



SUMNER COUNTY TENNESSEE

Responsibly Reopening Sumner County, Tennessee

Released: April 24, 2020

Governor Bill Lee's Stay at Home Executive Order for the State of Tennessee will expire on April 30, 2020.

Sumner County Mayor Anthony Holt's Safer at Home Declaration will expire at 12:00am May 1st, 2020.

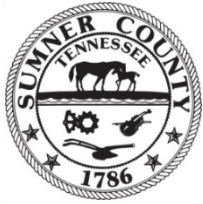
These are recommendations that adhere to Governor Lee's guidelines and plan for Responsibly Reopening Tennessee's Economy.

The "Tennessee Pledge", is applicable to 89 of Tennessee's Counties, based on Governor Lee's guidelines; which includes Sumner County.

Sumner County Mayor Anthony Holt requests that all Sumner County Businesses complete the "Sumner County, Tennessee Business Pledge" and post the completed PLEDGE in your place of business. Only by working together as a community of volunteers can we successfully reboot our economy.

You may find the Business Pledge form at:

<https://www.sumnertn.org/documents/biz-pledge.pdf>



Sumner County, Tennessee

BUSINESS PLEDGE

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

The Pledge asks businesses to provide safe working conditions that protect their employees’ health and also protects consumers while securing their livelihoods. The plan also asks employees to commit to protecting themselves, their co-workers and the customers they serve. It’s that volunteer spirit that’s been fighting this pandemic and it’s the same volunteer spirit that will rebuild our economy.

_____ certifies that we agree to operate under
**the Sumner County, Tennessee Pledge guidelines for Reopening Sumner County,
Tennessee Responsibly.**

Please find the Sumner County guidelines for Reopening Responsibly:

Sumner County, TN website at <https://www.sumnertn.org>

Sumner County, TN Facebook: <https://www.facebook.com/sumnercountytennessee/>

RECOMMENDATIONS

The following list of recommendations are steps that can be taken when reopening and should be continued as the “new normal” in order to stop the spread and prevent any new growth of the COVID-19 virus. These steps will also help prevent the spread of other pathogens such as: the common cold, the flu (influenza), the rhino virus and many others. This is not intended to be an all-inclusive list and while the awareness level of the general population is high, we should strive to maintain certain common sense practices.

- ❖ **Wash Hands thoroughly and frequently**
- ❖ **Avoid touching your face**
- ❖ **Sneeze or cough into a tissue or the inside of your elbow**
- ❖ **Use face coverings when in public, especially in areas with larger crowds**
- ❖ **If you feel sick, STAY HOME. Don't go to work or school follow the advice of your medical provider**
- ❖ **When possible, exercise social distancing (respect peoples personal space)**
- ❖ **Protect the elderly and medically fragile: this population should continue to shelter in place. If members of this population have to venture outside their homes, we should have plans to prevent their unnecessary exposures (allow them to utilize curb service, delivery services and special business times)**
- ❖ **Businesses should practice frequent sanitizing of high traffic areas, personal work areas and shared items or resources (buggies, hand rails, payment kiosks, etc.)**
- ❖ **Make certain products available that will promote safer practice such as: hand sanitizer, sanitizing wipes, gloves, masks and isolation barriers**
- ❖ **Large venues should employ a set of strict distancing protocols to help prevent any spread**
- ❖ **Avoid standing room only situations in all businesses**
- ❖ **Assembly occupancies reduce to 50% of occupant load**
- ❖ **All food service workers shall wear a face mask/face covering**
- ❖ **Businesses should enforce social distancing for all people including employees working and employees while on their breaks (no congregating together)**
- ❖ **During Phase 1, there shall be no festivals, concerts, sporting events or other large gatherings**

Sumner County Health & Safety Principles

- ❖ Sustained testing for all that want and need a test.
- ❖ Contact tracing of the confirmed cases and isolation and quarantine of those infected and exposed.
- ❖ Monitor the hospitalization rate and the availability of beds, equipment and supplies.
- ❖ Maintain physical/social distancing, personal hygiene including vigorous and frequent handwashing, sneeze or cough into a tissue or the inside of your elbow, use face coverings in public, specifically in social gatherings.
- ❖ Begin antibody, serology testing.
- ❖ Prove the downward trend of confirmed cases and positive tests as a percentage of total testing over a 14-day period.
- ❖ Follow Governor Lee's guidance and recommendations concerning the reboot and reopening of our local economy.

