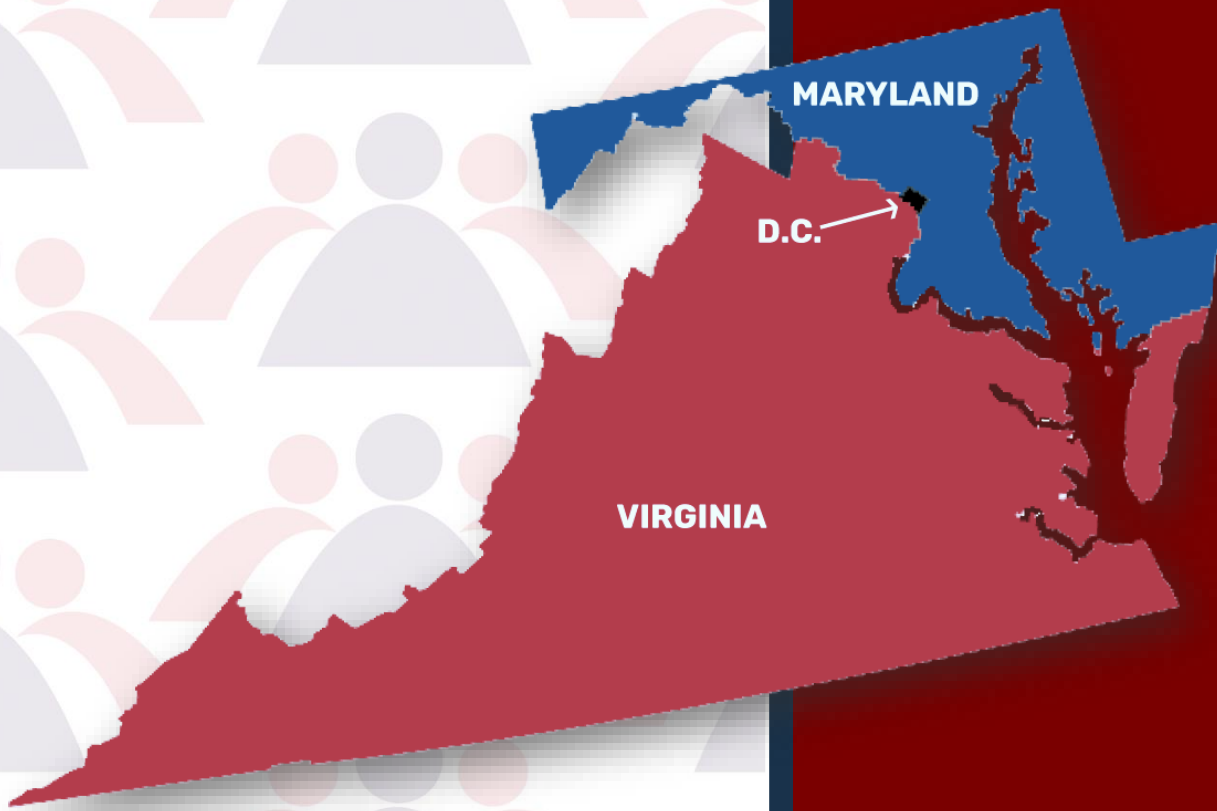


2020

Re-Opening Handbook



Brock-Norton Insurance Agency

6/10/2020

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CDC/EPA CLEANING & DISINFECTING GUIDANCE

Cleaning and disinfecting public spaces including your workplace, school, home, and business will require you to:

- Develop your plan
- Implement your plan
- Maintain and revise your plan

It's important to continue to follow federal, state, tribal, territorial, and local guidance for reopening America.

A Few Important Reminders about Coronaviruses and Reducing the Risk of Exposure:

- Coronavirus on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.
- If you oversee staff in a workplace, your plan should include considerations about the safety of custodial staff and other people who are carrying out the cleaning or disinfecting. These people are at increased risk of being exposed to the virus and to any toxic effects of the cleaning chemicals. These staff should wear appropriate PPE for cleaning and disinfecting. To protect your staff and to ensure that the products are used effectively, staff should be instructed on how to apply the disinfectants according to the label.

Develop Your Plan

Evaluate your workplace, school, home, or business to determine what kinds of surfaces and materials make up that area. Most surfaces and objects will just need normal routine cleaning. Frequently touched surfaces and objects like light switches and doorknobs will need to be cleaned and then disinfected to further reduce the risk of germs on surfaces and objects.

- First, clean the surface or object with soap and water.

- Then, disinfect using an EPA-approved disinfectant.
- If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect.

You should also consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people. It is critical that your plan includes how to maintain a cleaning and disinfecting strategy after reopening. Develop a flexible plan with your staff or family, adjusting the plan as federal, state, tribal, territorial, or local guidance is updated and if your specific circumstances change.

Determine what needs to be cleaned

Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.

Is the area outdoors?

Outdoor areas generally require normal routine cleaning and do not require disinfection.

Has the area been unoccupied for the last 7 days?

If your workplace, school, or business has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area.

Determine what needs to be disinfected

Following your normal routine cleaning, you can disinfect frequently touched surfaces and objects using a product from EPA's list of approved products that are effective against COVID-19. These questions will help you choose appropriate disinfectants.

Are you cleaning or disinfecting a hard and non-porous material or item like glass, metal, or plastic?

Consult EPA's list of approved products for use against COVID-19. This list will help you determine the most appropriate disinfectant for the surface or object.

Examples of frequently touched surfaces and objects that will need routine disinfection following reopening are:

- tables
- doorknobs
- light switches
- countertops
- handles
- desks
- phones
- keyboards
- toilets

- faucets and sinks
- gas pump handles
- touch screens
- ATM machines

Each business or facility will have different surfaces and objects that are frequently touched by multiple people.

Are you cleaning or disinfecting a soft and porous material or items like carpet, rugs, or seating in areas?

Soft and porous materials are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials.

Consider the resources and equipment needed

Keep in mind the availability of cleaning and disinfection products and appropriate PPE. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting.

Implement Your Plan

Once you have a plan, it's time to take action. Read all manufacturer's instructions for the cleaning and disinfection products you will use. Put on your gloves and other required personal protective equipment (PPE) to begin the process of cleaning and disinfecting.

