



Safety Requirements and Guidelines for All Businesses in Riley County

Effective Monday, May 4, 2020

Which Orders Do I Follow & What is a Requirement vs. a Recommendation?

Businesses and individuals must comply with both County and State orders. Each County retains authority to issue and enforce equally or more restrictive orders or provisions as necessary to respond should conditions worsen. The orders outline requirements that must be complied with in order to conduct business. Several industry guidelines have been assembled that serve as recommendations on how to safely reopen.

Businesses are subject to closure by the Local Health Officer if deemed necessary for public safety.

Read the order at <https://www.rileycountyks.gov/DocumentCenter/View/18756/RL-Health-Order-No-7> and scroll to the pages past the signature line to find a list of requirements that must be followed in Riley County.

Riley County requires safeguarding protocols for all businesses, including all those that are reopening as well as all of the essential businesses that remained open during the Stay at Home Order. These protocols are based on the recommendations of the CDC and OSHA to support the safety of employees and patrons.

Any business in violation is subject to immediate closure by the Riley County Health Officer.

Make a Plan for Action Regarding COVID-19 Positive Cases

Any business with a positive COVID-19 case related to that business will be evaluated for best practices, as well as level of risk and exposure. Those who are following guidelines will be much less likely to have negative impacts.

Any positive case will require follow up with the local Health Department which may include requirements for additional sanitization or other practices.

Those that are not following guidelines closely are at much greater risk of spreading the disease, and of being closed by the Local Health Officer.

For All Customers

- Stay home if you are sick
- Stay 6 feet away from other people not living in your household
- Wear masks or face coverings in public, especially when social distancing is difficult to maintain
- Practice safe hand hygiene: wash hands frequently with soap and water, use hand sanitizer, avoid touching your face
- Comply with screening questions and requirements from business owners
- People in high-risk categories should avoid going out

For All Businesses

- Read CDC guidance for reopening at <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- Limit the number of people allowed inside
- Prevent crowding, make sure people can stay at least 6 feet apart
- Post signs and do not allow employees or customers to come inside if they are sick
- If someone lives in a household with a positive COVID-19 person, they also need to stay home in quarantine for 14 days and monitor for symptoms

Employers

- Allow employees to work from home as much as possible
- Arrange work spaces so employees can stay at least 6 feet apart
- Screen all employees reporting to work for COVID-19 symptoms by asking 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 a new loss of taste or smell?
 - Have you had vomiting or diarrhea in the last 24 hours?
 - Direct any employees who answer yes to the screening questions, or who are running a fever (100.4 degrees), to leave the premises immediately and seek medical care and/or COVID-19 testing per Kansas Department of Health and Environment and CDC guidelines.
- Anyone with symptoms should call the Riley County Health Department Screening Hotline at (785) 323-6400.
- Provide alcohol-based or CDC approved hand sanitizer for customers and employees.
- Close common spaces, including waiting rooms, break rooms, and drinking fountains.
- Routinely clean surfaces and increase spot cleaning of high traffic areas and restrooms, using CDC approved disinfectants. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
 - Find list of disinfectants at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

For Retail Businesses

- At point-of-sale registers, limit lines and post signs at each register telling customers to stay at least 6 feet apart.

- Provide shielding between customers and employees at registers.
- Do not handle or use reusable bags provided by customers.
- Do not use customer-provided cups or drink containers.
- Post social distancing signs and floor markings in key areas throughout the store.
- Place hand sanitizer available for employees and customers at every open register.
- Routinely clean surfaces and increase spot cleaning of high traffic areas and restrooms, using CDC approved disinfectants. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
 - Find list of disinfectants at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Close waiting areas, lobbies or other areas where customers or employees can gather.
- Provide ongoing information and training to all employees regarding infection control, cleaning, use of PPE, etc.
- If carts or hand baskets are provided, place carts and hand baskets at the front of the store and clean handles before bringing them into the store.
 - Or provide means for customers to sanitize their own carts and hand baskets.

For Restaurants

- Follow National Guidance for Restaurants at <https://go.restaurant.org/rs/078-ZLA-461/images/National-Restaurant-Association-COVID19-Reopening-Guidance.pdf>
- Encourage curbside, delivery or carryout, and reservations.
- Provide condiments by request only, do not leave them on tables or allow self-serve
- Move tables at least 6 feet apart

- Put barriers where seating or standing cannot be separated, such as plexiglass partitions between booths.
- Do not allow more than 10 people to sit together at a table or booth.
- Do not allow customers to sit at bars or countertops.
- Close waiting areas and do not allow customers to wait indoors for an available table.
- Require employees who make, handle, or serve food to wear a mask.
- Do not use customer-provided cups or drink containers.

