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# CLOVIS

## Reopening Guide



**COVID-SAFE PRACTICES  
FOR REOPENING  
AND OPERATING  
YOUR BUSINESS**



**COVID-19  
Business Recovery Task Force**  
**#ClovisStrong**

Dear Clovis/Curry County businesses,

On behalf of the Clovis/Curry County Chamber and Clovis Economic Development's Business Recovery Task Force, we are proud to present this Business Reopening guide as part of our ongoing effort to help businesses recover from the economic fallout from the coronavirus pandemic. Please use this guide, as well as the CSP-related signage (pictures below), to help your business navigate the challenges imposed on us by this virus. Together, we can remain #ClovisStrong in a COVID-positive world!

Thank you to our Business Recovery Task Force member Bryan Ellis, who generously spent his time and energy compiling the content for this guide. His dedication and expertise will help us provide our local businesses with the best possible resources regarding reopening – and will ultimately help us keep our community safe!

We will continue to do everything we can to support our local businesses through this pandemic. Please do not hesitate to reach out to us if you have any questions or concerns.

Sincerely,



Ernie Kos

Executive Director

Clovis/Curry County Chamber of Commerce



Chase Gentry

Economic Development Director

Clovis Economic Development (CIDC)

If you would like any of these signs for your business, please contact us at 575-763-3435 or [staff@clovisnm.org](mailto:staff@clovisnm.org)



## The Purpose of this Guide

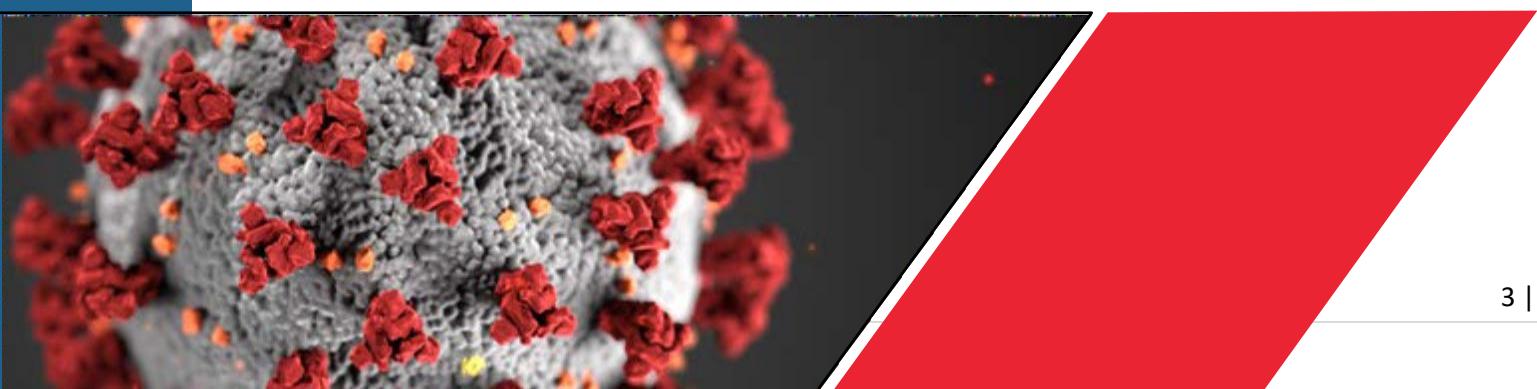
The Coronavirus pandemic has presented tremendous challenges that impact our person health, community health and our business health. We have prepared this guide to assist you and your business to re-open in the face of the pandemic, to operate with the restrictions placed upon our community, and to continuously operate our businesses under CSP's.

In mid-May the State of New Mexico published practices for individuals and businesses to apply, adopt and follow with the intent to keep our citizens and businesses safe and to limit the spread of the coronavirus. These practices have been coined as "COVID-Safe Practices" (or CSP's). We will use that phrase throughout the guide. The plan for the State of New Mexico is to phase business openings in a step-wise fashion (Phase 1-3). As these phases advance, the practices, processes and regulations may change. The state guide ("All Together New Mexico: COVID-Safe Practices for Individuals and Employers") is updated as the phases change and it can be found at <https://innd.adobe.com/view/3f732e94-0164-424d-9ac6-a0ace27e70c8>.

The phase-in approach is implemented by state government on either a state-wide basis or a county-by-county basis, and it is at the state government's discretion. The phase approach is being implemented with the following considerations and purposes:

- To mitigate the risk of the infectious spread of the virus if resurgence occurs. The risk of resurgence is more likely as business and personal activities increase throughout the state. The goal is to minimize a rapid viral spread so that healthcare resources are not overwhelmed by the demand associated with the virus and other routine healthcare service.
- To protect the most vulnerable and at-risk individuals while treatment and prevention options are developed for this virus.
- The phase approach is based on disease data and readiness capabilities of the state.

The intent of this guide *is not* to be an exhaustive and isolated resource for your business. Your business may be licensed and/or regulated through specific entities, and this guide does not supersede your compliance with those bodies and those regulations. This guide is meant to be a streamlined compilation of information for your business – with information sourced from the NM Department of Health, the Centers for Disease Control and Prevention and developing evidenced-based data from the scientific and healthcare community.



## **CORE COVID-Safe Practices (CSPs):**

The following safety practices apply to all individuals and business. In combination, these mitigating practices have demonstrated to significantly reduce the rate of spread of the coronavirus. These practices are used to decrease the spread of the coronavirus from ill patients, and those asymptomatic patients that unknowingly have the virus but can spread the virus to others.