Clean visibly dirty surfaces with soap and water

Clean surfaces and objects using soap and water prior to disinfection. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting.

Use the appropriate cleaning or disinfectant product

EPA approved disinfectants, when applied according to the manufacturer's label, are effective for use against COVID-19.

Always follow the directions on the label

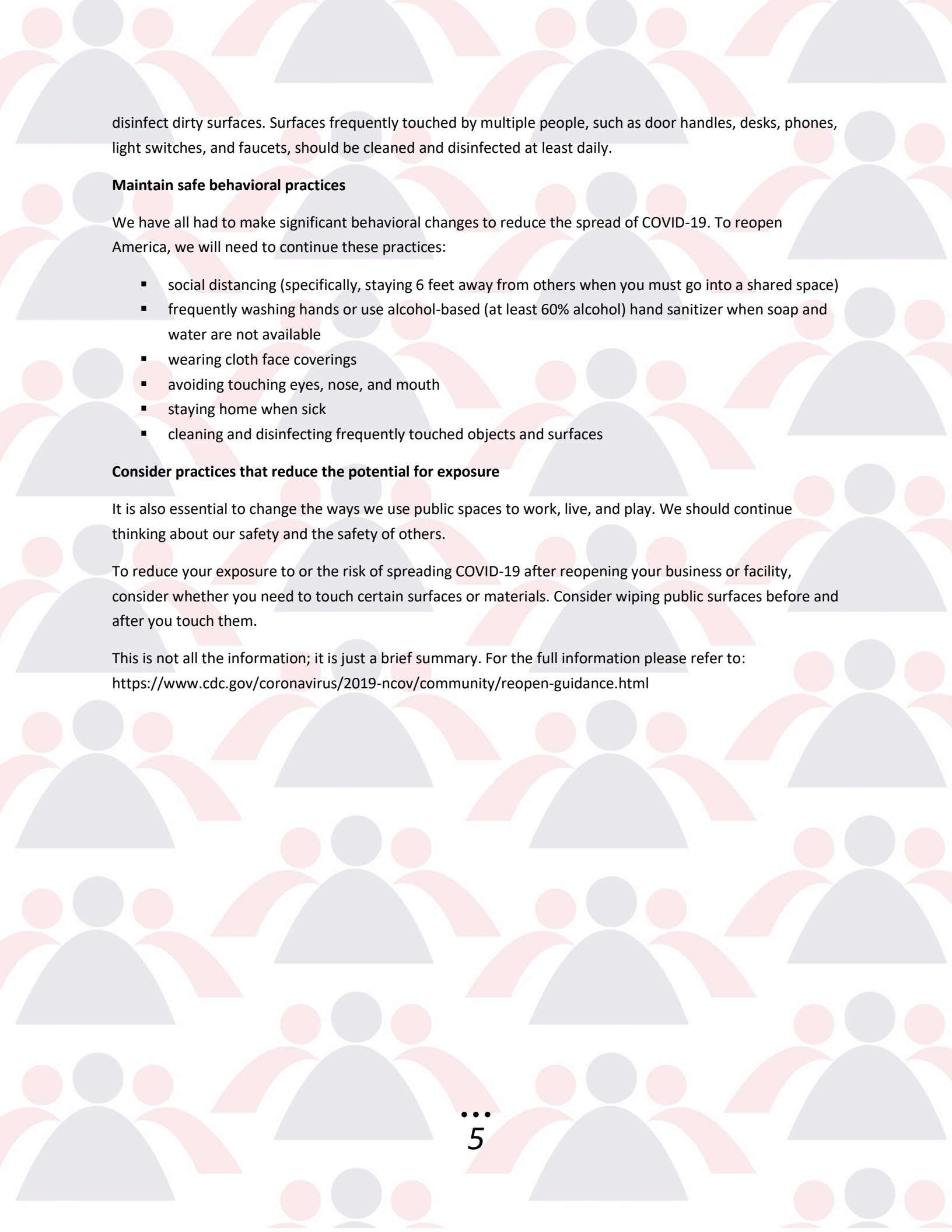
Follow the instructions on the label to ensure safe and effective use of the product. Many product labels recommend keeping the surface wet for a specific amount of time.

Maintain and Revise Your Plan

Take steps to reduce your risk of exposure to the virus that causes COVID-19 during daily activities.

Continue routine cleaning and disinfecting

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before you



disinfect dirty surfaces. Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily.

Maintain safe behavioral practices

We have all had to make significant behavioral changes to reduce the spread of COVID-19. To reopen America, we will need to continue these practices:

- social distancing (specifically, staying 6 feet away from others when you must go into a shared space)
- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing cloth face coverings
- avoiding touching eyes, nose, and mouth
- staying home when sick
- cleaning and disinfecting frequently touched objects and surfaces

Consider practices that reduce the potential for exposure

It is also essential to change the ways we use public spaces to work, live, and play. We should continue thinking about our safety and the safety of others.

To reduce your exposure to or the risk of spreading COVID-19 after reopening your business or facility, consider whether you need to touch certain surfaces or materials. Consider wiping public surfaces before and after you touch them.

This is not all the information; it is just a brief summary. For the full information please refer to: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

EMPLOYER INFORMATION FOR OFFICE BUILDINGS

Workers in office buildings may be at risk for exposure to the virus that causes coronavirus disease 2019 (COVID-19). Office building employers, building owners and managers, and building operations specialists can take steps to create a safe and healthy workplace and protect workers and clients.

Create a COVID-19 workplace health and safety plan.

- Start by reviewing the CDC Interim Guidance for Businesses and Employers. This will provide guidelines and recommendations that all employers can use to protect their workers and clients.

Before resuming business operations, check the building to see if it's ready for occupancy.

- Ensure that ventilation systems in your facility operate properly.
- Increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods.
- Evaluate the building and its mechanical and life safety systems to determine if the building is ready for occupancy.

Identify where and how workers might be exposed to COVID-19 at work.

Employers are responsible for providing a safe and healthy workplace.

- Conduct a thorough hazard assessment of the workplace to identify potential workplace hazards that could increase risks for COVID-19 transmission.
- Identify work and common areas where employees could have close contact (within 6 feet) with others — for example meeting rooms, break rooms, the cafeteria, locker rooms, check-in areas, waiting areas, and routes of entry and exit.
- Include all employees in the workplace in communication plans.
- If contractors are employed in the workplace, develop plans to communicate with the contracting company regarding modifications to work processes and requirements for the contractors to prevent transmission of COVID-19.

