

# REOPEN Connecticut<sup>®</sup>

SAFER. STRONGER. TOGETHER.



**Governor Ned Lamont**

**Sector rules for May 20th reopen**

May 8th, 2020

# SECTOR RULES FOR MAY 20TH REOPEN

## GOAL

Proactively protect public health and speed up the pace of economic, educational, and community recovery while Restoring Connecticut's quality of life.

1

### SAFETY FIRST

We will reopen society safely and securely with a proactive program that safeguards the health of our vulnerable residents, continues physical distancing, and provides clear safeguard rules for businesses and institutions deemed safe to reopen.

2

### SCIENCE-DRIVEN

Our strategy will rely on a scientifically validated set of public health interventions. Patient assessment, testing, proactive tracing, field studies, and public health guidance will be deployed simultaneously to contain infection.

3

### PREPARED

We will work closely with hospitals and health systems to procure and distribute critical personal protective equipment, and assess capacity of beds and ventilators to ensure optimal standard of care.

4

### CHOICE

Individual businesses within sectors allowed to open are empowered to make their own choice on when they reopen. When they open, they must comply with rules we lay out to safeguard their employees and customers.

5

### DYNAMIC

We include a suite of tools to inform an adaptive plan that can be nimbly scaled or rolled back rapidly based on real-time critical health metrics.

# SECTOR RULES FOR MAY 20TH REOPEN

## HOW WE WILL OPEN OUR ECONOMY SAFELY

Our plan to open the economy will address two factors:

**WHAT** businesses can open and when.

**HOW** businesses must operate **if they choose to open**.

### WHAT:

- We know that some businesses put employees and customers at greater risk of transmission.
- We will prioritize opening businesses that pose a lower transmission risk and drive outsized impact on the economy.
- Transmission risk is defined as contact intensity and modification potential of businesses.
  - Contact intensity considers contact proximity, contact length, and number of contacts.
  - Modification potential considers the businesses' ability to socially distance and sanitize in accordance with regulations.
- We will assess the impact on state economic health with a focus on number of employed individuals, total GDP impacted, and impact on small businesses that make up the backbone of our economy.

