



WORK HARD. WORK SMART. WORK SAFE.

Guide for Reopening your business in the age of **COVID-19**



RUSSELLVILLE
AREA CHAMBER OF COMMERCE

The Natural Choice





Dear Business Leaders,

These times have been challenging, to say the least. However, we're proud of you for helping our community succeed, from donating meals to essential employees, to sewing masks, to simply sharing resources on social media.

As we move forward, we know you are anxious to reopen your doors. To ensure the safety of our community and to help you navigate the new normal, we have created Work Hard. Work Smart. Work Safe. This comprehensive guide includes many of the recommendations developed by the Arkansas Economic Recovery Task Force led by Steuart L. Walton, along with guidelines from the CDC and other federal, state, and local agencies. This resource will act as a living document, which we will update as this fluid situation changes.

We know we want to return to our regular lives, however, the key to businesses returning to a semblance of normalcy is confidence both for employees and customers. If employees are highly confident that they can go to work each day without contracting the virus, they will feel confident about going to work. If employees do not feel confident in the precautions that their employer is taking, they will be anxious, and the overall work product and experience could suffer.

If customers are highly confident and see evidence that a business is doing its part to keep them safe and has a clean and sanitized environment, then they will feel confident about shopping, dining or frequenting that business.

Thank you for your support and courage as we continue to navigate through this pandemic together. We'll continue to persevere the only way we know how: together.

Stay safe,

President & CEO



DISCLAIMER

Please be advised that some or all of the information contained in this document may not be applicable to some businesses or places of work and may not include all information necessary for certain businesses and places of work. This document does not attempt to address any health, safety and other work place requirements in place prior to the age of COVID 19. As COVID circumstances continue to evolve, so will the public health and safety recommendations and requirements, and as a result this document may not include all current governmental or health expert requirements and recommendations. We strongly advise that before implementing any of the practices and procedures contained herein, you carefully evaluate all and consult with your own legal counsel and other advisors regarding the legality, applicability and potential efficacy of this information in your place of business and to determine what if any other recommendations or requirements may apply to your business.

The Russellville Area Chamber of Commerce bears no responsibility for any circumstances arising out of, or related to, the adoption, or decision not to adopt, any of the practices or procedures contained in this guide.



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GENERAL RECOMMENDATIONS

The majority of these recommendations comes from the Arkansas Department of Health and the Center for Disease Control. This guide provides specific measures for business categories to aid in a safe, thoughtful reopening. The specific recommendations in each category support the overall goal of opening businesses in a way that protects employees and customers from exposure to COVID-19 and helps prevent the virus's spread.

It is also important that businesses take responsibility to insure they have adequate supplies for their employees and customers such as soap, disinfectant, hand sanitizer, paper towels, tissue, face masks, etc. Companies should keep a minimum of a 15 day supply at all times.

EMPLOYEE + CUSTOMER PROTECTION

- Employees should wear PPE when possible.
- Customers should consider using face coverings while in public.

- Practice sensible social distancing, maintaining six feet between co-workers.
- All persons in the store will be required to maintain a social distance of at least six feet between each other. Sales registers must be at least six feet apart
- The number of people inside the store should be limited to 50% of fire marshal capacity or 8 people per 1,000 square feet.
- When possible, open all non-essential doors to reduce the need for direct contact.
- Stores with higher traffic will mark spaces 6 feet apart at the sales registers and outside the entrance to the store.

- Employees who have a fever or are otherwise exhibiting COVID-19 symptoms should not be allowed to work.
- A sign will be posted on the store that individuals who have a fever, cough or any sign of sickness should not enter.
- Employees should avoid touching your eyes, nose and mouth – Do NOT shake hands.
- Employees will be required to take reasonable steps to comply with guidelines on sanitation from the Center for Disease Control and Prevention and the Arkansas Department of Health.
- Encourage workers to report any safety and health concerns to the employer.

- Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- Train workers in proper hygiene practices.
- Sanitize any high-traffic areas, such as doorknobs, counters, etc.
- Customers will be required to use hand sanitizer upon entering the store.

- Limit cash handling.
- Encourage customers to use credit/debit cards, tap to pay, Venmo, PayPal or another form of contact-less payment.
- Sanitize point of sale equipment after each use, including pens.
- Provide hand sanitizer and disinfectant wipes at register locations.

KEEPING THE WORKPLACE SAFE



Practice Good Hygiene



Stop Handshaking & Avoid Touching Face



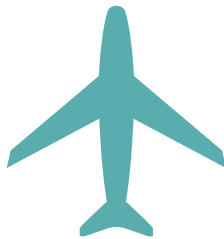
Increase Ventilation



Use Videoconferencing



Adjust/Postpone Large Gatherings



Limit Business Travel



Limit Food Sharing



Stay Home if you or a family member is sick



Use Booking System to stagger customers



Limit Cash Handling



Use Online Transactions



Practice Social Distancing



Hold Meetings in Open Spaces



Remind Staff of Hand Washing



Sanitize High Traffic Areas



Communicate COVID-19 plan with staff

COMMUNICATING WITH YOUR TEAM

Communication during this time is incredibly important. Remain available to and transparent with your employees. Have conversations with employees about their concerns. Some employees may be at higher risk for severe illness, such as older adults and those with chronic medical conditions. Your team's health is of the utmost importance, so loop employees in on your COVID-19 strategy for reopening.

- Provide education and training materials in an easy to understand format and in the appropriate language and literacy level for all employees, like fact sheets and posters.
- Develop other flexible policies for scheduling and telework (if feasible) and create leave policies to allow employees to stay home to care for sick family members or care for children if schools and childcare close.
- Actively encourage sick employees to stay home. Develop policies that encourage sick employees to stay at home without fear of reprisal, and ensure employees are aware of these policies.
- Educate workers performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19. Develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks.
- Talk with companies that provide your business with contract or temporary employees about their plans. Discuss the importance of sick employees staying home and encourage them to develop non-punitive “emergency sick leave” policies.
- Plan to implement practices to minimize face-to-face contact between employees if social distancing is recommended by your state or local health department. Actively encourage flexible work arrangements such as teleworking or staggered shifts.
- The outbreak of coronavirus disease 2019 (COVID-19) may be stressful for people. Fear and anxiety about a disease can be overwhelming and cause strong emotions in adults and children. Coping with stress will make you, the people you care about, and your community stronger. Encourage employees to take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting. Make sure employees are aware of mental health services your company provides. Encourage mindfulness, meditation and other healthy activities for your team. If an employee asks for help regarding their mental health, ask them to reach out to a healthcare provider and/or call the Disaster Distress Helpline: 1-800-985-5990.