Develop hazard controls using the hierarchy of controls to reduce transmission among workers. Include a combination of controls noted below.

Engineering controls: Isolate workers from the hazard

- Modify or adjust seats, furniture, and workstations to maintain social distancing of 6 feet between employees.
- Use methods to physically separate employees in all areas of the facilities including work areas and other areas such as meeting rooms, break rooms, parking lots, entrance and exit areas, and locker rooms.
- Take steps to improve ventilation in the building.

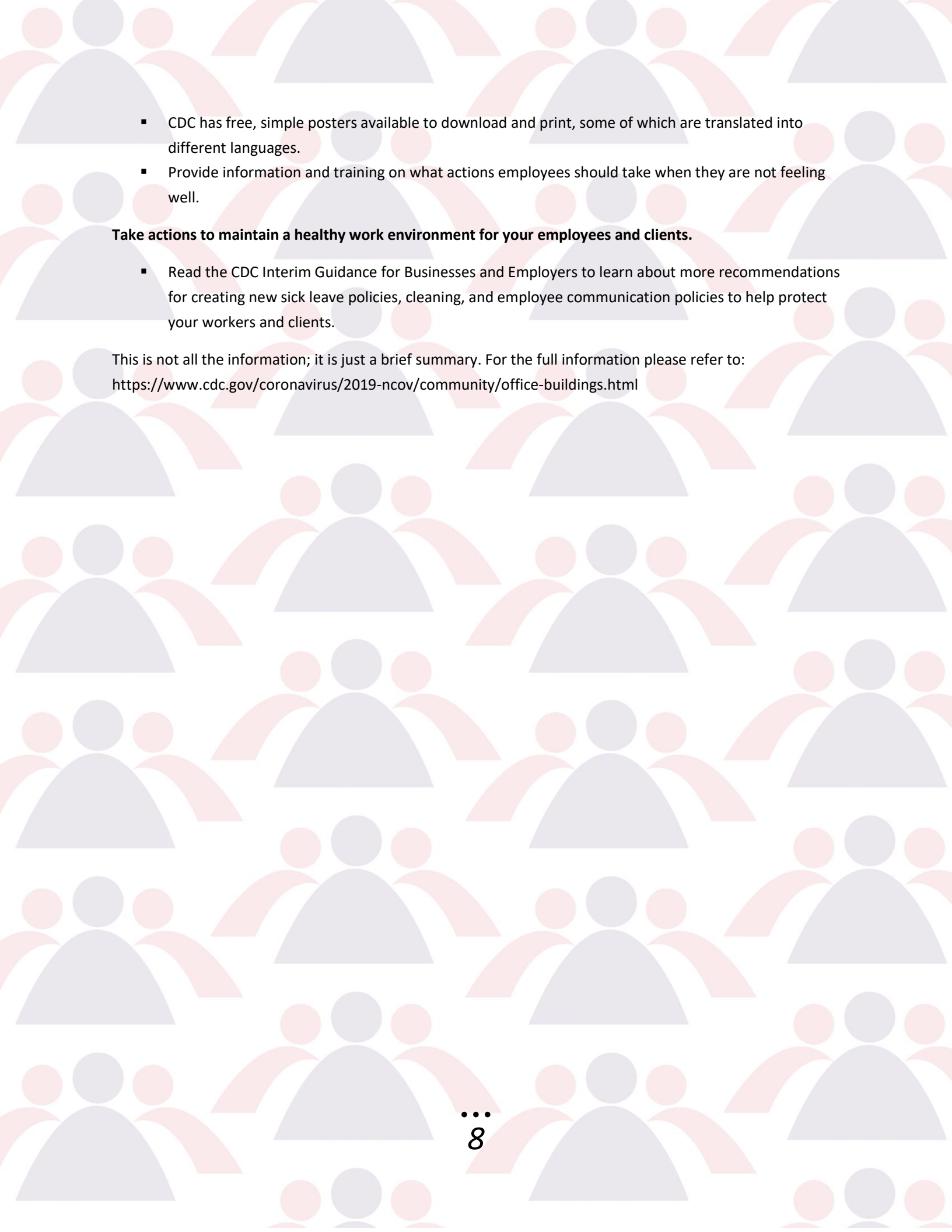
- Consider using portable high-efficiency particulate air (HEPA) fan/filtration systems to help enhance air cleaning (especially in higher risk areas).
- Ensure exhaust fans in restroom facilities are functional and operating at full capacity when the building is occupied.
- Consider using ultraviolet germicidal irradiation (UVGI) as a supplement to help inactivate the virus.

Administrative controls: Change the way people work

- Actively encourage employees who have symptoms of COVID-19 or who have a sick family member at home with COVID-19 to notify their supervisor and stay home.
- Consider conducting daily in-person or virtual health checks (e.g., symptoms and/or temperature screening) of employees before they enter the work site.
- Stagger shifts, start times, and break times as feasible to reduce the density of employees in common areas such as screening areas, break rooms, and locker rooms.
- Consider posting signs in parking areas and entrances that ask guests and visitors to phone from their cars to inform the administration or security when they reach the facility.
- Consider posting signs in parking areas and entrances that ask guests and visitors to wear cloth face coverings if possible, to not enter the building if they are sick, and to stay 6 feet away from employees, if possible.
- Clean and disinfect high-touch surfaces
- Provide employees adequate time to wash their hands and access to soap, clean water, and single use paper towels.
- Establish policies and practices for social distancing:
 - For employees who commute to work using public transportation or ride sharing, consider offering the following support:
 - Post signs and reminders at entrances and in strategic places providing instruction on hand hygiene, COVID-19 symptoms, and cough and sneeze etiquette. This should include signs for non-English speakers, as needed.
 - Use no-touch waste receptacles when possible.
 - Remind employees to avoid touching their eyes, nose, and mouth.
 - Employees should wear a cloth face covering to cover their nose and mouth in all areas of the business.
 - CDC recommends wearing a cloth face covering as a measure to contain the wearer's respiratory droplets and help protect their co-workers and members of the general public. Employees should not wear cloth face coverings at work if they have trouble breathing, any inability to tolerate wearing it, or if they are unable to remove it without assistance.

