

## 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 were permitted to resume operations according to certain guidelines. Effective May 22, 2020, these organizations may continue to operate subject to the below guidelines.

### **Cosmetology, Barbering & Esthetics Services and Tanning Facilities**

#### **313-A:1 Definitions. –**

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II. "Barbering" means:

- (a) Shaving or trimming the beard or cutting the hair;
- (b) Giving facial or scalp massages or treatment with oils, creams, lotions, or other preparations, either by hand or mechanical appliances; or
- (c) Shampooing, arranging, dressing, or styling the hair.

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III. "Barbershop" means any establishment or place of business wherein the practice of barbering is engaged in or carried on

VI. "Cosmetology" means arranging, dressing, curling, waving, cleansing, cutting, bleaching, coloring, or similarly treating the hair of any person, and performing other work customarily performed by a cosmetologist such as giving facials, manicures, pedicures, and artificial nail enhancements, applying makeup or eyelashes to any person, and removing superfluous hair.

...

VIII. "Esthetics" means:

- (a) Giving facials, applying makeup, giving therapeutic skin care treatments, removing superfluous hair, or applying eyelashes to any person;
- (b) Beautifying the face, neck, arms, and shoulders, by use of cosmetic preparations, antiseptics, tonics, lotions, or creams;
- (c) Massaging, cleansing, or stimulating the face, neck, arms, and shoulders, by means of the hands, devices, apparatus, or appliances, with the use of cosmetic preparations, antiseptics, tonics, lotions, or creams; or
- (d) Providing pedicure and manicure services, including therapeutic skin and nail care treatments for the feet and hands, beautifying the feet and hands, and massaging, cleansing, or stimulating the feet and hands by means of the hands, devices, apparatus, or appliances, with the use of cosmetic preparations, antiseptics, tonics, lotions, or creams, trimming or filing the nails, and polishing the nails.

...

X. "Manicuring" or "pedicuring" means cutting, trimming, polishing, applying artificial enhancements such as tips or acrylic to the natural nails, or coloring or cleansing the nails of any person.

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XII. "Salon" means a beauty salon or other place kept open for the business of cosmetology, manicuring, or esthetics.

XIII. "School" means a school or other institution conducted for the purpose of teaching cosmetology, manicuring, barbering, or esthetics.

XIV. "Tanning device" includes any equipment, including a sunlamp, tanning booth, and tanning bed, that emits electromagnetic radiation with wavelengths in the air between 200 and 400 nanometers and is used for the tanning of human skin. The term also includes any accompanying equipment, including protective eyewear, timers, and handrails.

XV. "Tanning facility" means any location, place, area, structure or business which provides access to a tanning device for a fee, membership dues or any other compensation.

### **General Guidance to Protect Employees and Consumers:**

1. Follow the [Universal Guidelines](#) for All New Hampshire Employers and Employees.
2. Review and follow CDC [guidance for businesses and employers](#).
3. Review and follow CDC [guidance for cleaning and disinfection](#).
4. All clients MUST wear, at a minimum, a cloth face covering over the nose and mouth when within the establishment. If the client does not have a cloth face covering, the establishment will provide a mask to the client. Cloth face masks/coverings must be worn and managed according to CDC guidance about [use of cloth face coverings](#).
5. All staff MUST wear, at a minimum, a cloth face covering over the nose and mouth at all times when within the establishment, even when alone in client service areas (e.g. cleaning and disinfecting after services).
  - a. Cloth face masks/coverings must be worn and managed according to CDC guidance about [use of cloth face coverings](#).
  - b. Review also the NH DHHS information about [using cloth face coverings](#).

6. 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.
7. 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.
8. Staff must be provided education and training around safe practices as it relates to hygiene, cloth face covering use, social distancing, sanitation (cleaning and disinfection policies), and illness policies outlined in the [Universal Guidelines](#) and in this document.
9. Clients must be informed of these new policies and procedures and provided instructions on hand hygiene, cloth face covering use, social distancing, sanitation (cleaning and disinfection policies), and illness policies.
10. Require all staff to report any symptoms of COVID-19 or close contact to a person with COVID-19 to a supervisor. Staff and members should not be present in the facility if they feel sick.
11. Staff and clients should be screened before each shift (for staff), and before the appointment (for clients) by asking if the individual:
  - a. Has any symptoms of COVID-19 (see [Universal Guidelines](#) for list of potential symptoms) or fever of 100.4 degrees F or higher.
  - b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
  - c. Traveled in the past 14 days either:
    - i. Internationally (outside the U.S.),
  - d. By cruise ship, or
  - e. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
12. Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should **not** be allowed into the facility:
  - a. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and [self-isolate](#) at home following the instructions below.
  - b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should [self-quarantine](#) for 14 days from their last exposure or return from travel.
13. Person(s) with suspect or confirmed COVID-19 must stay home until symptom-based criteria are met for [discontinuation of isolation](#):
  - a. At least 10 days have passed since symptoms first appeared  
**AND**
  - b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms).
14. Staff and clients must maintain a distance of at least 6 feet from others in the salon, barbershop, school, or tanning facility at all times except for when staff are providing cosmetology, barbering, or esthetics services.
15. Facilities should evaluate their building ventilation system and engineering controls to increase room and overall building ventilation, increase the number of air exchanges, increase outdoor air ventilation, limit internal air circulation, improve central air filtration

to the highest compatible with the filter rack and seal edges of the filter to limit bypass, and routinely replace filters and perform other necessary maintenance.

### **Business Process Adaptations:**

#### *Reception, Scheduling, Capacity, and Work Stations*

1. Reception areas should be utilized only for the purpose of accepting payment from clients for services rendered. Waiting areas should be closed to avoid congregating, and clients must be brought directly to the work area.
2. Clients must be scheduled by appointment only either online or by phone. No walk-in appointments are permitted.
3. A maximum of no more than seven (7) operating stations per 1000 square feet is allowed at 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 (one staff and one client).
4. Each service provider may only manage one client at a time.
5. Businesses must ensure work stations are at least 6 feet apart; more distance is preferable. Ideally work stations should be in separate rooms or separated by barriers or partitions.
6. Clients must receive pre-visit remote consultations within 24 hours prior to their appointment to screen for symptoms of COVID-19, recent travel, or close contact to any person with suspected or confirmed COVID-19 in the prior 14 days. Standard screening questions are outlined above and in the [Universal Guidelines](#).
7. The maximum amount of time for one single service or multiple single services that a client may receive on a single day within the establishment is one hour.
8. Businesses must stagger appointments so only person is arriving at a time and clients do not interact.
9. Clients must wait in their car until the business alerts them to enter. There should not be any waiting lines given scheduled and staggered appointments. Waiting areas should be closed to avoid congregating, and clients must be brought directly to the work area.
10. There must be sufficient time between clients in order to complete cleaning and disinfection procedures.
11. Services should preferably be paid for electronically before arrival at the establishment. If electronic or card payment is unable to be submitted, clients must come with exact cash payment or check.
12. Businesses must remove unnecessary clutter or items.
13. Businesses must cover any cloth or fabric items with non-permeable barriers that may come into client contact and would therefore need to be cleaned and disinfected.
14. Businesses must remove all product testers and samples.
15. Staff should change into work clothing at the start of each shift, and change out of work clothing after scheduled shift and before leaving establishment. Worn work clothing should be transported in a plastic bag and laundered normally.
16. Businesses should avoid offering marketing materials and business cards for clients to take as needed, but instead refer clients to websites or other digital material.

17. No physical contact is allowed with clients that is not necessary to provide services (e.g. no shaking hands or hugging).
18. Businesses must create and post signage informing clients about policies and procedures. Signage must be posted on the front door or in the business lobby, at a minimum.
19. Clients are not permitted to eat, drink, smoke, or vape while in the establishment.
20. Staff must frequently perform hand hygiene by either washing hands with soap and water for at least 20 seconds, or using an alcohol based hand sanitizer that contains at least 60% alcohol if soap and water are not available. This includes (but is not limited to) hand hygiene before and after eating, before and after smoking and using the restroom, before and after providing services to a client, before donning and after doffing gloves.
21. Businesses must provide hand sanitizer for client use.
22. Staff must wear aprons or similar barrier while providing services, which shall be changed between each client.
23. Staff are permitted to use blow dryers or hooded dryers in addition to heat rings.
24. Businesses are permitted to use air conditioning units and fans.
25. Businesses should consider providing physical barriers to protect clients and staff such as partitions or Plexiglass barriers.
26. For contract tracing purposes, businesses must maintain a record of clients receiving services, the date and time of those services, and the identities of staff who had direct interaction with clients receiving services.

#### *Restroom Area*

1. Staff must regularly clean and disinfect all surfaces in the restroom.
2. Businesses should consider upgrading to touchless faucets, soap and paper towel dispensers in the restroom.
3. Businesses must place trash container near the door in the restroom.
4. Businesses must remove any products that do not belong in the restroom.
5. Businesses must ensure soap dispensers in the restroom are regularly filled.
6. Restrooms should be single use (one-at-a-time) facilities, where feasible.

#### *Laundry Services*

1. Staff must place all dirty linens in a covered, non-porous container.
2. Staff must wash all laundry using hot water and detergent. Staff must dry all laundered linen until “hot to the touch,” ensuring no moisture or dampness remains in any linen.
3. Staff must launder (porous) or disinfect (non-porous) caps and capes.
4. Staff must store all linens in a closed cabinet or covered shelving until used.

#### *Cleaning and Disinfecting*

1. Clean and disinfect all surfaces, tables, chairs, medical safety glasses/goggles, other used equipment, workstations, and common areas between each client. Cleaning and disinfection should follow CDC [guidance for cleaning and disinfecting your facility](#), including the following:
2. Use disposable gloves to clean and disinfect. Cleaning reduces the number of germs, dirt and impurities on a surface. Disinfecting kills germs on surfaces.

