



Tennessee  
*Pledge*

# Reopening Tennessee Responsibly

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

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# Tennessee Pledge

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

COVID-19 is an unprecedented and rapidly evolving threat facing Tennessee and the world. The health and safety of Tennesseans remains our number one priority. Much of our state’s current success in this fight is because Tennesseans naturally choose to put each other first and voluntarily adopt safe, new habits. It’s that volunteer spirit that’s been fighting this pandemic, and it’s the same volunteer spirit that will rebuild our economy.

This plan was developed by Governor Lee, the Unified Command Group (UCG) and Tennessee’s Economic Recovery Group (ERG) with input from health experts, state and local partners, and business and industry leaders. It includes specific recommendations which enable most businesses to reopen responsibly without the burden of heavy mandates. This will be a gradual process, with room to adjust as we evaluate changing data.

The Tennessee Pledge asks businesses to provide safe working conditions that protect both employees and consumers, while securing their livelihoods. This plan also asks employees to commit to protecting themselves, their co-workers and the customers they serve. Finally, we encourage every Tennessee resident to be on the same team with our businesses: act responsibly by following recommended guidelines for social distancing, hygiene and wearing protective equipment when appropriate.

Only by working together as a community of volunteers can we successfully reboot our economy—a vital component of our lives, security and liberty—and successfully move past this public health crisis.

## Our Health

Tennessee's first case of COVID-19 was reported on March 4, 2020. Over the subsequent weeks, case numbers increased rapidly. On April 2, Governor Lee signed his Safer at Home order to implement statewide restrictions on non-essential business and travel in order to "flatten the curve" and quickly slow the spread of disease. This order gave Tennessee and its healthcare system enough time to increase testing, plan for additional healthcare facility capacity and secure enough personal protective equipment (PPE) to protect our healthcare workers.

In the weeks since the Safer at Home order, Tennessee has made impressive progress on slowing the spread of disease and improving Tennessee's readiness.

- **Disease monitoring:** The curve of illness is flattening. Syndromic data monitoring of influenza-like illness has seen a steady decline since mid-March and syndromic data monitoring of COVID-19-like illness has seen a steady decline since the end of March. The daily growth rate of new cases reported has been stable for more than 14 days.
- **Increase in testing:** Tennessee has dramatically increased testing capacity, with rapid deployment of large volume and rapid testing when cases are identified in high-risk populations. Testing is available throughout the state, and residents have access to testing via health care providers, local health departments and drive-thru stations in every part of the state. Testing for expanded symptomatology has also been implemented to better ascertain the true volume of disease. There has been a downward trajectory of positive tests as a percentage of total tests since April 1.
- **Increase in health care capacity:** Careful monitoring of hospital bed usage shows capacity to treat COVID-19 and non-COVID-19 patients. The UCG has been working with hospitals, providers and regional planning groups to increase the capacity of current facilities to "surge" if and when it is needed and to plan for additional clinical alternative care sites if needed.
- **Increase in PPE available:** Tennessee has been working closely with businesses across the state and beyond to identify possible sources of masks, gloves and other forms of PPE. The UCG has streamlined requests for PPE through regional emergency management coordinators and TEMA. To date, millions of dollars have been dedicated to the purchase of PPE to supplement routine supply channels for health care workers and first responders.

## Our Economy

As the direct threat to Tennesseans' health has been mitigated, the threat to their livelihoods has increased. We know economic health promotes physical and mental well-being. A substantial body of research from the U.S. and abroad consistently demonstrates a strong association between unemployment and poorer health outcomes.<sup>1</sup> Tennesseans have experienced devastating job losses across all 95 counties and diverse industry sectors.

# 413K

**TN Unemployment  
Claims**

As a result of COVID-19 mitigation, Tennesseans filed 412,895 unemployment claims with the Department of Labor and Workforce development between March 1 and April 18, 2020.<sup>2</sup>

# 15%

**TN Workers Filed  
Unemployment**

While these challenges started first for many Tennesseans who work in entertainment, recreation and accommodation, they have now spread to impact almost every industry and every county across Tennessee.<sup>3</sup>

# \$870M

**Net Sales Lost by  
TN Retailers in March**

Some industries were impacted more dramatically than others, including: a \$408 million decline in restaurant sales, a \$177 million decline in hotel and accommodation sales, a \$218 million decline in motor vehicle-related sales, and a \$64 million decline in entertainment and recreation sales year over year. April losses will be significantly greater.<sup>4</sup>

# 53%

**Fewer New Business  
Applications**

New business applications are down 53 percent in April 2020. Additionally, the number of licensed professionals and businesses declined by 13 percent compared to the same time last year.<sup>5</sup>

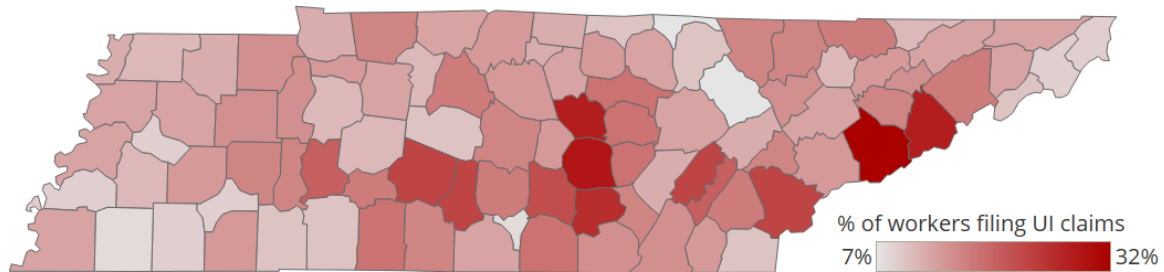
# \$5B

**TN GDP Lost in 2020**

Tennessee Gross Domestic Product is projected to decline \$5 billion during 2020 as a result of closures and joblessness related to the pandemic, assuming businesses begin to reopen on May 1, 2020.<sup>6</sup>