Educate employees and supervisors about steps they can take to protect themselves at work.

- Communication and training should be easy to understand, be in preferred languages spoken or read by the employees, and include accurate and timely information.

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- CDC has free, simple posters available to download and print, some of which are translated into different languages.
 - Provide information and training on what actions employees should take when they are not feeling well.

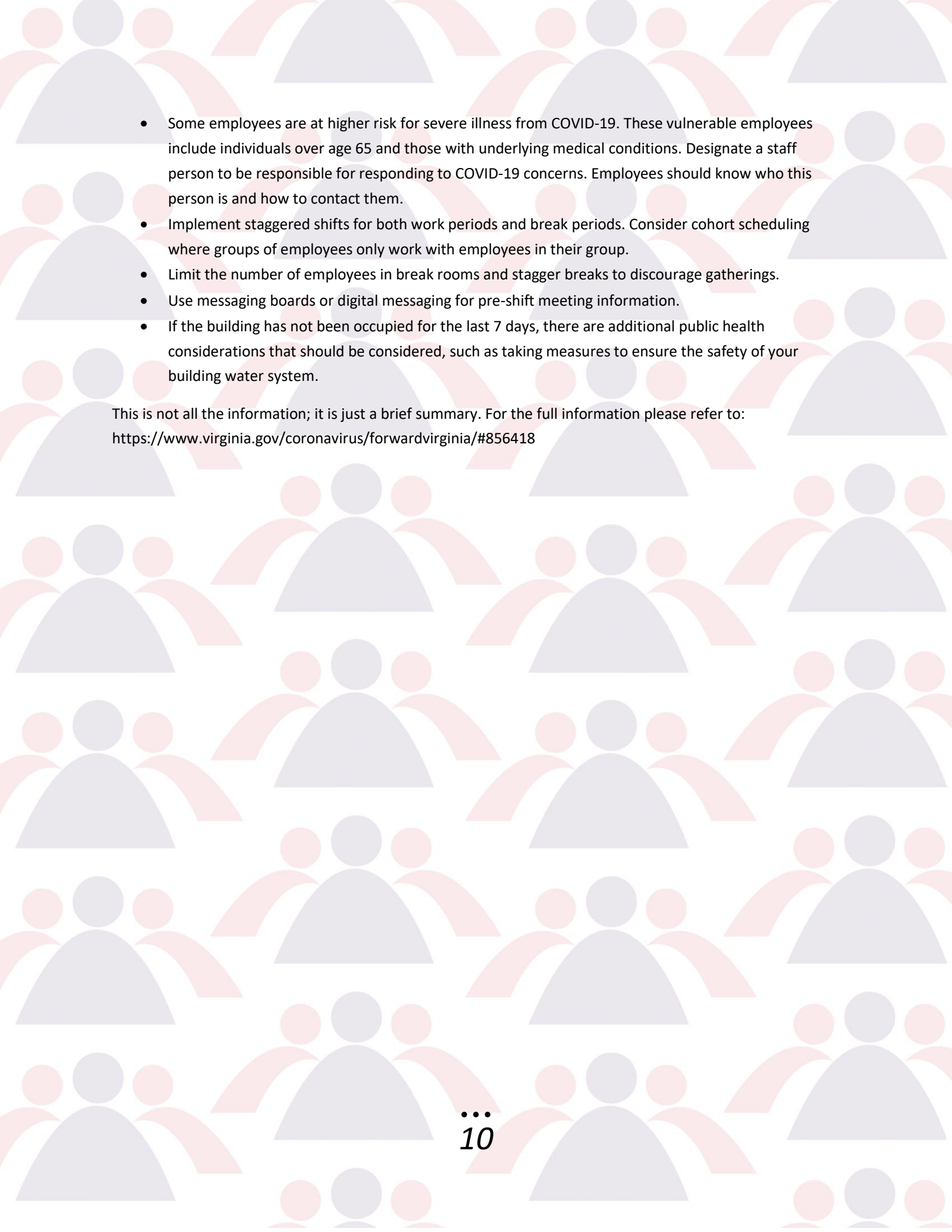
Take actions to maintain a healthy work environment for your employees and clients.

- Read the CDC Interim Guidance for Businesses and Employers to learn about more recommendations for creating new sick leave policies, cleaning, and employee communication policies to help protect your workers and clients.

This is not all the information; it is just a brief summary. For the full information please refer to:
<https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>

Virginia Guidelines for Reopening

- Establish policies and practices for physical distancing between co-workers and between members of the public.
- Provide clear communication and signage for physical distancing in areas where individuals may congregate, especially at entrances, in seating areas, and in check-out lines.
- Limit the occupancy of physical spaces to ensure that adequate physical distancing may be maintained.
- Encourage telework whenever possible.
- For those businesses where telework is not feasible, temporarily move or stagger workstations to ensure six feet of separation between co-workers and between members of the public.
- Where possible, employees and customers should utilize face coverings. Where six feet of physical distance is not possible in a given business setting, employers should provide face covering to employees, such as utilizing the CDC Use of Cloth Face Coverings guidance.
- Limit in-person work-related gatherings, including conferences, trade shows, and trainings.
- When in-person meetings need to occur, keep meetings as short as possible, limit the number of employees in attendance, and use physical distancing practices.
- Enhances cleaning and disinfections best practices
- Practice routine cleaning and disinfection of high contact areas and hard surfaces, including check out stations and payment pads, store entrance push/pull pads, doorknobs/handles, dining tables/chairs, light switches, handrails, restrooms, floors, and equipment.
- To the extent tools or equipment must be shared, provide access to and instruct workers to use an EPA-approved disinfectant to clean items before and after use.
- Provide a place for employees and customers to wash hands with soap and water, or provide alcohol-based hand sanitizers containing at least 60% alcohol.
- When developing staff schedules, implement additional short breaks to increase the frequency with which staff can wash hands with soap and water.
- Provide best hygiene practices to employees on a regular basis, including washing hands often with soap and water for at least 20 seconds and practicing respiratory etiquette protocols.
- Enhances workplace safety best practices
- Establish a relationship with your local health department and know who to contact for questions.
- Prior to a shift and on days employees are scheduled to work, employers should screen employees prior to starting work. Employees should also self-monitor their symptoms by self-taking of temperature to check for fever and utilizing the questions provided in the VDH Interim Guidance for COVID -19 Daily Screening of Employees before reporting to work
- Instruct employees who are sick to stay at home and not report to work. If an employee becomes ill or presents signs of illness, follow CDC What to Do if You Are Sick guidance.
- Develop or adopt flexible sick leave policies to ensure that sick employees do not report to work.