3. Use an [EPA-approved disinfectant](#) to disinfect anything the client came in contact with, including treatment table, face cradle, stool, bolsters, door knobs, side tables, chairs, etc. and follow manufacturer's instructions for cleaning and disinfecting. Observe the complete contact time for disinfectant on manufacturers label.
4. Staff must make fresh disinfectant for immersion daily and replace throughout the day if the disinfectant becomes contaminated.
5. Staff must remove immersed items at the end of the contact time, rinse the immersed items, and dry items with a paper towel or clean, freshly laundered towel.
6. Hard (Non-Porous) Surfaces: If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, [use EPA-approved disinfectants](#) for use against the virus that causes COVID-19.
7. Linens, Clothing, towels, and Other Items That Go in the Laundry: Clean and dirty linens will be stored in separate closed containers. Do not shake dirty laundry. Remove all linens, blankets, and table setups. Launder items using the warmest appropriate water setting for the items and dry items completely.
8. Businesses must develop and implement a safety and cleaning/disinfection protocol per CDC guidelines, to be performed daily and in between clients.
9. Clean and disinfect point-of-sale (POS) terminals after each use.
10. Clean and disinfect reception counter, door handles, cabinets, and display cases at the beginning of the day and after every use.
11. Routinely and frequently clean and disinfect work stations, especially between client use.
12. Clean and disinfect all non-porous implements used in the services, as required by all states before and after each use on a client.
13. Clean and disinfect all regularly used surfaces, such as countertops, pens, tablets, bathrooms, and door handles between clients.
14. Clean and disinfect tables, chairs, and headrests before and after each client.
15. Clean and disinfect all work stations, rolling carts, drawers, and any containers used for storage before and after each use.
16. Clean and disinfect all electrical implements before and after each use on a client.
17. After each use, staff must clean implements with a wipe or spray and remove any debris such as hair.
18. Use an EPA-registered bactericidal, virucidal and fungicidal spray, foam, or wipe to disinfect implements for the complete contact time listed on the manufacturer's label.
19. When the contact time is complete, staff must dry implements with a paper towel or clean, freshly laundered towel.
20. Store properly disinfected implements in closed, containers that have also been disinfected
21. Clean and disinfect all bowls, handles, hoses, spray nozzles and shampoo chairs before and after each client use.
22. Clean and disinfect floors daily.

### **Authorized Services and Additional Service Specific Information**

*Cosmetology and Barbering Services:*

1. Cosmetologists and barbers may provide all services within their scope of practice as long as a client is capable of wearing a cloth face covering at all times and the services do not last longer than one (1) hour (excluding processing time which does not require close prolonged contact).

*Manicuring and Pedicuring Services:*

2. Manicuring and pedicuring services may offer all manicuring and pedicuring services as long as a client is capable of wearing a cloth face covering at all times and the services do not last longer than one (1) hour (excluding processing time which does not require close prolonged contact).
3. Staff must wear disposable gloves when servicing clients and change gloves between each client. Staff must wash hands with soap and water or use an alcohol based hand sanitizer before putting on gloves, and again after taking gloves off.
4. For dip nails, staff must not “double dip.” Staff must either dispose of the entire product or place extra product into another vessel or dish other than the vessel or dish used on the client. The product used on the client must be discarded at the end of service.
5. Practitioners must wear a cloth face covering, face shield or medical safety glasses/goggles, and gloves while providing all body art services. All face shields and medical safety glasses/goggles must be disinfected after each client.

*Esthetics Services:*

1. Esthetics services shall be limited. Client must wear a cloth face covering at all times and the services should not last longer than one (1) hour (excluding processing time which does not require close prolonged contact). Cloth face coverings may not be removed to perform services.
2. Facial services are not allowed.
3. Practitioners must wear a cloth face covering, face shield or medical safety glasses/goggles, and gloves while providing all body art services. All face shields and medical safety glasses/goggles must be disinfected after each client.

*Tanning Facilities:*

1. Tanning facilities may offer all tanning services as long as the services do not last longer than one (1) hour (excluding processing time which does not require close prolonged contact).
2. Clients must wear cloth face coverings at all times except for when alone in a tanning booth, but client must place face covering back on immediately after tanning session is finished and before emerging from tanning booth.
3. Tanning bed or booth must be thoroughly cleaned and disinfected after every client.

## **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.

## **D. Attractions**

**This guidance applies to outdoor activities situated in recreational or natural settings that occur individually or in small groups of 10 people or less. This includes centers for biking, canoe and kayak rentals, mini-golf, outdoor driving ranges, outdoor shooting ranges, small fishing charters, paint ball, outdoor guiding services (fishing, hunting, hiking) and other small group outdoor activities that are able to follow the guidance below.**

*Note: Larger group activities and tourist attractions, such as amusement parks, water parks, race tracks, tourist trains, boat cruises, and indoor attractions will be considered for re-opening in later phases.*

### **General Guidance to Protect Employees and Consumers:**

1. Review and follow the [Universal Guidelines](#) for All New Hampshire Employers and Employees.
2. Review and follow the [Retail](#) guidance.

3. Review and follow the [Golf](#) guidance for driving ranges.
4. Review and follow CDC [guidance for businesses and employers](#).
5. Review and follow CDC [guidance for cleaning and disinfection](#).
6. If providing Food Services, follow [Food Service Industry](#) guidance.
7. Staff must wear cloth face coverings at all times when in the retail facility, in public locations or shared staff areas (e.g. break rooms), even if other individuals are not immediately present, and when interacting with clients.
  - a. Provide training on cloth face coverings based on CDC guidance for [Use of Cloth Face Coverings](#).
  - b. 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.
8. All clients should be asked to wear a cloth face mask covering nose and mouth when within the facility or public spaces with other individuals present.
9. Alcohol-based hand sanitizer must be made readily available and must be placed throughout the facility, including on entry, in key walkways, in food and beverage locations, in shops, at checkout locations, and at exits. Hand sanitizer must also be provided in non-public settings such as maintenance areas, workshops, offices, and break areas.
10. Commonly touched surfaces, work areas, and public areas should be frequently cleaned and disinfected according to [CDC guidance](#) at a minimum every 2 hours and at the end of each shift.
11. Staff and clients should maintain a distance of at least 6 feet from others at all times.

#### **Employee Protection:**

1. Employees must be provided with education and training around safe practices as it relates to hand hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the [Universal Guidance](#) and [Retail Store Guidance](#).
2. Employees must be screened (questioned about) symptoms of COVID-19 before each shift as outlined in the Universal Guidelines for All New Hampshire Employers and Employees. Staff with any symptoms should not be allowed to work.
3. Require all employees to report any symptoms of COVID-19 or close contact to a person with COVID-19 to supervisor.
4. One person per company vehicles (including trucks, over-the-road, UTV/ATV). The vehicle or work carrier should be cleaned and disinfected after each staff use.
5. Employees must work at least 6 feet apart at all times (whether indoors or outdoors) and must maintain at least 6 feet of distance with clients. Weather permitting, breaks and lunches should be outdoors when possible.
6. Shared use tools and equipment will be cleaned and disinfected after each use.

#### **Consumer Protection:**

1. All facilities should have a communication plan to educate guests prior to their visit about the health and safety practices at the venue and what the guests need to be aware of when they arrive. Such communication plans shall include, but not be limited to, online methods (e.g., website, social media sites), email or other electronic communication, such as reservations or confirmations, and print mailings to the guest.
2. Facilities must build social distancing into the operation of restrooms.

3. Guests and visitors should be asked the following questions at check-in:
  - a. Have you been in close contact with a confirmed case of COVID-19 in the last 14 days?
  - b. Are you experiencing any respiratory symptoms, including a runny nose, sore throat, cough, or shortness of breath?
  - c. Have you had a fever or felt feverish in the last 72 hours?
  - d. Are you experiencing any new muscle aches or chills?
  - e. Have you had any new changes in your sense of taste or smell?
  - f. 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. Any deposit will be returned.
  - g. A version of this checklist should be included in reservation confirmations.
4. Signage must be prominently posted at the entrance informing customers about symptoms of COVID-19 and guests/visitors should be asked to:
  - a. remain home if experiencing symptoms of COVID-19 (list common symptoms of COVID-19); and
  - b. keep a safe distance of at least 6 feet from other people visiting the attractions and amusement parks at all times; and
  - c. Practice frequent hand hygiene/washing; and
  - d. wear a cloth face covering over mouth and nose to protect others when in public locations where other consumers might be present (e.g. bathroom facilities)

#### **Business Process Adaptations:**

1. Capacity is limited to the number of people where social distancing is able to be safely maintained with at least 6 feet of separation between individuals and between groups at all times. Close household contacts (e.g. a parent and child) are allowed closer than 6 feet to each other.
2. Admission limits will be determined for daily and hourly capacities to ensure appropriate social distancing pursuant to the Universal Guidelines at recreational facilities. Advance reservations will have priority and general admission will be permissible based on availability.
3. Groups of more than 10 people are not allowed.
4. Where possible, clearly mark physical distancing spaces/guidelines with floor/ground markings, seat markings, or signs.
5. Visitors will enter and exit via separate areas and facilities will develop plans to make traffic flow one directional, wherever possible. One-directional flow will be mapped out at all facilities, including clearly marked ingress and egress points and easy-to-understand directional signage that will show the direction of traffic flow.
6. Utilize touch-free/contactless payment options when possible, reducing face-to-face purchase transactions. Guests should purchase tickets or schedule appointments online whenever possible.
7. Place plexiglass or other types of barriers/hygiene screens between guests and staff who are in frequent close interaction areas wherever practical to reduce exposure to a person's respiratory droplets. Clean the barriers/hygiene screens regularly.

8. Indoor seating will be closed. Any outdoor seating will be spaced more than **10 feet apart** to maintain social distancing.
9. Limit surfaces touched by visitors and employees, i.e. leave doors open where possible, no access to public water fountains and remove lids from trash cans.
10. All Camps and Organized Groups will remain suspended.
11. Amusement park type rides will remain closed.
12. Retail settings must follow the guidelines outlined in the New Hampshire [Retail Store Guidance](#).

## **E. Equestrian Facility**

### **General Guidance to Protect Employees and Consumers:**

1. Follow the [Universal Guidelines](#) for All New Hampshire Employers and Employees.
2. Owners of equestrian facilities should review CDC [guidance for businesses and employers](#).
3. Review CDC [guidance for cleaning and disinfection](#).
4. All persons should wear a cloth face mask covering nose and mouth when within an enclosed building (e.g. barn), but can be removed when outdoors as long as at least 6 feet of distance is maintained between other people at all times. Cloth face masks/coverings should be worn and managed according to CDC guidance about [use of cloth face coverings](#).
5. Persons 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.
6. Alcohol-based hand sanitizer must be made readily available at the barn and service areas for frequent use by both staff and clients.
7. Persons should maintain a distance of at least 6 feet from others at the facilities at all times.
8. Inform and communicate with staff, riders, and families about COVID-19 policies and procedures in place to prevent COVID-19 transmission within equestrian facilities.

### **Consumer Protection:**

1. **Boarders** (people who own/lease horses but have someone else taking care of them):
  - a. Boarders will use their own tack which is to be only handled by them.
  - b. Boarders will be required to sign up for time slots to ride. Time slots should be staggered to avoid congregating/crowding in the barn. Specifically, time slots should be scheduled to avoid multiple people in the tack room at the same time, and to avoid multiple people grooming, tacking up, un-tacking, or bathing horses at the same time and in the same location.
  - c. No congregating or “hanging out” at the barn.
2. **Lessons and Clinics:**
  - a. Lessons will be scheduled in a manner where social distancing is appropriately applied.