For Businesses Providing Delivery

- Do not enter the residence if possible
- Wear a mask or face covering
- Limit contact with customers
- Wash or sanitize hands between deliveries

For Pet Groomers

- Meet the customer outside the business for delivery and pickup of pets
- Post signs on doors and do not allow customers to come inside
- Groomers use their own leash and collar

Churches and Religious Services

- Continue to offer online or virtual services
- Encourage elderly and high-risk members to stay home
- Practice social distancing
 - Sit at least six feet away from people not of the same household
 - Refrain from hand shaking, hugs, and similar contact
- Close coffee bars and similar areas

- Routinely clean surfaces and increase spot cleaning of high traffic areas and restrooms, using CDC approved disinfectants. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
 - Find list of disinfectants at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Collect offerings by means other than passing a collection plate or basket
- For communion or similar functions, explore means to ensure that elements are not touched by more than just the individual being served
- Limit any gathering before and after services, postpone cover dish dinners and similar events, do not have “greeting” times

Questions

Region Reimagined website <https://regionreimagined.org/business-reopening-resources/>

Manhattan Area Chamber of Commerce

Information line (785) 776-8829

Monday-Friday, 8:00 a.m. – 5:00 p.m.

info@manhattan.org

Please note, guidelines for exercise facilities and salons will be shared when those businesses are allowed to reopen.

Riley County Local Health Order No. 7

Appendix A, Required Business Practices

All businesses

Outside the business:

- All businesses must put in place controls to ensure that the number of customers inside the store stays at a level that provides for the requirements of social distancing.
- If there is crowding, limit the number of customers allowed to enter the business. Staff an employee at the front door and, as one (1) customer leaves, allow another customer in.
- Post signs at the front door informing customers of occupancy limits, and prohibiting customers with illness or fever.

Inside the business:

- At point-of-sale registers, limit the lines and post signs at each register urging customers to maintain a social distancing of six (6) feet.
- Provide shielding between customers and employees at registers.
- Post social distancing signs and floor markings in key areas throughout the store.
- Place hand sanitizer available at every open register.
- Routinely clean the store and have soap and water available in restrooms.
- No waiting areas, or lobbies or other areas where customers congregate
- No seating at bar top, service counters, or related locations
- Provide alcohol-based or CDC approved hand sanitizer for customers, employees and visitors.
- Require employees to stay home if they are sick.
- Observe and require social distancing measures.
- Routinely clean stores and increase spot cleaning of high traffic areas and restrooms, using CDC approved disinfectants.
- All sanitizing products to be CDC or EPA approved, and allowed to air dry and be used according to manufacturer's directions including required contact time.
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Provide ongoing information and training to all employees regarding infection control, cleaning, use of PPE, etc.
- Drinking fountains and customer-provided cups or drink containers to be eliminated

Specific types of businesses

Retail

updated 5/2/2020



- If carts or hand baskets are provided, place carts and hand baskets at the front of the store and clean handles before bringing them into the store or providing them to a customer or provide means for customers to sanitize their own carts.
- Check-out lanes must provide for six foot spacing between customers, and between customers and employees. If six foot spacing is not possible, shielding must be provided.
- No use of reusable bags

Restaurants, bars, and food establishments

- No buffet, salad bar, or self-serve, unpackaged food
- Customers will be limited to 50% of the rated occupant load based on fire code, inside the business. Employees are not included in this number.
- No seating at bar tops, counters or similar locations
- No waiting area within the facility where customers would gather
- Maximum of ten persons per table, and minimum spacing of six feet between tables OR physical barriers between tables or booths sufficient to prevent virus spread between seated customers or groups of seated customers
- Disposable menus only
- All employee temperatures to be taken prior to being allowed to work each day, with no use of fever-reducing medication, no one with a temperature of 100.4 F or greater may work
- Anyone handling unpackaged food to wear a mask or face covering
- All tables, seating and condiment dispensers must be sanitized after each use before new customers may be seated.
- No live music, dance floors or entertainment
- All dine in and seating will close no later than 10 pm nightly.

Plan for businesses with COVID-positive cases

Any business with a positive case of COVID will be evaluated on a case-by-case basis. Those who are adhering to best business practices will be much less likely to be impacted. Those choosing not to are at much greater risk of being closed. Any case will require follow up with the local Health Department which may include requirements for additional sanitization or other practices.