in accordance with these guidelines immediately.

### Employee Protection:

- 1.) All staff must wear cloth face coverings at all times when in the retail facility and in public locations or shared staff areas (e.g. break rooms), even if other individuals are not immediately present.
  - Provide training on cloth face coverings based on CDC guidance for Use of Cloth Face Coverings.
  - People wearing face coverings must not touch their eyes, nose, mouth, or face, or adjust their facemask without first sanitizing hands. After touching face or adjusting mask, hands must be sanitized.
- 2.) Alcohol-based hand sanitizer must be made readily available for both staff and consumers at entrances and exits to the retail facility, at checkout locations, and in staff breakrooms and other commonly used staff areas.
- 3.) Stagger shifts, breaks, and meals, in compliance with wage and hour laws and regulations to maintain social distancing.
- 4.) Provide regular updates and training for employees about personal COVID-19 mitigation and store safeguards based on CDC guidelines.

- 5.) Require all employees to report any symptoms of COVID-19 or close contact to a person with COVID-19 to supervisor.
- 6.) Staff must be screened (questioned about) for symptoms of COVID-19 before each shift. Staff with any symptoms must not be allowed to work.
- 7.) Staff should be instructed to maintain a distance of at least 6 feet from others (staff and customers) at all times. Prohibit congregating in break rooms or common areas and limit capacity of such areas to allow for a safe social distancing of at least 6 feet whenever possible.
- 8.) Restrict interaction between employees and outside visitors or delivery drivers; implement touchless receiving practices if possible.

#### Consumer Protection:

- 1.) Develop a process for limiting the number of customers inside a store at a given time, excluding employees and representatives of third-party delivery companies, to 50 percent or less of store occupancy based on New Hampshire's Building and Fire Code.
- 2.) Ensure any waiting line outside the store has demarcations spacing customers at least 6 feet apart.
- 3.) Customers should wear cloth face coverings at all times when inside the store. Signage and staff should request this before customers enter the store.
- 4.) Consider dedicated shopping hours or appointment times for the elderly and medically vulnerable persons.
- 5.) If feasible and reasonable, establish one-way aisles and traffic patterns for social distancing.
- 6.) Where appropriate and possible, implement pay-ahead and curbside pickup and/or delivery service options to minimize contact and maintain social distancing.
- 7.) Assign dedicated staff (i.e. a safety officer) to monitor social distancing and compliance with protective actions, and to prompt customers and other staff about the importance of social distancing, hand hygiene, and use of cloth face coverings.
- 8.) Add social distancing reminder signage, personal and floor stickers in key areas in the store (e.g. check-out counters).
- 9.) Offer self-checkout and/or self-bagging options when possible.

#### Business Process Adaptations:

- 1.) Services should preferably be paid for electronically, but retailers may accept cash or check.
- 2.) Establish enhanced cleaning protocols that follow CDC guidance relating to cleaning and disinfection for COVID-19. This includes cleaning and disinfecting shared resources and

frequently touched surfaces every two hours. Check-out lanes should be wiped down and cleaned between each customer.

- 3.) When possible, use a clearly designated entrance and a separate clearly designated exit to maintain social distancing.
- 4.) Use plastic shields or barriers between customers and clerks at service counters and clean them frequently.
- 5.) Adjust store hours to allow time for enhanced cleaning.
- 6.) Continue to prohibit the use of reusable bags.
- 7.) Suspend the sampling of food and personal hygiene products.
- 8.) Task management-level employees within a store (i.e. a safety officer) to monitor compliance.
- 9.) Respect the right of business owners to have requirements over and above these recommendations.

## EXHIBIT D to Emergency Order #40

### **Guidelines for Businesses, Organizations and Sectors Who Are Resuming All or Part of Their Operations**

The Governor's Economic Re-Opening Task Force recommends guidelines for safeguarding all New Hampshire businesses and individuals during the coronavirus disease 2019 (COVID-19) pandemic. These industry-specific guidelines are based on what is currently known about COVID-19 and is intended to protect the public's health and allow New Hampshire to remain open for business.