- b. Riders will arrive no earlier than 15 mins prior to the time needed to tack up their horse for their lesson at which time they will check in with their trainer to find the horse location and proceed to get their lesson horse ready (i.e. groomed and tacked up). If a rider is unable to tack up their horse, their trainer will do so for them.
  - c. Group lessons and limited clinics are allowed, but no truck-ins will be conducted (i.e. group clinics are allowed only with riders of the same barn). The number of people in the group lesson or clinic will be limited to 50% of ring capacity guidelines, or no more than 10 total people in the ring at one time (including instructor), whichever number is lower. Minors may be accompanied by a parent/guardian, but other spectators are not allowed, and all persons must maintain at least 6 feet of distance from others at all times both inside and outside the ring.
  - d. Multiple people grooming, tacking up, un-tacking, and bathing horses at the same time and in the same location must be avoided.
  - e. Lesson tack and grooming tools will be cleaned and disinfected after every ride. Follow CDC [guidance for cleaning and disinfecting](#).
  - f. Students must ride with their own personal riding gear (boots, helmets, etc.), there will be no shared helmets, vests or boots. Students are encouraged to store their personal riding gear at home.
  - g. No congregating before or after lessons.
3. **Horse Shows:** No horse shows or specialized clinics with spectators will be conducted during phase 1.
  4. **Sanitation of Communal Areas:** Follow CDC [guidance for cleaning and disinfecting](#) of communal areas, such as restrooms, locker rooms and other member accessed spaces. These spaces will be cleaned and disinfected at regular intervals based upon usage by members or staff at a minimum of every 2 hours during open hours.

### **Business Process Adaptations:**

1. Provide cleaning and disinfection materials to staff and riders.
2. Provide and make accessible hand washing stations and/or alcohol-based hand sanitizer to staff and riders.
3. Each rider who is a minor may have one legal adult guardian who may be at the barn but must follow all social distancing guidelines with other people.
4. Staff and riders must sanitize all communal surfaces including door knobs, latches, gate handles, crossties, and other areas of contact after use.
5. All communal tools (i.e. pitch forks, brooms, wheelbarrow handles, etc.) must be properly cleaned and disinfected following use.
6. Cleaning and disinfection of communal tack (e.g. lesson tack) should be performed after every use in accordance with CDC [guidance for cleaning and disinfecting](#) using an [EPA-approved disinfectant](#).
7. Cloth face masks should be worn when in the barn but may be removed for riding and when outdoors away from other people.

8. Total rider capacity will be capped to 50% of safe riding space of the riding rings/areas, and there must not be more than 10 total people in the riding area at one time (including instructor).
9. All Riders (boarders, lessons and guardians) will be asked by their trainers or barn owners about any symptoms of COVID-19, recent travel, or close contact to any person with suspected or confirmed COVID-19 in the prior 14 days. Screening questions are outlined in the [Universal Guidelines](#). Persons answering “yes” to any of the questions should not be allowed within the equestrian facilities to protect other people and the horses (some animals have been found to be able to be infected from humans with novel coronavirus causing COVID-19).
10. All riders will maintain social distancing guidelines when entering/leaving the ring, riding, line-ups and waiting for lessons to begin.

## **F. Acupuncture**

**Definitions** – According to Section 328-G:2 I. "Acupuncture" means the insertion of needles primarily through the skin at certain points on the body, with or without the application of electric current and/or heat, for the purpose of promoting health and balance as defined by the principles of oriental medicine. II. "Acupuncturist" means a person licensed to practice acupuncture as defined in this chapter, and whose license is in good standing. Acupuncturists must use sterile, disposable, one-use needles and must use the CCAOM Clean Needle Technique.

### ***Scope of Practice***

Acp 601.03 The Scope of Practice of Licensed Acupuncturists. Pursuant to RSA328-G:10, I and II, the scope of practice of licensed acupuncturists shall include but is not to be limited to the following services:

- a) Acupuncture and related techniques, including:
  - a. Percutaneous techniques,
  - b. Transcutaneous acupuncture techniques, such as:  
Non-penetrating surface stimulation with needles or related surface stimulation devices, Surface stimulation with magnets, rhythmic tapping devices, pieces of metal, or seeds; and Cupping, the application of suction devices on the skin;
- b) Moxibustion and other treatments using heat, light, color, sound, electromagnetism, and herbs
- c) Electroacupuncture, with or without needles, for detection of acupuncture points, diagnosis of energetic imbalances, or treatment with devices.
- d) Bodywork, including massage and oriental manipulation of skeletal and soft tissue for the correction of blockages of energy in the acupuncture channels and the surrounding tissue.
- e) Diagnostic and physical examination procedures.
- f) Therapeutic exercise, martial arts, and breathing techniques.
- g) Dietary counseling, including the therapeutic use of food and supplements.

- h) The prescribing of herbs, oriental patent medicines, and homeopathically prepared substances.
- i) Stress reduction through such methods as meditation and relaxation techniques.
- j) Lifestyle counseling towards achieving physical, mental, emotional, and spiritual balance in daily life.

To include:

RSA 328-G:2, X, Acupuncture detoxification specialist (ADS) or (certificate holder) means an individual certified by the board to practice acupuncture detoxification in this state, under supervision provided by a New Hampshire licensed acupuncturist who shall be available by phone or other electronic means during business hours and who conducts at least two site visits per year as defined in RSA 328-G:9-a, II(b).

Acupuncture detoxification specialist scope of practice shall include and is limited to the use of the five auricular acupuncture points known as shen men, sympathetic, kidney, liver, and lung: the treatment by means of the insertion of acupuncture needles in a combination of points on the ear using the standardized NADA ear protocol.

#### **General Guidance to Protect Employees and Clients:**

1. Follow the [Universal Guidelines](#) for All New Hampshire Employers and Employees.
2. If massage or therapeutic body work is being conducted, review and follow NH guidance for massage and bodywork.
3. Review CDC [guidance for businesses and employers](#).
4. Review CDC [guidance for cleaning and disinfection](#).
5. Review and follow the Council of Colleges of Acupuncture and Oriental Medicine's (CCAOM) [Clinic Infection Control Advisory](#).
6. All clients MUST wear a cloth face covering over nose and mouth when within the facility. If the client does not have a cloth face covering, the practitioner will provide a face mask to the client. When the client is face down in a headrest, a ready-made face-cradle cover can be used in place of a face mask. The cover must create a sizable hammock-type pocket underneath the mouth and nose to both allow the patient to breathe and catch respiratory droplets.
7. All staff MUST wear at a minimum a cloth face covering over the nose and mouth at all times when within the facility, even when alone in client service areas (e.g. cleaning and disinfecting after services). If available, a surgical face mask can be worn by practitioners providing direct patient care in accordance with [CCAOM guidance](#).
  - a. Cloth face masks/coverings should be worn and managed according to CDC guidance about [use of cloth face coverings](#).
  - b. Review also the NH DHHS information about [using cloth face coverings](#).
8. Staff and clients wearing face coverings/masks 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.
9. 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.

10. Require all staff to report any symptoms of COVID-19 or close contact to a person with COVID-19 to a supervisor. Staff and members should not be present in the facility if they feel sick.
11. Staff and clients both should be screened before each shift (for staff), and before the appointment (for clients) by asking if the individual:
  - a. Has any symptoms of COVID-19 (see [Universal Guidelines](#) for list of potential symptoms) or fever of 100.4 degrees F or higher.
  - b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
  - c. Traveled in the past 14 days either:
  - d. Internationally (outside the U.S.),
  - e. By cruise ship, or
  - f. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
12. Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should **not** be allowed into the facility:
  - a. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and [self-isolate](#) at home following the instructions below.
  - b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should [self-quarantine](#) for 14 days from their last exposure or return from travel.
13. Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should **not** be allowed into the sporting event:
14. Person(s) with suspect or confirmed COVID-19 must stay home until symptom-based criteria are met for [discontinuation of isolation](#):
  - a. At least 10 days have passed since symptoms first appeared  
**AND**
  - b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)
15. Staff and clients should maintain a distance of at least 6 feet from others in the facility at all times except for when practitioners are performing direct patient care services.

### **Employee Protection:**

1. Staff must be provided education and training around safe practices as it relates to hygiene, cloth face covering use, social distancing, sanitation (cleaning and disinfection policies), and illness policies outlined in the [Universal Guidelines](#) and in this document.
2. Review and follow CDC [guidance for healthcare professionals](#) if applicable.
3. Review and follow the CCAOM [clinic infection control advisory](#).
4. Limit visitors to the facility and use a curbside pickup or direct mail delivery for herbs, supplements, and products.

5. If there is a confirmed case of COVID-19 or potential exposure at your facility, contact the Bureau of Infection Disease Control (BIDC) at 603-271-4496.

### **Client Protection**

1. Clients must be informed of new policies and procedures and provided instructions on hand hygiene, cloth face covering use, social distancing, sanitation (cleaning and disinfection policies), and illness policies.
2. Review and follow the CCAOM [clinic infection control advisory](#)

### **Business Process Adaptations:**

1. Review the CCAOM [clinic infection control advisory](#) for helpful business process information.
2. Use Telehealth as much as possible to limit time patient is physically in the clinic.
3. A home-based acupuncture business must allow a separate entrance and a designated bathroom.
4. If you work in a hospital or medical office, follow guidelines issued by the facility.
5. Acupuncturists must provide to clients an additional Consent to Treat form to sign. The Consent to Treat must inform patients that despite adherence to these enhanced guidelines, there is a potential risk of exposure to COVID 19.
6. Clients must be scheduled by appointment only either online or by phone. No walk-in appointments.
7. Stagger client appointment times to allow for adequate time for cleaning and disinfecting.
8. Eliminate time spent in check out. 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 an exact cash payment or check.
9. Clients must receive pre-visit telephone consultation within 24 hours prior to their appointment to screen for symptoms of COVID-19, recent travel, or close contact to any person with suspected or confirmed COVID-19 in the prior 14 days. Standard screening questions are outlined above and in the [Universal Guidelines](#); screening must be documented in chart notes.
10. Practitioners will manage one client at a time per practitioner. Clients should wait in their car until the business alerts them to enter, or until the exact time of their appointment. For multi-practice offices or clinics, stagger appointments to avoid overlap of waiting clients. Allow ample time between appointments for cleaning and disinfection, and to avoid even brief interaction between clients (e.g. avoid clients passing each other as one leaves and another enters the facility).
11. 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 facility and ability to maintain 6 feet of distance between people at

all times), PLUS the number of clients should not exceed the number of staff performing acupuncturist services. For example, in a small facility with one staff member delivering services, the maximum number of people allowed in at any one time is two.