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- Some employees are at higher risk for severe illness from COVID-19. These vulnerable employees include individuals over age 65 and those with underlying medical conditions. Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
 - Implement staggered shifts for both work periods and break periods. Consider cohort scheduling where groups of employees only work with employees in their group.
 - Limit the number of employees in break rooms and stagger breaks to discourage gatherings.
 - Use messaging boards or digital messaging for pre-shift meeting information.
 - If the building has not been occupied for the last 7 days, there are additional public health considerations that should be considered, such as taking measures to ensure the safety of your building water system.

This is not all the information; it is just a brief summary. For the full information please refer to:
<https://www.virginia.gov/coronavirus/forwardvirginia/#856418>

DC Guidelines for Reopening

Phase One Modified Government Operations

Department of Parks and Recreation: Starting May 29, athletics fields, gated parks, dog parks, tennis courts, and skate parks will start to re-open. Contact sports and groups of more than 10 people remain prohibited.

DC Public Library: Residents may reserve books to be picked up curbside at the Anacostia, Benning, Cleveland Park, Mt. Pleasant, Northeast, Shepherd Park, West End, and Woodridge libraries. Residents may reserve books using the cart function at dclibrary.org or by calling the library.

Department of Public Works: Starting May 29, residents can visit the Fort Totten Transfer Station for all normal operations including: bulk trash drop-off, food waste drop-off, document shredding, mulch pickup, and household hazardous waste drop-off.

Department of Motor Vehicles: On Tuesday, June 2, the Southwest Service Center will be by appointment only for residents to access: first-time/conversion DC license/ID card (including learner permit), first-time/conversion DC vehicle titling/registration, and knowledge test. No vehicle inspection or road tests are offered at this time. Make an appointment at dmv.dc.gov.

Phase One FAQs

In the Mayor's Order and guidance provided by DOH, salons are asked to operate with stations six feet apart. Many salons do not have the space for that much distance and stations are not moveable, can dividers be placed (i.e. curtains) to accommodate?

No. In Phase One, barbershops and hair salons are allowed to operate limited services by appointment only with strong safeguards and physical distancing requirements. Those physical distancing requirements may require stations to move or temporary stations to be installed for a period of time.

Can craft/flea markets operate if these locations do not have food stalls like Farmers Markets?

Craft/flea markets are considered nonessential businesses that could offer curbside pickup or delivery, but not shopping or browsing through the market. Vendors may sell their products online and offer delivery or pick-up at a permitted location.

Nonessential businesses may provide those services, in addition to continuing minimum basic operations, and having staff practice social distancing if on-site and implementing sanitization and disinfection protocols.

Can gyms or fitness studios host 1:1 training sessions in their location?

Not indoors. Gyms and fitness studios are not allowed to open for customers during Phase One for indoor sessions.

Can gyms or fitness studios hold organized outdoor training sessions or classes?

Yes, however, individuals must practice social distancing and there may not be more than ten individuals present. Individuals should bring any necessary equipment and there should be no shared equipment amongst individuals.

Can businesses rent segways and provide tours with less than ten individuals in the District?

Segway tours remain nonessential businesses during Phase One of the District's reopening. Guided tours are not permitted.

If a company wanted to sell equipment for curbside pickup or delivery or rent equipment, it could offer those retail services curbside or through delivery. If equipment was being rented, it would have to have a sanitization and disinfection plan for the equipment between rentals.

If non-essential office workers return to their offices but maintain social distance, wear masks, not gather in groups of ten or more, etc. is that permissible?

No, in accordance with Section III, nonessential businesses remain closed, except for minimum basic operations or curbside pickup or delivery.

Text of Mayor's Order

GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2020-067

May 27, 2020

SUBJECT: Phase One of Washington, DC Reopening

ORIGINATING AGENCY: Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia pursuant to section 422 of the District of Columbia Home Rule Act, approved December 24, 1973, Pub. L. 93-198, 87 Stat. 790, D.C. Official Code § 1-204.22 (2016 Repl.); pursuant to the Coronavirus Support Emergency Amendment Act of 2020 (the "Act"), effective May 19, 2020, D.C. Act 23-326, and any substantially similar subsequent emergency or temporary legislation; section 5 of the District of Columbia Public Emergency Act of 1980, effective March 5, 1981, D.C. Law 3-149, D.C. Official Code § 7-2304 (2018 Repl.); section 5a of the District of Columbia Public Emergency Act of 1980, effective October 17, 2002, D.C. Law 14-194, D.C. Official Code § 7-2304.01 (2018 Repl.); section 1 of An Act To Authorize the Commissioners of the District of Columbia to make regulations to prevent and control the spread of communicable and preventable diseases, approved August 11, 1939, 53 Stat. 1408, D.C. Official Code §§ 7-131 et seq. (2012 Repl.); and in accordance with Mayor's Order 2020-045, dated March 11, 2020, Mayor's Order 2020-046, dated March 11, 2020, Mayor's Order 2020-050, dated March 20, 2020, Mayor's Order 2020-063, dated April 15, 2020, and Mayor's Order 2020-066, May 13, 2020, it is hereby ORDERED that:

