



Information and Guidance for Reopening

COVID-19 is still a threat to our Community

Please follow the Guidelines and Ideas to reduce the spread

Sections.....

- 1. Retail Stores
- 2. Salons, spas, tattoo parlors, personal care
- 3. Churches and places of worship
- 4. Daycares
- 5. Restaurants, bars, distilleries, breweries, casinos



Retail Stores

Last Updated 4/22/20

*Retail Stores can become operational on or after April 27, 2020 with reduced capacity and where strict physical distancing protocols can be maintained.

State Guidelines (In Phase 1):

- Health assessments must be conducted for all employees at the beginning of each shift.
- In establishments where customers wait in a line, non-household customers should remain physically distanced.
- Waiting areas where adequate physical distancing cannot be maintained must be closed.
- Customers should be encouraged to call for a reservation or an appointment, or establishments should use an online wait listing application.
- Physical distancing of 6 feet must be maintained between non-congregate customers.

Social Distancing Ideas

- Implement “Retail-To-Go” Methods.
 - Allow online shopping and shipping options.
 - Utilize curbside pick-up options.
- Limit the numbers of shoppers in the store at any given time.
 - Stores must function at a reduced capacity.
- Rearrange the sales floor to provide for adequate social distancing. (e.g. moving clothing racks farther apart).
- Consider the temporary closure of dressing rooms.
- Open up every other check-out area.
- Consider reserving special hours for at-risk populations.
- Encourage patrons to shop alone if possible.



Cloth Face Masks

- Implement the use of cloth face masks by all staff, if possible.
- Train staff on appropriate use of face coverings
 - Refrain from touching eyes, nose, and mouth while putting on and removing face masks.
 - Wash hands immediately after taking off facemasks.
 - Facemasks should be routinely washed depending on frequency of use.
- Encourage patrons to wear face coverings while shopping.
- Consider laundering facemasks for all employees

Cleaning and Disinfecting

Clean all “high touch” areas such as counters, doorknobs, tables, benches, chairs, registers, card machines, etc. frequently.

- Clean more often if surfaces become visibly soiled.
- Clean any surfaces that may have blood, body fluids, and or secretions on them.
- Wear disposable gloves when cleaning surfaces.
- Dishes and eating utensils should be cleaned with dish soap and hot water.
- Use of a dishwasher also provides sufficient cleaning.

Provide additional hand washing or hand sanitizing options for patrons:

- Hand sanitizer at entry of store.
- Hand sanitizer at check-out counter.
- Signs directing patrons to hand washing areas.



Salons, Spas, Tattoo Parlors

Last Updated 4/22/20

*Salons, Spas, Tattoos, etc. can become operational on or after April 27, 2020 with reduced capacity and where strict physical distancing protocols can be maintained.

State Guidelines (Phase 1):

- Screen customers prior to appointment for symptoms of fever, shortness of breath or a cough. Customers that have any of these symptoms must be rescheduled.
- Utilize a face mask for staff and for customers when practical.
- Stylist / artist / service-provider and customer would be a “booth/station” that would be 6 feet away from other “booths/stations”.
- Provide for 6 feet of physical distancing between stations,

Social Distancing Ideas

- Limit the numbers of clients and staff in the building at any given time.
 - Utilize a scheduling system. Do not allow walk-in services.
 - Have clients wait in their vehicles for services instead of in waiting rooms.
- Rearrange the salon, spa, or parlor to provide for adequate social distancing.
 - Only provide services at every other booth/station.
 - Ask clients to wait in their vehicles instead of in waiting rooms.
- Clients must come to appointments alone to provide one-on-one services.
 - If necessary, minors should only bring one parent/guardian with them to their appointment.
- Consider reserving special service hours for at-risk populations.
- Consider limiting face services (e.g lashes, facial waxing, beard trims)
- Limit cash transactions and utilize “no-touch” paying options.
 - Reading out the credit card number
 - Paying over the phone
 - Paying online



Cloth Face Masks

- Implement the use of face masks by employees.
- Encourage clients to utilize cloth face masks if their service allows it.
 - e.g. pedicures and manicures, tattoos, etc.
- Make sure that employees are regularly laundering their face masks.
- Avoid touching eyes, mouth, and nose while working.
 - Wash hands immediately after taking off facemasks.
 - Facemasks should be routinely washed depending on frequency of use.
- Consider laundering facemasks for all employees

Symptom Monitoring

- Consider implementing policies asking clients to not book appointments within 14 days of returning from travel.
- Ask clients to monitor themselves for signs and symptoms such as fever, cough, or shortness of breath prior to coming in to the business.
- Confirm that the client is not sick during the appointment confirmation call.
- Actively encourage clients to stay home and reschedule if they are sick.

Cleaning and Disinfecting

- Follow all routine cleaning guidelines and procedures as dictated by state and federal regulations.
- Clean all “high touch” areas such as counters, doorknobs, tables, benches, chairs, registers, equipment, card machines, etc. frequently.
 - Wipe down booth station between each client.
 - Clean more often if surfaces become visibly soiled.
 - Clean any surfaces that may have blood, body fluids, and or secretions on them.
 - Wear disposable gloves when cleaning surfaces.