12. For facilities that can treat multiple clients at once (by different staff), clients must be managed in separate areas with treatment tables set up in different rooms or at a least 6 feet or more apart so that each staff/client pair is always at least 6 feet from another staff/client pair. If treating multiple clients in a larger room, consider constructing barriers between treatment areas.
13. Minimize physical, social, and face to face interaction. No physical contact with clients that is not necessary to provide services (e.g. no shaking hands or hugging).
14. Waiting area should be closed and clients should enter the facility and be brought to the service area at the appointed time.
15. Remove any unnecessary clutter or items.
16. Cover any cloth or fabric items that may come into client contact with non-permeable barriers that can be cleaned and disinfected after each client.
17. Treatment table setup linens/bedding should be changed completely for each client. Use products with non-permeable barriers to cover your table, table warmers, etc. (i.e. before placing linens on the table to facilitate cleaning and disinfection of the table when linens are removed and laundered). Put similar non-permeable coverings on bolsters and pillows. Apply a ready-made face-cradle cover to your face cradle, and top it with a pillowcase, leaving a large hammock-type pocket underneath that could catch client aerosols when they are prone. Each client will receive a completely new table setup.
18. Consider opening treatment room windows if feasible and weather permits to increase ventilation
19. Hands, forearms, elbows and any other body part used in the treatment of clients MUST be cleaned and sanitized before and after bodywork for each client.
20. Clean and disinfect treatment room, treatment table, other used equipment, and common areas between each client. Cleaning and disinfection should follow CDC [guidance for cleaning and disinfecting your facility](#), including the following:
  - a. Use disposable gloves to clean and disinfect. Cleaning reduces the number of germs, dirt and impurities on a surface. Disinfecting kills germs on surfaces.
  - b. Use a hospital grade, [EPA-approved disinfectant](#) to disinfect anything the client came in contact with, including treatment table, face cradle, stool, bolsters, door knobs, side tables, chairs, etc.
  - c. Hard (Non-Porous) Surfaces: If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, [use EPA-approved disinfectants](#) for use against the virus that causes COVID-19.

- d. Linens, Clothing, towels, and Other Items That Go in the Laundry: Clean and dirty linens will be stored in separate closed containers. Do not shake dirty laundry. Remove all linens, blankets, and table setups. Launder items using the warmest appropriate water setting for the items and dry items completely.
21. For each treatment room, create a checklist for disinfecting procedures to be carried out after each treatment, and daily disinfecting systems; initial and date for each instance of disinfection. Keep the completed checklists for your record. Cleaning and disinfection includes, but is not limited to:
- a. Before and After Every Client:
    - i. Clean and disinfect treatment table, instrument tray, electrical implements, countertop, chairs/stools, door handle, sink, faucets, light switches, hand sanitizer pump handle, as well as any other identified high-touch surface.
  - b. Daily:
    - i. Clean and disinfect other high contact surfaces throughout the office (not identified to have been touched by a client).
    - ii. Clean and disinfect treatment room floors (hard surface).
  - c. If the floor is carpeted, consider if removal of carpet is practical. If not feasible, ensure that any visible contamination is removed and carpet is cleaned with EPA-approved products for these surfaces. Repeat and maintain cleaning regularly.
22. Laundry Procedures
- a. Wear gloves when handling used laundry. These gloves may be reusable rubber gloves. After use, disinfect gloves according to the manufacturer's instructions. Always wash hands before and after removing gloves.
  - b. Clean laundry should be stored in a closed cabinet or sealed container.
  - c. Sheets, pillowcases, patient coverings, cloth heating pads, mattress pads, cloth pulse pillows, or blankets cannot be re-used without laundering.
  - d. Roll used laundry so that areas in direct contact with patients are inside. Don't carry used linens against the body.
  - e. All laundry used during a patient visit should be isolated into a closed leak-proof hamper after treatment. Use a disposable bag or reusable laundry bag that is cleaned with laundry. Hampers should be disinfected daily.
  - f. Commercial processing of clinic laundry is preferred. If you are processing laundry, it must be handled separately from personal items. Do not shake out laundry before washing.
  - g. Follow best practices for laundering soiled linens. Use hot water (70–80°C X 10 min) [158–176°F]) and approved laundry detergent. Disinfectant is generally not needed. Dry linens completely in a commercial dryer.
23. Written exposure plan
- a. Each clinic should have written an Exposure Control Plan in compliance with OSHA standard 29 CFR 1910.1030, even if you are a sole proprietor.
  - b. A written plan must be reviewed and updated annually. If you already have an

updated policy, you should review and revise your protocols for the prevention of the SARS-CoV-19 virus. These must be written and documented. Check with local public health agencies concerning any mandatory requirements for timeliness of review and revision of written safety protocols.

- c. Reduce scope of in-person evaluation and management to exclude prolonged bodywork (Tuina, Shiatsu, Acupressure, Amma, Gua sha, Jin shin Jitsu, Jin shin do, Polarity therapy, Reiki, Therapeutic touch, Zero Balancing; and Craniosacral therapy) and follow the massage therapy guidelines for bodywork, until approval to do so by the NH Department of Health and Human Services.

## **G. Amateur and Youth Sports**

### **Amateur and Youth Sports: Phase 1**

**Amateur and youth sports (including for-profit and non-profit athletics leagues and organizations) will be allowed to conduct limited outdoor small group/team training classes and sessions. No competition or contact sports activities will be allowed. Youth athletic camps shall be considered under separate guidance.**

### **General Guidance to Protect All Staff and Athletes:**

1. Review and follow the [Universal Guidelines](#) for All New Hampshire Employers and Employees.
2. Review and follow CDC [guidance for cleaning and disinfection](#).
3. All staff, volunteers, and athletes should bring to sporting events and wear, reusable/washable cloth face coverings over their nose and mouth when around others and not actively engaged in athletics and when social distancing is not possible.
  - a. Provide training on cloth face coverings based on CDC guidance for [Use of Cloth Face Coverings](#).
  - b. Review the NH DHHS information about [using cloth face coverings](#).
  - c. People wearing face coverings must not touch their eyes, nose, mouth, or face, or adjust their face covering without first sanitizing hands. After touching face or adjusting face covering, hands must be sanitized.
4. Parents/guardians of minors attending a sporting event should be asked to wear cloth face coverings while around other attendees, staff and athletes when social distancing is not possible.
5. Alcohol-based hand sanitizer with at least 60% alcohol must be readily made available to staff and athletes and kept with staff and equipment at all times. Frequent hand hygiene should be required including, but not limited to, hand hygiene upon arrival, before and after meals or snacks, before and after going to the bathroom, before and after touching a person's face or face covering, and prior to leaving the event.

6. Commonly touched surfaces and areas should be frequently cleaned and disinfected according to [CDC guidance](#) at the end of each event. Shared equipment must be cleaned and disinfected between use.
7. Staff, athletes, volunteers, and other attendees should be reminded to maintain a distance of at least 6 feet from others.
8. Assign a dedicated staff member (i.e., a safety officer) to be monitor social distancing and compliance with protective actions, and to prompt other staff and athletes about social distancing, hand hygiene, and use of cloth face coverings.

### **Employee, Volunteer, and Athlete Protection:**

1. Athletes and staff (including administrative, coaches, trainers or officials) must be provided education and training around safe practices as it relates to hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the [Universal Guidelines](#) and in this document.
2. Athletes and staff must maintain at least 6 feet apart from others at all times.
3. Require all staff and athletes to report any symptoms of COVID-19 or close contact to a person with COVID-19 to a coach. Staff and athletes should not attend events if they feel sick.
4. Staff and athletes should be screened on arrival to each sporting event by asking if the individual:
  - a. Has any symptoms of COVID-19 (see [Universal Guidelines](#) for list of potential symptoms) or fever of 100.4 degrees F or higher.
  - b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
  - c. Traveled in the past 14 days either:
    - i. Internationally (outside the U.S.),
    - ii. By cruise ship, or
    - iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
5. Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should **not** be allowed into the sporting event:
  - a. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and [self-isolate](#) at home following the instructions below.
  - b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should [self-quarantine](#) for 14 days from their last exposure or return from travel.
6. Person(s) with suspect or confirmed COVID-19 must stay home until symptom-based criteria are met for [discontinuation of isolation](#):
  - a. At least 10 days have passed since symptoms first appeared  
**AND**
  - b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)

7. Staff and other volunteers should not transport any athletes that are not immediate family members. In the event, that this becomes necessary, all parties must wear cloth face coverings and space out seating to maintain maximal distance from each other.
8. During training sessions/practices, parents and other spectators are encouraged to remain in their cars in a designated parking area. However, when/if watching from the sidelines or are outside cars in the parking area, they should maintain safe social distance from others.
9. Locker rooms remain closed and not utilized. Athletes and staff should arrive to the sporting event already dressed and prepared to participate.

### **Business Process Adaptations:**

1. Sporting events will be limited to small group or team-based training activities. No competition sporting events or contact sports are allowed.
2. Training sessions must be non-contact with focus on skills and drills that can be developed while maintaining physical distancing.
3. Group size is to be limited to 10 total people or less (example: 9 athletes and 1 staff/coach).
4. Multiple groups are allowed to practice in one large area/field as long as the separate groups do not mix or interact in any way (e.g., no floating of coaching or support staff, and no interaction between athletes of different training groups).
5. All training sessions and classes must take place outdoors.
6. Training sessions should be planned and implemented to maintain the minimum of 6 feet of distance between all participants and coaches. In circumstances where closer contact for brief periods of time is necessary, staff and athletes must wear cloth face coverings as discussed above.
7. Staff and athletes shall remain in the team's home state. No teams/groups/athletes from other states are allowed at the sports training events in New Hampshire.
8. Players shall bring their own equipment and not share their personal equipment with other players. Shared training equipment provided by the coaches must be cleaned and disinfected according to [CDC guidance](#) after every use between athletes.
9. Coaches will carry hand sanitizer with team equipment. Players should carry hand sanitizer in personal equipment bag.
10. Adequate breaks for water and sanitization should be provided and are encouraged to occur between changes in training activities.
11. Athletes should bring their own water bottles. No sharing or common use water bottles or drinking stations.
12. Equipment bags/backpacks of athletes should be placed 6-feet apart. Athletes should not touch other players' bags, equipment or water bottles.
13. Participants should not use bench or dugout areas for storage of personal equipment. Centralized areas for congregating, such as benches and dugouts, should be avoided.
14. An isolation area shall be identified and communicated to all participants at the beginning of every training session for participants that develop symptoms during the activity.
15. All mouth-based activities often encountered with sporting events shall not be allowed. This includes but is not limited to: spitting, chewing gum, licking fingers, and chewing/spitting sunflower seeds.
16. Coaches shall bring trash bags to sessions and remove all garbage following each session.