I. BACKGROUND

- a. *This Order incorporates the findings of prior Mayor's Orders relating to COVID-19.*
- b. *As of May 26, 2020, 8,334 District residents have tested positive for COVID-19 and tragically 440 District residents have lost their lives already due to COVID-19. Further, COVID-19 continues to spread in the Maryland and Virginia areas near Washington, DC.*
- c. *On March 24, 2020, I issued Mayor's Order 2020-053 restricting business activity in the District and directing the closure of non-essential businesses. On March 30, 2020, I issued Mayor's Order 2020-054, a "Stay at Home" order, requiring individuals to stay at their residences except to engage in essential business, essential travel, and allowable recreational activity.*
- d. *On April 23, 2020, I constituted the ReOpen DC Advisory Group and charged it with making recommendations for how to execute a sustainable reopening of the District through data-driven analysis, community feedback, and guidance from the Johns Hopkins Bloomberg School of Public Health, anchored in four (4) DC values: health, opportunity, prosperity, and equity. The ReOpen DC Advisory Group delivered recommendations to me on May 21, 2020.*
- e. *The ReOpen DC Advisory Group recommended a four (4)-phase approach to reopening businesses, government operations, services, and activities in the District, with each phase reducing restrictions and moving toward Phase Four, when District restrictions based in protecting public health would lift. These are recommendations without the force of guidance, order, or law. The Administration will operationalize those recommendations that it accepts per phase by Mayor's Order.*
- f. *The authorization of Phase One is based on the Department of Health's (DOH) evaluation of certain gated criteria. These are consistent with criteria recommended by the United States Centers for Disease Control and Prevention and DOH's determination that the District has met applicable metrics that enable us to reduce certain restrictions on businesses, government operations, services, and activities. The criteria and metrics include the following:*
 - i. *COVID-19 Case Decline: Including a sustained fourteen (14)-day decrease in community spread and low transmission rate of $R_t < 1$ for three (3) days;*
 - ii. *Testing Capacity: Including capacity to test individuals who are symptomatic, in essential roles, at-risk healthcare workers, or who have had close contacts with individuals who have tested positive for COVID-19;*
 - iii. *Health Care System Capacity: Including a sufficient healthcare capacity of with hospital occupancy under eighty percent (80%) for over seven (7) days, without resort to surge capacity; and*
 - iv. *Public Health System Capacity: Including a sufficient contact tracing system for COVID-19 cases and contact tracing attempt of new cases within one (1) day and their close contacts within two (2) days.*
- g. *In Phase One, certain activities — where the risk of transmission has been determined to be low and when strong safeguards are in place — are being allowed to restart.*

- h. Due to the diligence of residents and the patience of businesses in complying with various Orders, directives, and guidance, the number of COVID-19 cases and deaths are below previous projections. Together, we have saved lives. We continue to have a shared responsibility to maintain our vigilance, in order to avoid a rapid increase in the occurrence of new cases and a spike in the number of fatalities, and to protect the public health, safety, and welfare of our fellow District residents and visitors. We have a special responsibility to protect vulnerable populations and those who are subject to pre-COVID-19 health challenges and disparities, namely the elderly, African American and Latinx populations.*
- i. DOH will continue to monitor the rate of community and institutional transmission, COVID and influenza like illnesses, and capacity in the healthcare system. The District will expand testing capacity, access to tests, and contact tracing, and will enter subsequent phases of reopening, in a phased, incremental manner, when it is safe and prudent to do so.*
- j. If the District's progress in meeting the gated criteria deteriorates, the Executive may order more stringent measures to contain the spread of COVID-19 and address the changing circumstances of the public health emergency.*
- k. This Order declares that the District is in Phase One of reopening and establishes the applicable standards, lifts restrictions in the "Stay at Home" Order and allows certain businesses to reopen on May 29, 2020 under specified conditions.*

II. LIFTING OF STAY-AT-HOME ORDER; CONTINUED PROHIBITION ON GATHERINGS OF MORE THAN TEN (10) INDIVIDUALS

- a. During Phase One, individuals living in, working in, and visiting Washington, DC are no longer ordered to stay at their residences.*
- b. When leaving their residence, all individuals must continue to maintain a distance of at least six (6) feet from persons not in their household, except if such distance is impossible to maintain (such as when obtaining medical services or a haircut).*
- c. Wearing a mask or face covering is one tool to protect an individual's own health and the health of others, but it does not replace social distancing. DOH guidance relating to masks must be followed, as must the applicable orders of any regulatory agency for a specific activity. Such directives may be found on coronavirus.dc.gov/phaseone*
- d. Paragraphs 1 through 6 of Section II of Mayor's Order 2020-054 ordering persons to stay at home are repealed.*
- e. Large gatherings of more than ten (10) individuals continue to be prohibited in the District, with the same caveats and exceptions set forth in prior Orders.*

III. PHASE ONE OPERATION OF NONESSENTIAL BUSINESSES

- a. Nonessential retail businesses may open to customers for:*
 - i. Outdoor pickup by customers of items ordered online or over the phone;*
 - ii. Delivery of items ordered online or over the phone;*
 - iii. Indoor shopping and indoor pickup of items continues to be prohibited at nonessential retail businesses; and*
 - iv. Minimum Basic Operations of nonessential retail businesses may continue.*

- b. *Barbershops and hair salons may operate as follows:*
 - i. *Services may be provided by appointment only and these businesses are encouraged to keep customer information related to these appointments, including which barber or stylist saw which customer, for use by contact tracers should that become necessary;*
 - ii. *No waiting inside the shop is permitted; in the shop there may be one customer per barber or stylist;*
 - iii. *The limited opening of barbershops and hair salons in Phase One does not yet authorize services such as waxing, electrolysis, threading, and nail care at such shops;*
 - iv. *Barbershops and hair salons may sell hair-related products to customers immediately before or after appointments, but otherwise may only sell products on a delivery or curbside-pickup basis; and*
 - v. *Open customer stations of all types must be at least six (6) feet from each other.*
- c. *Businesses that operate pursuant to this Order must follow protocols required by prior Mayor's Orders and guidance provided by the Department of Health, and also must:*
 - i. *Inform all employees that they should not come to work if sick and of applicable leave provisions; and*
 - ii. *Create a plan regarding COVID-19, including providing all employees information about testing locations in the District and guidance from the Centers for Disease Control and Prevention.*
- d. *For clarity, nonessential businesses that remain closed except for minimum business operations, curbside pickup or delivery, or home-based services include: fitness establishments (gyms; health clubs; spas; massage parlors; workout studios); tanning, tattoo, waxing, electrolysis, cryotherapy, facials, and nail salons; sporting venues; bowling alleys, skating rinks and gaming arcades; gymnastics, yoga, and dance studios; sauna and hot-tub showrooms or facilities; rock climbing centers; indoor racquet and squash courts; cigar and hookah bars and head shops; jewelry and watch stores; clothing stores; cosmetics stores; mattress stores; party supply stores; florists; gift, pen, and award shops; card/stationery stores; photography studios; toy stores; book stores; candle shops; sunglasses shops; home goods stores; pottery making or glassblowing workshops; party venues; frame stores; camping, skiing and other outdoor gear stores; weigh-in/weight loss centers and vitamin/supplement stores; tasting rooms and cooking demonstration facilities; theaters, cinemas and auditoriums; museums and galleries; bars, nightclubs, mixed-use facilities and private social clubs, except those licensed to serve food and permitted by the Alcoholic Beverage Regulation Administration (ABRA); travel agencies; test preparation/tutoring centers; and professional services other than those provided to essential businesses and grantmaking.*