### **Social Distancing Practices (SD):**

- stay at home except for emergencies;
- remote working when possible;
- maintain a physical distance of 6 feet from others if you must go out;
- limit the number of people within a building's space;
- at risk individuals should stay at home as much as possible.

### **Environmental Cleaning Practices (EC):**

- clean and disinfect surfaces in public spaces, workspaces, businesses homes and schools;
- identify and routinely disinfect frequently touched surfaces.

### **Hand Hygiene Practices (HH):**

- frequent effective handwashing with soap and water of at least 20 seconds duration, when hands are visibly soiled, particularly after using the restroom and before eating;
- frequent practice of rubbing hands with an alcohol-based hand sanitizer (gel, solution, wipes).
- Patrons and customers should be encouraged to perform HH with hand sanitizer gel when entering and exiting the business

### **Respiratory Etiquette (RE):**

- avoid touching your face, mouth, nose and eye areas with unclean hands;
- sneeze into your elbow/shirt if needed;
- the use of face coverings when in public and in unintended close-proximity contact with others

As businesses, it is our responsibility to make all these practices are integrated and successful standard operating procedures in our respective businesses. This is accomplished by establishing a plan towards accomplishing each of these practices in our business. This plan for success should address the following considerations at a minimum for each CSP in our business and they have been identified as best practices in order to mitigate spread of the virus. It is important to train all employees in these practices and monitor compliance within the business operations.

### **Social Distancing Best Practices (SD):**

- place spacing control markers on the floor or other surface every 6 feet in areas where waiting lines are likely to occur;
- the use of barriers (plexiglass, boxes, tables, etc) between cashiers and customers to provide additional counter distances;
- monitor employee and client compliance with SD practice.

**Continued on next page ...**

## **Environmental Cleaning Best Practices (EC):**

- identify and purchase adequate cleaning agents needed to clean and disinfect common surfaces in your business environment;
- identify a frequency schedule in which all frequently touched surfaces (customer and employees) will be cleaned and disinfected; this frequency schedule should be made with considerations of how many people touch those surfaces, how often those surfaces are touched and how long the activity lasts;
- identify touchless payments options if possible;
- train all employees in these cleaning/disinfecting schedules and the safe use of the cleaning products, and monitor employee compliance with these procedures.

## **Hand Hygiene Best Practices (HH):**

- locate hand sanitizer products near each entrance and encourage customers to use when entering and exiting your business;
- encourage cashiers to use hand sanitizer between each customer encounter;
- rearrange bathroom handwashing supplies (soap, disposable towels, trash containers) to encourage the proper procedure to minimize cross-contamination with lights switches, doorknobs, and bathroom egress;
- implement other industry specific hand hygiene practices that may be specific to your business specialty;
- skin irritations and drying can occur with frequent handwashing and the use of hand sanitizers; make hand lotions and other skin care items available to employees to decrease skin irritation that may occur due to frequent hand hygiene practices;

## **Respiratory Etiquette Best Practices (RE):**

- enforce face coverings usage guidelines for customers, as appropriate for your business and in accordance with health orders;
- provide face coverings for your employees if they don't have them, as appropriate for their role in the business practices;
- monitor employee and customer RE practices to ensure continuous compliance.

## **Employee Health Best Practices (EH):**

- employees should be trained in your plan and practices of CSP in your business;
- the use of employee health screening survey questionnaires should be considered for use with each employee at the beginning of each shift (see page 23 for screening questionnaire example) as directed under appropriate PHO;
- the screening practice of non-touch forehead/temple temperature scan should be considered for use with each employee at the beginning of each shift as directed under appropriate PHO; the NMDOH has established "normal" and acceptable temperature of < 100.4°F;
- a protocol/process for employees that may be ill to self-isolate and contact public health for possible testing;
- All employers are required to report a positive test for COVID-19 of an employee within 4 hours of learning of the positive test result. This reporting must be made to the NM Environmental Department (NMED) via email ([nmenv-osh@state.nm.us](mailto:nmenv-osh@state.nm.us)), telephone (505-476-8700) or fax (505-476-8734). (Effective 08-05-2020 for 120 day period).
- a protocol/process for criteria to allow employees to return to work after a COVID exposure or COVID illness;

## **Public Health Orders:**

The number of infectious community exposures to the virus continue grow and shrink, and those changes result in changes/restrictions in the Public Health Orders (PHO's) and Executive Orders (EO's). The changes are dynamic and impact the expansion or contraction of business activities through our community. Due to the frequent changes, this guide will summarize the current PHO's and business impacts in this section, and other PHO's will be referenced via hyperlink in the "Resources" section at the end of this guide.

The most current PHO is from 11-05-2020 and is an amendment to the 10-22-2020 PHO. This current PHO renews the Public Health Emergency declaration from 03-11-2020 and remains in effect until 11-13-2020. These PHO & EO documents can be found at the following page - <https://cv.nmhealth.org/public-health-orders-and-executive-orders/>. Pertinent definitions can be found on the original document.