The intent of these guidelines is to reduce transmission of COVID-19 among employees and customers; support healthy business operations; and maintain a healthy work environment.

In addition to strict adherence to U.S. Centers for Disease Control and Prevention (CDC), Equal Employment Opportunity Commission (EEOC) and Occupational Safety and Health Administration (OSHA) guidance, and US Food and Drug Administration (FDA), the State of New Hampshire recommends policies and procedures to protect consumers and employees.

Accordingly, the following businesses, organizations and sectors may resume operations according to the following guidelines.

#### **A. Golf**

Effective May 11, 2020, golf courses may open to members and New Hampshire residents only if they operate according to the following guidelines.

##### Employee Protection:

- 1.) Follow Universal Guidelines established in Exhibit B.
- 2.) Follow cleaning and disinfection guidance contained in this document and CDC's guidance at all times.
- 3.) Provide ServSafe COVID-19 training to employees as soon as possible.

##### Consumer Protection:

- 1.) Players must arrive or remain in their car until no more than 15 minutes prior to their tee-time, at which time they may check-in and proceed to starting tee; no gathering before or after play is permitted.
- 2.) Pro shops / Clubhouses must remain closed, including all indoor check-in and merchandising.
- 3.) Remote and touchless check-in procedures should be utilized (internet or phone).

- 4.) Golf bags should be brought by the player and not handled by anyone except the player.
- 5.) Personal clubs must be used; no rental sets or sharing of clubs is permitted.
- 6.) Clubhouse may open for restroom availability but should operate at limited capacity to adhere to social distancing policies.
- 7.) Food and Liquor Service should align with the Food Services phased schedule.
- 8.) Halfway Houses should remain closed.
- 9.) Outdoor beer/food carts may run but employees must wear cloth face coverings, and properly clean and disinfect hard surfaces between sales.
- 10.) Amenities such as pools, locker rooms (except if needed for restroom access – access to lockers for storage is prohibited), spa, salon services, etc. must remain closed.
- 11.) Signage must be prominently posted throughout the venue to ask customers about any COVID-19 symptoms (see Universal Guidance) OR close contact with a person suspected or confirmed to have COVID-19 in the prior 14 days. If a person answers yes to any of these questions, customers should be asked to not put employees and other guests at risk and to come back another day when feeling better or off quarantine (due to close contact).
- 12.) All customers and staff should be instructed to maintain a distance of at least 6 feet from others (staff and other customers) at all times while playing and on the grounds.

#### Business Process Adaptations:

- 1.) All staff must wear cloth face coverings when in the golf course facility and in public locations or shared staff areas (e.g. break rooms).
  - Provide training on cloth face coverings based on CDC guidance for Use of Cloth Face Coverings.
  - People wearing face coverings must not touch their eyes, nose, mouth, or face, or adjust their face mask without first sanitizing hands. After touching face or adjusting mask, hands must be sanitized.
- 2.) Make hand washing stations and/or alcohol-based hand sanitizer readily available.
- 3.) Sanitize all front-of-house surfaces including door handles, screens, phones, pens, keyboards and other areas of hand contact every two hours, at a minimum.
- 4.) Restrooms should be frequently cleaned and disinfected, especially high-touch surfaces. Where feasible, restrooms should be converted to family style single use facilities. Consider single-use portable toilets to supplement restroom capacity if needed.
- 5.) Group play of no more than four may be permitted with tee times spaced at least 12 minutes apart.



