REOPEN Connecticut®

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Governor Ned Lamont

Sector Rules for June 17th reopen

July 22nd, 2020

SECTOR RULES FOR JUNE 17TH REOPEN

GOAL
Proactively protect public health and speed up the pace of economic, educational, and community recovery while restoring Connecticut's quality of life.

1 SAFETY FIRST

We will reopen society safely and securely with a proactive program that safeguards the health of our vulnerable residents, continues physical distancing, and provides clear safeguard rules for businesses and institutions deemed safe to reopen.

2 SCIENCE-DRIVEN

Our strategy will rely on a scientifically validated set of public health interventions. Patient assessment, testing, proactive tracing, field studies, and public health guidance will be deployed simultaneously to contain infection.

3 PREPARED

We will work closely with hospitals and health systems to procure and distribute critical personal protective equipment, and assess capacity of beds and ventilators to ensure optimal standard of care.

4 CHOICE

Individual businesses within sectors allowed to open are empowered to make their own choice on when they reopen. When they open, they must comply with rules we lay out to safeguard their employees and customers.

5 DYNAMIC

We include a suite of tools to inform an adaptive plan that can be nimbly scaled or rolled back rapidly based on real-time critical health metrics.

SECTOR RULES FOR JUNE 17TH REOPEN

HOW WE WILL OPEN OUR ECONOMY SAFELY

Our plan to open the economy will address two factors:

WHAT businesses can open and when.
HOW businesses must operate **if they choose to open.**

WHAT:

- We know that some businesses put employees and customers at greater risk of transmission.
- We will prioritize opening businesses that pose a lower transmission risk and drive outsized impact on the economy.
- Transmission risk is defined as contact intensity and modification potential of businesses.
  - Contact intensity considers contact proximity, contact length, and number of contacts.
  - Modification potential considers the businesses' ability to socially distance and sanitize in accordance with regulations.
- We will assess the impact on state economic health with a focus on number of employed individuals, total GDP impacted, and impact on small businesses that make up the backbone of our economy.

HOW:

- We will provide clear operational guidance to businesses on how to reopen while ensuring the safety of both employees and customers.
- Guidance will include social distancing and hygiene, as well as the use of personal protection – for business operators, workers, and customers.
- The goal is to not only open safely, but create confidence in our society across employers, employees, and customers.
- The level of guidance will gradually become less restrictive over time, as our confidence in the ability to monitor and contain the disease increases.

SECTOR RULES FOR JUNE 17TH REOPEN

WHAT: SECTOR REOPENING OVER TIME

The state will open its economy with a gradual approach.
The first set of businesses started reopening when we saw a sustained 14-day decline in hospitalizations, had adequate testing capacity, had a contact tracing system in place, and had procured sufficient PPE. The timing for that reopen was May 20th.

ALWAYS OPEN	Manufacturing Construction Real estate Utilities Essential retail	Child care Hospitals	
MAY 20TH	Restaurants (outdoor only, no bar areas) Outdoor recreation (limited capacity)	Remaining retail Offices (continue WFH where possible)	Museums, Zoos (outdoor only) University research
JUNE 1ST	Hair salons, Barbershops		
JUNE 17TH	Restaurants (outdoor, indoor, no bar areas) Hotels/Lodging All personal services Indoor recreation	Sports, Sports clubs & complexes, Gyms, Fitness centers, Pools Outdoor arts, Entertainment, Events (limited capacity)	Amusement parks Libraries Museums, Zoos, Aquariums Social clubs
JULY 20TH	Indoor events		

SECTOR RULES FOR JUNE 17TH REOPEN

HOW: SAFEGUARDS

As we continue to reopen businesses on June 17th, we will open at our strictest controls on business operations and societal interaction. This will include, among other measures:

- Capacity limit of 50% for most businesses that reopen.
- Strict cleaning and disinfection protocols in all settings.
- Those who can work from home should continue to do so.
- Those in high-risk groups (comorbidities) and over the age of 65 should continue to stay safe and stay home.
- Facemasks should continue to be worn in public at all times.
- Social gatherings will be restricted in accordance to the Governor's executive order.

