

Live.  
Work.  
Shop. **SAFE**

St. Tammany's BACK TO WORK Action Plan

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## Draft Framework

# St. Tammany Economic Recovery & Resiliency Advisory Council

Prepared Expressly for  
Parish President Mike Cooper



*Live Safe. Work Safe. Shop Safe. St. Tammany Action Plan*

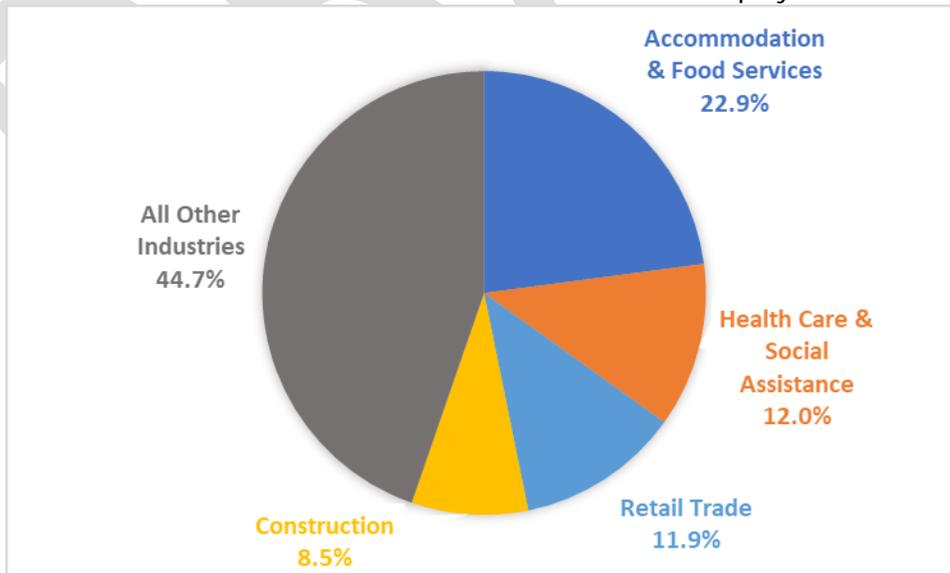
**Introduction and Executive Summary**

On Monday, April 20, 2020, St. Tammany Parish President Mike Cooper announced the formation of the *St. Tammany Economic Recovery and Resiliency Advisory Council*, to establish the *Live Safe. Work Safe. Shop Safe. Action Plan* and re-opening strategy following the April 30, 2020 expiration of the current Stay At Home Orders for the state and parish.

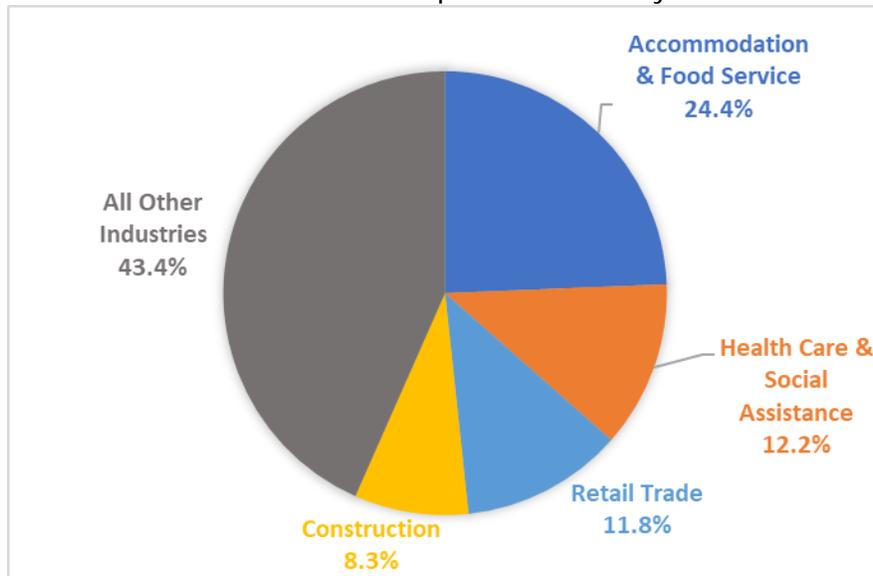
In the first phase, the Advisory Council is tasked with developing short-term re-opening framework to address the needs of St. Tammany Parish, while at the same time, taking into consideration the health and safety of St. Tammany residents and the needs of our entire region. To begin this exercise, it is imperative to understand both the current public health and economic health landscape in St. Tammany.