PREPARING YOUR SPACE

Before reopening, you can sanitize your business to limit the spread of germs to your employees and customers. Keep this process limited to as few people as possible.

- Disinfect your business before anyone returns to work. Sanitize and disinfect all areas, giving special attention to tools, workstations and equipment, restrooms, food service areas, common surface areas, phones, computers and other electronics.
- Replace HVAC air filters or clean/disinfect existing filters. Increase ventilation by opening windows or adjusting air conditioning.
- Put tight controls in place on who enters and exits the site during the cleaning shutdown. Limit the number of workers during this time.

YOUR BUSINESS SHOULD BE 100% DISINFECTED PRIOR TO ANYONE RETURNING TO WORK (OTHER THAN THOSE ASSISTING WITH THE DISINFECTION PROCESS).

DEEP CLEANING

COVID-19 “deep-cleaning” is triggered when an active employee is identified as being COVID-19 positive by testing. Sites may opt to have a deep cleaning performed for presumed cases, at their discretion.

Identify an approved external company that should carry out the deep cleaning activity; this company should have the minimum requirements of:

- Trained personnel to execute the process of cleaning, disinfection and disposal of hazardous waste
- Proper equipment and PPE to perform the task
- All necessary procedures and local authorizations or permits to perform disinfection services and manage any wastes generated
- Use of approved COVID-19 disinfectant chemicals to perform this activity

CLEANING AND DISINFECTING AFTER OPENING

CLEAN

- Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces. High touch surfaces include: Tables, doorknobs, light switches, counter-tops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

DISINFECT

We recommend use of EPA-registered household disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use Water-diluted household bleach solutions may also be used if appropriate for the surface.
- Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
- Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
- Leave solution on the surface for at least 1 minute.
- Alcohol solutions with at least 70% alcohol may also be used.

SOFT SURFACES

For soft surfaces such as carpeted floors, rugs, upholstery and drapes:

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Disinfect with an EPA-registered household disinfectant if laundry isn't possible.

ELECTRONICS

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATMs:

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

LAUNDRY

For clothing, towels, linens and other items:

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

PERSONAL PROTECTION EQUIPMENT

Personal protective equipment is protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, bio-hazards, and airborne particulate matter. Businesses should keep a minimum quantity of 15-day supply of PPE. PPE can include masks, face shields, and gloves.

Who Should Wear Masks ?

Medical and isolation team members
Health screeners (i.e. a supervisor who takes employees' temperature)
Disinfection team members
Those with broad exposure to customers or employees.

Who Should Wear Shields ?

Face shields are commonly used in healthcare and manufacturing. They can provide extra protection for those who must work within three feet of another person due to their job requirements. They are not necessary unless you work in healthcare/manufacturing, but they can help.

Who Should Wear Gloves ?

Employees in isolation
Those performing disinfection of common surfaces
Employees handling trash
Employees handling food

Note: Gloves put employees at higher risk of exposure and are not recommended for general protective use for the following reasons:

- The COVID-19 virus does not harm your hands, so gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.
- Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel they are protected from the virus because of the gloves when in reality, they are not.
- When wearing gloves, people are less inclined to wash their hands; this is counterproductive and puts others at higher risk; we want people to wash their hands because it is the number-one defense against any virus.
- Proper removal of gloves takes training; if contaminated gloves are not removed properly, our employees are exposed to greater risk.

Applying PPE

- Gown - Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back.
- Shoe Covers - sit in chair and apply sanitary shoe covers. For a hands-free application, use a shoe cover dispenser.
- Mask - Secure ties or elastic bands at middle of head and neck. Fit snug to face and below chin.
- Goggles - Place over face and eyes and adjust to fit.
- Gloves - Extend to cover wrist of isolation gown.

Removing PPE

- Gloves - Grasp outside of glove with opposite gloved hand and remove. Hold removed glove in gloved hand. slide fingers under remaining glove and peel off.
- Goggles - Handle by head band or ear pieces. Do not touch outside of goggles or face shield.
- Gown - Unfasten ties and pull away from neck and shoulders, touching only the inside of the gown. Turn inside out and roll into a bundle.
- Shoe Covers - Shoe covers are contaminated. For hands free removal, use a shoe cover removal system.
- Mask - Do not touch front of mask. Grasp bottom, then top ties or bands to remove.

**REMEMBER: PPE IS ONLY EFFECTIVE IF IT IS WORN CORRECTLY.
TRAIN YOUR EMPLOYEES IN CORRECT PPE USAGE.**

STAY PREPARED

- Confirm operation has an adequate supply of soap, disinfectant, hand sanitizer, paper towels and tissues.
- Confirm stock of PPE.
- Have touchless thermometers on-site for employee screening.
- Businesses should keep a minimum quantity of 30-day supply of disinfectant supplies.

Make Your Own Mask

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.

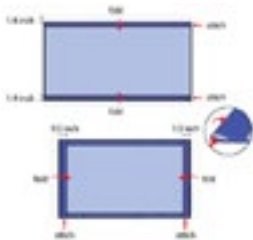
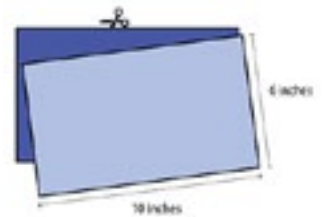
Sewn Cloth Face Covering

Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

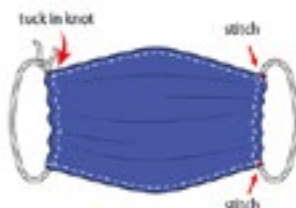
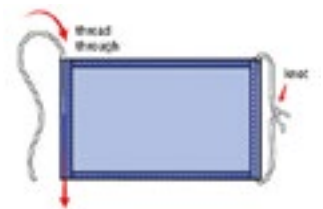
Tutorial

1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the mask as if it was a single piece of fabric.



2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides and stitch down.

3. Run a 6-inch length of $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the mask. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the mask behind your head.