The business impacts of the current PHO's are summarized as:

- Mask Requirements: State-wide face coverings/mask mandates continues. Proper types are multilayer, non-vented cloth masks or face coverings.
- "Essential businesses" may continue to operate at 25% of maximum capacity. Businesses must continue to comply with CSP Gathering of more than five (5) individuals are prohibited. This does not include the presence of five (5) individuals living or residing in the same residence. This is a decrease from a prior number of ten (10).
- "Food and drink establishments" may continue to provide outdoor seating at 75% occupancy under CSP's for these environments. They may also provide delivery and carryout service as provided by law and regulation. Food and drink establishment may continue to provide indoor dine-in service after 10-30-2020 at 25% max occupancy after completion of the NM Safe Certified training (<https://nmsafecertified.org>) requirements. Outdoor dine-in may continue at 75% of max capacity. Under this requirement, customer and staff screening for symptoms, spot-testing of symptomatic employees & contact tracing information must be obtained and kept for no-less than three (3) weeks.
- "Retail spaces" may operate at 25% of the maximum occupancy.
- "Close-contact businesses" (hair salons, barbershops, gyms, fitness classes, tattoo parlors, nail salons, spas, esthetician clinics, bowling alleys, etc.) may operate at 25% of maximum occupancy.
- "Close-contact recreational facilities" (movie theatres, casinos, sport and event venues, etc.) must remain closed.
- Essential retail businesses & food and drink establishments must close by 10:00pm and remain closed until at least 4:00am.
- "Places of lodging" that have completed NM Safe Certified training may operate at 60% of maximum capacity. If the NM Safe Certified training has not been completed, they may not operate at more than 25% of maximum capacity.
- "Houses of Worship" may hold services in either indoor or outdoor environments, but may not exceed 40% of the maximum capacity.
- Mandatory employer reporting of COVID-19 positive tests of employee's remains in effect. Those specifics are addressed

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# RETAIL BUSINESSES

## COVID-Safe Practices (CSPs)

COVID-Safe Practices (CSPs)	
<input type="checkbox"/>	Adheres to Required CORE CSP established (R)
<input type="checkbox"/>	Adheres to Occupancy Limits, per current PHO. The current occupancy capacity is 25% of maximum capacity. (R)
<input type="checkbox"/>	Establishes contactless curbside pickup and home delivery, as possible. (R)
<input type="checkbox"/>	Provides alternative shopping options for at risk or vulnerable populations (BP)
<input type="checkbox"/>	Utilization of “sneeze guards” – cash registers, as possible. (BP)
<input type="checkbox"/>	Use of touchless payment and receipt options, as possible. (BP)
<input type="checkbox"/>	Customers must use multilayer, non-vented cloth face coverings at all times. (R)
<input type="checkbox"/>	Employees must use multilayer, non-vented cloth face coverings at all times. (R)
<input type="checkbox"/>	All employers are required to screen employees for COVID-19 symptoms before entering the business. (R)
<input type="checkbox"/>	Screen customers- non-contact temperature measurements. (BP) (ref: NM CSP page 9)
<input type="checkbox"/>	Screen employees- non-contact temperature measurements. (BP) (ref: NM CSP page 9)

*RESOURCE: Interim Guidelines for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020, <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>*

# RESTAURANTS

<b>COVID-Safe Practices (CSPs)</b>	
<input type="checkbox"/>	Adheres to required CORE CSP established. (R)
<input type="checkbox"/>	Adheres to required CSP and best practices for Retail Businesses. (R)
<input type="checkbox"/>	Complies with standard food services practices by law and regulation. (R)
<input type="checkbox"/>	Establishes contactless curbside pickup and home delivery. (BP)
<input type="checkbox"/>	Employees must wash their hands or change gloves before serving other customers. (R)
<input type="checkbox"/>	Employees must use multilayer, non-vented cloth face coverings at all times. (R)
<input type="checkbox"/>	Customers/patrons must use face coverings at all times, except while eating. (R)
<input type="checkbox"/>	Menus and condiment containers used by patrons should be cleaned and sanitized after each use or offer single-use items. (R)
<input type="checkbox"/>	Complies with occupancy limitations on bar and counter seating, including non-seated areas, ensuring 6-ft distancing between customers. (R)
<input type="checkbox"/>	Pets, including service animals – inside, patios, stores, etc. (R)
<input type="checkbox"/>	Common service areas and service areas (salad bars, buffets, beverages, coffee) stations. (R)
<input type="checkbox"/>	Gaming areas and other areas of customer congregation. (R)
<input type="checkbox"/>	Support contact tracing by retaining a daily record of customers, patrons and employees (date, name, phone or email) who enter the establishment. These should be retained for at least 4 weeks. (R)
<input type="checkbox"/>	Schedule staff assignments to allow additional breaks for handwashing and equipment sanitization. (BP)
<b>RESOURCES:</b>	
<ul style="list-style-type: none"><li>• <i>Considerations for Restaurants and Bars</i>, <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants.html">https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants.html</a></li><li>• <i>NM Restaurant Association</i>, <a href="http://www.nmrestaurants.org">www.nmrestaurants.org</a></li></ul>	

# BUSINESS OFFICES

<b>COVID-Safe Practices (CSPs)</b>	
<input type="checkbox"/>	Adheres to Required CORE CSP established (R)
<input type="checkbox"/>	Adheres to Required CSP for Retail Businesses if a space for general public in-person service is present. (R)
<input type="checkbox"/>	Adheres to Occupancy Limits, per current PHO. (R)
<input type="checkbox"/>	Employees must use multilayer, non-vented cloth face coverings at all times, except when in private offices. (R)
<input type="checkbox"/>	Visitors must use multilayer, non-vented cloth face coverings at all times. (R)
<input type="checkbox"/>	The use of barriers between receptionists and customers to provide additional counter distances & the use of floor identifications to support the 6-ft social distancing requirements. (R)
<input type="checkbox"/>	The use of separate ingress/egress points to support one-way traffic wherever possible. (R)
<input type="checkbox"/>	Maintain a schedule of daily environmental cleaning & sanitizing throughout the facility, including personal workspaces. (R)
<input type="checkbox"/>	Use single-use dishware items in break rooms and cafeterias. (R)
<input type="checkbox"/>	Use workspace dividers if common regular interaction is likely. (R)
<input type="checkbox"/>	Stagger employee schedules where possible to decrease workplace density where possible. (R)