As we see progress on a defined set of public health metrics (detail to follow), we will gradually loosen safeguards. This will allow for the next set of businesses to open and potentially for businesses already open to operate with additional leeway. We expect this will occur over the coming months.

As always, we will make decisions based on data and science. Our plan intentionally allows for sufficient time for learning, adoption of behaviors, and ultimately the achievement of improved health metrics that create the necessary environment for new business operations. If public health metrics deteriorate, the State may choose to revert back to stricter safeguards.

LIBRARIES

Libraries can open at up to 50% capacity in the current phase of reopening.

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LIBRARIES

OVERVIEW

As Connecticut's libraries reopen, the most important consideration will be the health and safety of employees and patrons. Libraries must exercise caution throughout the reopening, ensuring strict adherence to the protocols listed here. Those libraries that are not able to meet the rules listed here shall delay opening until they are able.

While these rules provide a way for libraries to reopen in as safe a manner as possible, risks to patrons and employees cannot be fully mitigated. Patrons who choose to visit libraries during this time should be fully aware of potential risks. Individuals over the age of 65 or with other health conditions are advised to not visit libraries, but instead continue to stay home and stay safe.

Libraries should take these rules as the minimum baseline of precautions needed to protect public health in Connecticut. The CT State Library Division of Library Development may issue additional documents to help libraries in designing their roadmaps to reopening and recovery. The American Library Association (ALA) has compiled extensive resources to help libraries around the country to reopen. We suggest libraries refer to ALA's resources in planning their reopening process. These rules may be updated as conditions evolve.

We urge patrons to stay vigilant and pay attention as to whether libraries they visit are faithfully implementing these rules.

FURTHER RESOURCES

- **CDC:**
  https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
- **AMERICAN LIBRARY ASSOCIATION:**
  http://www.ala.org/advocacy/planning-reopening-resources
- **INSTITUTE OF MUSEUM AND LIBRARY SERVICES:**
  https://www.imls.gov/news/covid-19-research-partnership-inform-safe-handling-collections-reopening-practices-libraries
- **CT STATE LIBRARY:**
  https://libguides.ctstatelibrary.org/dld/COVID-19/
- **OSHA:**
  https://www.osha.gov/Publications/OSHA3990.pdf

LIBRARIES

PLAN FOR REOPENING

Share these rules with your employees and inform them of any additional specific measures being taken in response to COVID-19.

PROGRAM ADMINISTRATOR

Appoint a program administrator who is accountable for implementing these rules. Program Administrator should be library staff.

CLEANING PLAN

Develop cleaning checklists that incorporate these rules. Ensure it is clear which employees are responsible for implementing the plans.

TRAINING

The employer shall institute a training program and ensure employee participation in the program. Training shall be provided at no cost to the employee and during working hours. The training materials shall be presented in the language and at the literacy level of the employees. Employers shall continuously update staff on changes to these Sector Rules. The training shall include:

- Guidelines outlined in this document
- Protocols on how to clean and use cleaning products (incl. disinfectants) safely
- Additional guidance can be found here:
  https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOHS_0.pdf

NOTE: If any on-site duties are subcontracted, it is the employer's responsibility to ensure subcontractors are also appropriately trained.

PERSONAL PROTECTION

Estimate required personal protection for employees and begin procuring.

LIBRARIES

THOROUGH CLEANING

Complete a thorough cleaning of facility prior to reopening, including but not limited to:

- Bathrooms
- Seating area
- Computer station

LOG EMPLOYEES

Maintain a log of employees on-premise over time, to support contact tracing.

SHIFTS

Stagger shift start/stop times and break times to minimize contact across employees.

REMOTE WORK

Consider offering employees whose responsibilities can be met in a remote work setting the ability to continue to work remotely.