- 6.) Walking is encouraged, but single rider carts or family members living in the same house sharing a cart is permitted.
- 7.) All carts must be properly cleaned and disinfected following use.
- 8.) Cart staging for daily or event play must accommodate social distancing guidelines.
- 9.) Push carts may be permitted, including club provided ones, provided they are cleaned and disinfected after every use.
- 10.) Golf course set up minimal (no bunker rakes, cups raised/flipped and no on-course amenities e.g. water stations, ball washers, sand boxes, benches, etc.).
- 11.) Golf instruction must be performed virtually.
- 12.) League play may only be permitted if it follows appropriate tee time intervals and social distancing guidelines
- 13.) Clinics, Camps and organized activities must remain suspended.
- 14.) No youth activities are permitted.
- 15.) Caddis programs should be suspended.
- 16.) Practice areas, including indoor and outdoor practice areas (putting and driving) must be closed.

## **B. Cosmetology – Barbershops and Salons**

Effective May 11, 2020, barbers, hair salons, and other cosmetology businesses may open their physical facilities to workers, customers, and the public and resume in person operations if they operate in accordance with the following guidelines.

### **General Guidelines:**

- Services shall be limited to haircuts and root touch-up color services
  - No blow-drying of hair.
- All clients must wear at a minimum a cloth face covering that covers the nose and mouth at all times when within the salon or barbershop.
- All staff must wear at a minimum cloth face covering that covers the nose and mouth at all times when within the salon, even when alone in client service areas (e.g. cleaning and disinfecting after services).
  - Cloth face masks/coverings should be worn and managed according to CDC guidance about [use of cloth face coverings](#).
  - Surgical facemasks can be considered in place of a cloth face covering if available; however, higher-level respiratory masks (e.g. N95 masks) are NOT appropriate.

- Staff and clients wearing face coverings must not touch their eyes, nose, mouth, or face, or adjust their face mask without first sanitizing hands. After touching face or adjusting mask, hands must be sanitized.
- Alcohol-based hand sanitizer must be made readily available at the reception area and client service areas for frequent use by both staff and clients.
- Staff and clients should be screened (questioned about) symptoms of COVID-19 before each shift (for staff), and before the appointment (for clients). Staff with any symptoms should not be allowed to work. Clients with any symptoms should be re-scheduled.
- Staff and clients should maintain a distance of at least 6 feet from others in the salon except for when staff are attending to client's hair.

### **Reception Area:**

- Reception areas must be closed.
- Clients must be scheduled by appointment only. No walk-in appointments.
- Stagger appointments so only one person is arriving at a time.
- A maximum of no more than 10 total people at any one time (staff and clients combined) are allowed in the facility at any time (possibly fewer depending on the size of the salon and ability to maintain 6 feet of distance between clients at all times), plus the number of clients should not exceed the number of staff. For example, in a small salon with one staff member, the maximum number of people allowed in the salon at any one time is two.
- Client must wait in their car until called in by the stylist.
- There must be sufficient time between clients in order to complete sanitation procedures.
- Services should preferably be paid for electronically before arrival at the establishment. If electronic or card payment is unable to be submitted, clients should come with exact cash payment or check.

### **Work Station:**

- Ensure work stations are at least 6 feet apart; more distance is preferable.
- Workstations must be routinely and frequently cleaned, especially between client use.  
Review the CDC [reopening guidance for cleaning and disinfecting](#).
- Clean and disinfect all non-porous implements used in the services, as required by all states (immersion, spray or wipe).
- Store properly disinfected implements in closed, containers that have also been disinfected (wipe or spray).
- Clean and disinfect all electrical implements before and after use on a client.
- Clean and disinfect chairs and headrests before and after each client.
  - Remember that porous materials cannot be disinfected and ongoing use of disinfectants on materials covering chairs, can damage the material.
  - Consider barrier methods on chairs such as disposable paper drapes or towels that can be laundered after each client.
- Clean and disinfect station, rolling carts drawers and any containers used for storage.
- Ensure that single use (porous items) are new.
- Hand sanitizer for client use.
- No testers of any kind are permitted.