# GROCERY STORES

<b>COVID-Safe Practices (CSPs)</b>	
<input type="checkbox"/>	Adheres to Required CORE CSP established. (R)
<input type="checkbox"/>	Adheres to Required CSP for Retail Businesses. (R)
<input type="checkbox"/>	Adheres to Occupancy Limits, per current PHO (R)
<input type="checkbox"/>	Adheres to CSP for Restaurants if food services are provided on site. (R)
<input type="checkbox"/>	Discontinue the use of service stations in congregate areas. (R)
<input type="checkbox"/>	Use self-bagging when customer owned reusable container are in use. (R)
<input type="checkbox"/>	If service deliveries to the facility: (R) <ul style="list-style-type: none"> <li>• arrange for contactless signatures for deliveries.</li> <li>• expand delivery times to spread out delivery events.</li> <li>• keep delivery truck drivers off the sales floor.</li> <li>• vendors that enter the facility should follow employee protocols for protective equipment and social distancing.</li> </ul>
<input type="checkbox"/>	Clean and sanitize large stocking equipment. (R)
<input type="checkbox"/>	Employees must use face coverings at all times. (R)
<input type="checkbox"/>	Visitors must use face coverings at all times. (R)
<input type="checkbox"/>	The use of barriers between cashiers and customers to provide additional counter distances & the use of floor decals to support the 6-ft social distancing requirements. (R)
<input type="checkbox"/>	The use of separate ingress/egress areas to support one- way traffic wherever possible. (R)
<input type="checkbox"/>	Maintain a schedule of daily environmental cleaning & sanitizing throughout the facility, including personal workspaces. (R)
<input type="checkbox"/>	Stagger employee schedules where possible to decrease workplace density where possible. (BP)

# FARMERS MARKETS

COVID-Safe Practices (CSPs)	
<input type="checkbox"/>	Adheres to Required CORE CSP established. (R)
<input type="checkbox"/>	Adheres to Required CSP for Retail Businesses. (R)
<input type="checkbox"/>	Adheres to Occupancy Limits, per current PHO. (R)
<input type="checkbox"/>	Adheres to CSP for Restaurants if food services are provided on site. (R)
<input type="checkbox"/>	Discontinue the use of service stations in congregate areas. (R)
<input type="checkbox"/>	Use self-bagging for customer-owned reusable containers. (R)
<input type="checkbox"/>	If service deliveries to the facility: <ul style="list-style-type: none"> <li>arrange for contactless signatures and spread out delivery times</li> <li>keep delivery truck drivers from entering the sales floor.</li> <li>vendors that enter the facility should follow employee protocols for protective equipment and social distancing.</li> </ul>
<input type="checkbox"/>	Clean and sanitize any large stocking equipment. (R)
<input type="checkbox"/>	Employees must use face coverings at all times. (R)
<input type="checkbox"/>	Visitors must use face coverings at all times. (R)
<input type="checkbox"/>	The use of barriers between cashiers and customers to provide additional counter distances & the use of indicators to support the 6-ft social distancing requirements. (R)
<input type="checkbox"/>	Separate ingress/egress points to support one-way traffic wherever possible. (R)
<input type="checkbox"/>	Maintain a schedule of daily environmental cleaning & sanitizing throughout the facility, including personal workspaces. (R)
<input type="checkbox"/>	Stagger employee schedules where possible to decrease workplace density. (BP)
<input type="checkbox"/>	Farmers, vendors and staff must wear food grade gloves, with frequent changes between customers or when soiled. (R)
<input type="checkbox"/>	Provide hand-washing stations and signage for the stations throughout the market. (R)
<input type="checkbox"/>	Require vendors to bring hand hygiene supplies for use in their own booths. (R)
<input type="checkbox"/>	Suspend cooking demonstrations. (R)
<input type="checkbox"/>	Suspend social programs & clear common areas to stop congregations. (R)
<input type="checkbox"/>	Restrict customers touching produce or products until after purchase. (R)
<input type="checkbox"/>	Contactless payment and receipts options as much as possible. (BP)
<input type="checkbox"/>	Utilize Employee Health (EH) strategies as listed. (BP)