17. Organizations shall require players' parents/guardians to sign usual participation waivers outlining the additional risks due to COVID-19 associated with the activity.

## **H. Health and Fitness – Phase 1**

**This guidance applies to health and fitness personal and group training classes (e.g., aerobics, yoga, gymnastics, dance, martial arts, etc.).**

### **General Guidance to Protect All Staff and Athletes:**

1. Review and follow the [Universal Guidelines](#) for All New Hampshire Employers and Employees.
2. Review and follow CDC [guidance for businesses and employers](#).
3. Review and follow CDC [guidance for cleaning and disinfection](#).
4. All staff and members must wear a reusable/washable cloth face coverings over their nose and mouth when in the facility and not actively engaged in workout where a face covering may make it difficult to breathe (e.g. sitting on bench, listening to instructions, resting, talking with others in work-out/fitness room, etc.). Exceptions to this policy on cloth face coverings use are outlined in the CDC guidance below, and includes younger children who may not be compliant with cloth face covering use or to whom cloth face coverings may pose a health risk.
  - a. Provide training and information on cloth face coverings based on CDC guidance for [Use of Cloth Face Coverings](#).
  - b. Review the NH DHHS information about [using cloth face coverings](#).
  - c. People wearing face coverings must not touch their eyes, nose, mouth, or face, or adjust their face covering without first sanitizing hands. After touching face or adjusting face covering, hands must be sanitized.
5. Alcohol-based hand sanitizer with at least 60% alcohol must be made readily available to staff and members at entrances and exits to the facility, within every work-out or training room, within hallways, and at the front desk. Members and staff are also encouraged to carry individual supplies of alcohol-based hand rub.
  - a. Frequent hand hygiene should be performed including, but not limited to, hand hygiene upon arrival at the facility, before and after going to the bathroom, between work-outs, before and after touching a person's face or face covering, and prior to leaving the event.
6. Commonly touched surfaces and areas should be frequently cleaned and disinfected according to [CDC guidance](#) throughout the day by staff. Shared equipment must be cleaned and disinfected between use by members and staff (if not cleaned by a member). Cleaning supplies must be made readily available in each fitness room for easy access and cleaning by members
7. Staff, members, and other attendees within the facility should be reminded to maintain a distance of at least 6 feet from others (note further distances outlined below in certain circumstances).
8. Assign a dedicated staff member (i.e., a safety officer) to be present at all times during normal business to monitor social distancing and compliance with protective actions, and

to prompt other staff and members about social distancing, hand hygiene, and use of cloth face coverings.

### **Employee Protection:**

1. Staff must be provided education and training around safe practices as it relates to hygiene, cloth face covering use, social distancing, sanitation (cleaning and disinfection policies), and illness policies outlined in the [Universal Guidelines](#) and in this document.
2. Staff must stay at least 6 feet apart from other staff and members at all times.
3. Require all staff to report any symptoms of COVID-19 or close contact to a person with COVID-19 to a supervisor. Staff and members should not be present in the facility if they feel sick.
4. Staff should be screened on arrival asking if the individual:
  - a. Has any symptoms of COVID-19 (see [Universal Guidelines](#) for list of potential symptoms) or fever of 100.4 degrees F or higher.
  - b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
  - c. Traveled in the past 14 days either:
    - i. Internationally (outside the U.S.),
    - ii. By cruise ship, or
    - iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
5. Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should **not** be allowed into the fitness class/training session:
  - a. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and [self-isolate](#) at home following the instructions below.
  - b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should [self-quarantine](#) for 14 days from their last exposure or return from travel.
6. Person(s) with suspect or confirmed COVID-19 must stay home until symptom-based criteria are met for [discontinuation of isolation](#):
  - a. At least 10 days have passed since symptoms first appeared

**AND**

- b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)

### **Member Protection:**

1. Members must be informed of new policies and procedures and provided instructions on hand hygiene, cloth face covering use, social distancing, sanitation (cleaning and disinfection policies), and illness policies.
2. Members must stay at least 6 feet apart from other members and staff at all times.
3. Signage must be prominently posted in all entry areas to the facility and fitness rooms to inform customers that if any of the following apply, they should not enter the facility and put other members and staff at risk:

- a. Any symptoms of COVID-19 (see [Universal Guidelines](#) for list of potential symptoms) or fever of 100.4 degrees F or higher.
  - b. Close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
  - c. Traveled in the past 14 days either:
    - i. Internationally (outside the U.S.),
    - ii. By cruise ship, or
    - iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
4. Members should be asked to review information and signage at each check-in to the facility.

### **Business Process Adaptations:**

#### Capacity, Spacing, and Social Distancing Requirements:

1. Admissions to the facility should be limited to at most 50% of the maximum licensed capacity, or the number where people can consistently maintain at least 6 feet of separation from others while in work-out rooms, whichever number is lower. Fitness class attendance should be limited as discussed below.
2. All staff and members should be clearly instructed to maintain a minimum of 6 feet or more between other people at all times while in the facility or work-out rooms.
3. Fitness machines, benches, and weight-lifting and other equipment should be exclusively used by one individual until cleaning regimen above can be completed and re-arranged to allow more than 6 feet of space between machines and work-out spaces.
4. If fitness class equipment or machines cannot be physically moved to accommodate spacing and distance requirements, then fitness class equipment or machines should be taken out of order, or a process should be developed to prevent adjacent machines that are 6 feet or closer from being used at the same time. Safety officers should strictly enforce these requirements.
5. No group recreational activities outside of structured classes are allowed (i.e., no pick-up games of racquetball, volleyball, basketball, group sparing sessions, etc.). People who are already close household contacts of each other (e.g. parents and children) may continue work-out and fitness activities together.
6. No sporting or competition events are allowed.
7. Indoor communal or common areas should be closed to discourage gatherings.
8. Facilities should evaluate their building ventilation system and engineering controls to increase work-out room and overall building ventilation, increase the number of air exchanges, increase outdoor air ventilation, limit internal air circulation, improve central air filtration to the highest compatible with the filter rack and seal edges of the filter to limit bypass, and routinely replace filters and perform other necessary maintenance.
9. Water fountains should be disabled but water bottle refill stations may be available. Members and staff should be encouraged to bring their own water bottles.
10. Members who do not comply with requirements should be asked to leave the facility. Repeat offenders should not have access the facility or classes until facility has returned to normal operations after COVID-19 has decreased to low levels of community transmission.

#### General Cleaning and Disinfection Guidance:

1. Class participants are required to thoroughly clean and disinfected used equipment (machines, benches, bars, dumbbells, weights, sporting equipment, etc.) after each use.
2. Only clean equipment should be placed back on a storage rack or in a container to be ready for the next use.
3. Facilities should supply cleaning and disinfecting materials and make them readily available in each room with instructions on use.
4. Staff should also develop a process and schedule to routinely and frequently clean and disinfect all frequently touched surfaces (e.g., door handles, pens, keyboards, etc.), common areas (e.g., bathrooms, locker rooms), and equipment at a minimum every 2 hours while facility is open and in operation.
5. Cleaning and disinfection should follow CDC [guidance for cleaning and disinfection](#).
6. Follow the cleaner and disinfectant instructions for use for appropriate wet time to ensure proper disinfection. Check that the product is not expired.

#### Check-in Process:

1. Plexiglas protective shields should be added to service desks as needed.
2. Check-in processes should involve non-touch self-scan cards or other automated systems that do not require close contact between individuals nor handling of an individual's keys, cards, etc. by staff members.
3. Avoid congregating in entry areas. Develop a process to avoid congregating in entry areas.
4. People should arrive to the facility wearing a cloth face covering as discussed above in the General Guidance.
5. A process should be developed to monitor building capacity and limit entry into the facility and work-out areas when that capacity has been reached.

#### Group Fitness Classes:

1. Conduct outdoor group fitness classes if possible with appropriate social distancing built in to classes.
2. Consider developing or maintaining online fitness classes in addition to the more limited in-person classes to accommodate demand and to give people options for remote fitness instruction.
3. Group classes requiring close contact or physical between non-household individuals (e.g., ballroom dancing), are not allowed.
4. Group fitness classes should limit attendance to the number of individuals where at least 8-10 feet of distance is present between attendees/members at all times, taking into account movement during class sessions (e.g., Zumba, karate, etc.). Greater distances (8-10 feet of separation) is preferred given that the physical exertion and heavy breathing involved in workout activities may lead to respiratory droplets being propelled longer distances putting surrounding individuals at risk.
5. Group classrooms should be well ventilated with outdoor air circulation as discussed above.
6. Attendance at classes should be by appointment only and scheduled prior to the class.
7. Scheduling should be accomplished electronically or by phone utilizing a reservation system prior to arrival.
8. Physical distances during class should be marked using tape or decals on the floor or walls to denote where members should stand to ensure appropriate distancing.

9. There should be enough space to allow people to enter and exit without coming into close contact with others (i.e., create a buffer zone for ingress and egress).
10. Fitness instructors should be tasked with ensuring appropriate physical distancing, but the facility's safety officer should also monitor group fitness classes to ensure appropriate precautions are being taken.
11. Multiple classes should be scheduled and spaced out so that so that one group is not exiting one class at the same time another group is attempting to enter.
12. There should be at least 30-60 minutes between classes to allow for appropriate ventilation of the fitness room and cleaning and disinfection of the floor and commonly touched surfaces. The room should be made off limits until this has occurred after one class has ended.
13. Avoid congregating outside of fitness classrooms with people putting on shoes or equipment. People should arrive at the fitness class dress and prepared with appropriate shoes and individual gear (e.g. floor mats).

#### Cleaning and Disinfection after Group Fitness Classes:

1. Door handles and music displays will be cleaned and disinfected by the instructor at the end of each class.
2. Microphones will be used only by the instructor and should be cleaned and disinfected after each use.
3. Members are required to clean all equipment and weights used in class with disinfectant provided. Members should bring their own mat for each visit if necessary for group class (e.g., yoga).
4. Younger children may require assistance with cleaning and disinfection, so a process should be developed for children to deposit used equipment in a "dirty" area for cleaning and disinfection by adult staff before moving to "clean" areas.
5. Instructors will direct members to gather equipment and return equipment one by-one to avoid grouping near the equipment storage space.
6. Floor should be cleaned and disinfected after everybody has exited and before next class.
7. Instructors will enforce guidelines in each space to ensure proper cleaning.