## Share of Jobs Impacted by Tennessee County

Unemployment claims as a share (%) of total county employment

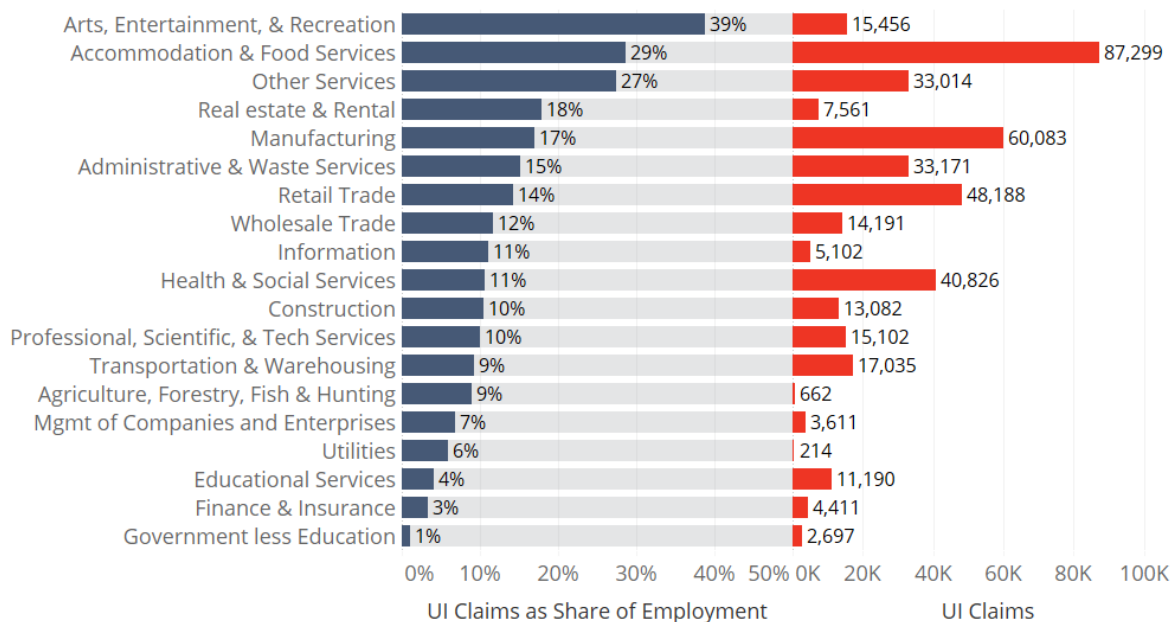


© 2020 Mapbox © OpenStreetMap

Source: Tennessee Department of Labor & Workforce Development, Initial Unemployment Insurance Claims (3/1/20 – 4/18/20) and Industry Employment (February 2020). Data reported by claim date.

## Share of Tennessee Jobs Impacted by Sector

Unemployment Insurance (UI) claims as a share (%) of total sector employment



Source: Tennessee Department of Labor & Workforce Development, Initial Unemployment Insurance Claims (3/1/20 – 4/18/20) and Industry Employment (March 2020). Data reported by week ending.

## Unemployment Claims over Time

Weekly total and cumulative total unemployment claims



Source: United States Department of Labor, Weekly Unemployment Insurance Claims (1/4/20-4/18/20). Data reported by week ending.

## Sources

- <sup>1</sup>Hergenrather, K. C., Zeglin, R. J., McGuire-Kuletz, M., & Rhodes, S. D. (2015). Employment as a Social Determinant of Health: A Systematic Review of Longitudinal Studies Exploring the Relationship Between Employment Status and Physical Health. *Rehabilitation Research, Policy, and Education*, 29(1), 2–26.
- <sup>2</sup>Tennessee Department of Labor and Workforce Development.
- <sup>3</sup>Tennessee Department of Labor and Workforce Development.
- <sup>4</sup>Tennessee Department of Revenue. Sales and Use tax estimates do not reflect activities in the personal services sector, and other sectors that are not subject to the tax. Any inferences from these estimates should consider those sectors not represented.
- <sup>5</sup>Tennessee Department of Commerce & Insurance. Preliminary data compares applications between April 1 and April 20 for both 2019 and 2020
- <sup>6</sup>Economic impact analysis prepared by the Nashville Area Chamber of Commerce Research Center using REMI dynamic modeling software. Fixed (2012) \$.

# Universal Guidelines

## All Businesses

The State recommends safeguarding protocols for all businesses in Tennessee, including those that are reopening and those essential businesses that remained open during the Safer at Home order. These safeguarding protocols are based on the recommendations of the CDC and OSHA. To support the Tennessee Pledge, all employers and employees should take steps to reopen safely, help other industries be able to open more quickly, and allow Tennessee to remain healthy and open for business.

Businesses should follow guidance issued by the [Occupational Safety and Health Administration](#), the [CDC](#), and [Tennessee Department of Health](#). These guidelines do not replace or supersede any applicable federal or other regulatory requirements or standards. To assist your business in taking appropriate precautions for COVID-19, industry-specific safeguarding protocols have been created with the input of private sector working groups in partnership with the Economic Recovery Group. Protocols are subject to revision and may be released on a rolling basis.

## Employers

- **Allow employees to work from home as much as possible**
- **Screen all employees reporting to work for COVID-19 symptoms** with the following questions:
  - Have you been in close contact with a confirmed case of COVID-19?
  - Are you experiencing a cough, shortness of breath or sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees:**
  - Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and [CDC guidelines](#). Employers should maintain the confidentiality of employee health information.

- **Implement workplace cleaning and disinfection** practices, according to [CDC guidelines](#), with regular sanitization of high-touch surfaces at least every two hours
- **Mitigate exposure in the workplace** by implementing social distancing guidelines and modify scheduling
- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
- **Limit self-service options** (customer samples, communal packaging, food/beverages, etc.)
- **Post extensive signage on health policies**, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
  - [CDC guidance to stop the spread of germs](#)
  - [CDC guidance on COVID-19 symptoms](#)

## Employees

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

# Restaurant Industry

## Safeguarding Guidance

The State recommends strict adherence to [CDC](#) and [FDA](#) guidelines, as well as the Universal Guidelines for All Businesses. Additionally, the State recommends restaurants put into place an assortment of measures to protect consumers and employees, including:

## Employee Protection

- **Screen all employees reporting to work for COVID-19 symptoms** with the following questions:
  - Have you been in close contact with a confirmed case of COVID-19?
  - Are you experiencing a cough, shortness of breath or sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees:**
  - Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Have dedicated face coverings and dedicated gloves** (i.e., only used by one person) worn by all employees, at all times
  - Should not be N-95 or medical variety – these should be saved for use by healthcare workers
- **Practice recommended social distancing** to the greatest extent possible—**“Further is safer”**
- **Prohibit congregating in break rooms or common areas** and limit capacity of such areas to allow for safe social distancing minimum of 6 feet whenever possible
- **Stagger shifts, breaks and meals** in compliance with wage and hour laws and regulations to maintain social distancing
- **Employees should increase hygiene practices**—wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing
- **All employees should stay home if feeling ill**, report any symptoms of illness to supervisor and require notification of COVID-19 positive case in employee’s household. Employees who are particularly vulnerable to COVID-19 according to the

CDC (e.g., due to age or severe underlying medical conditions) are encouraged to stay home

- **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and [CDC guidelines](#). Employers should maintain the confidentiality of employee health information
- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
- **Update the Employee Illness Policy** to include the symptoms of “COVID-19” or create a COVID-19 specific policy. All staff should sign the policy, and the policy should be posted for confirmation
- **Post extensive signage on health policies**, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
  - [CDC guidance to stop the spread of germs](#)
  - [CDC guidance on COVID-19 symptoms](#)
- **Follow sanitization frequency guidance** contained in this document at all times
- **Provide ServSafe COVID-19 training** for all food handlers as soon as possible

## Consumer Protection

- **Limit the number of customers** in the restaurant to 50% of seating capacity as dictated by Tennessee’s Building and Fire Code
- **Tables should be spaced at least 6 feet apart**
- Limit tables to **no more than 6 guests per table**
- **Mark any indoor or outdoor waiting area so that social distancing standards are met** (options can include a text system to alert guests of available seating, an intercom system, or only one member of a party being allowed to wait in the waiting area)
- **Bar areas should remain closed**
- **Live music should not be permitted**
- **Screen customers for illness** upon their entry into the restaurant:
  - Best practice: Temperature checks for every customer in addition to screening questions. Customers with temperatures above 100.4 degrees Fahrenheit should not be permitted on premise
  - Minimum: Question customers regarding COVID-19 symptoms

- Have you been in close contact with a confirmed case of COVID-19?
- Are you experiencing a cough, shortness of breath, or sore throat?
- Have you had a fever in the last 48 hours?