# GOLF COURSES

<b>COVID-Safe Practices (CSPs)</b>	
<input type="checkbox"/>	Adheres to Required CORE CSP established. (R)
<input type="checkbox"/>	Adheres to Required CSP for Retail Businesses if provided. (NP)
<input type="checkbox"/>	Adheres to CSP for food services if food services are provided on site. (NP)
<input type="checkbox"/>	Course Limit of 144 players at any time. (R)
<input type="checkbox"/>	Practice facilities must maintain 6-ft distancing at all times. (R)
<input type="checkbox"/>	Maintain daily cleaning/sanitizing of all carts and frequently touched surfaces/places. Disinfectant solution bottles in all carts and all tees. (R)
<input type="checkbox"/>	15 minutes tee-times intervals. Only pre-scheduled reservations allowed. (R)
<input type="checkbox"/>	<p>Groupings guidelines: (R)</p> <ol style="list-style-type: none"> <li>1. Twosomes</li> <li>2. Threesome scenarios: <ul style="list-style-type: none"> <li>• 3 individuals (living in the same household/residence)</li> <li>• 2+1: 2 individuals in same household and 1 other booked together</li> <li>• 1+1+1: 3 individuals booked together, 2 carts max</li> </ul> </li> <li>3. Foursome scenarios: <ul style="list-style-type: none"> <li>• 4 individuals (living in the same household/residence)</li> <li>• 2+2: 2 individuals of same household and 2 others of a second same household, booked together, 2 carts maximum</li> <li>• 1+1+1+1: 4 individuals booked together, walking</li> </ul> </li> </ol>
<input type="checkbox"/>	Elimination of bag services, club storage, club rentals. (R)
<input type="checkbox"/>	Remove ball washers, sand/seed containers, rakes and other frequently touched items. (R)
<input type="checkbox"/>	Flagsticks must be secured to cups as to not allowing balls to drop into the bottom of the cup. (R)
<input type="checkbox"/>	Utilize Employee Health (EH) screenings & strategies as listed. (BP)

# HOUSES OF WORSHIP

<b>COVID-Safe Practices (CSPs)</b>	
<input type="checkbox"/>	Adheres to Required CORE CSP established. (R)
<input type="checkbox"/>	Adheres to Required CSP for Retail Businesses. (R)
<input type="checkbox"/>	Adheres to Occupancy Limits, per current PHO maintaining 6 ft distance for seating. As of 10-16-2020, occupancy may not exceed 40% of maximum capacity. (R)
<input type="checkbox"/>	Adheres to CSP for Restaurants if food services are provided on site. (R)
<input type="checkbox"/>	Provide drive-in or online services as possible. (A)
<input type="checkbox"/>	Maintain 6-ft distances for worship team, musicians, speakers. (R)
<input type="checkbox"/>	Discontinue congregation and choir singing or chanting. (R)
<input type="checkbox"/>	Nurseries and childcare service must comply with CDC guidelines for Child Care Programs. (R) <i>RESOURCE, <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html">www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html</a></i>
<input type="checkbox"/>	Children's services, special events & public programs must comply with current PHO requirements as well – occupancy, spacing, etc. (R)
<input type="checkbox"/>	Encourage online giving for tithes and offerings, otherwise use collection boxes. (R)
<input type="checkbox"/>	Materials and literature used for services must be distributed in a contactless manner, or by a person with gloves and mask. (R)
<input type="checkbox"/>	Utilize disposable, single-use element packages for service-related practices (communion elements, anointing oils, palm branches, etc). (R)
<input type="checkbox"/>	Home groups or other religious gatherings must adhere to Core CSP (R)
<i>RESOURCE: Interim Guidance for Communities of Faith, May 2020; <a href="https://www.cdc.gov/coronavirus/2019-ncov/php/faith-based.html">https://www.cdc.gov/coronavirus/2019-ncov/php/faith-based.html</a></i>	

# AUTO DEALERSHIPS & SERVICES

<b>COVID-Safe Practices (CSPs)</b>	
<input type="checkbox"/>	Adheres to Required CORE CSP established. (R)
<input type="checkbox"/>	Adheres to Required CSP for Retail Businesses. (R)
<input type="checkbox"/>	Sales customers – by appointment only, limit to single household and minimum number of family members as possible. (R)
<input type="checkbox"/>	<p>Sales appointments: (R)</p> <ul style="list-style-type: none"><li>• Have the customer wait outside. Employee will greet customer outside.</li><li>• View vehicles outdoors.</li><li>• Customers should be offered face coverings if needed, utilize hand sanitizer before test drives.</li><li>• Employees should utilize face coverings and gloves for test drives</li><li>• Interior and exterior touch points should be disinfected prior to and after test drives.</li><li>• Disinfect meeting areas between customers.</li></ul>
<input type="checkbox"/>	<p>Services appointments: (R)</p> <ul style="list-style-type: none"><li>• Have the customer wait outside. Employee will greet customer outside.</li><li>• Place customer's keys in plastic bag during vehicle service. Sanitize keys before and after any use during service.</li><li>• Employees should utilize face coverings and gloves when in vehicle.</li><li>• Interior and exterior touch points (steering wheel) should be disinfected prior to and after vehicle service.</li><li>• Utilized covers for seats and steering wheels.</li></ul>
<input type="checkbox"/>	Support contact tracing by retaining a daily log of customers, patrons and employees (date, name, contact information – phone or email) who enter the establishment. These should be retained for at least 4 weeks. (R)

## CONSTRUCTION, FIELD OPERATIONS

<b>COVID-Safe Practices (CSPs)</b>	
<input type="checkbox"/>	Adheres to Required CORE CSP established. (R)
<input type="checkbox"/>	Provide appropriate PPE for all employees. (R)
<input type="checkbox"/>	Prohibit non-essential vendors, contractors or visitors from the site. (R)
<input type="checkbox"/>	Provide site signage for employees and contractors to inform them that CSPs are required, including PPE and other Core CSP elements. (R)
<input type="checkbox"/>	Equipment and tools should not be shared. Disinfect before/after usage. (BP)
<input type="checkbox"/>	Utilize Employee Health (EH) screenings & strategies as listed. (BP)