IV. PHASE ONE OPERATION OF HEALTH CARE PROVIDERS

- a. *Healthcare providers may continue to offer, or resume offering, services, including outpatient or other surgical procedures in the District that will not unduly burden hospital capacity or COVID-19 related resources. Guidance on allowable Phase One procedures is provided by DOH.*

V. *PHASE ONE ADDITIONAL OPERATIONS OF LICENSED FOOD ESTABLISHMENTS*

- a. *In addition to providing takeout, delivery, and “grab and go,” subject to the conditions set forth in section V.2 below:*
 - i. *Restaurants and other licensed food establishments may open for outdoor dining; and*
 - ii. *Taverns, nightclubs and mixed-use facilities that serve food, and that are already approved to provide such outdoor service by ABRA, may also operate outdoor dining.*
- b. *Outdoor dining must occur in areas approved by the District Department of Transportation (DDOT) and ABRA and include the following minimum safeguards:*
 - i. *All outdoor dining customers must be seated, place orders, and be served at tables;*
 - ii. *No more than six (6) individuals may be seated at a table or a joined table;*
 - iii. *All tables serving separate parties must be at least six (6) feet apart; and*
 - iv. *All restaurants must implement sanitization and disinfection protocols.*
- c. *Licensed food establishments are encouraged to use a reservation system, preferably online or by telephone, to avoid crowding and queuing nearby.*
- d. *Licensed food establishments are encouraged to keep customer logs to facilitate contact tracing by DOH.*

VI. *PHASE ONE ADDITIONAL OPERATIONS OF FARMERS MARKETS*

- a. *Farmers Markets operating under a waiver granted pursuant to Paragraph IV of Mayor’s Order 2020-058 may amend their plans and requests for waivers to:*
 - i. *Allow the sale of non-food items and food prepared on site;*
 - ii. *Allow customers to select their own produce;*
 - iii. *Provide produce in non-pre-bagged quantities; and*
 - iv. *Provide non-essential information and education.*
- b. *All existing waivers shall be extended to allow the market to operate through the rest of the season.*
- c. *Amended plans and requests for waiver that include only the new items referenced above shall be deemed approved when filed with dcfoodpolicy@dc.gov, but may later be required to be modified or may be rejected based on review by the District.*

VII. *ADDITIONAL PHASE ONE PROVISIONS*

- a. *The Department of Parks and Recreation is authorized to reopen parks, dog parks, tennis courts, tracks, and fields. Playgrounds, public pools, recreation centers, and indoor facilities remain closed.*

- b. *The Office of Planning, in conjunction with the Deputy Mayor for Education and the Department of Health, is directed to implement a campus plan approval process for colleges and universities by July 1, 2020 to plan for safe reopening.*

VIII. **EVENTS REQUIRING PERMITS IN THE DISTRICT**

- a. *Unless otherwise authorized by the Mayor, the Mayor’s Special Events Task Group (MSETG) shall not consider any special event permit requests for events during the public health emergency (currently authorized through July 24, 2020).*
- b. *For events that are scheduled to occur after July 24, 2020, MSETG may consider special event permit requests, provided that the event organizers are notified: (i) that any expenditure of funds is strictly at their own risk; (ii) that any permit that is issued is subject to cancellation after issuance in the interest of public health; and (iii) additional conditions may be placed on a permit after its issuance, such as a limit on attendance, distancing and cleaning requirements, and other restrictions and conditions to protect the public health.*
- c. *First responder resources cannot be reserved to serve special events in Phase One.*
- d. *MSETG, in conjunction with DDOT, shall identify public space, including sidewalks, roads, and alleys, or any portions thereof, to be closed to vehicular traffic for specific days and times to allow for expanded pedestrian and bicycle usage, dedicated bus lanes, and outdoor customer seating for Phase One licensed food or retail establishments consistent with public safety. MSETG, DDOT, ABRA, and DOH shall pilot a process to designate portions of the closed public space for use by Phase One licensed food and retail establishments, with no fees imposed upon any business.*

IX. **EXTENSIONS OF PUBLIC EMERGENCY AND PUBLIC HEALTH EMERGENCY**

- a. *The public emergency and public health emergency declared by Mayor’s Orders 2020-045 and 2020-046, respectively, and extended by Mayor’s Orders 2020-050, 2020-063, and 2020-066, respectively, are further extended for the duration authorized by the Council of the District of Columbia, to July 24, 2020.*
- b. *The provisions of all Mayor’s Orders concerning the COVID-19 public health emergency shall continue to apply, unless otherwise modified or superseded by this Order.*