## Business Process Adaptations

- **Mitigate exposure in the workplace** by implementing social distancing guidelines and modify scheduling
- **Implement workplace cleaning and disinfection** practices, according to [CDC guidelines](#), with regular sanitization of high-touch surfaces at least every two hours
- Sanitize **all front-of-house contact surfaces** including door handles, screens, phones, pens, keyboards and other areas of hand contact every two hours, at a minimum
- **Place hand sanitizer stations** in restaurant lobby and bathrooms, as well as at cashier stations
- Use **menus that are disposable or sanitized** between each use
- Use **rolled silverware/napkins stored in sealed bins** (gloves should be used by staff while rolling silverware in designated sanitary areas)
- **Sanitize all tabletop items**, including condiments, after each table turns (or use disposables)
- **Sanitize chairs**, especially where contact occurs, after each table turns
- **Do not offer self-serve** buffets, condiments on a counter for use by multiple tables, or beverage station re-use

# Retail Industry

## Safeguarding Guidance

The State recommends retail industries put into place an assortment of measures to protect consumers and employees, including:

## Employee Protection

- **Allow employees to work from home as much as possible**
- **Screen all employees reporting to work for COVID-19 symptoms** with the following questions:
  - Have you been in close contact with a confirmed case of COVID-19?
  - Are you experiencing a cough, shortness of breath or sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees:**
  - Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Staff should wear face coverings** (not N-95 or medical masks, which should be reserved for healthcare workers) and other personal protection items as recommended by the CDC
- **Provide training on personal protective equipment** based on CDC guidelines
- **Provide a sanitizing station** such as a wash station with soap and/or bottle of hand sanitizer
- **Practice recommended social distancing** to the greatest extent possible—**“Further is safer”**
- **Prohibit congregating in break rooms or common areas** and limit capacity of such areas to allow for safe social distancing minimum of 6 feet whenever possible
- **Stagger shifts, breaks and meals** in compliance with wage and hour laws and regulations to maintain social distancing
- **Employees should increase hygiene practices**—wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing
- **Provide regular updates and training** for employees about personal COVID-19 mitigation and store safeguards based on CDC guidelines

- All employees should **stay home if feeling ill**, report any symptoms of illness to supervisor and require notification of COVID-19 positive case in employee's household. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or severe underlying medical conditions) are encouraged to stay home
- **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and [CDC guidelines](#). Employers should maintain the confidentiality of employee health information
- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
- **Post extensive signage on health policies**, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
  - [CDC guidance to stop the spread of germs](#)
  - [CDC guidance on COVID-19 symptoms](#)

## Consumer Protection

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

## Business Process Adaptations

- **Mitigate exposure in the workplace** by implementing social distancing guidelines and modify scheduling
- **Implement workplace cleaning and disinfection** practices, according to [CDC guidelines](#), with regular sanitization of high-touch surfaces at least every two hours
- **Sanitize shared resources** (such as carts and baskets) after each use, and all high-traffic / high-touch areas (such as counters, check-out lanes, keypads, break rooms, dressing rooms, rest rooms) every two hours and when visibly dirty
- **Use a clearly designated entrance and a separate clearly designated exit** to maintain social distancing
- **Use plastic shields or barriers** between customers and clerks at service counters and clean them frequently (every 2 hours and when visibly dirty)
- **Adjust store hours** to allow time for enhanced cleaning
- **Prohibit the use of reusable bags** (reusable bags may carry COVID-19)
- **Limit self-service options, suspend sampling** of food and personal hygiene products
- **Task management-level employees to monitor compliance** within a store

# Exercise Facilities

## Safeguarding Guidance

In addition to strict adherence to CDC guidelines, the State recommends gyms, fitness/exercise facilities, or substantially similar facilities and activities put into place an assortment of measures to protect consumers and employees, including:

## Employee Protection

- **Allow employees to work from home as much as possible**
- **Screen all employees reporting to work for COVID-19 symptoms** with the following questions:
  - Have you been in close contact with a confirmed case of COVID-19?
  - Are you experiencing a cough, shortness of breath or sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees:**
  - Employees should take and log temperature before shifts
  - Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Staff should wear face coverings** (not N-95 or medical masks, which should be reserved for healthcare workers) and other personal protection items as recommended by the CDC
- **Provide training on personal protective equipment** based on CDC guidelines
- **Provide a sanitizing station** such as a wash station with soap and/or bottle of hand sanitizer
- **Practice recommended social distancing** to the greatest extent possible—**“Further is safer”**
- **Stagger shifts, breaks and meals**, in compliance with wage and hour laws and regulations, to maintain social distancing. Consider reduced staffing requirements where possible
- **Prohibit congregating in break rooms or common areas** and limit capacity of such areas to allow for safe social distancing minimum of 6 feet whenever possible

- **Employees should increase hygiene practices**—wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing
  - **All employees should stay home if feeling ill**, report any symptoms of illness to supervisor and require notification of COVID-19 positive case in employee's household. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or severe underlying medical conditions) are encouraged to stay home
  - **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and [CDC guidelines](#). Employers should maintain the confidentiality of employee health information
  - **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
  - **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
  - **Post extensive signage on health policies**, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
    - [CDC guidance to stop the spread of germs](#)
    - [CDC guidance on COVID-19 symptoms](#)

## Consumer Protection

- **Screen customers for illness** upon entry to the gym:
  - Best practice: temperature checks for every customer. Persons with temperatures above 100.4 degrees Fahrenheit should not be permitted on the premises
  - Minimum: Question customers regarding COVID-19 symptoms
    - Have you been in close contact with a confirmed case of COVID-19?
    - Are you experiencing a cough, shortness of breath, or sore throat?
    - Have you had a fever in the last 48 hours?
- **Keep doors and windows open** where possible to improve ventilation
- **Post signs encouraging social distancing** (visible to customers)
- **Require customers to wash or sanitize their hands** upon entering and leaving the facility
- **Require customers to clean equipment** they come in contact with using disinfecting wipes before and after each use

- **Encourage customers to use only one piece of equipment at a time** (i.e., no circuits or “super setting”) so that machines are cleaned after use
- **Consider limiting workout length** to avoid unnecessary exposure, decrease congestion, and allow for additional sanitization
- **Recommend that persons more vulnerable or at-risk** for COVID-19 as identified by the [CDC](#)—including those who are over the age of 65 or those who have severe medical conditions—take extra precaution or refrain from use of the facility