- As of Friday, April 24, there are **1,131** COVID-19 cases and **91** COVID-19 deaths in St. Tammany Parish.
- **249** state tests have been administered and **5,254** commercial tests have been administered.
- From March 15 to April 23, **22,626** unemployment claims were filed in St. Tammany Parish alone.
- This number is **95.5 times higher** than the number of unemployment applications (237) filed in February 2020.
- These 26,626 unemployed workers make up **19.7%** of St. Tammany's workforce.
- Statewide, the hardest-hit industries during the same time period (3/15-4/23) have been **Accommodation & Food Service**, representing 22.9% of all claims filed; **Health Care and Social Assistance** (12.0%); **Retail Trade** (11.9%); and **Construction** (8.5%).
  - Industry data for unemployment claims is not available at the parish level.

Louisiana Statewide Hardest-Hit Industries in Terms of Unemployment Claims Filed



Economic Makeup of St. Tammany



During stage one, the Advisory Council will include representatives from both the private and public sectors, including healthcare and hospitals, public agencies, elected officials, non-profit organizations, and the business community. Parish President Cooper has requested that the Advisory Council be led by Chris Masingill, CEO of St. Tammany Corporation, the economic development organization for St. Tammany. The complete roster of Advisory Council members is included in the appendix. The Advisory Council will use standards put forth by the White House, the Governor's office, and other industry-related resources to offer preliminary recommendations and a timeline for the phased re-opening.

### Developing the Draft Framework

Beginning on Tuesday, April 21, the Advisory Council has met daily to discuss, deliberate, and recommend potential next steps, areas of concern, and operational parameters. As a guiding principal in drafting these recommendations, the Advisory Council is working from the following baseline assumptions and directives:

1. Parish President Cooper shared during his April 22 press conference that St. Tammany will remain in lockstep with the Governor and stated that reopening will be a slow, gradual, phased process following industry standards and recommendations. As directed by the Parish President, this plan will be in line with existing federal and state recommendations and guidance from the governor. Where there is no reference to these related recommendations, this framework will apply at the parish level. The intent of this plan is not to provide less restrictive guidance—only to be considered in absence of state directives. The Advisory Council maintains our right to adhere to the advice of medical and public health officials, subject to revision and supplementation.
2. There is risk involved, even in the slow, responsible, phased, and gradual reopening process. The measurement of risk cannot be quantified, but risk mitigation efforts can be followed by individuals, organizations, and communities through social distancing, wearing masks, proper hand washing, frequent cleaning and sanitization of surfaces as specifically described and recommended by the CDC. It is important to note that strict adherence to the current guidelines and mandates has to be maintained.



3. Any re-opening process will necessarily present elements of risk in the form of increased infection rates among the general public, and every individual needs to stay informed during this pandemic, assess the risks to themselves and those with whom they live, and accept personal responsibility for their decisions. At this time, the safest course of action is to remain at home; individuals that must leave home, should wear protective gear and practice social distancing.
4. Consensus of a period of 10 - 14 consecutive days of downward trending in number of positive cases needed to indicate ability to potentially transition into a new operational phase, as outlined in White House Guidelines for Opening Up America. This trend and sentiment align with the recommendations of multiple national and state officials.
5. Increased capacity and ability for testing is imperative to best understand and appreciate how the pandemic is impacting our community. A specific volume of testing has not been specified at this time by public health officials. It was noted that without widespread testing, the risk level cannot be qualified.
6. Access to safe and responsible childcare and daycare facilities will be a barrier for employees to return to work. Specific consideration and guidance should be given childcare and daycare facilities as they may experience an increase in demand for services as the phased reopening results in more individuals returning to the workplace.
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>

Throughout this process and beyond, we continue to rely on our public health officials and medical professionals to advise on the public health needs and concerns, safety protocol and best practices, and forthcoming areas of concern as it pertains to Coronavirus. These experts will need to continually share their insights to guide any decisions that may dictate the timing or modification of phased reopening of more businesses and workplaces.

We also understand the importance of our citizens returning to work and opening our local economy. The economic health and vitality of St. Tammany is critical to the future of our community. St. Tammany is an essential component of our regional and state economy, especially our talented workforce.

This framework is intended to provide local parish guidance relative to federal or state guidance. Individual industry sectors will also need to consider the guidelines and operational requirements put forth by their industry organizations and regulatory boards and councils. The pandemic is an ongoing and ever-evolving situation, but we have the opportunity to maintain public health and safety while gradually and responsibly opening up our local economy in thoughtful, intentional phases.



## Timeline and Reopening Phases

Based on the White House's Reopening America Plan and the governor's Executive Order, and adjusted for local guidelines, each phase in the timeline is tempered with the condition of continued decline; at any time, if cases trend upward again, restrictions may temporarily be enforced again. This should especially hold true even after the community achieves Phase III in case a second wave of cases emerges in the fall.