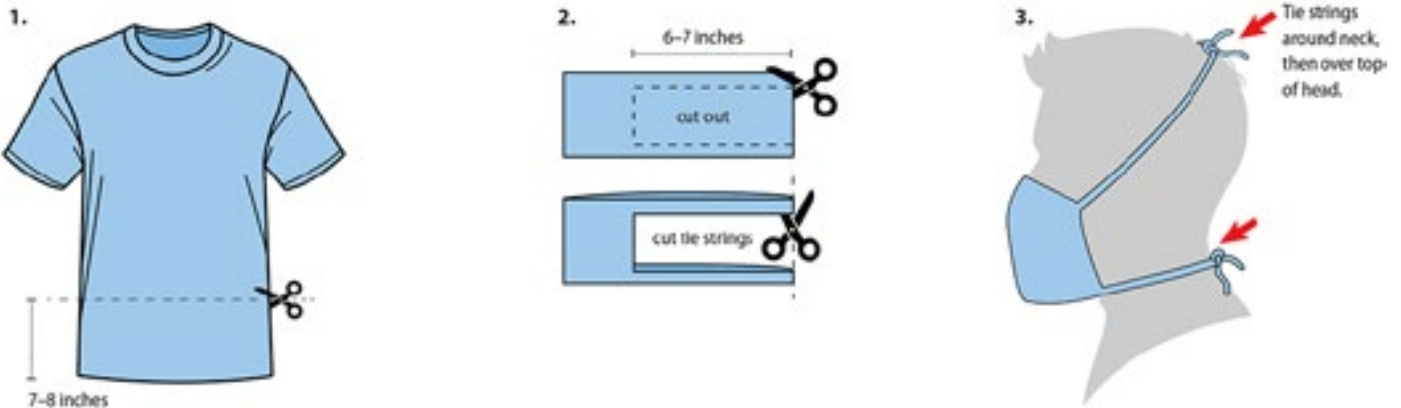
4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the mask on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.

Quick Cut T-shirt Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial

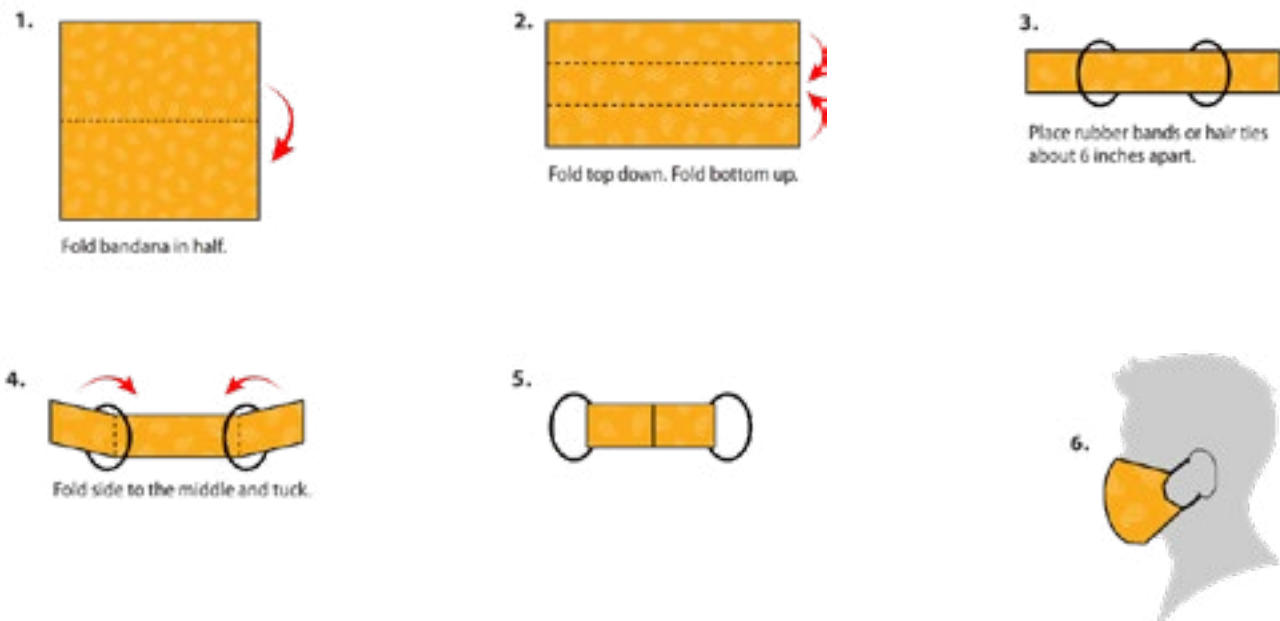


Bandana Face Covering (no sew method)

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial



Tutorials courtesy of CDC. For more information, visit www.cdc.gov/coronavirus/

PPE VENDOR LIST

| Vendor | Product | Contact | Email | Phone | Location | State |
|------------------------------------|--|------------------|---------------------------------|--------------|-------------------|-------|
| In-State Suppliers | | | | | | |
| Abernathy Company | Sanitizer | Bill Eldridge | beldridge@abernathy-company.com | 870-774-5103 | Texarkana | AR |
| Allegra Print & Imaging | N95 masks/Sanitizer | Lisa Buehler | lisa@allegralittlerock.com | 501-225-6645 | Little Rock | AR |
| B & B Solutions | PPE Products | Scott Smith | scott.smith@bnbsinc.com | 501-224-1992 | Mabelvale | AR |
| Crsytal Ridge Distillery Inc | Hand Sanitizer | Mary Bradley | mary@crystalridgedistillery.com | 501-627-0722 | Hot Springs | AR |
| EcoJohn | Incinerator Toilets | Stefan Johanson | sjohanson@ecojohn.com | 949-338-9749 | North Little Rock | AR |
| Elite Core Audio | Face Shields | Trey McClurkin | trey@elitecoreaudio.com | 855-276-2673 | Conway | AR |
| EVS (Emergency Vehicle Specialist) | PPE | William Tops | | 870-514-9867 | | AR |
| Global Fuel Recovery | Masks/Sanitizer/ Bulk Lysol/Building Fogging | Michael W. Smith | msmith@globalfuelrecovery.com | 501-454-6492 | Little Rock | AR |
| Hogeye Inc | Face Shields | Sales | sales@hogeye.com | 800-464-3936 | Fayetteville | AR |
| Jeannie Moody & Patrick | Can make masks | Jeannie Moody | sewingfs@gmail.com | 479-221-7955 | Fort Smith | AR |
| Kent Invest Group | Hand & Cleaning Sanitizer | David Adams | dadams@kentinv.com | 800-669-6261 | Ash Flat | AR |
| Lexibook | Masks N95 & KN95 | Lawrence Perry | lawrence@retailcsg.com | 479-531-2684 | Springdale | AR |
| Magna IV | PPE | Kristi Dannelley | kristi@magna4.net | 501-210-2556 | Little Rock | AR |
| Mr. Plastic | Face Shields | Leon Snyman | leon@mrplastic.us | 501-771-9936 | Little Rock | AR |
| Ozterra Emergency Goods | Sanitizer/Masks | James Fisk | sales@ozterraemergencygoods.com | | | AR |