Provide additional hand washing or hand sanitizing options for patrons:

- Hand sanitizer at entry of business and at check-out counter.
- Signs directing patrons to hand washing areas.



Churches and Places of Worship

Last Updated 4/22/20

*Places of Worship can become operational on or after April 26, 2020 with reduced capacity and where strict physical distancing protocols can be maintained between non-household members. Avoid GATHERING in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing.

Social Distancing Ideas

- Limit the number of people at gatherings to 10 people.
- Offer more services with limited occupancy to reduce gathering sizes.
- Continue to offer video/audio events.
- Rearrange seating to comply with social distancing (e.g. only allow seating in every other row).
- Remind parishioners to only sit near members of their household.
- Refrain from handshakes, hugs, and physical touch.
 - Opt for hands-free greetings such as waving.
- Encourage parishioners to bring their own bibles/books of worship to minimize the use of communal resources.
- Encourage parishioners to download the readings or weekly updates on their phones.
- Alter your practices to allow for social distancing (e.g. use individual plastic cups during communion).
- Consider holding a separate service for higher risk populations.

Cloth Face Masks

- Implement the use of cloth face masks by all church attendees and staff, if possible.
- Train staff on appropriate use of face coverings
 - Refrain from touching eyes, nose, and mouth while putting on and removing face masks.
 - Wash hands immediately after taking off facemasks.



- Facemasks should be routinely washed depending on frequency of use.
- Consider laundering facemasks for all employees

Cleaning and Disinfecting

Clean all “high touch” areas such as counters, doorknobs, tables, benches, chairs, registers, card machines, etc. frequently.

- Clean more often if surfaces become visibly soiled.
- Clean any surfaces that may have blood, body fluids, and or secretions on them.
- Wear disposable gloves when cleaning surfaces.
- Clean and disinfect all surfaces after every service.
- Visit the CDC website to view a list of EPA Approved Disinfectants.

Provide additional hand washing or hand sanitizing options for parishioners:

- Hand sanitizer at entry of place of worship
- Signs directing patrons to hand washing areas
 - Post proper handwashing practices near handwashing areas.

Considerations for Vulnerable Employees and Customers:

The following groups are considered higher risk for developing severe complications from COVID-19:

- People aged 65 and over
- People who live in a nursing home or long-term care facility
- People who are immunocompromised
- People with underlying medical conditions

Vulnerable populations are still encouraged to stay home as much as possible.



Daycares

Last Updated 4/22/20

*Child care facilities can remain operational but should follow State and local guidelines regarding operational levels and occupancy.

Social Distancing Ideas

- Limit the number of children and staff at gatherings to 10 people.
- It is recommended that families who have been traveling outside of Montana not bring their child into the child care setting for 14 days after the family last traveled.
- Alter schedules to limit mixing of children (e.g. stagger playground times and keep groups separate for special activities such as art, music, and exercising.)
- Rearrange seating to comply with social distancing (e.g. only allow groups of 5 or less to sit together).
- At nap time, ensure that children's naptime mats are spaced 6 feet apart, or as much as possible.
 - Children should be placed head to toe in order to reduce potential for viral spread.
- Child care classes should include the same group each day with the same child care provider to reduce mixing of staff and children.
- If possible, parents should sign children in and out outside of the facility.
- Consider staggering arrival and drop-off times to limit direct contact with the parent.
 - Have child care provider greet children outside as they arrive.
 - Designate one parent/caregiver to drop off and pick up the child every day.

Cloth Face Masks

Implement the use of cloth face masks by employees and older children, if possible. Cloth face coverings should NOT be put on babies or children under age two.



Cleaning and Disinfecting

Clean all “high touch” areas such as counters, doorknobs, tables, benches, chairs, toys, etc. frequently.

- Toys that cannot be cleaned and sanitized should not be used.
- Machine washable cloth toys should be used by one individual at a time OR should not be used at all.
 - These toys should be laundered before being used by another child.
- Toys should not be shared between groups of children unless they are washed and sanitized before being moved from one group to the other.
- Clean more often if surfaces become visibly soiled.
- Clean any surfaces that may have blood, body fluids, and or secretions on them.
- Wear disposable gloves when cleaning surfaces.
- Dishes and eating utensils should not be shared, and should be cleaned with dish soap and hot water after each use.
 - Use of a dishwasher also provides sufficient cleaning.
- Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child’s bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child’s skin should be cleaned weekly or before use by another child.

Provide additional hand washing or hand sanitizing options for children, staff, and parents:

- Hand sanitizer or hand washing station at entry of facility.
- Hands should be washed before and after:
 - Arrival to facility
 - Preparing or handling food and drinks
 - Administering medication or medical ointment
 - Diapering
 - Using the restroom or helping a child use the restroom



- Playing outdoors or in sand
- Handling garbage
- Signs directing children to hand washing areas
 - Post proper handwashing practices near handwashing areas, as appropriate for learning level.