## FARM, RANCH, DAIRY PRODUCERS & DAIRY PROCESSORS

<b>COVID-Safe Practices (CSPs)</b>	
<input type="checkbox"/>	Adheres to Required CORE CSP established. (R)
<input type="checkbox"/>	Develop and maintain daily cleaning and sanitizing schedule. (R)
<input type="checkbox"/>	Locate hygiene supplies in shops, equipment areas and other shared areas. (R)
<input type="checkbox"/>	Prohibit food and beverage sharing of containers. (R)
<input type="checkbox"/>	Clean/disinfect high-touch items at least every 2 hours. (R)
<input type="checkbox"/>	Promote curbside service as much as possible. (R)
<input type="checkbox"/>	Arrange for contactless deliveries whenever possible. (R)
<input type="checkbox"/>	Utilize Employee Health (EH) screenings & strategies as listed. (BP)

# MANUFACTURING, FOOD PRODUCTION, WAREHOUSE

<b>COVID-Safe Practices (CSPs)</b>	
<input type="checkbox"/>	Adheres to Required CORE CSP established. ®
<input type="checkbox"/>	Adheres to Required CSP for Retail Businesses. (R)
<input type="checkbox"/>	Adheres to Occupancy Limits, per current PHO. (R)
<input type="checkbox"/>	Utilize strategies (signs, floor decals, etc) to support 6-ft distancing. (R)
<input type="checkbox"/>	The use of separate ingress/egress points to support one-way traffic wherever possible. (R)
<input type="checkbox"/>	Maintain a schedule of daily environmental cleaning & sanitizing throughout the facility, including personal workspaces. (R)
<input type="checkbox"/>	Stagger employee schedules where possible to decrease workplace density where possible. (BP)
<input type="checkbox"/>	Utilize Employee Health (EH) screenings & strategies as listed. (BP)

BP = Best Practice

R = Requirement

A = Allowed

NP = Not Permitted

# HOTELS AND LODGING

<b>COVID-Safe Practices (CSPs)</b>	
<input type="checkbox"/>	Adheres to Required CORE CSP established. (R)
<input type="checkbox"/>	Adheres to Required CSP for Retail Businesses (R)
<input type="checkbox"/>	Adheres to Occupancy Limits, per current PHO. As of 10-16-2020 Places of lodging that have completed “NM Safe Certified Training” ( <a href="https://nmsafecertified.org">https://nmsafecertified.org</a> ) may operate at 60% of maximum capacity. Places of lodging that have not completed the NM Safe Training may operate at 25%. (R)
<input type="checkbox"/>	Adheres to CSP for Restaurants if food services are provided, including: <ul style="list-style-type: none"><li>• Close access to self-serve food bars &amp; refreshments.</li><li>• Provide room service as first option for foodservice as appropriate for services. Minimize contacts with guests, by leaving food cars at guest’s door.</li></ul>
<input type="checkbox"/>	Provide signage/information for guests on health, hygiene and safety procedures. (R)
<input type="checkbox"/>	Maintain guest room maintenance and cleaning per industry standards. (R)
<input type="checkbox"/>	Remove any unnecessary items from patient rooms. (R)
<input type="checkbox"/>	Follow CDC guidelines for laundry services, utilizing appropriate PPE. (R)
<input type="checkbox"/>	Discontinue the use of exercise rooms, hot tubs and saunas. (R)
<input type="checkbox"/>	In the event of a presumptive COVID-19 case, CDC guidelines for disinfecting rooms of an infected individual should be followed. (R)
<input type="checkbox"/>	Utilize Employee Health (EH) screenings & strategies as listed (BP)
<i>RESOURCE: American Hotel &amp; Lodging Association COVID-19 Resources page, <a href="https://www.ahla.com/covid-19-resource-center">https://www.ahla.com/covid-19-resource-center</a></i>	

BP = Best Practice

R = Requirement

A = Allowed

NP = Not Permitted

# YOUTH PROGRAMS

## COVID-Safe Practices (CSPs)

COVID-Safe Practices (CSPs)	
<input type="checkbox"/>	Adheres to Required CORE CSP established (R)
<input type="checkbox"/>	Adheres to Required CSP for Retail Businesses (R)
<input type="checkbox"/>	Adheres to Occupancy Limits, per current PHO (R)
<input type="checkbox"/>	Establish and continue communication with local and state authorities to determine current mitigation levels in our community. Check state and local health department notices daily about transmission in the area and adjust operations accordingly. (R)
<input type="checkbox"/>	In-person summer programs and sports camps will be restricted to 5:1 child to adult ratios for children who live in the local geographic area only. (R)
<input type="checkbox"/>	Limit activities to only those that maintain 6 feet distancing. (R)
<input type="checkbox"/>	Ensure student and staff groupings are as self-contained as possible by having the same group of children stay with the same staff. Restrict mixing groups. (R)
<input type="checkbox"/>	Follow CDC Guidance for Schools and Childcare Programs (R)
<input type="checkbox"/>	Inform high risk staff and children of the need for additional precaution (such as not attending or having additional restrictions). This should include contact with high risk family members. (R)
<input type="checkbox"/>	Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60% alcohol (for staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans. (R)
<input type="checkbox"/>	Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering. Intensify cleaning, disinfection and ventilation. (R)
<input type="checkbox"/>	Clean and disinfect frequently touched surfaces at least daily (e.g., playground equipment, doors, handles, drinking fountains). Doors should be kept open when possible. Restrooms require additional cleaning protocols (R)
<input type="checkbox"/>	Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans or other methods. Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) risk to children using the facility (R)
<input type="checkbox"/>	Take steps to ensure all water systems and features (drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water. (R)
<input type="checkbox"/>	Provide COVID-19 testing to all staff prior to the start of the program. Retest as needed throughout the duration of the program. (R)
<input type="checkbox"/>	Conduct staff trainings regarding the proper use and disposal of PPE as well as COVID-19 safety and cleaning protocols before the program begins and throughout the program as needed. (R)
<input type="checkbox"/>	Conduct trainings for children regarding hygiene and safety protocols including proper hand washing, touching of face, covering mouth and nose when coughing/sneezing and social distancing. (R)
<input type="checkbox"/>	Space seating/desks to at least six feet apart. (R)
<input type="checkbox"/>	Staff and students/campers should wear masks. (R)
<input type="checkbox"/>	Temperatures of children and staff should be taken daily with a touchless thermometer. Individuals with elevated temperatures (above 100 F) or with COVID-19 related symptoms should stay home. (R)
<input type="checkbox"/>	Avoid field trips, inter-group events, and extracurricular activities or group gatherings greater than 6 people. (R)