### HOW:

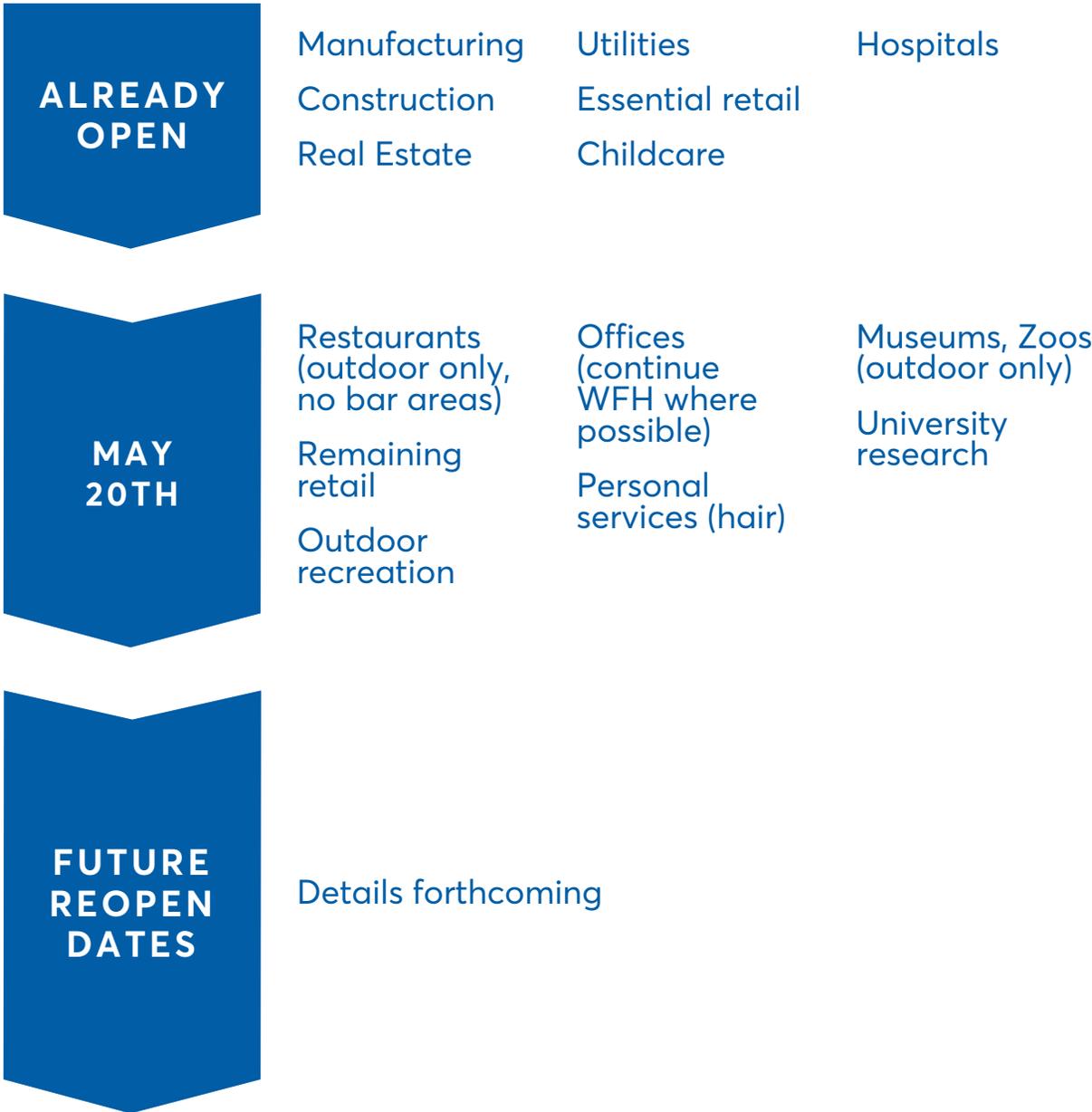
- We will provide clear operational guidance to businesses on how to reopen while ensuring the safety of both employees and customers.
- Guidance will include social distancing and hygiene, as well as the use of personal protection – for business operators, workers, and customers.
- The goal is to not only open safely, but create confidence in our society across employers, employees, and customers.
- The level of guidance will gradually become less restrictive over time, as our confidence in the ability to monitor and contain the disease increases.

# SECTOR RULES FOR MAY 20TH REOPEN

## WHAT: SECTOR REOPENING OVER TIME

### The state will open its economy with a gradual approach

The first set of businesses will start reopening when we see a sustained 14-day decline in hospitalizations, have adequate testing capacity, have a contact tracing system in place, and have procured sufficient PPE. The tentative timing for that reopen is May 20th.



# SECTOR RULES FOR MAY 20TH REOPEN

## HOW: SAFEGUARDS

As we start opening select businesses on May 20th, we will open at our strictest controls on business operations and societal interaction. This will include, among other measures:

- Capacity limit of 50% for businesses that reopen.
- Strict cleaning and disinfection protocols in all settings.
- Those who can work from home should continue to do so
- Those in high-risk groups (comorbidities) and over the age of 65 should continue to stay safe and stay home.
- Facemasks should continue to be worn in public at all times.
- Social gatherings will be restricted to a maximum of 5 people.

As we see progress on a defined set of public health metrics (detail to follow), we will gradually loosen safeguards. This will allow for the next set of businesses to open and potentially for businesses already open to operate with additional leeway. We expect this will occur over the coming months through September 2020.

As always, we will make decisions based on data and science. Our plan intentionally allows for sufficient time for learning, adoption of behaviors, and ultimately the achievement of improved health metrics that create the necessary environment for new business operations. If public health metrics deteriorate, the State may choose to revert back to stricter safeguards.



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## OFFICES

In Phase 1, offices can open at up to 50% capacity. Employees should continue to work from home where possible.

# OFFICES

## OVERVIEW

As Connecticut's offices reopen, the most important consideration will be the health and safety of employees. Businesses must exercise caution throughout the reopening, ensuring strict adherence to the protocols listed here. Those businesses that are not able to meet the rules listed here by May 20, should delay opening until they are able to.

While these rules provide a way for offices to reopen in as safe a manner as possible, risks to employees cannot be fully mitigated. Employees who choose or are instructed to return to their offices during this time should be fully aware of potential risks. Individuals over the age of 65 or with other health conditions should not visit offices, but instead continue to stay home and stay safe.