#### Personal Training:

1. Personal training sessions that require physical contact are not allowed.
2. Personal training sessions that can be done with at least 6 feet of separation between trainer and trainee is allowed with appropriate precautions.
3. If one-on-one instruction by facility staff is conducted, the staff member should observe and give instruction from at least 6 feet away and should not make physical contact with the member.
4. Staff should wear a cloth face covering while interacting and giving instruction to a member, even if 6 feet or more away.

#### Locker Rooms (including shower and sauna):

1. Locker room facilities can be used for changing clothes, showering, and toileting. Members should preferably practice wear-in/wear-out cloths.
2. Saunas and steam rooms are closed.
3. Alcohol-based hand sanitizer should be make available at entrances to locker rooms and changing facilities.

4. Members should bring their own locks for lockers. Locks that are provided by the facility for use should be cleaned and disinfected before handing back in.
5. Facility hairdryers stations must be removed or taken out of operation.
6. Pools:
7. Public or "open swim" times will not be allowed.
8. Swim lanes may be scheduled utilizing a reservation system prior to arrival.
9. Pool fitness classes (i.e. water aerobics) can continue as long as able to abide by above fitness class recommendations.
10. People must maintain a distance of at least 6 feet from others at all times even while in the pool.

### **Tennis Courts:**

1. Use of tennis courts is limited to small group or team-based training activities. No competition sporting events are allowed. Review guidance for amateur and youth sports.
2. Group size is to be limited to 4 total people or less on the court at a time.
3. Individuals should stay at least 6 feet away from others at all times (unless individuals are close household contacts).
4. Multiple groups of 4 or less are allowed to play on multiple courts as long as the separate groups do not mix or interact in any way.

## **I. Massage**

**328-B:2 Definitions. –VI.** "Massage" means the application of a system of structured touch which includes holding, pressure, positioning, or causing movement, by manual means, for the purpose of promoting, maintaining, and restoring the health and well-being of the client. Massage is designed to promote general relaxation, improve movement, relieve somatic and muscular pain or dysfunction, stress and muscle tension, and provide for general health enhancement, personal growth, and the organization, balance, and integration of the body.

### **328-B:2-a Scope of Practice. –**

A massage therapist may do any of the following when performing massage, including, but not limited to:

- I. Use of heat and cold, hydrotherapy, heliotherapy, and external application of herbal or topical preparations not classified as prescription drugs.
- II. Analysis of posture and movement.
- III. Provision of education in self-care and stress management.
- IV. Performance of techniques in which the massage therapist had been trained intended to affect the systems of the body.

### **328-H:3 Scope of Practice for Reflexologists, Structural Integrators, and Asian Bodywork Therapists. –**

- I. Reflexologists practice the use of alternating pressure applied to the reflexes within the reflex maps of the body located on the feet, hands, and outer ears.

- II. Structural integrators restore postural balance and functional ease by systematically aligning and integrating the human body in gravity. Structural integrators work through manipulation of the connective tissue matrix, enhancement of the client's awareness, and education.
- III. Asian bodywork therapists treat the human body, mind, emotions, spirit, and energy field using traditional Asian techniques and treatment strategies for the purpose of promoting, maintaining, and restoring health. Asian bodywork therapists use methods of assessment and treatment based on the principles of Chinese medicine. Treatment may include, but is not limited to touching, pressing or holding the body along meridians and/or acupoints, application of heat or cold, stretching, external application of herbal or other topical preparations not classified as prescription drugs, and dietary or exercise suggestions.

### **General Guidance to Protect Employees and Consumers:**

1. Follow the [Universal Guidelines](#) for All New Hampshire Employers and Employees.
2. Review CDC [guidance for businesses and employers](#).
3. Review CDC [guidance for cleaning and disinfection](#).
4. All clients **MUST** wear a cloth face covering over the nose and mouth when within the facility. If the client does not have a cloth face covering, the practitioner will provide a mask to the client.. Refer to “business adaptations” below for alternative guideline when client is face down.
5. All staff **MUST** wear a cloth face covering over the nose and mouth at all times when within the facility, even when alone in client service areas (e.g. cleaning and disinfecting after services).
  - a. Cloth face masks/coverings should be worn and managed according to CDC guidance about [use of cloth face coverings](#).
  - b. Review also the NH DHHS information about [using cloth face coverings](#).
6. 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.
7. 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.
8. Clients must be informed of new policies and procedures and provided instructions on hand hygiene, cloth face covering use, social distancing, sanitation (cleaning and disinfection policies), and illness policies.
9. Require all staff to report any symptoms of COVID-19 or close contact to a person with COVID-19 to a supervisor. Staff and members should not be present in the facility if they feel sick
10. Staff and clients should be screened before each shift (for staff), and before the appointment (for clients) by asking if the individual:
  - a. Has any symptoms of COVID-19 (see [Universal Guidelines](#) for list of potential symptoms) or fever of 100.4 degrees F or higher.
  - b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
  - c. Traveled in the past 14 days either:
    - i. Internationally (outside the U.S.),

- ii. By cruise ship, or
  - iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
11. Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should **not** be allowed into the facility:
- a. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and [self-isolate](#) at home following the instructions below.
  - b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should [self-quarantine](#) for 14 days from their last exposure or return from travel.
12. Person(s) with suspect or confirmed COVID-19 must stay home until symptom-based criteria are met for [discontinuation of isolation](#):
- a. At least 10 days have passed since symptoms first appeared
- AND**
- b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)
13. Staff and clients should maintain a distance of at least 6 feet from others in the facility at all times except for when staff are performing massage or bodywork.

## **Phase 1**

### **Work-Flow Guidance:**

1. Clients must be scheduled by appointment only either online or by phone. No walk-in appointments.
2. Practitioners will manage one client at a time per practitioner. Clients should wait in their car until the business alerts them to enter, or until the exact time of their appointment. For multi-practice offices or clinics, stagger appointments to avoid overlap of waiting clients. Allow ample time between appointments for cleaning and disinfection, and to avoid even brief interaction between clients (e.g. avoid clients passing each other as one leaves and another enters the facility).
3. 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 facility and ability to maintain 6 feet of distance between people at all times), PLUS the number of clients should not exceed the number of staff performing massage or bodywork. For example, in a small facility with one staff member, the maximum number of people allowed in at any one time is two.
4. All social distancing rules apply at all times. Waiting area should be closed and clients should enter the facility and be brought to the service area at the appointed time.
5. Remove any unnecessary clutter or items. Cover any cloth or fabric items with nonpermeable barriers that may come into client contact and would therefore need to be cleaned and disinfected.
6. Remove all product testers and samples.
7. No physical contact with clients that is not necessary to provide services (e.g. no shaking hands or hugging).

8. Create client signage informing about policies and procedures.
9. Clients must receive pre-visit telephone consultation within 24 hours prior to their appointment to screen for symptoms of COVID-19, recent travel, or close contact to any person with suspected or confirmed COVID-19 in the prior 14 days. Standard screening questions are outlined above and in the [Universal Guidelines](#); screening must be documented in chart notes.
10. At the time of client presentation, client should sign an informed consent (which can be added to the Health Intake form) about risks of infection. Client should also re-attest that no new symptoms have developed and that no new travel or close contact to a person with COVID-19 has occurred in the interim since the pre-visit telephone screening.
11. Develop and implement a safety and cleaning/disinfection checklist, per guidelines, to be performed daily and in between clients.

### **Business Process Adaptations:**

1. Mobile massage and on-site business massage is not permitted.
2. Home-based massage business are allowed only if there is a separate entrance and a designated bathroom and massage area separate from the rest of the home.
3. Online or by phone credit/debit card methods of payment are preferred.
4. For facilities that can treat multiple clients at once (by different staff), clients must be managed in separate areas with treatment tables set up in different rooms or at a least 6 feet or more apart so that each staff/client pair is always at least 6 feet from another staff/client pair.
5. Treatment table setup linens/bedding should be changed completely for each client. Use products with nonpermeable barriers to cover your table, table warmers, etc. (i.e. before placing linens on the table to facilitate cleaning and disinfection of the table when linens are removed and laundered). Put similar nonpermeable coverings on bolsters and pillows. Apply a ready-made face-cradle cover to your face cradle, and top it with a pillowcase, leaving a large hammock-type pocket underneath that could catch client aerosols when they are prone. Each client will receive a completely new table setup.
6. Consider opening treatment room windows if feasible and weather permits to increase ventilation.
7. Hands, forearms, elbows and any other body part used in the treatment of clients MUST be cleaned and sanitized before and after bodywork for each client.
8. Practitioners must have a fresh top or apron to change into for each separate massage/bodywork session.
9. Clean and disinfect treatment room, treatment table, other used equipment, and common areas between each client. Cleaning and disinfection should follow CDC [guidance for cleaning and disinfecting your facility](#), including the following:
  - a. Use disposable gloves to clean and disinfect. Cleaning reduces the number of germs, dirt and impurities on a surface. Disinfecting kills germs on surfaces.
  - b. Use a hospital grade, [EPA-approved disinfectant](#) to disinfect anything the client came in contact with, including treatment table, face cradle, stool, bolsters, door knobs, side tables, chairs, etc.

- c. Hard (Non-Porous) Surfaces: If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, [use EPA-approved disinfectants](#) for use against the virus that causes COVID-19.
  - d. Linens, Clothing, towels, and Other Items That Go in the Laundry: Clean and dirty linens will be stored in separate closed containers. Do not shake dirty laundry. Remove all linens, blankets, and table setups. Launder items using the warmest appropriate water setting for the items and dry items completely.
10. Repeat hand & arm washing protocol and reset the table and treatment space for each client after cleaning and disinfection.

## **J. Places of Worship**

Effective immediately, in person religious services may resume in accordance with the following guidance and religious services taking place under this guidance shall be exempt from Emergency Order #16. This guidance applies to indoor and outdoor religious services, including weddings and funeral services.

The guidance below is intended to help protect the staff, attendees/congregation, and the surrounding community; this guidance can help mitigate, but not entirely eliminate, risk of COVID-19 transmission in a house of worship and surrounding community.

**Review and follow the New Hampshire [Universal Guidelines](#).  
Review CDC's [Interim Guidance for Communities of Faith](#)**

### **Additional Guidance:**

1. Places of worship are encouraged to continue conducting services online or through means that allow participants to remain in their homes. This is particularly important for [people at higher risk of severe illness](#) from COVID-19 who are still advised to avoid group gatherings for the protection of their own health and safety.
2. If possible, services should be held outdoors to avoid the increased risks of transmission in an enclosed building.
3. All places of worship shall limit building occupancy to 40 percent of the building's maximum permitted occupancy level as documented in its occupancy permit on record with the municipal building department or other municipal record holder. However actual occupancy might need to be lower than 40% occupancy in order to comply with social distancing and other guidance contained in these Guidelines. For outdoor services, the maximum number of attendees shall be the highest number of attendees for which the social distancing requirements contained in this guidance can be met using the space available for the service.
4. The occupant count shall include all persons inside the place of worship, including attendees and staff.
5. To meet demand, leaders should consider hosting multiple services that are staggered and spaced apart to avoid one group leaving while another is arriving.
6. Staff should be actively screened each day according to the NH [Universal Guidelines](#).