**Restroom:**

- Regularly clean and disinfect all surfaces.
- Consider upgrading to touchless faucets, soap and paper towel dispensers.
- Consider adding touchless, automatic hand sanitizer dispensers.
- Place trash container near door.
- Remove any products that do not belong in the restroom.
- Ensure soap dispensers are regularly filled.
- Avoid waiting or congregating in/around the restroom if restrooms are multi-use.
- Restrooms should be single use (one-at-a-time) facilities, where feasible.

**Laundry:**

- All dirty linens should be placed in a covered non porous container.
- Wash all laundry on hot with detergent and dry until “hot to the touch” ensuring no moisture or dampness in any linen.
- Launder (porous) or disinfect (non-porous) caps and capes.
- All linens should be stored in closed cabinet or covered shelving until used.

**Shampoo Bowls:**

- Clean all bowls, handles, hoses, spray nozzles and shampoo chairs before and after client use.
- Disinfect all bowls, handles, hoses, spray nozzles and shampoo chairs before and after client use, observing full contact time with a properly concentrated disinfectant or wipe.

**ON-GOING SAFETY GUIDELINES**

In addition to the below guidelines, salons, barbershops and other cosmetology businesses must follow the existing Board rules. The following steps may be above and beyond those requirements:

**Disinfectants/PPE:**

- Review and follow CDC guidance relating to cleaning and disinfection for COVID-19.
- Disinfectant must be EPA-registered and labeled as bactericidal, virucidal and fungicidal
- Disinfect using an EPA-approved disinfectant against COVID-19.
- Observe full contact time on manufacturers label.
- Disinfectant for immersion must be made fresh daily and replaced if it becomes contaminated sooner.
- Immersed items should be removed at the end of contact time, rinsed and dried with a paper towel or clean, freshly laundered towel.
- Hands must be washed after removing gloves.

### **Cleaning and Disinfection of Electrical Implements:**

- Clean implement with wipe or spray and remove any debris, such as hair.
- Use an EPA-registered bactericidal, virucidal and fungicidal spray, foam or wipe to disinfect implement for full contact time listed on the manufacturers label.
- When contact time is complete, dry with paper towel or clean, freshly laundered towel.

### **Practical Changes:**

- Disinfect POS terminals after each use.
- Disinfect reception counter, door handles, and phones at the beginning of the day and after every use.
- Stylists and customers must wear either cloth face coverings or surgical procedure masks as discussed above.
- Discontinue the practice of shaking hands.
- Screen staff and clients for symptoms of COVID-19; any person with symptoms should not be allowed in the facility.

### **Hand Hygiene:**

- Wash hands with soap and water for at least 20 seconds frequently, especially before/after eating, smoking and using the restroom. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Wash/sanitize hands immediately before and after providing services to a client or before returning to the client if called away.

## **C. Drive-In Movie Theaters**

Effective May 11, 2020, drive-in movie theaters may resume operations if they operate in accordance with the following guidelines.

### Employee Protection:

- 4.) Employees who are sick or not feeling well must stay home. All employees must report any onset of illness during working hours to supervisor.
- 5.) Maintain six feet social distancing between workers and between customers.
- 6.) Employees must wear cloth face coverings especially where other social distancing measures are difficult to maintain recommended by the CDC.
- 7.) Employers must provide sanitizing stations such as hand washing sinks with soap and bottles of hand sanitizer.
- 8.) Provide regular updates and training for employees about personal COVID-19 mitigation based on CDC guidelines.

### Consumer Protection:

- 1.) Patrons must maintain proper social distancing, staying in or immediately around their cars.
- 2.) Cashiers and customer services representatives must wear a cloth face covering.
- 3.) Premises must be frequently cleaned and disinfected, especially high-touch surfaces.
- 4.) Restrooms must be supplemented by a limited number of portable toilets to eliminate the need for patrons to wait on line for the restrooms and to promote social distancing.

Business Process Adaptations:

- 1.) Minimum 10-foot spacing between cars must be maintained.
- 2.) Any food available onsite must be pickup only and taken back to vehicles for consumption. Social distancing must be maintained between patrons.
- 3.) Touchless transactions should be made available, as feasible.