| Vendor | Product | Contact | Email | Phone | Location | State |
|-------------------------------|---|-------------------|---|----------------------|-----------------------------------|-------|
| Polytech Molding | Injected Plastic Face-Shields | Russell Randolph | rrandolph@polytechmolding.com | 479-846-2121 | Prarie Grove | AR |
| Postmaster Spirits | Hand Sanitizer | Ross Jones | ross@postmasterspirits.com | 870-613-2054 | Newport | AR |
| QuickWay Chemical | Sanitizer | Kenny Holeyfield | kenny@qwchemical.com | 501-628-0100 | Searcy | AR |
| Razor Chemical | Cleaner/Sanitizers | Suni McClelland | suni@razorchemical.com | 501-771-2800 | North Little Rock | AR |
| Rely Chemicals | Cleaner/Sanitizers | Jay McClelland | jay.mclelland@tscsinc.com | 479-751-8708 | Springdale | AR |
| River City Printing & Imaging | Face Shields | Scott Levine | scott@rcpionlin.com | 501-227-5000 | North Little Rock | AR |
| Rock Town Distillery | Hand Sanitizer | Phil Brandon | phil@rocktowndistillery.com | 501-907-5244 | Little Rock | AR |
| Safe Foods | Hand Sanitizer | Beatrice Maingi | beatrice.maingi@safefoods.net | 501-534-6833 | North Little Rock | AR |
| Sigma Supply | PPE Gear | David Breitenberg | dbreitenberg@sigma-supply.com | 501-760-4430 ext3111 | Hot Springs | AR |
| TY Garments | Face Masks | Joey Walsh | joey.walsh@tian-yuan.net | 501-428-8863 | North Little Rock | AR |
| Out of State Suppliers | | | | | | |
| Braeside | Face Shields/Sanitizer Stations | Phil Sharabaika | psharabaika@braeside-displays.com | 480-710-0373 | San Jose | CA |
| K-Bio Solutions | KN95 Masks, ventilators, antivirus protection suits | Mikael Hellstrand | mikael.hellstrand@kbiotechsolutions.com | 812-345-7485 | US office-SanJose/ Seoul Korea | CA |
| Pure Balance LLC | PPE | Steven Michael | royaldistrocbd@gmail.com | 818-617-4098 | Los Angeles | CA |
| Transpara Health | PPE Gear | Susie Kataoka | susie@transpara.health | 209-799-0996 | Stockton | CA |
| 308 Systems | Masks N95/KN95 | Mark Lueker | mlueker@308systems.com | 970-282-7006 | Fort Collins | CO |

PPE VENDOR LIST

| Vendor | Product | Contact | Email | Phone | Location | State |
|--------------------------------|--|------------------|-----------------------------|----------------------|----------------|-------|
| Modern Plastics | Face Shields | Vince Griffin | vgriffin@modernplastics.com | 203-333-3128 x205 | Connecticut | CT |
| Olleymay Proforma | Masks | Jimmy Mouro | jimmy.mouro@olleymay.com | 203-856-2332 | Bridgeport | CT |
| Polymer Technologies Inc | Face Shields | Jason Neri | jason@polytechinc.com | 302-766-3444 | Newark | DE |
| Altium Packaging | Plastic Bottles | Steven Rocheleau | Steven@rocheleautool.com | 978-345-1723 | Finchberg | MA |
| Stay Well Delivery | CV-19 Test Kits | Clay Manley | cm@staywelldelivery.com | 844-733-6674 | Portland | ME |
| PSG (Performance Safety Group) | PPE Gear | Drew Allrich | govt@psggear.com | 636-326-4688 | St. Louis | MO |
| RBO PrintLogistix | Masks, Gowns, Gloves, Face Shields, Goggles, Sanitizer | Matthew Dawe | dawe@rboinc.com | 314-373-1437 | St. Louis | MO |
| Tucker Northwest LLC | Masks | Allen Tucker | allen@tuckercapitalnw.com | 206-972-8127 | Bend | OR |
| Green Dream International LLC | PPE Gear | Robin Edwardson | r.edwardson@gdicompany.com | 814-840-1880 x103 | Erie | PA |
| Skymedic | Ventilators | Eric Casas | www.symedic.edu | 34-937-426-424 | Barcelona | Spain |
| Sharp Tarps | Face Shields | Ryan Smith | ryan@sharptarps.com | 801-972-3232 | Salt Lake City | UT |
| STT Management | Masks | Joseph Tallier | jt@sttmanagement@gmail.com | 908-507-7979 | Tenafly | NJ |
| Sugar House Industries | Masks/Shields | Richard Rommel | richard@sugarhouse.us | 801-563-9600 | Midvale | UT |

HOW LONG COVID LIVES ON SURFACES

| | | | |
|---|--|---|--|
| Aluminum Soda Cans, Foil 2-8 hours | Cardboard Shipping Boxes 24 hours | Ceramics Dishes, Pottery, Mugs 5 days | Copper Pennies, Cookware 4 hours |
| Glass Glasses, Measuring Cups, Mirrors, Windows 5 days | Metal Doorknobs, Jewelry, Tools 5 days | Paper Magazines, Mail, Money Minutes - 5 Days | Plastics Bottles, Buttons 2-3 days |
| | Stainless Steel Appliances, Pots, Pans, Sinks 2-3 days | Wood Furniture, Decking 4 days | |

Food

Coronavirus doesn't seem to spread through exposure to food. Still, it's a good idea to wash fruits and vegetables under running water before you eat them. Scrub them with a brush or your hands to remove any germs that might be on their surface. Wash your hands after you visit the supermarket. If you have a weakened immune system, you may consider buying frozen or canned produce.

Water

Coronavirus hasn't been found in drinking water. If it does get into the water supply, your local water treatment plant filters and disinfects the water, which should kill any germs.

To reduce your chance of catching or spreading coronavirus, clean and disinfect all surfaces and objects in your home and office every day.