7. All attendees should be informed of the symptoms of COVID-19 before entering the worship facility (using signage and other forms of messaging). Risks include:
  - a. Person has any of the following symptoms of COVID-19:
    - i. Fever (feeling feverish or a document temperature of 100.4 degrees Fahrenheit or higher);
    - ii. Respiratory symptoms such as runny nose, nasal congestion, sore throat, cough, or shortness of breath;
    - iii. Whole body symptoms such as muscle aches, chills, and severe fatigue;
    - iv. Changes in the person's sense of taste or smell?
  - b. Person has been in close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days? (note: healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment can attend)
  - c. Person has traveled in the past 14 days either:
    - i. Internationally (outside the U.S.);
    - ii. By cruise ship; or
    - iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.)?
8. Assign a dedicated staff member (i.e., a safety officer) who is tasked to monitor and improve compliance with social distancing and other protective policies, including education, hand hygiene and cloth face covering use.
9. To avoid having to turn people away at the entrances, it is recommended that places of worship develop a schedule of worship services, specifying days and times that members and attendees can sign up for in advance of the service (online or by phone).
10. Places of worship should develop a system and process that builds in social distancing at all times so that participants are separated by at least 6 feet of space when entering, kneeling/sitting/standing and participating in worship, and leaving the service.
11. Attendees who are not part of the same immediate household must be seated/positioned at least 6 feet apart..
12. Places of worship should develop a one-way flow of traffic utilizing a different entrance and exit for the facility. As people enter and arrive at their seat, there should be a process and space for people to get to their seat without coming in close contact with others.
13. When possible, places of worship shall allow enough spacing between people for them to move from their seats as needed (for participation in worship activities or to move to and from the restroom) without coming into close contact with others.
14. Where lines of people may form (e.g., entry, exit, receiving sacraments, veneration of religious objects, processions) the floor should be clearly marked to delineate 6 foot distances between participants.
15. Shared cups, serving utensils, books of worship, or passing of plates must be avoided:
  - a. Donations, for example, should utilize a single drop-off receptacle for any collection of donations that might occur.
  - b. Communion and Eucharist, for example, should not involve a shared cup or passing of a plate between people. Having individual elements that are picked up by attendees upon entry to a facility is recommended.
  - c. Veneration of communal religious objects should occur without physical contact.

16. When possible, alcohol-based hand sanitizer should be made available at entrances and exits of the facility, in addition to within the place or worship for staff and attendees to use. Leaders of a religious ceremony, ritual or service must sanitize hands before and after the event.
17. Cleaning and disinfection of frequently touched surfaces, restrooms, objects and utensils should occur at the end of each service following guidance outlined by the CDC and highlighted in the NH [Universal Guidelines](#).
18. The following activities are discouraged:
  - a. Close or physical contact with other attendees, staff, including handshakes, embraces, and kissing.
  - b. Nursery, childcare, and in-person youth education programs must remain closed.
  - c. Pre- or post-service communal gatherings (e.g., coffee hours or other food services) are not allowed. Places of worship running food pantries or other prepackaged food distribution may continue to do so.

## **K. Driver's Education**

**Effective immediately, behind the wheel Driver's Education instruction may resume in accordance with the following guidance.**

**Review and follow the NH [Universal Guidelines](#).**

### **Additional Guidance:**

1. Classroom instruction shall continue to use remote learning platforms.
2. Observation drive time will continue to be completed and certified by parents.
3. Instructors and students will each wear a cloth face covering or mask over their nose and mouth at all times while conducting behind the wheel training.
4. Students will not congregate while waiting to begin a driving lesson. They should stay in their car until the instructor is ready for them and the previous student has left.
5. Only student driver and instructor will be allowed in the car.
6. Both student driver and instructor must be screened for symptoms and risk factors for COVID-19 right before driving instruction as outlined in the NH [Universal Guidelines](#).
7. Before each drive, while outside of the vehicle and with both instructor and student wearing a mask and maintaining social distance, instructors must provide each student with an overview of the lesson and general instructions.
8. In-car time will be limited to a maximum of 60 minutes; less close contact time is preferred.
9. Fresh outdoor air should be coming into the car consistently during the drive using open windows if possible as weather permits.
10. Use of air recirculation should be limited. If using heating or air conditioning systems, the best practice is to utilize only the defroster vents on high (hot, mild, or cold) to force air away from the driver and passenger towards the windows.
11. Instructors will allow cleaning time between student drives.
12. Before and after each drive, car surfaces will be disinfected following the NH [Universal Guidelines](#) to include:
  - a. Door handles

- b. All switches and instruments
  - c. Steering wheel and steering column adjustments
  - d. Gear shift, emergency brake and its button/lever
  - e. Rear view mirror and adjustment
  - f. Seatbelt straps, buckles and release latches
  - g. Seat controls, head restraints, fuel door release lever
  - h. Keys and key fob
  - i. Center console and arm rest areas
13. When possible, instructors will clean the car as the student watches so they are comfortable they are entering a safe environment.
14. Instructors and students will wash their hands before entering the car or use hand sanitizer.

## **L. Day Camps**

This guidance applies to summer day camps/playground programs offered by municipalities, private day camp providers and youth serving organizations. Effective June 22, 2020, summer day camps/playground programs may resume operation in accordance with the following guidance.

**Review and follow the NH [Universal Guidelines](#)**

**Review and follow CDC [considerations for youth and summer camps](#).**

**Day camp staff must be recruited from and be residents of New Hampshire or out of state staff who have met a 14 day quarantine requirement**

**Day camp attendees are restricted to children who are New Hampshire residents or out of state campers who have met a 14 day quarantine requirement**

### **General Guidance:**

1. All day camp staff are strongly encouraged to wear reusable/washable cloth face coverings over their nose and mouth as much as possible to help prevent the spread of COVID-19 when social distancing is not possible. A cloth face covering is encouraged to be worn when in close contact with other staff or campers when feasible, and are most essential when social distancing is difficult
  - a. Provide training on cloth face coverings based on CDC guidance for [Use of Cloth Face Coverings](#).
  - b. Review the NH DHHS information about [using cloth face coverings](#).
  - c. People wearing face coverings must not touch their eyes, nose, mouth, or face, or adjust their face covering without first sanitizing hands. After touching face or adjusting face covering, hands must be sanitized.
2. All adults dropping children off at day camp should be asked to wear a cloth face covering over their nose and mouth when at the day camp facility or public spaces where other individuals are present when social distancing is not possible.
3. The NH Department of Health and Human Services does **not** recommend children routinely wear face masks or face coverings for the reasons outlined below:

- a. CDC guidance states, “Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.”
  - b. There are safety issues with young children having cloth, ties, elastics etc. around their mouths and necks which can pose choking or strangulation hazards.
  - c. The effectiveness of masks and other face coverings is impacted by proper handling and use, and children are more likely to play with the masks, adjust them or remove them without washing their hands before or after touching the masks, touch their face, etc. Touching the face and then touching other objects (e.g. toys) can potentially put other children in a group at risk.
  - d. Staff would need to increasingly be in close contact with children to provide assistance with face coverings, which can be counter-productive to maintaining distance as much as possible.
4. Older children who are able to be compliant with cloth face coverings should be asked to wear them over their nose and mouth when in close proximity to other staff and children when social distancing is not possible.
  5. Staff and children should practice frequent hand hygiene:
  6. Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
  7. Alcohol-based hand sanitizer should be made readily available to staff and older children and should be carried by staff at all times.
  8. Always wash hands with soap and water if hands are visibly dirty.
  9. Supervise and help young children to ensure they are washing/sanitizing hands correctly, and to prevent swallowing of alcohol-based hand sanitizer. When soap and water are not readily available and hand sanitizer is used with children, it should be used under the direct supervision of staff. When not in use, hand sanitizer should be kept out of reach of children (on a high shelf, cabinet, or in a backpack worn by staff outside).
  10. At a minimum, require hand hygiene when arriving at the day camp; when entering a facility; before and after meals or snacks; before and during meal preparation or handling food; after outside time; before and after going to the bathroom; before and after medication administration; after cleaning up and handling any garbage; before and after coming into contact with any child or staff member; after sneezing, coughing, or nose blowing; after using shared equipment; and prior to leaving for home.
  11. Advise children and staff to avoid touching their eyes, nose and mouth with unwashed hands.
  12. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available). Alternatively, cough or sneeze into elbows.
  13. Children and staff should be reminded to maintain a distance of at least 6 feet from others whenever possible.

**Employee Guidance:**

1. Staff must be provided with education and training around safe practices as it relates to hand hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the NH [Universal Guidelines](#).

2. Day camp staff must be screened for symptoms or risk factors of COVID-19 before the start of each day as outlined below in Business Process Guidance and in the [NH Universal Guidelines](#).
3. Require all staff to report any symptoms of COVID-19 or close contact to a person with COVID-19 to supervisor.

**Business Process Guidance:**

1. All day camps should have a communication plan to educate staff, families, and children about COVID-19 health and safety practices at the day camp.
2. Restrict non-essential visitors, volunteers, and activities involving other groups.
3. Children and staff should be screened daily on arrival to the day camp by asking if the individual:
  - a. Has any symptoms of COVID-19 (see Universal Guidelines for list of potential symptoms) or fever of 100.4 degrees F or higher.
  - b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
  - c. Traveled in the past 14 days either:
    4. Internationally (outside the U.S.),
    5. By cruise ship, or
    6. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
7. Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should **not** be allowed into the day camp:
  - a. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and [self-isolate](#) at home following the instructions below.
  - b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should [self-quarantine](#) for 14 days from their last exposure or return from travel.
8. Person(s) with suspect or confirmed COVID-19 must stay out of day camp until symptom-based criteria are met for [discontinuation of isolation](#):
  - a. At least 10 days have passed since symptoms first appeared
    - i. AND**
    - b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)
9. Any person that develops symptoms of COVID-19 while at the day camp should be masked if they are over 2 years of age, removed from contact with others, and be immediately sent home.
10. *If there is a confirmed case of COVID-19 at a camp, the facility should contact:*
  - a. *The Bureau of Infection Disease Control (BIDC) at 603-271-4496.*

**Pick-up and Drop-off:**

1. Develop a drop-off and pick-up process which staggers arrival/departure of children and parents/guardians so that children and parents/guardians from different groups do not interact. Attempt to also stagger drop-off and pick-up times to avoid congregating of parents and children within a facility.