## Business Process Adaptations

- **Restrict facility access to staffed hours only** (i.e., any unmanned facilities must be manned) and **limit facility occupancy to 50% of capacity** as dictated by Tennessee’s Building and Fire Code (as such, capacity is adjusted in consideration of closed areas of the facility pursuant to these guidelines)
- **Mitigate exposure in the workplace** by implementing social distancing guidelines and modify scheduling
- **Staff to conduct regular (i.e., every 2 hours) disinfecting of high-touch surfaces**, equipment and common areas of the facility using disinfectant cleaning supplies according to [CDC guidelines](#)
- **Close showers, locker rooms, and lockers until further notice.** Ask customers to instead use small gym bags to store personal belongings; remind customers to appropriately monitor or secure such personal belongings or provide a secure area monitored by staff
- **Implement appropriate protocols for aquatic venues, such as swimming pools, hot tubs and saunas**, in accordance with [CDC Considerations for Public Pools](#), which at a minimum should include:
  - **Modify layouts of deck chairs and tables** and limit capacity for the number of persons allowed in an aquatic venue at one time to ensure at least 6 feet of separation between families or small groups of acquaintances. Provide physical reminders for social distancing (e.g., lane lines in pool, non-slip tape on deck, or signs). Executive Order No. 30, which prohibits participation in social or recreational gatherings of ten (10) or more people, must be observed until no longer in effect
  - **Implement cleaning and disinfecting practices** for locker rooms and frequently touched surfaces at least daily and more frequently for shared objects such as handrails, deck chairs and tables, water fountains, and pool toys. Consider temporarily removing shared pool toys. Use cleaning projects that are appropriate for aquatic venues
  - **Pools should be staffed.** Assign monitoring and cleaning responsibilities to a staff member other than a lifeguard on duty

- **Encourage the use of face coverings** when in close proximity with others; however, advise those wearing face coverings to not wear them in the water, as doing so could make it difficult to breathe
  - **Provide hygiene supplies** (soap and paper towels or hand sanitizer)
  - **Post signage** regarding COVID-19 symptoms and request that persons refrain from use if feeling ill
  - **Encourage lap swimming only and limit lane-sharing.** Limit group sizes of aquatic fitness classes, swim lessons, swim practices, or gatherings.
- **Close all basketball courts, racquetball courts, and other places** where formal and informal group or team sports may occur
- **Any youth or adult team leagues or sports should remain closed**
- **Only allow group fitness classes if classes can be completed in accordance with social distancing recommendations** (including but not limited to: less than 50% capacity and with more than 6 feet of distance maintained between participants at all times; no shared equipment during the class; sufficiently adjusted class schedules to allow for deep cleaning between classes; martial arts and other contact activities should be completed without any person-to-person contact)
- **Encourage all employees and customers to wear PPE where applicable**, and recommend customers wear a face covering (not N-95 or medical masks, which should be reserved for healthcare workers)
- **Adjust equipment layout and close or restrict access to equipment** to maintain at least six feet of distance between equipment
- **Temporarily close water fountains, common areas, break rooms, check-in counters, where customers or employees may congregate.** Encourage guests to provide their own water
- **No self-service options** (coffee bars, smoothie stations and other forms of communal food in facilities). For on-site food and beverage services, follow restaurant guidelines issued by Economic Recovery Group ([see full Restaurant guidelines here](#))
- **Ensure staffing of facilities is sufficient** to enable enhanced sanitization and cleaning measures

# Close Contact Businesses

These guidelines are intended to apply to “close contact personal services” as listed in [Executive Order No. 30](#), which include: barber shops, hair salons, waxing salons, threading salons, nail salons or spas, spas providing body treatments, body-art facilities or tattoo services, tanning salons, and massage-therapy establishments or massage services. Substantially similar occupations and businesses may also utilize these guidelines as appropriate.

These guidelines **do not** replace or supersede any requirements applicable to your business or licensed employees pursuant to law or regulation, including but not limited to the Tennessee Department of Commerce and Insurance and Tennessee Department of Health. Rather, these guidelines are intended as a supplement to assist with safely reopening and providing services due to COVID-19.

Due to the nature of close contact personal services, an abundance of caution should be exercised to mitigate or prevent exposure to COVID-19. Persons who are more vulnerable or at-risk for COVID-19 as identified by the CDC — including those who are over the age of 65 or those who have severe underlying medical conditions — should take extra precaution or refrain from using close contact personal services.

## Safeguarding Guidance

In addition to strict adherence to CDC guidelines, the State recommends all providers of close contact personal services implement an assortment of measures to protect consumers and employees, including:

## Employee Protection

- **Screen all employees reporting to work for COVID-19** symptoms with the following questions:
  - Have you been in close contact with a confirmed case of COVID-19?
  - Are you experiencing a cough, shortness of breath or sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees:**

- Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken and logged before arrival. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Practice recommended social distancing** to the greatest extent possible—**“Further is safer”**
- **Employees should increase hygiene practices**—wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing
- **Change any protective garments on a regular basis** and sanitize reusable garments such as aprons or smocks at least once per day.
- **All employees should stay home if feeling ill**, report any symptoms of illness to supervisor and require notification of COVID-19 positive case in employee’s household. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or severe underlying medical conditions) are encouraged to stay home
- **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and [CDC guidelines](#). Employers should maintain the confidentiality of employee health information.
- **Employers should provide training, educational materials, and reinforcement** on proper sanitization, handwashing, cough and sneeze etiquette, use of PPE, and other protective behaviors to their employees on a regular basis
- **Employees should wear a cloth face covering** (not N-95 or medical masks, which should be reserved for healthcare workers) and other personal protection items as recommended by the CDC; if masks become wet or visibly dirty, the mask should be replaced
- **All employees should wash hands between serving each customer**, and more frequently as necessary. If appropriate for the service provided, gloves are recommended and should be discarded after each customer. The use of gloves should not be considered a replacement for frequent handwashing
- **Consider designated staff to be tasked with maintaining heightened sanitization efforts**
- **Post extensive signage** regarding increased cleaning, sanitization, and hygiene practices
- **Perform regular disinfection of high-touch surface areas** (e.g., door handles, counter space, light switches, tools and instruments) at least every two hours and when visibly dirty

## Consumer Protection

- **Do not offer any self-serve food or beverages.** Temporarily close water fountains. Encourage guests to provide their own water
- **Prohibit congregating** in break rooms, check-in counters
- **Customers should wear a cloth face covering** at all times while in the premises (not N-95 or medical masks, which should be reserved for healthcare workers) and as recommended by the CDC and executive order of the governor. Use other personal protection items as recommended by the CDC
- **Services that require removing face coverings (e.g., beard shaving/trimming, facials, etc.) are not permitted**
  - For massage, prone positions could be uncomfortable or dangerous for clients who are wearing face coverings. Accordingly, massage professionals may consider other appropriate precautions such as draping a client's head and face cradle cover with a thin cotton pillowcase. Otherwise, a face covering should be worn during portions of treatment in which the client is not prone or facedown
- **Screen customers for illness** upon their entry into the premises:
  - Best practice: Temperature checks for every customer. Customers with temperatures above 100.4 degrees Fahrenheit should not be permitted in the premises
  - Minimum: Question customers regarding COVID-19 symptoms
    - Have you been in close contact with a confirmed case of COVID-19?
    - Are you experiencing a cough, shortness of breath, or sore throat?
    - Have you had a fever in the last 48 hours?

## Business Process Adaptations

- **Limit the number of customers allowed in the premises to 50%** capacity as dictated by Tennessee's Building and Fire Code, and practice strict social distancing between customers
- **Services will be offered by appointment only;** no walk-ins
- **Make appropriate physical modifications to accommodate social distancing.** Workstations should be at least 6 feet apart, with additional measures taken as necessary to ensure that all people stay 6 feet apart at all times except for the staff providing a service to their client; physical barriers to be used where necessary
- **Prohibit use of waiting areas** (e.g., could adopt such practices as notifying customers by call or text message) or serenity lounges; limit use of other common areas by multiple people at one time (e.g., elevators, breakrooms, etc.)