Please note that this exercise is currently in the midst of its first stage. We have collected a significant amount of community and business input. A briefing was held on Thursday, April 23 with elected officials representing various elected bodies throughout St. Tammany. A business survey was open Thursday, April 23, through Monday, April 27, to garner feedback from business and industry. Public comments can be submitted to the Advisory Council at [restore@sttammanycorp.org](mailto:restore@sttammanycorp.org). The public comments and survey results are important to this process and are considered by the Advisory Council.

As stage two unfolds throughout May, the Advisory Council should be expanded to continue the build out of the *Live Safe. Work Safe. Shop Safe.* Action Plan. The expanded Advisory Council should consist of a complete spectrum of local industry and business community partners, including public and private sectors. This group will focus on understanding and mobilizing long-term recovery efforts and ensuring the resilient return of public and economic health locally. Representation on the expanded Advisory Council may include:

- All major hospital CEOs and independent physician groups
- Leaders from top industry groups affected (either displaced or essential)
- Hospitality/Tourism/Arts & Entertainment
- Retail
- Food and Beverage
- Distribution/Logistics
- Manufacturing
- Construction
- Professional/Technical Services
- Local business membership organizations
- Community and Non-Profit groups
- Sports and Recreation
- Elected Leadership
- Local Trade Associations
- Industry Representatives
- Community Stakeholders
- Religious Leaders
- K-12 Public and Private Leadership
- Northshore Technical Community College Leadership
- Tri-Parish Works
- Louisiana Small Business Development Center at Southeastern Louisiana University
- Personal Care and Lifestyle Businesses
- First Responders and Law Enforcement

The first meeting of the expanded Advisory Council will be held in May. The expanded Advisory Council will meet every other week through August. At the appropriate time, the Advisory Council may then consider the development of taskforce subgroups to work on specific action items.



### St. Tammany Reopening Plan Continuum

<b>Phase 0 with Extended Executive Order (May 1 – May 15 or TBD): Red Phase</b>	
<b>Individuals</b>	<ul style="list-style-type: none"> <li>• Individuals <b>may</b> go to the grocery store, pharmacy, medical appointments, restaurants for takeout only, retail stores, and care for family/friends.</li> <li>• Individuals <b>may not</b> visit hospitals and nursing homes, gather in groups of more than 10, fail to maintain social distancing of six feet, or make non-essential trips outside the home.</li> </ul>
<b>Employers/ Businesses</b>	<ul style="list-style-type: none"> <li>• All operating essential businesses and non-essential retailers across all industries should be following the following basic guidelines:               <ul style="list-style-type: none"> <li>○ Employers will require employees to wear masks or face coverings.</li> <li>○ Customers/clients are strongly encouraged to wear masks or face coverings.</li> <li>○ Places of business should consider checking temperatures of employees before entering onsite workplaces.</li> <li>○ Places of business should consider checking temperatures of individuals before entering.</li> <li>○ Hand sanitizer available at the entrance of each place of business including retail stores, gas stations, banks, etc.</li> <li>○ Places of business will sanitize all frequently touched areas (including fuel pumps, door handles, checkout counters and credit card readers, bathrooms, etc.) no less than once a day or at shift changes. In addition, businesses are encouraged to eliminate as many touch points as possible for items such as doors, trash cans, etc.</li> <li>○ Places of business will sanitize shopping carts and baskets after each use</li> <li>○ Individuals are to remain at least six feet apart from other individuals at all times.</li> <li>○ Places of business should mark flooring with tape or other indicator where individuals wait to be served.</li> <li>○ Retailers are to add plastic shields/barriers between cashiers and individuals at checkout counters as an extra level of protection.</li> <li>○ Places of business should reduce their capacity, either by a fraction of total capacity or based on square footage, i.e. one individual per 113 square feet (that represent the six-foot radius for social distancing) and 25% of the Fire Marshal's capacity limit.</li> <li>○ Places of business should post all COVID-19 guidelines in conspicuous places such as at entrances, checkouts, on websites, and social media to make the public aware of precautions.</li> <li>○ Non-essential businesses (including retailers) that are not specifically referenced as restricted in the existing Executive Stay-at-Home Order may operate by adhering to the above essential business guidelines, maintaining strict social distancing and the 10 customer per store limitation.</li> </ul> </li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Time-sensitive elective surgeries can resume, as clinically appropriate, on an outpatient basis at facilities that adhere to CMS guidelines.</li> </ul>