Screen children upon arrival, if possible.

- Persons who have a fever of 100.4 (38.0C) or above or other signs of illness should not be admitted to the facility.
- Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Ask parents/guardians to check the child's temperature before coming to the facility or upon arrival to the facility.
- Ask parent/guardian to confirm that their child is not experiencing any symptoms such as fever, coughing, or shortness of breath.
- Consider using physical barriers to eliminate or minimize exposures due to close contact to a child who has symptoms during the screening process.
Consider the following options:
 - Conduct screening from behind a glass or plastic window.
 - If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.
 - Visually inspect the child for signs such as flushed cheeks, rapid breathing, or excessive fussiness.

Caring for Infants and Toddlers:

- **It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children:**
 - Child care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.



- Child care providers should wash their hands, neck, and anywhere touched by a child's secretions.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.



Restaurants, Bars, Breweries, Distilleries, Casinos

*Restaurants / bars / breweries / distilleries / casinos can become operational on or after May 4, 2020 under strict physical distancing and reduced capacity protocols in accordance with State guidelines.

State Guidelines (For Phase 1):

- Capacity must be limited to **50% of normal operating capacity** to allow for adequate group spacing.
- Establishments must **close by 11:30 pm**
- **Tables must be limited to six people per table.**
- Establishments must provide for 6 feet of physical distancing between groups and or tables.
- In-house dining for quick service restaurants should remain closed, if all guidelines can't be met, including the cleaning of every table between customers.
- Sitting or standing at bars or counters is not allowed.
- In bars, drinks and food must be served to customers at a table.
- Self-service buffets must be closed.
- Drink refills are not allowed.
- Self-service cups, straws and lids should be behind a counter and handed to customers
- Self-service condiments should be eliminated.
- Table items including, condiments, menus, napkins, and décor, should be removed from the table unless they can be adequately cleaned between customers.
- Menus must be cleaned between customers.
- Growlers and refillable or reusable containers must be cleaned prior to being refilled.

Casino Specific Guidelines (For Phase 1):

- Gaming machines that are operational must be separated by 7-foot center to center. Machines must be placed out of service if adequate spacing cannot be assured.
- Gaming machines must be adequately cleaned between customers.



Restaurant Staff Precautions

Employee Illness

- Do not allow employees to come to work if sick.
- Supply kitchen staff with masks when social distancing is not feasible.
- If employee is sick with COVID-19 symptoms such as cough, fever, or shortness of breath, please encourage them to go in for testing and follow CDC guidelines to wait for results before returning to work.

Prevention

- Encourage frequent handwashing
- Have employees take temperatures and assess other symptoms
- Restructure staffing so that those who handle food do not handle money
- Provide masks and gloves for employees who are taking transactions. Ensure employees are using PPE appropriately.
- Signage reminders to patrons to not come in if immunocompromised or ill
- Establish an illness/leave policy for employees.

Social Distancing Ideas

Physical Controls

- Space out tables and seating.
 - Use every other table, remove tables, remove bar stools, mark off/close every other table.
- Do not allow congregation of groups within establishment or outside establishment, no standing around waiting for tables or mingling within establishment.
- No unseated guests.
- Mark off the bar stools or tables with information explaining why those areas must remain empty.
- Utilize curb side pick-up or delivery if possible, use proper PPE when delivering, such as masks and gloves.
- No parties larger than 6 people.
- Music may be played but discourage dancing or social gathering.

Sanitary Practices and No-Touch Methods

- Instead of reusable menus, utilize paper menus that can be disposed of after one use.
- Use whiteboards or a scroll board to eliminate the need of reusable menus.
- Limit menu use among customers.



- No pre-set silverware.
- Allow for reservations and individuals to wait in car and text when table is ready.
- Supply plastic or glass shields for host/hostess stations, similar to grocery stores.
- No self-service areas (salad bar, buffets etc, if not prewrapped).
- Post signage with information for customers of what is required and what the health department is asking facilities to do.

Money Handling

- Have individuals pay before pick-up with credit card.
- Encourage customers to use check or credit card, instead of cash.

Casino Specific Ideas

- Full disinfection between customers use of machines.
- Provide disinfecting wipes for customers to wipe down machines.
- Space out machines or close every other machine to allow adequate spacing.

Cleaning and Disinfecting

- Clean all “high touch” areas such as counters, doorknobs, tables, benches, back of chairs, restrooms frequently. Suggestion of every 2-3 hours but more frequently is encouraged
 - EPA approved disinfectants
 - 1/3 cup of bleach per gallon of water
- Hand sanitizer stations available at entrance, as well as at tables.
- Increase handwashing reminder signs.

Cloth Face Masks

- Implement the use of cloth face masks by all staff, if possible.
- Train staff on appropriate use of face coverings
 - Refrain from touching eyes, nose, and mouth while putting on and removing face masks.
 - Wash hands immediately after taking off facemasks.
 - Facemasks should be routinely washed depending on frequency of use.
- Consider laundering facemasks for all employees.