Phase 1 Universal Guidelines For Businesses

Sumner County is recommending safeguarding protocols for all businesses, including those that are re-opening and those essential businesses that have remained open during the Safer at Home recommendation. These safeguarding protocols are based on the recommendations of the CDC and OSHA. To support the Pledge for Sumner County, all employers and employees should take steps to reopen safely, help other industries be able to open more quickly, and help Sumner County remain healthy and open for business.

Employers

- **Screen all employees reporting to work for COVID-19 symptoms** with the following questions:

- ❖ Have you been in close contact with a confirmed case of COVID-19?
- ❖ Are you experiencing a cough, shortness of breath, or sore throat?
- ❖ Have you had a fever in the last 48 hours?
- ❖ Have you had new loss of taste or smell?
- ❖ Have you had vomiting or diarrhea in the last 24 hours?

- **Temperature screening employees:**

- ❖ Best practice: employers to take temperatures on site with a no-touch thermometer each day upon arrival at work.
- ❖ Minimum: Temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit.

- **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per CDC guidelines. Employers should maintain the confidentiality of employee health information.

- **Implement workplace cleaning and disinfection** practices, according to CDC guidelines, with regular sanitization of high-touch surfaces at least every two hours

- **Mitigate exposure in the workplace** by implementing social distancing guidelines and modify scheduling

- **Allow employees to work from home as much as possible**

- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)

- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms

- **Update the Employee Illness Policy** to include the symptoms of “COVID-19” or create a COVID-19 specific policy. All staff should sign the policy, and the policy should be posted for confirmation

- **Limit self-service options** (customer samples, communal packaging, food/beverages, etc.)

- **Post extensive signage on health policies**, including the following documents in the workplace to help educate building occupants on COVID-19 best practices:

- ❖ CDC guidance to stop the spread of germs
- ❖ CDC guidance on COVID-19 symptoms

Employees

- **Stay home when feeling ill**, when exposed to COVID-19 (e.g., positive household member case), or if diagnosed with a confirmed case of COVID-19. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home
- **Increase hygiene practices**—wash hands more frequently, avoid touching face, practice good respiratory etiquette
- **Wear a cloth face covering (not an N-95 or medical mask, which should be reserved for healthcare workers)** while at work and in public to help protect against the spread of the virus
- **Practice recommended social distancing** to the greatest extent possible - **“Further is safer”**
- **Abide by guidelines established by employer**, which may include the use of gloves, social distancing practices in the workplace, and increased sanitation

Businesses should follow guidance issued by the Centers for Disease Control and Prevention, as well as any applicable federal or regulatory requirements. In addition to these general guidelines for all Tennessee employers and employees, each employer and employee should refer to their industry-specific guidance, as set forth on the following pages. These industry-specific safeguarding protocols have been created with the input of private sector working groups in partnership with the Economic Recovery Group. Protocols are subject to change and may be released on a rolling basis. Companies doing business in Tennessee should follow Tennessee guidance and best practices outlined in this document.

Restaurant Industry

Safeguarding Guidance

In addition to strict adherence to CDC guidelines, the State recommends restaurants put into place an assortment of measures to protect consumers and employees, including:

Employee Protection

- Follow sanitation frequency guidance contained in this document at all times
- Have dedicated face coverings and dedicated gloves (i.e., only used by one person) worn by all employees, at all times
 - ❖ Should not be N-95 or medical variety – these should be saved for use by healthcare workers
- Require all employees to report any symptoms of illness to supervisor and require notification of COVID-19 positive case in employee’s household
- Provide ServSafe COVID-19 training for all food handlers as soon as possible