Phase I: Orange Phase – 14 days after continued decline in cases	
<b>Individuals</b>	<ul style="list-style-type: none"> <li>• Vulnerable individuals (seniors, disabled population, those with underlying health conditions that put them at risk of infection) should continue to shelter in place</li> <li>• Maximize distance when in public</li> <li>• No groups of more than 10</li> <li>• Minimize non-essential travel</li> </ul>
<b>Employers</b>	<ul style="list-style-type: none"> <li>• Continue to encourage telework when possible</li> <li>• Return to work in stages with strict adherence to social distancing</li> <li>• Provide face coverings for employees</li> <li>• Restrict common areas and adhere to social distancing guidelines and face coverings</li> <li>• Minimize non-essential travel</li> <li>• Consider special accommodations for vulnerable employees</li> </ul>
<b>Businesses</b>	<ul style="list-style-type: none"> <li>• Essential businesses will continue to operate under provided guidelines</li> <li>• Office-based work may return under the provided essential business guidelines</li> <li>• Large venues (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under strict physical distancing and sanitation protocols.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• No school or youth activities allowed</li> <li>• No visits to senior facilities or hospitals</li> </ul>
Phase II: Yellow Phase – 14 days after Phase I with continued decline in cases	
<b>Individuals</b>	<ul style="list-style-type: none"> <li>• Vulnerable individuals continue to shelter in place</li> <li>• Maximize distance when in public</li> <li>• Non-essential travel can resume</li> </ul>
<b>Employers</b>	<ul style="list-style-type: none"> <li>• Continue to encourage telework when possible</li> <li>• Continue keep common areas restricted and adhere to social distancing/masking guidelines</li> <li>• Continue to consider special accommodations for vulnerable employees</li> </ul>
<b>Businesses</b>	<ul style="list-style-type: none"> <li>• All businesses open in Phase I can continue operations with existing precautions and safety protocols</li> <li>• Exercise facilities may operate if they adhere to strict physical distancing and sanitation protocols</li> <li>• Bars may operate with diminished standing-room occupancy, where applicable and appropriate.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Schools and organized youth activities can reopen</li> <li>• No visits to senior care facilities and hospitals</li> <li>• Large venues can operate with physical distancing</li> </ul>
Phase III: Green Phase – 14 days after Phase II with continued decline in cases	
<b>Individuals</b>	<ul style="list-style-type: none"> <li>• Vulnerable individuals resume public interactions with caution and distancing</li> <li>• Low-risk populations minimize exposure to those more at risk</li> </ul>
<b>Employers</b>	<ul style="list-style-type: none"> <li>• No additional restrictions</li> </ul>
<b>Businesses</b>	<ul style="list-style-type: none"> <li>• All businesses may fully open with continued precautions, including close-contact services such as hair/nail/tanning salons, massage studios, tattoo studios, barbers, etc.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Visits to senior care facilities and hospitals resume with caution</li> <li>• Large venues operate with precautions</li> </ul>



## COVID-19 Guidelines for Current Essential Business Operations

- Effective immediately for all currently open businesses
- Upon phased reopening, all non-essential businesses will follow these basic guidelines for operations until superseded by industry-specific direction from government officials.
- Progression through phases of reopening is dependent upon the 14-day gating criteria proposed in the White House's Reopening America guidelines: (1) a downward-trajectory of COVID-like symptoms; (2) a downward-trajectory of COVID-19 cases; and (3) hospitals' ability to treat the volume of COVID-19 cases

### Cross-Cutting Guidelines

- Employers will require employees to wear masks or face coverings.
- Customers/clients are strongly encouraged to wear masks or face coverings.
- Places of business should consider checking temperatures of employees before entering onsite workplaces.
- Places of business should consider checking temperatures of individuals before entering.
- Hand sanitizer available at the entrance of each place of business including retail stores, gas stations, banks, etc.
- Places of business will sanitize all frequently touched areas (including fuel pumps, door handles, checkout counters and credit card readers, bathrooms, etc.) no less than once a day or at shift changes. In addition, businesses are encouraged to eliminate as many touch points as possible for items such as doors, trash cans, etc.
- Places of business will sanitize shopping carts and baskets after each use.
- Individuals are to remain at least six feet apart from other individuals at all times.
- Places of business should mark flooring with tape or other indicator where individuals wait to be served
- Retailers are to add plastic shields/barriers between cashiers and individuals at checkout counters as an extra level of protection.
- Places of business should reduce their capacity, either by a fraction of total capacity or based on square footage, i.e. one individual per 113 square feet or 25% of the Fire Marshall's capacity limit.
- Places of business should post all COVID-19 guidelines in conspicuous places such as at entrances, checkouts, on websites, and social media to make the public aware of precautions.

As a strong reminder of appropriate operational expectations, and to continue to prevent the spread of the disease, the Advisory Council recommends a further order to come forth from President Cooper for essential businesses to enact appropriate safety measures and social distancing policies.