ARKANSAS BUSINESS REOPENING DATES

| Business Category | Decision Date | Open Date |
|---|---------------|---------------------------|
| Arkansas State Parks - Campgrounds (Self - Contained RVs Only) | April 28 | May 1 |
| Arkansas State Parks - Parks (Cabins, Lodges, & Rent-A-RV) | April 28 | May 15 (Target) |
| Arkansas State Parks - Parks (Visitor Information Centers, Retail & Exhibits, Restaurants & Food Service Facilities, Marinas & Rental Equipment) | April 28 | May 15 (Target) |
| Barber Shops / Salons | May 1 | May 6 |
| Dentists | April 24 | May 18 |
| Elective Surgeries | April 23 | April 27 |
| Gyms | April 30 | May 4 |
| Hotels | | |
| Large Venues - Indoor | May 4 | May 18 |
| Large Venues - Outdoor | May 4 | May 4 |
| Places of Worship | May 4 | May 4 |
| Restaurants - Dine - In | April 29 | May 11 (33% Occupancy) |

DIRECTIVES ON REOPENING ARKANSAS BUSINESSES

The following directives are from the Arkansas Department of Health.

The Secretary of Health, in consultation with the Governor, has sole authority over all instances of quarantine, isolation, and restrictions on commerce and travel throughout Arkansas, as necessary and appropriate to control disease in the state of Arkansas as authorized by Ark. Code Ann. §20-7-109--110. Based on available scientific evidence, it is necessary and appropriate to take further action to ensure that COVID-19 remains controlled and that residents and visitors in Arkansas remain safe.

For more information on these directives, visit <https://www.healthy.arkansas.gov/programs-services/topics/novel-coronavirus>.



DIRECTIVE ON RESUMING ELECTIVE PROCEDURES

The Secretary of Health, in consultation with the Governor, has sole authority over all instances of quarantine, isolation, and restrictions on commerce and travel throughout Arkansas, as necessary and appropriate to control disease in the state of Arkansas as authorized by Ark. Code Ann. §20-7-109--110. Based on available scientific evidence, it is necessary and appropriate to take further action to ensure that COVID-19 remains controlled and that residents and visitors in Arkansas remain safe.

Effective April 27, 2020

On April 3, 2020, the Secretary of Health, in consultation with Governor Asa Hutchinson, issued a directive that elective procedures in the state would cease. The directive went into detail regarding considerations and exemptions. The Arkansas Department of Health (ADH) has developed requirements for the resumption of elective procedures, so that surgical facilities could perform elective procedures based on a decrease in COVID-19 cases and hospitalizations.

This directive emphasizes the need for facilities to understand their capabilities (e.g., beds, testing, ORs) as well as potential constraints (e.g. workforce, supply chain), while watching for possible subsequent waves of the virus, which may require a return to prior restrictions.

Elective procedures shall be limited as follows:

1. Only outpatients with no plans for overnight stay.
2. An American Society of Anesthesiologists rating of I or II. If they are a II-rating, their disease process should be well controlled.
3. No contact with known COVID-19 patients during the past 14 days.
4. Patients must be asymptomatic for COVID-19 per ADH guidelines.
5. Start with a small initial volume of cases and increase incrementally as PPE availability and number of statewide occurrences dictate.
6. Each institution must have an ample supply of PPE for resuming elective procedures while maintaining a reserve should there be a resurgence of the virus. The acquisition of PPE is a matter for each institution to address and is not the responsibility of ADH.
7. For an asymptomatic patient to be a candidate for a procedure, he/she must have at least one negative COVID-19 NAAT test within 48 hours prior to the beginning of the procedure.

These requirements pertain to all elective procedures, including dental, eye, naso-pharyngeal, chest surgery, and colonoscopy. Small rural hospitals under 60 beds and critical access hospitals, though strongly advised to follow this directive to maximize resources and minimize risk, are excluded from this directive. The April 3, 2020 directive's exemptions for medically necessary procedures to preserve a patient's life or health also remain in effect.

This directive was developed with input from the Arkansas Chapter of the American College of Surgeons.

DIRECTIVE FOR GYM, FITNESS CENTER, ATHLETIC CLUB AND WEIGHT ROOM REOPENING

The Secretary of Health, in consultation with the Governor, has sole authority over all instances of quarantine, isolation, and restrictions on commerce and travel throughout Arkansas, as necessary and appropriate to control disease in the state of Arkansas as authorized by Ark. Code Ann. §20-7-109--110. Based on available scientific evidence, it is necessary and appropriate to take further action to ensure that COVID-19 remains controlled and that residents and visitors in Arkansas remain safe.

Effective May 4, 2020

This directive addresses a progressive resumption of individual exercise activities in gyms and fitness centers. Gyms and fitness centers may begin to resume these activities on May 4, 2020 if they meet the following requirements:

I. Screening must be completed on entry for all staff and participants. Those who have any of the following characteristics should NOT be allowed to enter:

- Have returned from travel to NY, NJ, CT, New Orleans or overseas within the last 14 days;
- Have had a fever of 100.4°F or greater in the last 2 days;
- Have a cough, difficulty breathing, sore throat, or loss of taste or smell;
- Had contact with a person known to be infected with COVID-19 within the previous 14 days;
- Have compromised immune systems and/or have chronic diseases.

In addition, staff must have their temperature checked by digital thermometer prior to entry. Do not allow entry to anyone whose temperature is greater than 100.4°F.

II. Staff should wear a face covering or mask at all times. Patrons should wear a face covering except when actively exercising.

III. Prohibit the use of pools, spas, showers, saunas, etc. at this time. Locker rooms are to be used only for storage of personal items. Maintain physical distancing while in locker rooms.

IV. Make hand sanitizer available throughout the facility.

V. Staff should ensure that all exercise machines or equipment are sanitized after each usage (via wipe-down with disposable disinfectant wipes, Lysol or the equivalent; use according to product instructions).

VI. Maintain proper spacing from others by working out with 12 feet between each person. This may require closing or moving some equipment.

VII. Avoid personal contact at all times, including hand shaking.

VIII. Individual training sessions, indoor group fitness classes, and workouts requiring a partner must maintain 12 foot spacing between each person at this time.

Note: This directive does not address team or youth sports. These will be addressed by a different document later. This directive also does not address indoor entertainment venues, such as bowling alleys, trampoline parks, and indoor amusement centers, which will be addressed later.

DIRECTIVE FOR BARBER SHOPS, BODY ART ESTABLISHMENTS, COSMETOLOGY ESTABLISHMENTS, MASSAGE THERAPY CLINICS/ SPAS, AND MEDICAL SPAS

The Secretary of Health, in consultation with the Governor, has sole authority over all instances of quarantine, isolation, and restrictions on commerce and travel throughout Arkansas, as necessary and appropriate to control disease in the state of Arkansas as authorized by Ark. Code Ann. §20-7-109--110. Based on available scientific evidence, it is necessary and appropriate to take further action to ensure that COVID-19 remains controlled and that residents and visitors in Arkansas remain safe.