- **Businesses should remove all books, magazines, or any shared material** for customers
- **Ensure thorough workstation and equipment disinfection** after each customer (i.e. sanitize all equipment, instruments, capes, smocks, linens, chairs and work area); alternatively, utilize single-use or disposable items
- **Implement enhanced sanitization of commonly touched surfaces and equipment** (i.e., at least every two hours and when visibly dirty), using CDC recommended sanitizers and disinfecting protocols
- **Discard any single-use tools** (e.g., files, buffers, neck strips) immediately after use
- **Encourage touchless payment methods** where possible
- **Place hand sanitizer stations** in shop lobby and bathrooms
- **Do not allow self-serve products** (e.g., “testers”); consider limiting customer contact with retail products before purchase
- **Daily deep cleaning and sanitization** to be completed for high-touch areas (tanning beds, massage tables, salon chairs, etc.)
- **Use appropriate temperatures for washers and dryers** to ensure thorough sanitization of towels, linens, etc.
- **Open windows and doors** where possible to increase ventilation
- **Do not allow non-customer companions** to accompany customer during a service
- **Do not allow group or communal settings** for close contact personal services (e.g., couples’ massages, salt rooms, saunas, pools)
- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms

# Lodging & Accommodations

## Safeguarding Guidance

The Economic Recovery Group acknowledges that many lodging and accommodations establishments have maintained continuous operations as essential businesses, and these guidelines are intended as a supplement to assist your business in taking appropriate precautions for coronavirus.

In addition to strict adherence to OSHA and [CDC guidelines](#), the State recommends lodging and accommodation establishments implement an assortment of measures to protect consumers and employees, including:

## Employee Protection

- **Staff should wear face coverings** (not N-95 or medical masks, which should be reserved for healthcare workers) and other personal protection items as recommended by the CDC (e.g., gloves); if masks become wet or visibly dirty, the mask should be replaced
- **Employers should provide training to their employees** on personal protective equipment based on CDC guidelines on a regular basis
- **Provide hand sanitizing stations** in staff areas such as wash stations with soap and/or hand sanitizer
- **Stagger staff shifts, breaks, and meals**, in compliance with wage and hour laws and regulations, to maintain social distancing
- **Provide regular updates and training for employees** about personal COVID-19 mitigation and hotel / lodging industry safeguards based on CDC guidelines
- **Screen all employees reporting to work for COVID-19 symptoms** with the following questions:
  - Have you been in close contact with a confirmed case of COVID-19?
  - Are you experiencing a cough, shortness of breath or sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees:**

- Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Require all employees to report any illness** to supervisor and require notification of COVID-19 positive case in employee's household; any employee with a suspected or confirmed case of COVID-19 should be sent home and instructed to follow CDC recommendations. Employers should maintain the confidentiality of employee health information.
- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
- **Prohibit congregating in break rooms or common areas** and limit capacity of such areas to allow for safe social distancing – a minimum of 6 feet – whenever possible
- **Post extensive signage on health policies**, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
  - [CDC guidance to stop the spread of germs](#)
  - [CDC guidance on COVID-19 symptoms](#)
- **Employees should stay home when feeling ill**, when exposed to COVID-19 (e.g., positive household member case), or if diagnosed with a confirmed case of COVID-19. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or severe underlying medical conditions) are encouraged to stay home
- **Increase hygiene practices**—wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing
- **Abide by guidelines established by employer**, which may include the use of gloves, social distancing practices in the workplace and increased sanitization

## Consumer Protection

- **Reinforce social distancing in all common areas.** Mark any indoor or outdoor lobbies so that social distancing standards are achieved (consider options to limit traffic in common areas, such as only one member of a party being allowed to wait in the lobby to check in if lobby space is limited, etc.)
- **Limit the number of customers to 50% capacity** for all common seating areas, meeting rooms, etc.
- **Limit self-service options** (customer samples, communal packaging, food/beverages, etc.)

- **Create and distribute a welcome letter** that explains current service and amenity adjustments and expected employee and guest interactions, and any restrictions required of guests (e.g., no gathering in the lobby)
- **Maintain appropriate inventory of and use OSHA/[CDC-recommended chemicals and cleaning products](#)**

## Business Process Adaptations

- **Establish enhanced cleaning protocols that follow CDC/OSHA guidelines, particularly for common areas**, high traffic areas, high touch surfaces (e.g., door handles, counters, elevator buttons, pens, keyboards) every two hours and when visibly dirty
- **Establish enhanced cleaning protocols that follow CDC/OSHA guidelines in guest areas and rooms**, including sanitizing all high touch surfaces (such as alarm clocks, HVAC controls, television remotes) daily and when visibly dirty
- **Establish hotel protocols**, in accordance with CDC and Tennessee Department of Health guidance, for providing lodging to customers who may have been exposed to COVID-19, or who have a confirmed case of COVID-19
- **Place hand sanitizer locations** in high traffic areas, including lobbies, elevator areas, food services entrances, and meeting room entrances
- **Consider and adopt appropriate measures, if possible, to increase ventilation** in common areas during heavy guest traffic
- **Use plastic shields or barriers** between customers and employees at service counters (e.g., check-in, concierge), which are frequently cleaned (every two hours and when visibly dirty)
- **Use a clearly designated entrance and a separate clearly designated exit** to maintain social distancing, if possible
- **When possible, limit hotel car services** (e.g., valets) or other direct personal services (i.e., hotel porters). If necessary to continue offering car services, ensure staff are wearing masks and gloves and wipe down all surfaces touched before and after use (e.g., keys, wheel, door handle)
- **For hotel dining facilities:** follow Restaurant Guidelines issued by the Economic Recovery Group, particularly regarding capacity, spacing, and not offering self-serve options like breakfast buffets, etc. ([see full Restaurant guidelines here](#))
- **Modify check-in / check-out processes** to observe social distancing and implement sanitization measures (e.g., mobile check-in, no shared pens, appropriate sanitization of room keys)
- **Limit elevator capacity** to four individuals at a time if possible, and encourage use of stairs

- **Close all unstaffed gyms.** Gyms must be staffed to be open, and follow guidelines issued by the Economic Recovery Group for exercise facilities ([see full Exercise Facilities guidelines here](#))
- **Implement appropriate protocols for aquatic venues, such as swimming pools, hot tubs and saunas,** in accordance with [CDC Considerations for Public Pools](#), which at a minimum should include:
- **Modify layouts of deck chairs and tables** and limit capacity for the number of persons allowed in an aquatic venue at one time to ensure at least 6 feet of separation between families or small groups of acquaintances. Provide physical reminders for social distancing (e.g., lane lines in pool, non-slip tape on deck, or signs). Executive Order No. 30, which prohibits participation in social or recreational gatherings of ten (10) or more people, must be observed until no longer in effect
- **Implement cleaning and disinfecting practices** for locker rooms and frequently touched surfaces at least daily and more frequently for shared objects such as handrails, deck chairs and tables, water fountains, and pool toys. Consider temporarily removing shared pool toys. Use cleaning projects that are appropriate for aquatic venues
- **Pools should be staffed.** Assign monitoring and cleaning responsibilities to a staff member other than a lifeguard on duty
- **Encourage the use of face coverings** when in close proximity with others; however, advise those wearing face coverings to not wear them in the water, as doing so could make it difficult to breathe
- **Provide hygiene supplies** (soap and paper towels or hand sanitizer)
- **Post signage** regarding COVID-19 symptoms and request that persons refrain from use if feeling ill
- **Ensure that any spa or salon services on the premises follow guidelines** for [close contact personal services](#) issued by the Economic Recovery Group.
- **Use appropriate temperatures for washers and dryers** to ensure thorough sanitization of linens, etc.