## Special Considerations for Implementation

- **Small businesses in vulnerable/disadvantaged communities**
  - Communities that historically suffer from high poverty have been disproportionately impacted by COVID-19, as has been shown in the mortality rate for people of color. An individual's health is made more vulnerable because of the pandemic, and this disproportionately impacts those communities with negative social determinants. Further, these same constraints may limit ability for disadvantaged businesses to reopen because of the costs of these new health and safety measures or guidelines for social distancing, as well as the challenges of passing along those costs to customers. Across all recovery efforts, state and regional leaders should consider ways to provide special access, outreach and services to reach disadvantaged businesses and rural regions with the resources for economic recovery. Specific business outreach and technical assistance should be provided to ensure small businesses in vulnerable/disadvantaged communities are connected to applicable available resources, programs, and efforts.
- **Coordinated supply chain (including website) for creation and distribution of masks and face coverings**
  - Understanding that businesses need the appropriate supplies and materials to maintain the recommended guidelines and best practice protocols have a financial impact on businesses, it is strongly encouraged that a coordinated supply chain effort be developed by Parish government. This may include a coordinated funding mechanism to leverage collective purchasing power to lower the cost per unit price or may include an opportunity for free items. Items included in this coordinated supply chain may include homemade face coverings, sanitization and cleaning supplies, gloves, and other items that are used to protect employers, employees, and consumers. This is an opportunity to engage directly with St. Tammany businesses and connect them to their most necessary resources to operate safely.
  - It is recommended that a website be created to share this information and facilitate the coordination of these efforts. This website can also be a reliable source of current business recovery and resilience information as our community navigates through the three phases of reopening our local economy and returning to work.
- **Employee and Workplace Resources**
  - The EEOC has provided [updated guidelines](#) to organizations to adhere to as they phase open today. There are rules identified regarding employer medical examination and inquiries which may have an impact on taking temperatures and asking gating type questions.
  - Prepare to have Employee Assistance (EAP) available for your workforce. More information and resources can be found on the [National Alliance for Mental Health website](#).
- **Communication and public education plan**
  - As we all make the adjustments required for us to live, work, and shop safe, considerable personal responsibility and accountability efforts must be reinforced through an aggressive communication and public education initiative. For example, we must diligently wear our homemade face coverings when out in public, practice proper social distancing, avoid touching our faces, and wash our hands frequently for a 20-second duration.



- Governor John Bel Edwards has remarked that practicing these things is part of being a good neighbor and recently likened wearing a homemade face covering to being just as polite as holding open a door for someone.
- Clear, concise, coordinated, and frequent messaging across all communications platforms will be essential to encouraging all citizens to adopt these practices. This will be especially important for our non-digital users to see this communication plan in action on local TV, radio, and newspaper publications, as this population may represent some of those most vulnerable to the virus.

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### Industry-Specific Suggested Guidelines

The following is a compilation of suggested guidelines for specific business types based on public input received during the course of the planning period, along with multiple existing recommended guidelines, industry outreach, best practices, and professional consensus of COVID-19 operational guidelines. In implementing the suggested below guidelines, employers will need to keep in alignment with [EEOC](#) and [CDC](#) guidelines, and the cross-cutting guidelines for all places of business outlined in the **Reopening Plan Continuum** and the **COVID-19 Guidelines for Current Essential Businesses Operations**.

Industry	Guidelines
<b>Retailers</b>	<ul style="list-style-type: none"> <li>• Restrict occupancy. Retail stores and malls should control entry to a certain number of customers, using the Fire Marshal's capacity limit as a guide. The threshold should be no more than 25% of store capacity, based on fire marshal regulations, excluding employees and vendors.</li> <li>• Maintain special hours for vulnerable citizens.</li> <li>• Maximize curbside and delivery efforts and provide contactless pay options where possible.</li> <li>• Utilize signage and make regular announcements to remind customers of 6 feet social distancing guidelines. Retailers recommend that LDH create downloadable social distancing signage for use by businesses that have not developed their own signage.</li> <li>• Demonstrate six feet of spacing in checkout areas through floor decals or other marking methods.</li> <li>• Increase efforts and assign employees to disinfect high-traffic and high-touch areas like self-checkout, door handles, POS systems, PIN pads, carts and bathrooms.</li> <li>• Employees should wear face coverings.</li> <li>• Customers should be strongly encouraged to wear face coverings.</li> <li>• Consider policies to limit returns and exchanges and notify customers of such policies</li> <li>• Require employees to practice frequent hand washing and/or provide an alcohol-based hand sanitizer</li> <li>• Encourage employees who feel sick to stay home</li> </ul>
<b>Restaurants</b>	<ul style="list-style-type: none"> <li>• Restaurants need to adhere to strict safe sanitation practices with all team members certified in safe food handling and a certified manager on every shift.</li> <li>• All employees will pass a health check or complete a health survey prior to each shift.</li> <li>• All indoor and outdoor and waiting options will comply with the appropriate social distancing guidelines.</li> <li>• Hand sanitizer or hand washing stations will be available to all customers and employees.</li> <li>• Clean and sanitize common areas and surfaces regularly.</li> <li>• Clean and sanitize each dining area after every use.</li> <li>• Place settings, utensils, menus, and condiments will either be single-use or will be cleaned and sanitized after every use.</li> </ul>