Effective May 6, 2020

On March 23, 2020, the Secretary of Health, in conjunction with the Governor, issued a directive that Barber Shops, Body Art Establishments, Body Art Schools, Cosmetology Establishments, Massage Therapy Clinics/Spas, and Medical Spas should close for in-person operations. This document updates the directive to outline the conditions required to safely reopen these entities during Phase 1.

- Providers may resume services, however those services shall be scheduled by appointment with adequate time in between appointments to properly clean and disinfect. Walk-in appointments are prohibited during Phase 1.
- Vulnerable populations (i.e. those persons over the age of 65 or with chronic medical conditions) should consider remaining home during Phase 1.
- Clients shall be pre-screened for potential COVID-related symptoms prior to arrival for the appointment using the following questions:
 - Have you had a fever of 100.4 F or greater in the last 2 days?
 - Do you have a cough, difficulty breathing, sore throat or loss of taste or smell?
 - Have you had contact with a person known to be infected with COVID-19 within the past 14 days?
- Those answering “yes” to any of the above shall have their services postponed for 14 days.
- Employees/licenseses shall be pre-screened with both the standardized questionnaire and a daily temperature check. Any employee with a temperature of 100.4 F or greater will not be allowed to work.
- Services shall not be performed on clients who show any sign of illness such as fever, cough, or runny nose. Signage shall be posted informing clients about this policy.
- All persons in the salon/shop/clinic are required to maintain physical distancing of at least 6 ft while services are not being rendered. For most entities, occupancy will be limited to no more than 10 persons, including all support staff.
- In smaller facilities, the 6 ft physical distancing condition may require that fewer than 10 persons are present at any given time.
- Larger facilities (able to accommodate more than 10 persons while maintaining appropriate physical distancing) shall operate no more than 30% of their stations during Phase 1.
- Barbers, stylists, employees shall wear a face covering at all times. A cloth face covering is acceptable for this purpose.
- Clients shall wear masks as services permit. A cloth face covering is acceptable for this purpose. Signage shall be posted informing clients about this policy.
- Waiting area chairs shall be positioned to ensure 6 ft of social distancing. When possible, clients should wait outside of the shop/salon/clinic until called by their stylist/therapist.
- All existing infection control rules remain in effect and will be enforced. Non-porous surfaces shall be cleaned and disinfected prior to use. Porous items shall be discarded after a single use.
- Gloves shall be worn for all services as required by Rule. Licensees are encouraged to wear gloves for all other services when able.
- Hand-washing shall be performed before and after each service.
- The Department of Health COVID Infection Control Education module should be viewed prior to reopening.
- Practitioners shall maintain a record of the name, date, and contact information, for each client serviced for a period of one month. This may be accomplished using a sign-in sheet.
- Barbering, cosmetology, body art, and massage schools shall remain closed for in-person instruction during Phase 1. However, practical examinations may occur if they are performed on inanimate objects (i.e. mannequins, artificial skin, etc.) Appropriate physical distancing shall be maintained during testing.

DIRECTIVE ON RESUMING RESTAURANT DINE-IN OPERATIONS

The Secretary of Health, in consultation with the Governor, has sole authority over all instances of quarantine, isolation, and restrictions on commerce and travel throughout Arkansas, as necessary and appropriate to control disease in the state of Arkansas as authorized by Ark. Code Ann. §20-7-109--110. Based on available scientific evidence, it is necessary and appropriate to take further action to ensure that COVID-19 remains controlled and that residents and visitors in Arkansas remain safe.

Effective May 11, 2020

On March 20, 2020, the Secretary of Health, in consultation with the Governor, issued a directive that food establishment and restaurant dine-in operations in the state would cease. This directive provides guidance on resumption of dine in services of food establishments and restaurants through a phased approach.

Phase 1

- Dine-in service may resume; however, seating shall be limited up to 33% of total seating capacity. This includes indoor and outdoor dining areas.
- Seating shall be adjusted to maintain 10-foot physical distancing between tables so occupied seats are six feet from seats at adjacent tables.
- Reservations should be encouraged when practical. If reservations are not made, physical distancing must be maintained when customers are waiting to be seated.
- All staff who come in contact with patrons must wear a face mask that completely covers their nose and mouth. Staff in the back are encouraged to wear a face mask.
- All staff are required to wear gloves. Gloves shall be changed out between each customer, customer group, or task.
- Patrons must wear a face covering upon entrance and while in the restaurant until the food or drink is served.
- All staff shall be screened daily before entering the facility. Any employee with a cough, sore throat, fever, or shortness of breath shall be immediately excluded from the facility.
- Signage must be placed at the front of restaurants to alert patrons not to enter the facility if they are sick or have symptoms such as cough, sore throat, fever, or shortness of breath.
- Monitoring of frequent hand-washing and no bare-hand contact of ready-to-eat foods by staff.
- Encourage customers to pre-order meals to reduce time spent in the facility. This includes for takeout services.
- Groups shall be limited, not to exceed 10 people.
- Restaurants are encouraged to have a senior hour to provide exclusive access to these high-risk individuals.
- Self-service operations, including, but not limited to, salad bars, buffets, and condiment bars shall remain closed for patron access.
- Facilities with any employee testing positive shall be reported to the Arkansas Department of Health immediately.
- Following each meal service, the tables, chairs, menus and any other frequently contacted surfaces including, but not limited to, condiment containers, napkin holders and salt/pepper shakers shall be cleaned and disinfected prior to seating the next customer.

- ◇ Products with an EPA-approved emerging viral pathogen claims are expected to be effective against COVID-19. Follow the manufacturer's instructions for these products. For a list of EPA-approved emerging pathogen sanitizers: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. (Non-food contact surfaces may be sanitized with 1/2 cup of regular, unscented bleach per gallon of water followed by a 5-minute contact time.)
- Food contact surfaces shall be sanitized in accordance with §4-501.114 of the Rules Pertaining to Retail Food Establishments.
 - Single-Use items including, but not limited to, disposable silverware, condiment packets, and straws shall be removed from public access and provided only upon request.
 - Bars and entertainment operations (such as live music, in-seat gaming devices, or arcades) within restaurants are prohibited. Normal service of alcohol within the restaurant seating area is allowed. This does not restrict the preparation of alcoholic beverages in the bar area.
 - Restrooms and other high-touch areas shall be disinfected frequently based on customer volume.
 - Service may be declined to patrons not wearing masks.

The above restrictions will be in place until the Secretary of Health determines epidemiological data are sufficient to proceed to Phase 2 and then Phase 3. The requirements for Phase 2 and 3 will supersede the above-mentioned requirements. Phase 2 will include less restrictive measures such as increasing the total available seating to 66% and opening bars and entertainment operations while maintaining 6 feet physical distance among patrons. Phase 3 will include returning to normal operations with full seating capacity.