# Manufacturing Industry

## Safeguarding Guidance

The Economic Recovery Group acknowledges many manufacturing businesses have maintained continuous operations as essential businesses, and these guidelines are intended as a supplement to assist your business in taking appropriate precautions for coronavirus. Some of the information contained in these guidelines may not be applicable to certain businesses or places of work. We recommend before implementing any of the suggestions contained herein you carefully evaluate the applicability and potential efficacy as applied in your business. In addition to strict adherence to OSHA and [CDC guidelines](#), the State recommends manufacturers implement an assortment of measures to protect employees, including:

## Employee Protection

- **Pursuant to the Governor's Executive Order, equip, encourage, allow, or require** employees to work remotely or via telework to the greatest extent practicable
- **Screen all employees reporting to work for COVID-19 symptoms with the following questions:**
  - Have you been in close contact with a confirmed case of COVID-19?
  - Are you experiencing a cough, shortness of breath or sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees:**
  - Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Require all employees to report any illness** to supervisor or HR and require notification of COVID-19 positive case in employee's household; any employee with a suspected or confirmed case of COVID-19 should be sent home and instructed to follow CDC recommendations. Employers should maintain the confidentiality of employee health information.

- **Employees should stay home when feeling ill**, when exposed to COVID-19 (e.g., positive household member case), or if diagnosed with a confirmed case of COVID-19. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or severe underlying medical conditions) are encouraged to stay home
- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
- **Employees should wear cloth face coverings** (not N-95 or medical masks, which should be reserved for healthcare workers) and other personal protection items as recommended by the CDC. However, if employees are required to wear N95 respirators as protective equipment while performing certain duties in order to comply with TOSHA standards, they must be provided N95 masks in order to perform those duties. Surgical masks and cloth face coverings may be an appropriate precaution against COVID-19 in environments where higher-grade masks are not required by a TOSHA standard
- **Use a clearly designated entrance(s) and exit(s)** to maintain social distancing, if possible
- **Limit use of common areas** by large groups (e.g., dining area, elevators, breakrooms, waiting areas); modify capacity in breakroom and common areas and at meetings or gatherings to ensure separation of at least 6 feet
- **Consider the use of modified schedules, staggered shifts or arrival/departure times, and staggered break times and meals** in compliance with wage and hour laws and regulations to promote social distancing
- **Limit entry into the premises by visitors, vendors, and contractors** where possible; when third-parties must be on-site (e.g., deliveries), adopt screening measures and/or protocols to reduce contact between employees and third-parties with appropriate social distancing precautions and use of personal protective equipment
- **Practice recommended social distancing** to the greatest extent possible – **“Further is safer”**. This includes but is not limited to production lines, cafeterias, common areas, entrance/exit areas of work locations and offices, and employee shuttles, if any
- **Encourage managers and employees to enhance hygiene practices** – wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing
- **Designate staff to be dedicated to or tasked with implementing heightened hygiene and disinfection practices** during each shift

- **Post extensive signage and communication** on increased cleaning and hygiene to help educate building occupants on COVID-19 best practices and COVID-19 symptom self-screening:
  - [CDC guidance to stop the spread of germs](#)
  - [CDC guidance on COVID-19 symptoms](#)
- **Ensure thorough work station cleaning** between shifts
- **Provide for frequent disinfection and enhanced sanitization** of common or high touch surfaces (tools, equipment, countertops, door handles, switches, elevators, clock-in stations, keyboards, phones, screens and interfaces, lockers, forklifts, chairs, etc.) with surface-appropriate products meeting [CDC/EPA criteria](#)
- **Plan for positive COVID-19 cases in your workforce**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)

## Business Process Adaptations

- **Where possible, re-arrange or modify physical layouts, shop floor, or work stations** to allow for 6 feet of distance between employees. If unable to achieve this level of separation, mitigate exposure by utilizing personal protective equipment or barriers.
- **Use physical markers or tape** to reinforce distancing measures (e.g., operator boundaries along conveyor line)
- **Avoid large group training, meetings, and on-site visits**; divide into smaller groups or consider virtual training or meetings until larger gatherings are advisable according to the CDC
- **Adopt enhanced hygiene protocols** for shipping/receiving areas to mitigate possible surface contamination

# Construction Worksites

## Safeguarding Guidance

These guidelines are intended for the construction industry, including residential, commercial and industrial, and should be utilized by general contractors and subcontractors. Contractors and service technicians may adapt these guidelines as appropriate to their worksite (e.g., plumbers, electricians, and heating, ventilation and air conditioning (HVAC) technicians).

## Employee Protection

- **Screen all employees (GC and subcontractors) reporting to work and visitors for COVID-19 symptoms with the following questions:**
  - Have you been in close contact with a confirmed case of COVID-19?
  - Are you experiencing a cough, shortness of breath or sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees and subcontractors:**
  - Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- **Communicate relevant Center for Disease Control and Prevention (CDC) recommendations and worksite procedures** to employees, subcontractors, tradespeople, inspectors, and vendors:
  - [How to Protect Yourself](#)
  - [COVID-19 Symptoms](#)
  - Distribute information (posters, job boards, electronically, etc.) that encourages staying home when sick, cough and sneeze etiquette, and hand hygiene
  - Discuss procedures with project owner as part of pre-construction meeting including protocol if anyone who has been on the worksite tests positive for COVID-19

- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
- **Manage sick employees** to ensure any illness is not spread to others present at the site
- **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and CDC guidelines. Employers should maintain the confidentiality of employee health information
- **Employees should stay home when feeling ill**, when exposed to COVID-19 (e.g., positive household member case), or if diagnosed with a confirmed case of COVID-19. Employees should notify their supervisor of any occurrence of those items. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home
  - CDC recommends to immediately separate and send home persons who appear to have illness symptoms (i.e. cough, shortness of breath, chills) upon arrival to work or begin exhibiting symptoms during the day
  - Communicate your company's Human Resources practices for managing sick time related to COVID-19
- **Properly Disinfect Tools, Supplies, Equipment**
  - Limit sharing hand tools (shovels, float, loots, hand saws, etc.), or disinfect with surface-appropriate products between users
  - Disinfect reusable supplies before and after use
  - Operators should be assigned to use a single piece of equipment all day
  - Clean surfaces of construction equipment (pavers, end loader, rollers, cranes, etc.) and service/fleet vehicles (including steering wheel, gear shift, instrument panels, etc.) at beginning and end of shifts, or between users. Use aerosol sanitizers inside closed cabs
- **When social distancing is not possible wear a cloth face covering** (not an N-95 or medical mask, which should be reserved for healthcare workers) while at work to help protect against the spread of the virus. However, if employees are required to wear N95 respirators as protective equipment while performing certain duties in order to comply with TOSHA standards, they must be provided N95 masks in order to perform those duties. Cloth face coverings may be an appropriate precaution against COVID-19 in environments where higher-grade masks are not required by a TOSHA standard. Suggested items for cloth face coverings are bandanas, gaiters, scarves, t-shirts, etc.
- **Utilize Personal Protective Equipment (PPE) like face coverings, eye protection, gloves, etc.**