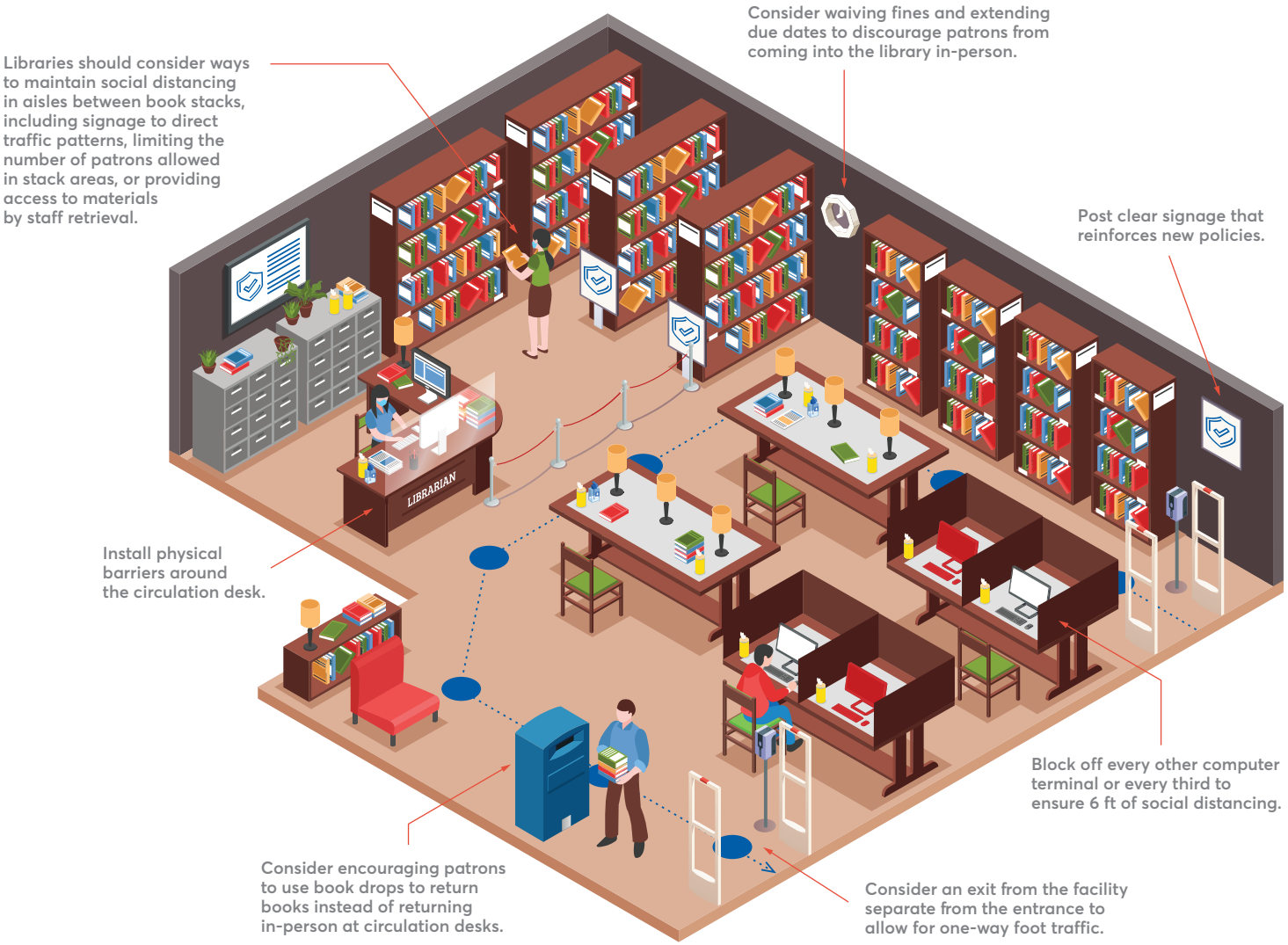
CAPACITY TRACKING

Libraries are responsible for enforcing revised capacity limits (50%).

CERTIFICATION

Complete the self-certification on the DECD website to receive a Reopen CT badge. Once complete, businesses can choose to post the badge on-site and on social media to advertise adherence to CT rules.