DIRECTIVE REGARDING LARGE OUTDOOR VENUES

The Secretary of Health, in consultation with the Governor, has sole authority over all instances of quarantine, isolation, and restrictions on commerce and travel throughout Arkansas, as necessary and appropriate to control disease in the state of Arkansas as authorized by Ark. Code Ann. §20-7-109--110. Based on available scientific evidence, it is necessary and appropriate to take further action to ensure that COVID-19 remains controlled and that residents and visitors in Arkansas remain safe.

Effective May 4, 2020

This directive covers outdoor venues for commercial, community, or civic events and activities where an audience, spectators, or a gathering of people are present, such as at concerts, plays, sporting events, rodeos, races, fundraisers, parades, fairs, livestock shows, auctions, carnivals, and festivals.

Examples of such venues, include theaters, arenas, sports venues, race tracks, stadiums, auction houses, amusement centers, and fair grounds.

Gatherings subject to this directive also include, without limitation, community, civic, public, leisure, commercial, or sporting events.

This directive is not intended for gatherings of people in unconfined outdoor spaces, such as parks or athletic fields where physical distancing of at least six (6) feet can be easily achieved.

- The performers/players/contestants must be separated from the audience by at least 12 feet and must be limited in number to fifty (50) or fewer.
- An audience of fifty (50) people or fewer is allowed.
- Lines or cues for entrance, exit, making purchases, or for other reasons must be marked or monitored for maintaining a distance of 6 feet between people.
- Seating must be arranged to maintain a 6-foot distance between members of the audience
- Family groups may sit together but 6 feet should be maintained between groups.
- Every other row seating should be unoccupied to provide for 6 feet of physical distancing.
- Face coverings are required for all persons present, except for children under 10 years of age, who are exempt.
- Performers/players/contestants may be without a face covering if they are 12 feet from other persons.
- Signs must be posted at all entrances advising the public not to enter if
 - They have fever, cough, shortness of breath, sore throat, or loss of taste or smell.
 - They have had known exposure to someone with Covid-19 in the past 14 days.
- Signs must be posted at all entrances advising the public that they may wish to refrain from entering if
 - They are 65 years of age or older.
 - They have underlying health conditions including high blood pressure, chronic lung disease, diabetes, severe obesity, asthma or weakened immunity.
- Hand sanitizer stations must be available at all entrances and exits.

- Refreshments may be served. However, self-service operations, including, but not limited to, salad bars, buffets, and condiment bars shall not be allowed.
- The facility, including seating, shall be cleaned and disinfected before and after each use.
- Frequently touched surfaces shall be cleaned periodically during the course of the event.
- Products with an EPA-approved emerging viral pathogen claims are expected to be effective against COVID-19. Follow the manufacturer's instructions for these products. For a list of EPA-approved emerging pathogen sanitizers: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>



DIRECTIVE REGARDING LARGE INDOOR VENUES

The Secretary of Health, in consultation with the Governor, has sole authority over all instances of quarantine, isolation, and restrictions on commerce and travel throughout Arkansas, as necessary and appropriate to control disease in the state of Arkansas as authorized by Ark. Code Ann. §20-7-109--110. Based on available scientific evidence, it is necessary and appropriate to take further action to ensure that COVID-19 remains controlled and that residents and visitors in Arkansas remain safe.

Effective May 18, 2020

This directive covers indoor venues for commercial, community, or civic events and activities where an audience, spectators, or a gathering of people are present, such as at concerts, plays, movies, lectures, presentations, conferences, conventions, sporting events, races, fundraisers, trade shows, and festivals.

Examples of such venues include auditoriums, lecture halls, movie theaters, other theaters, museums, arenas, sports venues, race tracks, stadiums, gymnasiums, auction houses, amusement centers, barns, exhibit halls, conventions centers, and funeral homes. Examples also include recreational facilities, such as bowling alleys and trampoline parks.

Gatherings subject to this directive also include, without limitation, community, civic, public, leisure, commercial, or sporting events.

This directive is not intended for places of worship, which are addressed under a separate guidance.

This guidance is not intended to address competitive or youth sports, which are addressed under a separate directive.

This guidance is not intended to address casinos. They will be addressed in a separate directive.

- The performers/players/contestants must be separated from the audience by at least 12 feet and must be limited in number to fifty (50) or fewer.
- An audience of fifty (50) people or fewer is allowed.
- Lines or cues for entrance, exit, making purchases, or for other reasons must be marked or monitored for maintaining a distance of 6 feet between people.
- Seating must be arranged to maintain a 6-foot distance between members of the audience
- Family groups may sit together but 6 feet should be maintained between groups.
- Every other row seating should be unoccupied to provide for 6 feet of physical distancing.
- Face coverings are required for all persons present, except for children under 10 years of age, who are exempt.
- Performers/players/contestants may be without a face covering if they are 12 feet from other persons.
- Signs must be posted at all entrances advising the public not to enter if
 - They have fever, cough, shortness of breath, sore throat, or loss of taste or smell.
 - They have had known exposure to someone with Covid-19 in the past 14 days.
- Signs must be posted at all entrances advising the public that they may wish to refrain from entering if
 - They are 65 years of age or older.

- They have underlying health conditions including high blood pressure, chronic lung disease, diabetes, severe obesity, asthma or weakened immunity.
- Hand sanitizer stations must be available at all entrances and exits.
- Refreshments may be served. However, self-service operations, including, but not limited to, salad bars, buffets, and condiment bars shall not be allowed.
- The facility, including seating, shall be cleaned and disinfected before and after each use.
- Frequently touched surfaces shall be cleaned periodically during the course of the event. Products with an EPA-approved emerging viral pathogen claims are expected to be effective against COVID-19. Follow the manufacturer's instructions for these products. For a list of EPA-approved emerging pathogen sanitizers: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>



SUPPORTING INFORMATION FOR THE GUIDANCE OF PLACES OF WORSHIP

The Secretary of Health, in consultation with the Governor, has sole authority over all instances of quarantine, isolation, and restrictions on commerce and travel throughout Arkansas, as necessary and appropriate to control disease in the state of Arkansas as authorized by Ark. Code Ann. §20-7-109--110. Based on available scientific evidence, it is necessary and appropriate to take further action to ensure that COVID-19 remains controlled and that residents and visitors in Arkansas remain safe.