- Do not share PPE
  - Ensure used PPE is disposed of properly
  - Sanitize reusable PPE per manufacturer's recommendation after each use
  - Determine if PPE like gloves are appropriate for specific tasks. Utilize disposable gloves where appropriate; instruct wearers to wash hands after removing gloves
- **Implement workplace cleaning and disinfection practices**, according to CDC guidelines, with regular sanitization of high-touch surfaces multiple times throughout the day. Employees performing cleaning should be issued proper PPE, such as nitrile gloves and eye or face protection as needed
- **Provide hand sanitizing stations**. If soap and running water are not available, use alcohol-based (at least 60%) hand sanitizer
- **Utilize disposable hand towels and no-touch trash receptacles**. Identify specific locations and safety practices for daily trash
- **Request additional/increased sanitization** (disinfecting) of portable toilets. Frequently touched items (door pulls, etc.) should be disinfected frequently, at least daily or between uses
- **Avoid cleaning techniques, such as using pressurized air or water sprays**, that may result in the generation of bioaerosols if possible. If such techniques are necessary to the work, wear appropriate PPE such as a face shield

## Business Process Adaptations

- **Consider the use of modified schedules, staggered shifts or arrival/departure times, and staggered break times and meals** in compliance with wage and hour laws and regulations to promote social distancing
- **Restrict access to confined areas** (field office, control room, etc.) to only essential staff
- **Do not permit employees to congregate in lunch or break areas**; stagger lunch and break times
- **Do not use a common water cooler**. Use individual bottles or personal cooler
- **If possible, limit stacking of trades** to facilitate appropriate social distancing at the worksite
- **Discourage carpooling** to worksite
- **When possible, perform meetings virtually or via conference call**, or utilize multiple meetings in order to maintain social distancing. Do not circulate a sign-in sheet or mobile device and instead have designated person to sign in attendees. Do not host large group meetings or trainings until larger gatherings are advisable according to the CDC

- **When possible, allow office or non-essential personnel to work remotely** to limit the number of people at a worksite
- **Technicians in a building or home** should ask that owner/occupant maintain a distance of a minimum of 6 feet. Sanitize work areas and wash hands immediately before and after completing the work
- **Documentation/Weight Tickets Modifications**
  - If permitted, consider submitting required documentation (inspections, certifications, invoices, prevailing wage reports, etc.) electronically
  - For documents requiring paper copies or wet signatures, consider drop boxes or other non-contact means to transfer paperwork between Contractor and Owner
  - Utilize e-ticketing for truck weight tickets

# Office Buildings

## Safeguarding Guidelines

For the purposes of these guidelines, offices include but are not limited to: general and corporate offices, headquarters facilities, and branch offices; call centers and other remote service centers; and co-working or shared office spaces. In addition to strict adherence to OSHA and [CDC guidelines](#), the State recommends offices implement an assortment of measures to protect visitors and employees, including:

## Employee Protection

- **Pursuant to the Governor's Executive Order, equip, encourage, allow, or require** employees to work remotely or via telework to the greatest extent practicable
- **Screen all employees reporting to work for COVID-19 symptoms with the following questions:**
  - Have you been in close contact with a confirmed case of COVID-19?
  - Are you experiencing a cough, shortness of breath or sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees:**
  - Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Employees should wear cloth face coverings** (not N-95 or medical masks, which should be reserved for healthcare workers) where close proximity is anticipated, and use other personal protection items as recommended by the CDC
- **Practice recommended social distancing** to the greatest extent possible — **"Further is safer"**
- **Prohibit congregating in break rooms or common areas** (e.g. dining areas, break rooms, waiting areas) and limit capacity of such areas to allow for safe social distancing, with a minimum of 6 feet between employees. Limit self-service and common food and beverage items (e.g., coffee station)
- **Consider the use of modified schedules, staggered shifts or arrival/departure times, and staggered break times and meals** in compliance with wage and hour

laws and regulations to promote social distancing. Consider necessary modifications regarding employee shuttles, if any

- **Employees should increase hygiene practices**—wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing
- **Provide regular updates and training for employees** about personal COVID-19 mitigation and office safeguards based on CDC guidelines
- **All employees should stay home if feeling ill**, report any symptoms of illness to supervisor, and notify supervisor of a COVID-19 positive case in employee's household. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or severe underlying medical conditions) are encouraged to stay home
- **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and CDC guidelines. Employers should maintain the confidentiality of employee health information
- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
- **Post extensive signage on health policies**, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
  - [CDC guidance to stop the spread of germs](#)
  - [CDC guidance on COVID-19 symptoms](#)

## Visitor Protection

- **Limit visitors and vendors within the premises** unless necessary. Consider the use of cloth face coverings for visitors and vendors
- **Screen all visitors and vendors prior to entry for COVID-19 symptoms with the following questions:**
  - Have you been in close contact with a confirmed case of COVID-19?
  - Are you experiencing a cough, shortness of breath or sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had new loss of taste or smell?
  - Have you had vomiting or diarrhea in the last 24 hours?
- **Practice recommended social distancing** to the greatest extent possible, and maintain at least 6 feet between people — **"Further is safer"**

## Business Process Adaptations

- **Limit meeting room capacity** to facilitate 6-feet of separation between attendees and encourage as many attendees as possible to join via teleconference or video conference, and consider alternative open spaces for meetings
- **Implement workplace cleaning and disinfection practices**, according to CDC and OSHA guidelines, with regular sanitization of high-touch surfaces
- **Place hand sanitizer stations** in common areas
- **Use a clearly designated entrance and a separate clearly designated exit** to maintain social distancing, if possible with high-traffic buildings/entrances
- **Use plastic shields or barriers** between adjacent or open work stations and clean such shields or barriers frequently
- **Consider technology** to facilitate working remotely as appropriate
- **Postpone large gatherings** (such as group trainings, sales presentations, team gatherings), and/or hold these gatherings virtually until larger gatherings are advisable according to the CDC

# Recreation

## Non-Contact, Small Group

At present, many entertainment, recreational, establishments, and certain other gathering venues are closed to the public by governmental order (see Executive Order No. 30, as may be amended). These guidelines do not supersede such order and are not an authorization to open to the public. In addition, Executive Order No. 30 prohibits participation in social or recreational gatherings of ten (10) or more people. Such prohibited social and recreational gatherings include, but are not limited to, festivals, fairs, parades, youth and adult sporting events, overnight summer youth camps, and other types of social or recreational assemblies or gatherings.

These guidelines are intended to apply to recreational venues and activities that are permitted to operate in smaller groups of less than 10 persons and without contact among participants to achieve appropriate social distancing (see executive order to be issued on May 7, 2020). Such activities include but are not limited to: bowling alleys, arcades, climbing gyms, water sports, golf course driving ranges, mini-golf, shooting ranges, dance classes, and other similar activities and venues that can achieve and maintain appropriate capacity and proximity limitations. For the sake of clarification, until further notice such activities do not include venues such as dinner theaters, theaters, concert and live performance venues, racetracks, indoor children's play areas, adult entertainment venues, amusement parks, senior centers or equivalent facilities, roller or ice skating rinks, and other activities closed to the public pursuant to executive order.