LIBRARIES


Libraries should consider ways to maintain social distancing in aisles between book stacks, including signage to direct traffic patterns, limiting the number of patrons allowed in stack areas, or providing access to materials by staff retrieval.
Consider waiving fines and extending due dates to discourage patrons from coming into the library in-person.
Post clear signage that reinforces new policies.
LIBRARIAN
Install physical barriers around the circulation desk.
Block off every other computer terminal or every third to ensure 6 ft of social distancing.
Consider encouraging patrons to use book drops to return books instead of returning in-person at circulation desks.
Consider an exit from the facility separate from the entrance to allow for one-way foot traffic.

LIBRARIES

CAPACITY LIMIT
Calculate a maximum occupancy that is consistent with social distancing guidelines or 50% of library's fire code capacity, whichever is lower.

- For periods of time where high traffic is expected, post guards at entrance to count and monitor total number of patrons inside the library.

IN-PERSON SERVICES
Consider limiting in-person services offered, such as the reference desk. Instead encourage patrons to send questions by email and phone to be answered by librarians remotely.

- Consider continuing to offer all library programs virtually.
- All in-person programs, such as workshops or job fairs, must follow the prevailing limitation on size of social gatherings. Desks and chairs must be arranged so that 6 ft social distancing is observed at all times during workshops.

CIRCULATION DESK
Install physical barriers around the circulation desk.

FINES & DUE DATES
Consider waiving fines and extending due dates to discourage patrons from coming into the library in-person.

BOOK DROP
Consider encouraging patrons to use book drops to return books instead of returning in-person at circulation desks.

- Books returned to the library will be quarantined for at least 48 hours (or intervals based on research approved by the CDC and IMLS).

BOOK STACKS
Libraries should consider ways to maintain social distancing in aisles between book stacks, including signage to direct traffic patterns, limiting the number of patrons allowed in stack areas, or providing access to materials by staff retrieval.

COMPUTER TERMINALS
Block off every other computer terminal or every third to ensure 6 ft of social distancing.

ENTRY & EXIT
Consider an exit from the facility separate from the entrance to allow for one-way foot traffic.

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SIGNAGE
Post clear signage that reinforces new policies, e.g.:

- Social distancing protocols
- Cleaning and disinfection protocols
- Personal protection protocols (face masks)
- Employees should stay home if sick/experiencing symptoms
- Patrons should not enter if they are experiencing symptoms
- Additional signage can be found here: https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/COVID-19-Signage-for-Download

EMPLOYEE-ONLY AREAS
Rearrange space to maintain 6 ft of distance between employees and stagger the position of desks so employees can avoid sitting opposite each other. This may require keeping some desks empty and/or marking desks that should not be used.

- This may require putting computers, chairs, and other excess furniture into storage.

PUBLIC AREAS
Rearrange seating to maintain 6 ft of distance between seats. In particular, patrons shall not be sitting face-to-face if they would be less than 6 ft apart. This may require marking some desks/chairs as "not in use".

SOCIAL DISTANCING MARKERS
Install visual social distancing markers to encourage patrons to remain 6 ft apart (e.g., the entrance, lines to use the restroom).

SHARED EQUIPMENT
Ensure employees or patrons don't share items or equipment without disinfecting between use by different individuals (e.g. computers, microfiche machines, headsets for audiobooks, etc.).

CAFES/FOOD ESTABLISHMENTS
Must follow Sector Rules for Restaurants.

DISCRETE WORK ZONES
Where possible, segment the workspace into discrete zones, prevent movement between zones, and close spaces where employees congregate.

WATER FOUNTAINS
Patrons shall be required to bring their own water bottles. Water fountain use shall be restricted to water bottle filling stations only. Congregating at water bottle filling stations shall be limited, and signage reinforcing the use of water bottle filling stations only must be displayed.

LIBRARIES

NON-ESSENTIAL AMENITIES

Close or remove amenities non-essential to businesses' main function, including:

- Toys, interactive play areas, shared food/drink stations

TOUCHLESS APPLIANCES

Consider installing touchless appliances, including:

- Contactless payments, paper towel dispensers, soap dispensers, trash cans

VENTILATION

For facilities with central ventilation systems, increase ventilation rates and increase the percentage of outdoor air that circulates into the system where possible. For facilities where a central ventilation system is not used, window air conditioning units or unit ventilators should be adjusted to maximize fresh air intake into the system; blower fans should be set on low speed and pointed away from room occupants to the extent possible. Ceiling fans should be adjusted so that fins are rotating in a direction that draws air up toward the ceiling rather than down onto occupants. Window fans should be turned to exhaust air out of the window in the direction of the outdoors. Window fans that blow air into a room or free-standing fans that only serve to circulate existing air around a room should not be used.