Effective May 4, 2020

- Houses of worship are strongly encouraged to continue to offer online platforms for participation in worship because it is not yet advisable/feasible for all congregants to come for in-person services
- To reduce confusion and wasted travel, advise congregants in advance to continue to worship via online platforms at home if
 - They have had a fever of 100.4° or higher in the past 2 days
 - They have cough, shortness of breath, sore throat, new loss of taste or smell or other symptoms typical of Covid-19
 - They are 65 or more years old or have underlying health conditions including high blood pressure, chronic lung disease, diabetes, severe obesity, asthma or immunocompromising conditions—ie., if they meet the criteria for “vulnerable individuals” as set forth in the White House/CDC Guidelines for Opening Up America Again at <https://www.whitehouse.gov/openingamerica/>
 - They have young children who are unable to adhere to physical distancing guidelines
- To reduce confusion and wasted travel, advise congregants in advance that no one will be admitted into the building without a face covering except for children under 10 years old.
- Alternatively, offer face coverings at the door for those who don't have one.
- In sanctuaries where seats cannot be moved, the physical distancing of seating might be accomplished by cordoning off every other row of seating or using painters tape to mark 6' distances on benches or pews.
- Christian churches that practice Holy Communion need to create ways to do this that minimize the handling of the Elements by anyone other than the intended recipients. For example, commercially packaged sacraments could be distributed to people as they enter the sanctuary, to consume at the appropriate time during the service. Face coverings may be removed briefly only for the consumption of these Elements.
- Synagogues where congregants traditionally touch and reverence the Torah need to create ways to do so without physical contact, aside from the Torah bearer.
- Instead of passing offering plates, a receptacle for offerings could be placed by the sanctuary entrance/exit. The place of worship should also create means for congregants to give online.
- For a list of cleaning products that will eliminate the Covid-19 virus, visit <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- The Directive on Phase 1 will be in place until the Secretary of Health determines that epidemiological data are sufficient to proceed to Phase 2 and then Phase 3.

Pending approval from the Secretary of Health and the Governor, considerations for Phase 2 and 3 might include the following:

Phase 2

- The continuation of online platforms will still be strongly encouraged because vulnerable individuals may still be encouraged to stay home.
- Religious education for children of all ages and childcare might resume.
- “Meet and greet” times might move indoors and limited indoor refreshments might resume.
- Physical distancing and refraining from physical contact outside of family groups should continue.
- To protect our most vulnerable members, use of face coverings indoors should continue for all persons 10 years old or older

Phase 3

- Elderly and at-risk individuals will no longer be discouraged from attending corporate worship
- Sanctuary seating may be normalized
- To protect our most vulnerable members, use of face coverings indoors should continue for all persons 10 years old or older



SOURCES

Centers for Disease Control and Prevention (CDC): <https://www.cdc.gov>

Food and Drug Administration (FDA): <https://www.fda.gov/>

Arkansas Department of Health: <https://www.healthy.arkansas.gov/programs-services/topics/novel-coronavirus>

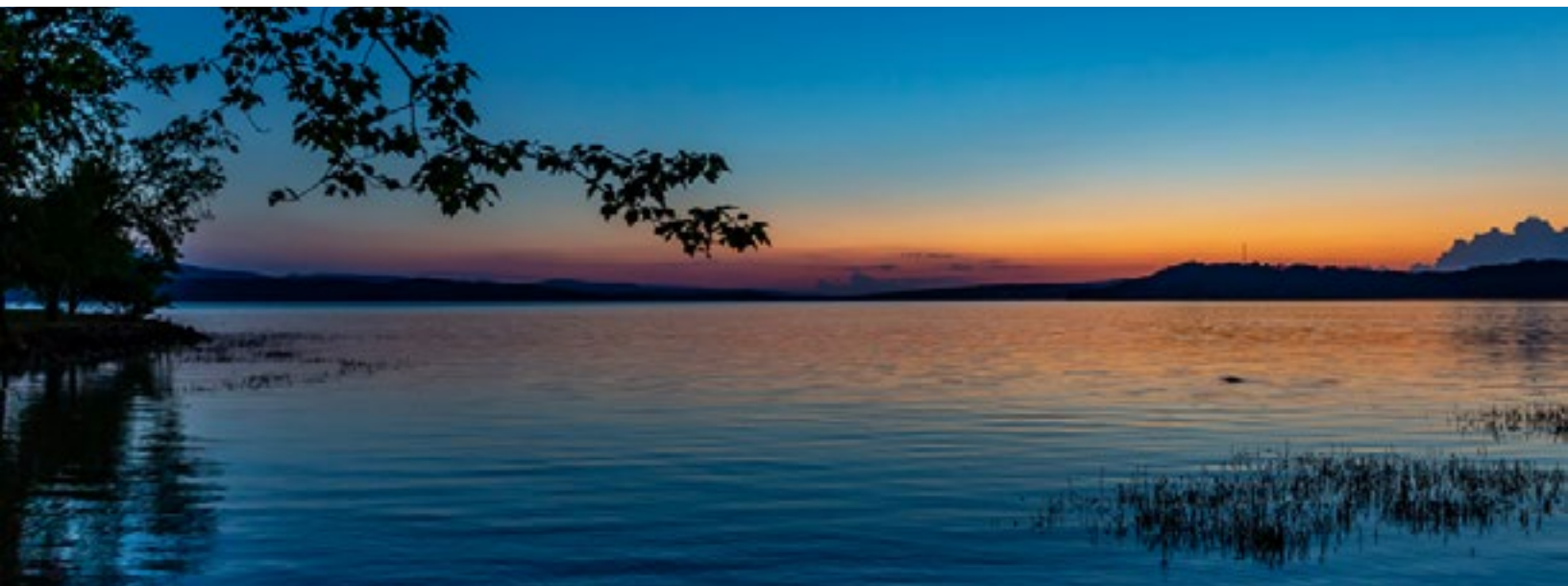
U.S. Chamber of Commerce: <https://www.uschamber.com>

Arkansas State Chamber of Commerce: <https://www.arkansasstatechamber.com/covid-19-coronavirus-and-arkansas/>

We know this situation is difficult. Many of us are going through circumstances we never thought we would experience, from teaching our children at home to filing for unemployment. We will rise above this. We will emerge from this better than we were. We are Stronger Together.

Remember your Chamber team is here to help you and your business during this time. Do not hesitate to call or email us with your questions, concerns or ideas. We will continue to update our resources to serve you as this fluid situation develops.

Thank you for your support. Thank you for your drive. Thank you for your grit. Thank you for making the River Valley a place where you can Live Like You're on Vacation.





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