2. Wash hands or use hand sanitizer before and after signing in and out. No pen should be shared. Parents/guardians should use their own pen when signing in. If check-in is electronic, provide alcohol wipes and frequently clean the screens or keyboards.
3. Limit direct contact with parents as much as possible and have day camp staff greet children outside as they arrive.
4. Keep each child's belonging separated and in individually labeled storage containers, cubbies, or areas; take belongings home each day.

#### Social Distancing Strategies:

1. Day camps should attempt to divide staff and children into small groups of ideally no more than 10 people total, including children and staff. Small group sizes will help to limit COVID-19 transmission if someone is found to be infected.
2. Safe and recommended staff/child ratios must be maintained. Allow for proper coverage to comply with Federal and NH Labor and Child Labor Laws (i.e., breaks, hours worked, and for staff calling out).
3. Consistently keep the same groups of staff and campers together throughout the camp session. Do not move children between groups. Staff should not float between groups (unless necessary for activity instruction where one person teaches multiple camp groups).
4. Avoid overlapping groups in any one particular area or activity. Detailed schedules should be created to allow enough time for groups to move between activities without interacting with other groups.
5. Different groups may use the same outdoor or indoor space if space is large enough, but groups should be kept separate and not allowed to interact.
6. Keep campers outside as much as possible. Close communal use spaces, such as game rooms or dining halls, if possible. Indoor activities should be limited and groups will need to be separated and not interact.
7. Space seating and activities so that children are at least 6 feet apart, whenever possible.

#### Activities:

1. Each group will get their own supply of sports equipment to run their own activities.
2. Each group will get its own supply of arts & craft supplies (Each child could also receive their own set of basic arts and crafts supplies which they bring back to camp everyday)
3. Games and activities should be designed to allow for social distancing. Modifications may be made to traditional games and activities to ensure camper safety.
4. Any used equipment/supplies will need to be cleaned and disinfected after usage
5. Avoid field trips and special performances per CDC guidelines

#### Meal and Snack Time:

1. Stagger lunch times
2. Meal and snack time should occur outside whenever possible under tents/shelters or pavilions. Avoid congregating in large groups to eat lunch and snacks.
3. Staff and campers should eat with their own group and maintain at least 6 feet of distance between children and staff when seated and eating; no sharing of food, drink, or utensils.

4. If meals must be provided in a lunch room, stagger meal times, arrange tables to ensure that there is at least six feet of space between groups in the lunchroom, and clean tables between lunch shifts.
5. Campers are encouraged to bring their own snacks and lunches when feasible.
6. If food is offered have in pre-packaged boxes or bags with disposable utensils to ensure safety.
7. Campers and staff need to bring their own water bottles. No shared water jugs.

Transportation:

1. Those providing transportation to day camps should maximize space between riders (e.g. one rider per seat in every other row). Close seating on buses makes person-to-person transmission of respiratory viruses more likely.
2. Keeping windows open might reduce virus transmission.
3. Transportation vehicles must be cleaned and disinfected after each use.

Cleaning and Disinfection Procedures:

1. Review and follow CDC guidance on [cleaning and disinfecting](#).
2. Review and follow CDC [guidance on creating a plan if staff or children become sick](#):
  - a. Plan to have an isolation room or area that can be used to isolate a sick child.
  - b. Be ready to follow CDC guidance on how to [disinfect your building or facility](#) if someone is sick.
  - c. If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
  - d. If COVID-19 is confirmed in a child or staff member:
    - i. Close off areas used by the person who is sick.
    - ii. Open outside doors and windows to increase air circulation in the areas.
    - iii. Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle to reduce the risk to individuals cleaning.
    - iv. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
    - v. If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - e. Continue routine cleaning and disinfection.
3. All cleaning materials should be kept secure and out of reach of children.
4. Develop a schedule for cleaning and disinfecting. Perform frequent cleaning and disinfection of frequently touched surfaces, including door handles, equipment, surfaces, outdoor playground equipment, etc. Areas will be cleaned and disinfected throughout the day, including anytime a group exits an area (indoors or outdoors) where they have used tables, chairs etc.
5. Increase the frequency with which you clean and disinfect toys, equipment, and surfaces, especially doorknobs, check-in counters, and restrooms. All equipment and supplies will be cleaned and disinfected after use
6. Use alcohol wipes to clean keyboards and electronics and wash hands after use.

7. Minimize the potential for the spread of by temporarily removing items that are not easily cleanable (such as stuffed animals and pillows). Personal comfort items from home need to be sent home daily and not shared.
8. If groups are moving from one area to another, cleaning measures must be completed prior to the new group entering this area.
9. Staff cleaning should follow the disinfectant manufacturer's instructions:
  - a. Use the proper concentration of disinfectant.
  - b. Maintain the disinfectant for the required wet contact time.
  - c. Follow the product label hazard warnings and instructions for personal protective equipment (PPE) such as gloves, eye protection, and adequate ventilation.
  - d. Disinfectant use indoors should occur in a well ventilated space. Extensive use of disinfectant products should be done when children are not present and the facility or area should be thoroughly aired out before children return.
  - e. Day camps must have a Safety Data Sheet (SDS) for each chemical used in the facility.
10. Disinfectants and other cleaning supplies are the responsibility of the day camp to have available.

## **M. Lodging**

**Industries: All rented accommodations. Examples given: Hotel, Motels, short-term rentals, and cabin rentals, Bed and Breakfasts, and Inns.**

**This guidance applies to opening of hotels, motels, B&B's, cabin communities, private cottages/condominiums/homes, and similar accommodations open to the public, including short-term rentals that were restricted under Emergency Order 27. Lodging Industry – Phase 1**

Effective immediately, Hotels, Motels, B&B's, Cabin Communities and similar accommodations open to the public, including short-term rentals, **may accept overnight reservations from New Hampshire residents, or out of state visitors who have met the 14 day quarantine requirement. Reservations may be accepted by phone, online, or in person.**

Guest check in may commence on Friday, June 5<sup>th</sup>, 2020. Operators should require a copy of a NH driver's license or a signed document from the guest(s) attesting that all the person(s) staying at the lodging facility remained at a home for at least 14 days before arriving in New Hampshire, only going out for essential items and when outside of the home maintaining social distancing and wearing face masks when within less than 6 feet of another person during this 14 day "quarantine". Out-of-state guests should be made aware at the time of the reservation of the need for this requirement and signature.

### **Safeguarding Guidance:**

In addition to strict adherence to [CDC guidelines](#), the State of New Hampshire recommends putting into place measures to protect consumers and employees, including:

### **Employee Protection:**

1. Follow [Universal Guidelines](#)
2. Follow [Restaurant and Food Service Guidance](#)
3. Follow [Retail Guidance](#)
4. Follow sanitation frequency guidance contained in this document at all times
5. If serving food, Provide ServSafe COVID-19 or equivalent training as soon as possible
6. Staff should be screened for symptoms or risk factors for COVID-19 using the guidance found in the [NH Universal Guidelines](#)
7. Employees with confirmed cases of COVID-19 must stay home until symptom-based criteria are met for discontinuation of isolation:
  - a. At least 10 days have passed since symptoms first appeared  
**AND**
  - b. At least three days (72 hours) have passed since recovery (recovery is defined as resolution of fever reducing medications plus improvement in other symptoms).

### **Consumer Protection:**

1. Enhanced housekeeping sanitation strategies after every room use. Cleaning and disinfection should be conducted for every room after a guest leaves. Follow cleaning and disinfection guidance as outlined in the New Hampshire Universal Guidelines
2. In Common Areas, sanitizing of door handles, faucet handles; all other customer touch-points in common areas, and other areas of hand contact every two hours, at a minimum
3. Common areas are closed, and no congregating in lobby;
4. Provide Room service or grab and go items as an alternative to hotel restaurants . Hotel restaurants should align with the food services phase schedule.
5. All congregate amenities e.g pools, hot tubs sauna and exercise facilities will follow the Health and Fitness Guidelines.
6. Guests should asked the following questions at check-in & a copy kept with their record, Minimum standards is signage must be prominently posted at the entrance asking customers regarding COVID-19 symptoms:
  - a. Have you been in close contact with a confirmed case of COVID-19?
  - b. Are you experiencing a cough, shortness of breath or sore throat?
  - c. Have you had a fever in the last 48 hours?
  - d. Have you had changes in your sense of taste or smell ?
  - e. 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. Any deposit will be returned.
  - f. A version of this checklist should be included in reservation confirmations.
7. Social distancing at check-in. Sneeze guard barriers recommended. All digital check-in where possible.
8. If Staff or guests will be coming inside the social distance range of each other, cloth face coverings must be worn by staff, and recommended for guests.

### **Business Process Adaptations:**

1. Capacity for lodging operations that have inside room access should be limited to 50% of approved rentable rooms in order to limit guests coming into close contact. For lodging operations that have individual outside room access, or inns or bed and breakfast facilities with 20 or fewer internal access rooms, no capacity restrictions apply. For the purposes of determining capacity, room usage by pandemic emergency workers and first responders, and existing occupancy by long term residents, shall be not be included in the capacity calculation.
2. Place hand sanitizer stations in hotel lobby and bathrooms and throughout the establishment, where appropriate.
3. Cloth face coverings should be used by employees and guests when working or moving within the facility when social distancing is not possible. For guests, this includes at check-in and check-out, and when transiting to/from a guest room through the facility when social distancing is not possible.
4. Guest rooms that are assigned (assuming not operating at full capacity) should be spaced out between floors and avoid placing people in adjacent rooms when possible.
5. Use a clearly designated entrance and a separate clearly designated exit to maintain social distancing, if possible.
6. Elevators, if present in the facility, should be limited to one person or associated reservation group at a time. Lines for elevator use should be clearly marked with demarcations on the floor spaced at least 6 feet apart for where people should stand to wait for an elevator.
7. Similarly waiting lines for check-in or check-out should be avoided and any lines should have clear demarcations on the floor spacing people or groups at least 6 feet apart. Electronic or automated check-in and check-out processes are preferred.
8. 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.
9. Use a clearly designated entrance and a separate clearly designated exit to maintain social distancing, if reasonable.
10. Assign a dedicated staff member (i.e., a safety officer) who is empowered to monitor and improve compliance with social distancing and other protective policies, including education, hand hygiene and cloth face covering use amongst employees and guests.
11. Businesses should continue to remind all patrons that those with an elevated/High risk should continue to shelter at home.
12. A list of instructions should be included in reservation confirmations.