BP = Best Practice

R = Requirement

A = Allowed

NP = Not Permitted

### COVID-Safe Practices (CSPs):

<input type="checkbox"/>	Restrict group transportation including carpooling. (R)
<input type="checkbox"/>	Restrict nonessential visitors, volunteers and activities involving outside groups. (R)
<input type="checkbox"/>	Close communal spaces such as cafeterias and playgrounds. If not possible, stagger use and disinfect between use. Maintain same groups of students and adults for meals. (R)
<input type="checkbox"/>	Have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of food, drinks and utensils. (R)
<input type="checkbox"/>	Stagger arrival and drop-off times and locations. Establish protocols to limit direct contact with parents as much as possible. Children waiting to be picked up should be kept within their small groups and 6 feet apart. (R)
<input type="checkbox"/>	Keep each child's belongings separated from others' and in individually labeled containers, cubbies or areas. (R)
<input type="checkbox"/>	Ensure adequate supplies to minimize sharing of high touch materials (art supplies, sports equipment, etc.). Assign equipment to single individual or limit use by one group of children at a time and clean and disinfect between use. (R)
<input type="checkbox"/>	Implement screenings safely, respectfully, as well as in accordance with any applicable privacy laws or regulations. Confidentiality should be maintained. (R)
<input type="checkbox"/>	School and camp administrators may use examples of screening methods in CDC's supplemental Guidance for Child Care Programs that Remain Open as a guide for screening children and CDC's General Business FAQs for screening staff. (R)
<input type="checkbox"/>	Plan for when a staff, child or visitor becomes sick. Provide them with the CDC COVID-19 handout. Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation. Provide information on how to prevent infecting other family members and when their children can return. (R)
<input type="checkbox"/>	Children that become sick should be picked up immediately. For emergency situations, camp staff should call 911. (R)
<input type="checkbox"/>	If a camp staff member or child becomes sick with COVID-19, notify the NM Department of Health so they can implement contact tracing. (R)
<input type="checkbox"/>	Notify staff and families based on advice from the NM Department of Health for potential risk of exposure and information on the next steps. (R)
<input type="checkbox"/>	Individuals who test positive for COVID-19 should be retested before returning. (R)
<input type="checkbox"/>	Work with program administrators, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms. Nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See the CDC's What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection. (R)
<input type="checkbox"/>	Close areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. Ensure safe and correct application of disinfectants and keep disinfectant Products away from children. (R)
<input type="checkbox"/>	In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, programs may consider closing for a short time (1-2 days) for cleaning and disinfection. (R)
<input type="checkbox"/>	Implement flexible sick leave policies and practices, if feasible. (R)
<input type="checkbox"/>	Develop a COVID-19 communication plan and provide a forum for staff, children and parents for answering questions and addressing concerns. (R)
<input type="checkbox"/>	Appoint a CSP leader or team to enact safe practices in the workplace. (R)

# SCHOOLS

The guidance for school re-openings is a dynamic process that is subject to change based on evidence based scientific developments and recommendations from state and federal authorities. In order to provide the most current updates, we have provided links to the NM Public Education Department and the Clovis Municipal Schools.

## **NM Public Education “Re-entry Guide”, FAQ’s and other resources:**

<https://webnew.ped.state.nm.us/reentry-district-and-school-guidance/>

The guidance document is available for download in PDF format.

## **Clovis Municipal School District Covid-19 Information:**

<http://www.clovis-schools.org/COVID-19.html>

This includes the Comprehensive Re-entry Plan for Hybrid Learning, FAQ’s, Remote Learning Guide and other related resources.

# DRIVE-IN

## **COVID-Safe Practices (CSPs)**

<input type="checkbox"/>	Adheres to Required CORE CSP established. (R)
<input type="checkbox"/>	Adheres to Required CSP for Retail Businesses. (R)
<input type="checkbox"/>	Adheres to Occupancy Limits, per current PHO. Currently at 25% max (R)
<input type="checkbox"/>	Adheres to CSP for Food Services if food and/or beverages services are provided. This is not inclusive of dine-in or buffet style services as they are not permitted. (R)
<input type="checkbox"/>	Arrange parking facilities to accommodate vehicles with closed-in coves at least 6-ft apart. Any open-air vehicles (convertibles, open soft-top, golf-carts, etc) should be arranged with at least 18 ft apart. (R)
<input type="checkbox"/>	Patrons are required to remain in their vehicles, but remain immediately outside their vehicles if parking is at least 18 ft apart. (R)
<input type="checkbox"/>	Ticketing is required for access and capacity monitoring. (R)
<input type="checkbox"/>	Areas where patrons are likely to congregate should be closed off and access denied. (R)