Industry	Guidelines
	<ul style="list-style-type: none"> <li>• Reservations only</li> <li>• Employees will wear face coverings and wash hands/sanitize frequently throughout shift</li> <li>• No use of linen napkins or tablecloths</li> <li>• Restaurants should mark the floor/ground in the to-go waiting area with tape or other indicator where customers wait to be served; alternatively, customers could wait in their cars</li> <li>• Reduce outdoor capacity to 25% of that allowed by the State Fire Marshal</li> <li>• Space tables a minimum of 10 feet from each other (measured from all edges of the table)</li> <li>• Limit table groups to 10 individuals</li> <li>• Eliminate gatherings in the building when entering or exiting outdoor seating area</li> </ul>
<b>Office-Based Environments</b>	<ul style="list-style-type: none"> <li>• Continued Work from Home – For those employees that can without losing productivity, working from home may be the simple solution</li> <li>• Disposable Surfaces - Each morning, employees are asked to grab a paper placemat (cover) for their desk. At the end of the day, the paper is thrown away</li> <li>• Six-Foot Spacing - Ensure six feet of spacing through properly spaced desks and visual signals, such as a circle embedded in the carpeting around each desk to ensure people don't get too close</li> <li>• Regulated Flow - Replicating “one-way-traffic” approach as seen in hospitals, the plan uses arrows on the floor and people are encouraged to walk clockwise, in lanes around the office</li> <li>• Common Spaces – Placement of floor decals in elevators and other common spaces to suggest where to stand and walk</li> <li>• Improved Air Filtration - High-end air filtration that regularly cleans the breathing environment (portable, until a permanent solution can be installed)</li> <li>• Planning – Planning to ensure preparedness for another potential outbreak</li> <li>• Shared Responsibility – There is a shared landlord and tenant responsibility in an office. Parties should work together to delineate respective responsibilities within the space to minimize risk</li> </ul>
<b>Healthcare</b>	<ul style="list-style-type: none"> <li>• Visitation – Continue Restricted Visitor policy</li> <li>• Screening Stations – Continue temperature checks and screening questions for all who enter facilities</li> <li>• PPE – Provide at all Screening Stations (mandatory mask usage for all who enter facilities)</li> <li>• Sanitizer – Hand sanitizer and sanitizing wipes available in all common areas to promote personal safety</li> <li>• Patient Safety – Reconfigure waiting rooms, provide specific hours for high-risk patients, install sneeze guards, implement social distancing stickers, elevator/restroom signage, handwashing signage, PPE stations</li> </ul>



Industry	Guidelines
	<ul style="list-style-type: none"> <li>• Digital – Utilize electronic pre-check (or text-based check-in processes while patients wait in car or outside), payment, communication, prescription refills (with home delivery), promote virtual visits and remote monitoring</li> <li>• Communication – Drive safety awareness through active on-site communication campaign as well as external communication to patients and the public</li> <li>• Cleaning – Expand cleaning crews, hours of operation, and increase frequency of efforts</li> <li>• Testing – Test all Patients for COVID-19 upon arrival for surgeries, procedures, inpatient admissions, and deliveries while continuing to expand testing capacity for both PCR swab tests &amp; serological blood tests</li> <li>• Healthcare – Safely re-open clinic, lab, diagnostic, and surgical areas to provide care to postponed patients</li> <li>• Non-Clinical Staff – Promote work-from-home arrangements wherever feasible, hold virtual meetings whenever possible, ensure social distancing, and rotate office staff on-site to ensure 6 feet of separation</li> </ul>
<b>Construction</b>	<ul style="list-style-type: none"> <li>• Safety and Health - Move beyond simply focusing on employee safety and include health in every conversation. Maintain the protocols from COVID that make sense: including frequent hand washing, jobsite cleanliness, protecting the vulnerable, proper protective equipment, and isolating the sick</li> <li>• Construction Means and Methods - More off-site fabrication in controlled environments to accelerate innovation, increase productivity, and reduce employee populations at the jobsite</li> <li>• Technology - Leverage available technology to assist in monitoring employee movements and interactions on the jobsite to assist in protecting their health and safety. Also use technology as a means to increase collaboration, options to work remotely, and communicate in new ways</li> <li>• Wellness Focused - Ensure that we are encouraging and educating our people about comprehensive wellness. Encourage healthy lifestyles that make our population less vulnerable to future health risks</li> </ul>
<b>Close-Contact Services</b>	<p><i>Massage studios:</i></p> <ul style="list-style-type: none"> <li>• Adjust treatment rooms to become a safer space for therapists and clients:               <ul style="list-style-type: none"> <li>○ Removing soft surfaces that cannot be cleaned (e.g. pillows that are not being used in treatment, décor that is not easily cleaned between clients)</li> <li>○ No storing clean linens or used linens in treatment rooms</li> <li>○ Having a separate sanitary place to keep used linens until they are sanitized/cleaned for next use</li> <li>○ Adding an air purifier to treatment rooms</li> </ul> </li> <li>• What PPE will we be using:               <ul style="list-style-type: none"> <li>○ Consider wearing a smock to be removed after each client that is seen.</li> <li>○ Changing out of uniform before leaving work for the day</li> </ul> </li> <li>• What changes for the client before/during/after sessions:               <ul style="list-style-type: none"> <li>○ Taking the clients temperature as part of intake.</li> </ul> </li> </ul>