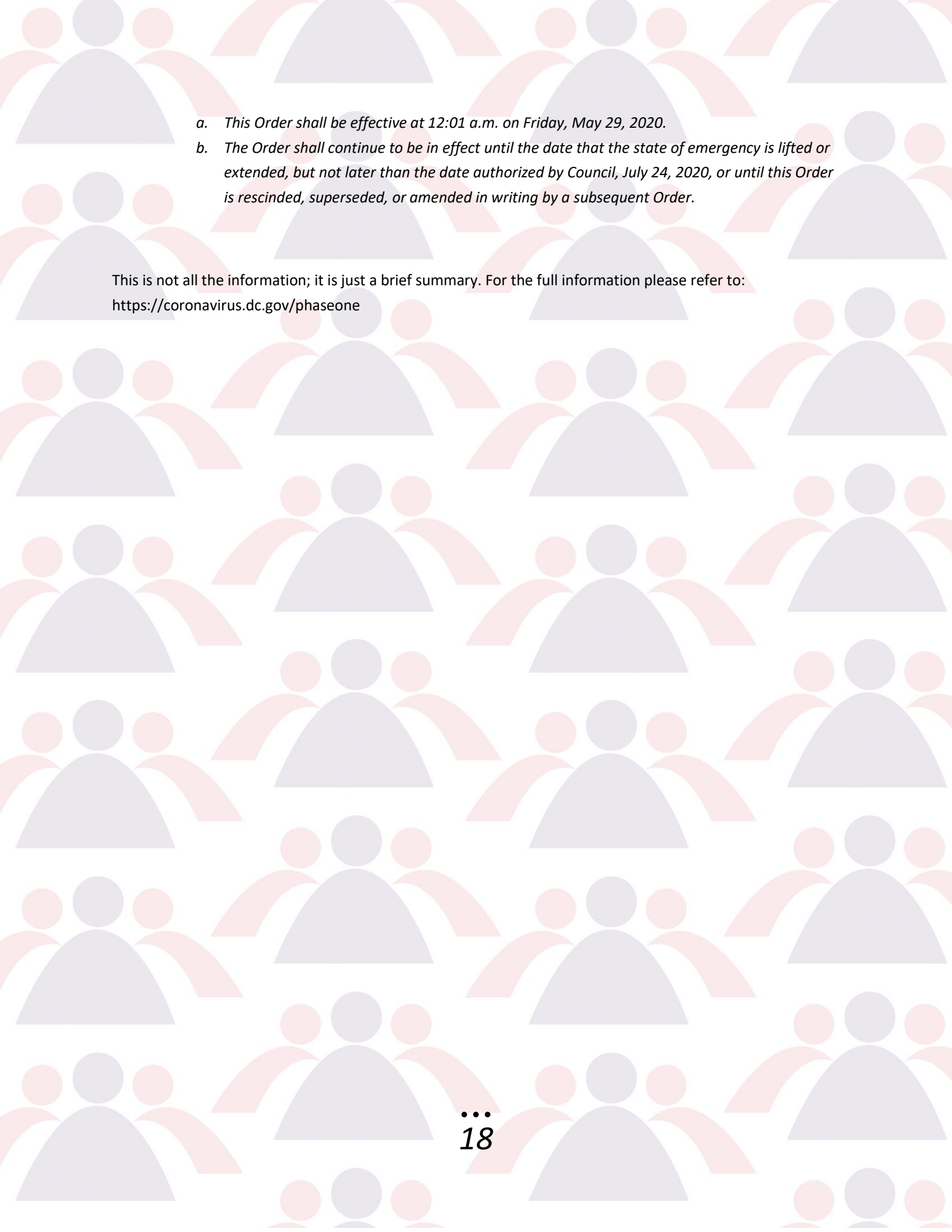
X. **SUPERSESSION**

- a. *This Order supersedes any Mayor’s Order issued during the COVID-19 public health emergency to the extent of any inconsistency.*

XI. **ENFORCEMENT**

- a. *Any individual or entity that knowingly violates this Order may be subject to civil and administrative penalties authorized by law, including sanctions or penalties for violating D.C. Official Code § 7-2307, including civil fines or summary suspension or revocation of licenses.*
- b. *Individuals should call 311 to report any suspected violations of this or other Mayor’s Orders related to the COVID-19 public health emergency.*
- c. *Official guidance posted on coronavirus.dc.gov/phaseone may be relied upon by those seeking to understand whether an activity is or is not allowed.*

XII. **EFFECTIVE DATE AND DURATION**

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- a. *This Order shall be effective at 12:01 a.m. on Friday, May 29, 2020.*
 - b. *The Order shall continue to be in effect until the date that the state of emergency is lifted or extended, but not later than the date authorized by Council, July 24, 2020, or until this Order is rescinded, superseded, or amended in writing by a subsequent Order.*

This is not all the information; it is just a brief summary. For the full information please refer to:
<https://coronavirus.dc.gov/phaseone>

Maryland Guidelines for Reopening

Getting Back to Business: Maryland's Approach

Maryland is following Governor Hogan's Maryland Strong: Roadmap to Recovery plan, which includes a phased approach to reopening business. The state is in Stage Two as of June 5 per the Governor's Executive Orders. At this time, non-essential businesses may reopen to the general public, though specific closures are still in place.

Stages are being implemented with a flexible, community-based approach that empowers individual jurisdictions to make decisions regarding the timing of reopenings, therefore it's important that businesses consult guidance issued by their local jurisdiction.

If you still have questions after reviewing the resources on this page, contact secretary.commerce@maryland.gov.

Safety Best Practices

As the state gets back to business, business owners are urged to adhere to best practices that ensure the safety of your workers and customers alike. Through our collective efforts, Maryland's business community will play a critical role in protecting our citizens and preventing another surge of COVID-19 infections.

Best Practices

Follow these best practices for general businesses and your specific business industry.

- General Best Practices
- Accommodations
- Construction and Development
- Golf
- Manufacturing
- Marinas
- Personal Services
- Professional Services
- Restaurants and Bars
- Retail
- Youth Sports

Youth Camps and Pools

Please adhere to the following directives below for the precautions needed to protect our:

- Youth Camps

- Swimming Pools

Visit the Maryland Department of Health to learn more.

All businesses are encouraged to review FAQs regarding face coverings (en español), and consult with resources available through the CDC. Ongoing mitigation guidance, as well as prevention and support resources are available on the CDC's website. All Executive Orders still in effect must be complied with. See most up to date orders. Additional industry best practices coming soon .

Take the Maryland Strong: Back to Business Pledge

Maryland's business community plays a critical role in protecting our citizens and preventing another surge of COVID-19 infections. Governor Hogan is encouraging Maryland business owners to take the Maryland Strong Back to Business Pledge, and display a signed pledge in their place of business (click here for Spanish version).

Responsible business owners are encouraged to take the pledge to:

- Create an environment that allows for physical distancing between individuals (6 feet is recommended) to the extent possible.
- Ensure their place of business is routinely cleaned and encourage our employees to frequently wash their hands.
- Provide flexibility to their employees, provide training and education and clearly communicate policies and procedures.
- Reduce and disinfect as many 'high touch surfaces' as possible
- Additionally follow guidance provided by the CDC, the Maryland Department of Health and their own industry.

This is not all the information; it is just a brief summary. For the full information please refer to:
<https://open.maryland.gov/backtobusiness/>