## Safeguarding Guidance

In addition to strict adherence with CDC guidelines, the State recommends all recreation venues implement an assortment of measures to protect consumers and employees, including:

## Employee Protection

- **Screen all employees reporting to work for COVID-19 symptoms with the following questions:**
  - Have you been in close contact with a confirmed case of COVID-19?
  - Are you experiencing a cough, shortness of breath or sore throat?
  - Have you had a fever in the last 48 hours?
  - Have you had new loss of taste or smell?

- Have you had vomiting or diarrhea in the last 24 hours?
- **Temperature screening employees:**
  - Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work
  - Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit
- **Staff should wear cloth face coverings** (not N-95 or medical masks, which should be reserved for healthcare workers) and other personal protection items as recommended by the CDC; if masks become wet or visibly dirty, the mask should be replaced
- **Employers should provide training** to employees on personal coronavirus mitigation and safeguards and protective equipment based on CDC guidelines on a regular basis
- **Provide sanitizing stations** in staff areas such as a wash station with soap and/or hand sanitizer
- **Practice recommended social distancing** to the greatest extent possible — **“Further is safer”**
- **Prohibit congregating in break rooms or common areas** and limit capacity of such areas to allow for safe social distancing – a minimum of 6 feet – whenever possible
- **Stagger shifts, breaks, and meals**, in compliance with wage and hour laws and regulations, to maintain social distancing
- **Employees should increase hygiene practices**—wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing
- **All employees should stay home if feeling ill**, report any symptoms of illness to supervisor and require notification of COVID-19 positive case in employee’s household. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or severe underlying medical conditions) are encouraged to stay home
- **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and CDC guidelines. Employers should maintain the confidentiality of employee health information.
- **Plan for potential COVID-19 cases**, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self quarantining or seeking a medical diagnosis for COVID-19 symptoms

- **Post extensive signage on health policies**, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
  - [CDC guidance to stop the spread of germs](#)
  - [CDC guidance on COVID-19 symptoms](#)

## Consumer Protection

- **Screen customers for illness upon entry to the facility:**
  - Best practice: Temperature checks for every customer. Persons with temperatures above 100.4 degrees Fahrenheit should not be permitted on premise
  - Minimum: Question customers regarding COVID-19 symptoms
    - Have you been in close contact with a confirmed case of COVID-19?
    - Are you experiencing a cough, shortness of breath or sore throat?
    - Have you had a fever in the last 48 hours?
    - Have you had new loss of taste or smell?
    - Have you had vomiting or diarrhea in the last 24 hours?
- **Customers should wear cloth face coverings** according to [CDC guidance](#)
- **Limit the number of customers inside any facility** at a given time for indoor activities to 50% or less of occupancy based on Tennessee's Building and Fire Code
- **Limit group sizes** to ensure compliance with state and CDC social distancing guidelines (less than 10 persons):
  - For example: At bowling centers and mini-golf, limit customers per lane or group (e.g., no more than 6)
- **Adjust equipment layout** and close or restrict access to equipment to maintain appropriate social distancing among customers (e.g., at least 6 feet of separation)
  - For example: in facilities that have lanes or stations, like bowling centers, golf driving ranges, or axe-throwing establishments, only open every other lane or station
  - For example: in arcades, limit the number of games so that each game can be spaced more than 6 feet apart
  - For example: in climbing gyms, only open a portion of climbing paths to customers
- **Avoid combining persons or small groups** with other non-related or non-associated persons or small groups, even if such combined group is less than 10 persons, unless appropriate social distancing can be maintained by the combined group
- **Require customers to use only one piece of equipment** during their visit (e.g. one bowling ball, putter, or rafting oar)

- **Require customers to clean equipment** they come in contact with using disinfecting wipes before and after each use
- **Keep doors and windows open where possible** and secure to improve ventilation for indoor activities
- **Recommend that persons more vulnerable or at-risk** for COVID-19 as identified by the CDC—including those who are over the age of 65 or those who have severe underlying medical conditions—take extra precaution or refrain from use of the facility

## Business Process Adaptations

- **Sanitize shared resources** (such as throwing axes, bowling balls, rented shoes, and other equipment) after each use
- **Sanitize all high-traffic areas and high-touch surfaces** (such as counters, check-out areas, keypads, restrooms) every two hours and when visibly dirty
- **Place hand sanitizer locations** in high traffic areas, including check-in/out counters, lobbies, elevator areas, food services entrances, and meeting room entrances, if any
- **Use plastic shields or barriers** between customers and employees at service counters, and clean such shields or barriers frequently (every two hours and when visibly dirty)
- **Use a clearly designated entrance and a separate, clearly designated exit** to maintain social distancing
- **Add social distancing “reminder” signs**, such as floor decals and audio announcements to encourage customers to be mindful of maintaining 6-feet of distance
- **Remove all self-serve items on the premises** (e.g., self-service bowling ball, golf club, and other selection stations); have staff provide such items to patrons directly
- **Limit self-service options** (customer samples, communal packaging, food/beverages, etc.). For on-site food and beverage services, follow restaurant guidelines issued by the Economic Recovery Group ([see full Restaurant guidelines here](#))
- **Modify check-in and payment processes** to observe social distancing and implement sanitization measures (e.g., no shared pens, use contact-less payments where possible)
- **Any youth or adult team leagues, activities, or sports should remain closed temporarily** to discourage large gatherings (e.g., bowling leagues) (see Executive Order No. 30, as may be amended)
- **Any activities or areas that are likely to result in physical contact** between individuals (e.g., laser tag venues) should be closed temporarily

- **Any common areas where social distancing is difficult** or impossible to maintain (e.g., playgrounds, children’s “ball pits”) should be closed temporarily
- **Encourage parent / guardian supervision** for all children when participating in recreational activities, and ensure that children are able to comply with applicable guidelines (e.g., social distancing, wear face coverings). Note that cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation
- **Where possible, customers should be encouraged to schedule appointments** or call-ahead reservations
- **Prohibit use of waiting areas** to avoid congregation (e.g., could adopt such practices as notifying customers by call or text message)

# Additional Resources

## Interim Guidance for Businesses and Employers to Plan and Respond to COVID-19

CDC offers guidance based on what is currently known about COVID-19. This guidance is updated frequently and may help prevent workplace exposures in non-healthcare settings. This guidance also provides planning considerations for community spread of COVID-19. [Additional information can be found here.](#)

## Guidance on Preparing Workplaces for COVID-19

The Occupational Safety and Health Administration (OSHA) developed COVID-19 planning guidance based on traditional infection prevention and industrial hygiene practices. It focuses on the need for employers to implement engineering, administrative, and work practice controls and personal protective equipment (PPE), as well as considerations for doing so. [Available for download here.](#)

## Best Practices for Retail Food Stores, Restaurants and Food Pick-up/Delivery

US Food and Drug Administration offers best practices for food providers during COVID-19. [For a downloadable document, click here.](#)

## How to Wear Cloth Face Coverings

CDC offers guidance on how to wear cloth face coverings, including how to create a homemade covering. [For more, click here.](#)

## List of Disinfectants for Use Against COVID-19

EPA shares its list of recommended products to use against COVID-19. [For more, visit EPA.gov here.](#)

## Guidance on Vulnerable Populations

CDC offers guidance for vulnerable populations who should take extra precaution. [For more, click here.](#)