Industry	Guidelines
	<ul style="list-style-type: none"> <li>○ Screen the client with questions:               <ul style="list-style-type: none"> <li>▪ Have they been following the stay at home order?</li> <li>▪ Have they been exposed to COVID-19?</li> <li>▪ Have they been to a doctor's office/hospital in the last two weeks?</li> <li>▪ Have they traveled in the last two weeks?</li> </ul> </li> <li>○ Clients remove their shoes upon entrance of the building</li> <li>○ Clients go straight to the sink to wash hands</li> <li>○ Clients go straight to the treatment room after washing hands</li> <li>○ Clients will wear mask during treatment</li> <li>○ Payment/after treatment will be done in treatment room rather than lobby</li> <li>○ Clients are encouraged to pre pay for the massage or use other payment methods such as Venmo or PayPal to limit exchange of paper money or touching cards.</li> <li>● Other guidelines:               <ul style="list-style-type: none"> <li>○ Recovery time between clients extended to 30 minutes to sanitize all door handles, bathroom, treatment table and anything touched by clients, massage stool, bolster and any tools used on the client</li> <li>○ Clients are informed of guidelines prior to their appointment so that nothing is a surprise to them.</li> </ul> </li> </ul>
<p><b>Churches</b></p>	<ul style="list-style-type: none"> <li>● Begin (or continue) livestreaming services</li> <li>● Rope off some pews to create social distancing</li> <li>● Consider assigning seats to ensure social distance</li> <li>● No passing of the offering plate</li> <li>● Omit a greeting time</li> <li>● Refrain from handshaking</li> <li>● Establish additional worship services to reduce the number of congregants at each service</li> <li>● Create one-way flow aisles and entrances/exits</li> <li>● Provide proper disinfectant and ongoing sanitization</li> <li>● Do not initially have Sunday School or fellowship events</li> <li>● Continue the already-established enhanced care for the vulnerable of the congregation and community.</li> </ul>
<p><b>Exercise Facilities, Gyms, Health Clubs</b></p>	<ul style="list-style-type: none"> <li>● Maintain proper social distancing of people throughout all areas of health clubs and limit numbers where needed               <ul style="list-style-type: none"> <li>○ In any confined area including studios, no more than one person per 113 square feet</li> <li>○ Marks on floors will be placed in all studios and areas where needed to properly space people for use</li> <li>○ Cardio and strength equipment will also be placed to allow proper social distancing</li> </ul> </li> </ul>



Industry	Guidelines
	<ul style="list-style-type: none"> <li>○ Pathways throughout clubs will be cleared and designated so that proper spacing can be achieved</li> <li>● Employee Precautions               <ul style="list-style-type: none"> <li>○ Face coverings will be worn by all staff in addition to gloves when necessary</li> <li>○ Temperature readings will be taken of all employees coming to work following CDC guidelines</li> <li>○ Hand sanitizers and disinfecting wipes will be available throughout clubs for easy access by all members and employees</li> <li>○ Wipe downs with sanitation wipes of all equipment after each use will be required of all members and employees will enforce</li> </ul> </li> <li>● Equipment               <ul style="list-style-type: none"> <li>○ Furniture throughout clubs (indoors and outdoors) will be properly spaced out and/or will be put out of order or labeled with signage stating for everyone to properly space out</li> <li>○ Lap swimming will be allowed with only one person allowed in each swimming lane</li> <li>○ Sports that do not allow for social distancing will not be allowed</li> </ul> </li> <li>● Water fountain spigots and water bottle filler stations will be closed</li> <li>● Saunas and steam rooms closed until Phase II because proper spacing and/or proper sanitation cannot be easily achieved and/or mandated</li> </ul>
<b>Hotels</b>	<ul style="list-style-type: none"> <li>● Train housekeeping staff to use the disinfectants safely and correctly. Staff should wear gloves when cleaning. Many of these cleaning products need to remain on hard surfaces for several minutes in order to work. Follow the manufacturer's instructions for proper use to get the most virus killing protection. Schedule and perform routine cleaning and disinfection of all contact surfaces in public areas, guestrooms, television remote controls, toilet flush handles, door handles, water faucet handles, and flooring.</li> <li>● Train hotel staff and post signage to remind guests and workers to wash hands with soap and warm water frequently, for at least 20 seconds each time. If possible, provide alcohol- based hand sanitizer that contains at least 60% alcohol in all guest contact areas and to all staff. In addition, staff should be advised not to touch their faces and to practice "social distancing" by standing at least six feet away from guests and other workers.</li> <li>● Educate staff on the most common signs and symptoms of coronavirus infection, which are fever, dry cough, and shortness of breath. Symptoms typically occur 1-14 days after exposure, though a small proportion of people who are infected don't have symptoms.</li> </ul>