# SALONS, SPAS, TATTOO PARLORS

## COVID-Safe Practices (CSPs), (Effective June 1, 2020)

<input type="checkbox"/>	Adheres to Required CORE CSF established (R)
<input type="checkbox"/>	Adheres to Required CSF for Retail Businesses (R)
<input type="checkbox"/>	Adheres to Occupancy Limits, per current PHO, by appointment only (R)
<input type="checkbox"/>	Follow CDC guidelines for laundry services, utilizing appropriate PPE. (R)
<input type="checkbox"/>	Support contact tracing by retaining a daily log of customers, patrons and employees (date, name, contact information – phone or email) who enter the establishment. These should be retained for at least 4 weeks (R)
<input type="checkbox"/>	Utilize Employee Health (EH) screenings & strategies as Listed (BP)
<input type="checkbox"/>	Utilize face shields in addition to face coverings during shampoo services or with other close face-to-face (FTF) contact (BP)

Resource: American Industrial Hygiene Association, Hair and Nail Salons, Guide to Re-Opening; <https://www.beautyschools.org/guide-to-re-opening/>

## GYMS

### COVID-Safe Practices (CSPs), (Effective June 1, 2020)

<input type="checkbox"/>	Adheres to Required CORE CSF established (R)
<input type="checkbox"/>	Adheres to Required CSF for Retail Businesses (R)
<input type="checkbox"/>	Adheres to Occupancy Limits, per current PHO, and limitations on group fitness classes (R)
<input type="checkbox"/>	Gym staff must be present at all times during operating times. (R)
<input type="checkbox"/>	Common/shared exercise equipment must be cleaned after each use. (R)
<input type="checkbox"/>	Follow CDC guidelines for laundry services, utilizing appropriate PPE. (R)
<input type="checkbox"/>	Support contact tracing by retaining a daily log of customers, patrons and employees (date, name, contact information – phone or email) who enter the establishment. These should be retained for at least 4 weeks (R)
<input type="checkbox"/>	Utilize Employee Health (EH) screenings & strategies as Listed (BP)

*Resource: Association of Fitness Studios, Re-opening guide;  
<https://member.afsfitness.com/content/afs-reopening-guidelines>*

## MUSEUMS & CULTURAL EXHIBITS

### COVID-Safe Practices (CSPs)

<input type="checkbox"/>	Adheres to Required CORE CSP established (NP)
<input type="checkbox"/>	Adheres to Required CSP for Retail Businesses (NP)
<input type="checkbox"/>	Adheres to Occupancy Limits, per current PHO (NP)
<input type="checkbox"/>	Further guidelines are pending...

## **EXAMPLE**

### **Employee Health (EH) Screenings Form**

May use verbal, written software or text-based methods in order to obtain the information.

EMPLOYEE Name: \_\_\_\_\_ DATE: \_\_\_\_\_

Screen employees before they enter the workspace each day.

Have you had or been exposed to any individual that has tested positive for COVID-19, or anyone that has experienced any of the following symptoms:

<input type="checkbox"/> Fever	<input type="checkbox"/> Cough	<input type="checkbox"/> Shortness of breath
<input type="checkbox"/> Chills	<input type="checkbox"/> Headache	<input type="checkbox"/> Sore throat
<input type="checkbox"/> Muscle Pain	<input type="checkbox"/> Repeated shaking with chills	<input type="checkbox"/> Loss of taste or smell
<input type="checkbox"/> Nausea, Vomiting	<input type="checkbox"/> Body aches/muscle pain	<input type="checkbox"/> Extreme Fatigue
Diarrhea	<input type="checkbox"/> Non-allergy related nasal congestion or runny nose	

Temperature – touchless forehead \_\_\_\_\_ °F. (Fever is 100.4 °F)

Any employee that answers “yes” to any of these questions should be sent home for quarantine, possible testing and they should seek medical assistance and/or testing for the virus.

## **IMPORTANT RESOURCES**

**All Public Health Orders and Executive Orders:** Last PHO dated 11/05/2020.

<https://cv.nmhealth.org/public-health-orders-and-executive-orders/>

**“All Together New Mexico: COVID-Safe Practices for Individuals and Employers” (Also known as NM Business Reopening Guide)**

<https://indd.adobe.com/view/3f732e94-0164-424d-9ac6->

**NM Environmental Department COVID-19 Data and Resource Center**, includes links to rapid response data, <https://www.env.nm.gov/nmed-resources-for-covid-19/>

**The Centers for Disease Control** - [www.cdc.gov](http://www.cdc.gov)

**Cleaning and Disinfecting** - <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

**Considerations for Restaurants and Bars**, <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants.html>

**Interim Guidelines for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020**

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

**Guidelines for Parks and Recreational Facilities**

<https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/index.html>

## **IMPORTANT RESOURCES, continued**

**Interim Guidance for Communities of Faith, May 2020 -**  
<https://www.cdc.gov/coronavirus/2019-ncov/php/faith-based.html>

**COVID Safe Practices for New Mexico -** <https://cv.nmhealth.org/>

**NM Restaurant Association -** [www.nmrestaurants.org](http://www.nmrestaurants.org)

**CDC Guidance for Child Care -** [www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html)

**NM Medical Advisory Team resources -**  
<https://cvmodeling.nmhealth.org/medical-advisory-team/mat-resources/>

**American Industrial Hygiene Association, Hair and Nail Salons, Guide to Re-Opening -**  
<https://www.beautyschools.org/guide-to-re-opening/>