PERSONAL PROTECTION

PERSONAL PROTECTION FOR EMPLOYEES

- All employees are required to wear a facemask or other cloth face covering that completely covers the nose and mouth, unless doing so would be contrary to his or her health or safety due to medical conditions.
- Employees may utilize their own cloth face covering over that provided by their employer if they choose.
- Gloves and eye protection are required when using cleaning chemicals.

EMPLOYERS ARE RESPONSIBLE FOR PROVIDING PERSONAL PROTECTION TO THEIR EMPLOYEES

- If librarians do not have adequate personal protection, libraries cannot open.

PERSONAL PROTECTION FOR PATRONS

Patrons are required to bring and wear masks or cloth face coverings that completely cover the nose and mouth, unless doing so would be contrary to his or her health or safety due to a medical condition.

- For essential businesses, a mask does not need to be worn if an individual has a medical condition preventing them from doing so.
- For non-essential businesses, an owner has the right to refuse service to an individual not wearing a mask.

LIBRARIES

HAND SANITIZER
Hand sanitizer shall be made available at entrance points and common areas, where possible.

HANDWASHING
Ensure employees wash their hands routinely using soap and water for at least 20 seconds.

CLEANING, DISINFECTANT PRODUCTS, &/OR DISPOSABLE DISINFECTANT WIPES
Make available near commonly used surfaces where possible, e.g.:

- Chairs
- Bathrooms
- Self-service areas

BATHROOMS
Clean and disinfect frequently, and implement use of cleaning log for tracking. Clean multiple times a day and hourly during busy times.

- Recommend posting signage encouraging reduced capacity in bathrooms, and reminding individuals to wash their hands and wear a mask
- Consider placing a wastebasket outside of the bathroom

CLEANING & DISINFECTING
Follow federal guidelines (CDC, EPA) on what specific products should be used and how.

- Use products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants.
- Disinfectants are irritants and sensitizers, and should be used cautiously.
- Avoid all food contact surfaces when using disinfectants; these surfaces should be sanitized instead.
- Clean and disinfect common areas, high transit areas, and frequently touched surfaces on an ongoing basis (at least daily) and more frequently if used more often. Clean and disinfect shared objects between use. Examples include:
  - Entrances and exits
  - Payment devices (e.g. PIN pad)
  - Chairs

COMPUTER STATIONS & SEATING AREAS
Provide disinfectant wipes, and ask patrons to wipe down keyboards and desks after each use.

LIBRARIES

DAILY HEALTH CHECK

Ask employees resuming on-premise work to confirm they have not experienced COVID-19 CDC-defined symptoms and to monitor their own symptoms, including cough, shortness of breath, or any two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Employees should stay home if sick.

LEAVE

Employers shall adhere to federal guidance pertaining to paid leave for employees and provide this guidance to employees. Employers shall post the Families First Coronavirus Response Act (FFCRA) Department of Labor poster. The poster can be accessed at: https://www.dol.gov/agencies/whd/posters

- Additional guidance can be accessed at: https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave

IN THE EVENT OF A POSITIVE COVID-19 CASE

Employees shall inform their employers, and follow state testing and contact tracing protocols. In addition:

- Employee should contact local public health to initiate contact tracing.
- Recommend 24-hour passive decontamination in the event of a positive case, and follow CDC guidelines for cleaning and disinfecting.
- Additional information can be accessed at: https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

WHISTLEBLOWER PROTECTION

Employers may not retaliate against workers for raising concerns about COVID-19 related safety and health conditions.

- Additional information can be accessed at www.whistleblowers.gov
- Additional information for the public sector can be accessed at www.connosha.com