## Reference & Research Materials Utilized for Project Support

- The White House – [Reopening America Guidelines](#)
- CDC – [Guidelines for Businesses & Employers](#)
- EEOC – [What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws](#)
- Louisiana Association of Business and Industry – [Safe at Work Guidelines](#)
- Louisiana Public Affairs Research Council – [Commentary on the Reopening](#)
- Louisiana Retailers Association – [COVID-19 Resources and Guidelines](#)
- Texas Restaurant Association – [Texas Restaurant Promise](#)
- Alabama Small Business Emergency Task Force – [Reopening Alabama Responsibly](#)
- United States Equal Employment Opportunity Commission – [What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws](#)
- National Restaurant Association – COVID-19 Reopening Guidance
- Cushman Wakefield – Recovery Readiness
- Commonwealth of Pennsylvania – [Reopening Plan](#)
- Kroger – [A Blueprint for Business](#)

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**Appendix I  
Business Areas of Consideration**

- I. **Essential Businesses Currently in Operation**
  - a. **Medical & Health Services**
  - b. **Hotels**
  - c. **Construction**
  - d. **Childcare Services - Daycare**
- II. **Non-Essential Businesses**
  - a. **Retail/Consumer Businesses**
  - b. **Restaurants**
    - i. Dine-in
    - ii. Carry out
    - iii. Bars
  - c. **Close-Contact Services**
    - i. Barber Shops
    - ii. Hair Salons
    - iii. Nail Salons
    - iv. Tanning Salons
    - v. Tattoo studios
    - vi. Massage Studios
    - vii. All other close-contact service providers
  - d. **Childcare Services – Youth Sports, & Camps (Including Vacation Bible School)**
  - e. **Large/Entertainment Venues**
    - i. Churches
    - ii. Theaters
    - iii. Gaming Facilities
    - iv. Museums
    - v. Event venues
  - f. **Exercise Facilities**
    - i. Gyms
    - ii. Health Clubs



## **Appendix II**

### St. Tammany Economic Recovery and Resilience Advisory Advisory Council

Sandy Badinger – Chief Executive Officer, Slidell Memorial Hospital and Ochsner Northshore

Rhonda Bagby – Market Vice-President, Humana Health, and Chairwoman, Northshore Business Council Board of Directors

Susan Bonnett Bourgeois – Chief Executive Officer, Northshore Community Foundation

Tiffany Carrasco – Chief Administrative Officer & Deputy Chief, St. Tammany Parish Sheriff's Office

Alan Case – Vice-President, Lowry-Dunham, Case & Vivien Insurance Agency, and Board Member, St. Tammany Chamber of Commerce

Joan Coffman – Chief Executive Officer, St. Tammany Parish Hospital

Kyle Cooper – Cooper Homes and President, Northshore Homebuilders Association

Bonnie Eades – Executive Director, Northshore Business Council

Chief Chris Kaufmann – St. Tammany Parish Fire Protection District #1 and President, St. Tammany Fire Chiefs Association

Chris Masingill – Chief Executive Officer, St. Tammany Corporation

Marty Mayer – President & Chief Executive Officer, Stirling Properties, and Chairman, St. Tammany Corporation Board of Commissioners

Gretchen McKinney – Owner & Principal Consultant, incHReMent, LLC, and Vice Chairwoman, Northshore Society for Human Resource Management Board of Directors

Mark Myers – Attorney, Resolutions by Mark A. Myers, P.L.C., Chairman, St. Tammany Parish Tourist & Convention Commission and Chairman, Harbor Center Board of Directors

Donna O'Daniels – Chief Executive Officer, St. Tammany Parish Tourist & Convention Commission

Lacey Osborne – Chief Executive Officer, St. Tammany Chamber of Commerce

Dr. Charles Preston – St. Tammany Parish Coroner

Mike Tillman – Vice-President of Global Strategy & Raw Materials, Rain Carbon, and Vice-President, St. Tammany Corporation Board of Commissioners

*Research and Project Management Support Provided by the St. Tammany Corporation*