Consumer Protection

- Limit the number of customers in the restaurant to 50% of seating capacity
- Tables should be spaced at least 6 feet apart
- Limit tables to no more than 6 guests per table
- Mark any indoor or outdoor waiting area so that social distancing standards are met (options can include a text system to alert guests of available seating, an intercom system, or only one member of a party being allowed to wait in the waiting area)
- Bar areas should remain closed
- Live music should not be permitted
- Screen customers for illness upon their entry into the restaurant:
 - ❖ Best practice: Temperature checks for every customer. Customers with temperatures above 100.4 degrees Fahrenheit should not be permitted on premise
 - ❖ Minimum: Question customers regarding COVID-19 symptoms
 - Have you been in close contact with a confirmed case of COVID-19?
 - Are you experiencing a cough, shortness of breath, or sore throat?
 - Have you had a fever in the last 48 hours?

Business Process Adaptations

- Place hand sanitizer stations in restaurant lobby and bathrooms, as well as at cashier stations
- Sanitize all front-of-house contact surfaces including door handles, screens, phones, pens, keyboards and other areas of hand contact every two hours, at a minimum
- Use menus that are disposable or sanitized between each use
- Use rolled silverware/napkins stored in sealed bins (gloves should be used by staff while rolling silverware in designated sanitary areas)
- Sanitize all tabletop items, including condiments, after each table turns (or use disposables)
- Sanitize chairs, especially where contact occurs, after each table turns
- Do not offer self-serve buffets, condiments on a counter for use by multiple tables, or beverage station re-use

Retail Industry

Safeguarding Guidance

In addition to strict adherence to CDC guidelines, the State recommends retail industries put into place an assortment of measures to protect consumers and employees, including:

Employee Protection

- Staff should wear face coverings (not N-95 or medical masks, which should be reserved for healthcare workers) and other personal protection items as recommended by the CDC
- Provide training on personal protective equipment based on CDC guidelines
- Provide a sanitizing station such as a wash basin with soap and/or bottle of hand sanitizer
- Stagger shifts, breaks, and meals, in compliance with wage and hour laws and regulations, to maintain social distancing
- Provide regular updates and training for employees about personal COVID-19 mitigation and store safeguards based on CDC guidelines
- Require all employees to report any illness to supervisor and require notification of COVID-19 positive case in employee's household
- Prohibit congregating in break rooms or common areas and limit capacity of such areas to allow for safe social distancing minimum of 6 feet whenever possible

Consumer Protection

- Limit the number of customers inside a store at a given time, excluding employees and representatives of third-party delivery companies, to 50 percent or less of store occupancy based on Tennessee's Building and Fire Code
- Customers should wear face coverings inside the store
- Consider dedicated shopping hours or appointment times for the elderly, medically vulnerable, and health care workers
- Establish one-way aisles and traffic patterns for social distancing
- Increase curbside, pickup, and delivery service options to minimize contact and maintain social distancing
- Assign dedicated staff to prompt customers regarding the importance of social distancing
- Add social distancing "reminder" signs, personal stickers, floor decals, and audio announcements

Business Process Adaptations

- Establish enhanced cleaning protocols that follow CDC guidelines including sanitizing shared resources (such as carts) after each use, and sanitizing all high traffic / high touch areas (such as counters check-out lanes, keypads, break rooms, dressing rooms, rest rooms) every two hours and when visibly dirty
- Use a clearly designated entrance and a separate clearly designated exit to maintain social distancing
- Use plastic shields or barriers between customers and clerks at service counters, and clean them frequently (every 2 hours and when visibly dirty)
- Adjust store hours to allow time for enhanced cleaning
- Prohibit the use of reusable bags (reusable bags may carry COVID-19)
- Suspend the sampling of food and personal hygiene products
- Task management-level employees within a store to monitor compliance

Phase 2

As conditions allow and infection rates decline the State of Tennessee and Sumner County may further relax requirements which will allow greater occupancy and additional businesses and industry to reopen.

Guidelines will follow with Governor Lee's directives.