Businesses should take these rules as the minimum baseline of precautions needed to protect public health in Connecticut. Individual businesses should take additional measures as recommended by industry guidelines or by common sense applied to their particular situation. We urge employees to stay vigilant and pay attention as to whether their offices are faithfully implementing these rules.

## REOPEN RULES FOR OFFICES

For offices, **employees are encouraged to continue to work from home where possible**. Tenants should coordinate with building owners to ensure these rules are implemented effectively. Common areas shared between tenants are the responsibility of the landlord (e.g. lobbies, elevators, etc.), while individual tenant areas are the responsibility of the tenant (e.g. individual floors, kitchen areas, etc.).

These rules are intended to help offices safely get back to work. The information here can be supplemented with guidance from professional organizations and by other industry groups, some of which are listed below. These rules may be updated.

## FURTHER RESOURCES

**Centers for Disease Control and Prevention**  
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

**Occupational Safety and Health Administration**  
<https://www.osha.gov/Publications/OSHA3990.pdf>



# OFFICES



## WORK FROM HOME

Encourage employees to continue to work from home where possible, and put in appropriate measures to facilitate this where possible.



## PLAN FOR REOPENING

Share these rules with your employees and inform them of any additional specific measures being taken in response to COVID-19.



## PROGRAM ADMINISTRATOR

Appoint a program administrator who is accountable for implementing these rules.



## SHIFTS

Stagger shift start/stop times and break times to minimize contact across employees.



## LOG EMPLOYEES

Maintain a log of employees on premise over time, to support contact tracing.



## LIMIT VISITORS

Limit visitors and service providers on-site; shipping and deliveries must be completed in designated areas.



## TRAINING

Institute a training program and ensure employee participation in the program prior to reopen. Training shall include:

- The rules contained in this document.
- Protocols on how to clean and use cleaning products (including disinfectants) safely.

Additional guidance can be found here:

[https://osha.washington.edu/sites/default/files/documents/FactSheet\\_Cleaning\\_Final\\_UWDEOHS\\_0.pdf](https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOHS_0.pdf)

**Note:** If any on-site duties are subcontracted, it is the employer's responsibility to ensure subcontractors are also appropriately trained.

The training shall be provided at no cost to the employee and during working hours. The training materials shall be presented in the language and at the literacy level of the employees. There shall also be weekly refreshers on policies.



## PERSONAL PROTECTION

Estimate required personal protection for employees and begin procuring.



## CLEANING PLAN

Develop cleaning checklists that incorporate these rules. Ensure it is clear which employees are responsible for implementing the plans.

# OFFICES



## THOROUGH CLEANING

Complete a thorough cleaning of facility prior to reopening, including, but not limited to:

- Entrances/lobbies, bathrooms, kitchens, hallways, elevators, door handles/door knobs, shared equipment (e.g., printers, scanners, phones, vending machines), desks, chairs, computers, monitors



## CERTIFICATION

Complete the self-certification on the DECD website to receive a Reopen CT badge. Once complete, businesses can choose to post the badge on-site and on social media to advertise adherence to CT rules and build customer confidence.



Workspace should be separated into discrete work zones, with movement between zones limited where possible

Make hand sanitizer available at the entrance

Employees must wear a facemask or other cloth face covering

Place disposable wipes near shared surfaces (e.g., printers and desks)

Arrange desks so employees are spaced at least 6ft apart

# OFFICES



## SIGNAGE

Post clear signage that reinforces new policies, like:

- Social distancing protocols
- Cleaning and disinfection protocols
- Personal protection protocols (face masks, gloves)
- Employees shall stay home if sick/experiencing symptoms



## VENTILATION

Increase ventilation rates and increase the percentage of outdoor air that circulates into the system where possible.



## SOCIAL DISTANCING MARKERS

Install visual social distancing markers to encourage employees to remain 6ft apart (e.g., in the lobby, in workspaces).



## PARTITIONS

Use partitions between employees where a 6ft distance cannot be maintained, where possible.



## SHARED EQUIPMENT

Ensure employees do not share equipment to the extent possible. If shared, clean after each use.



## OFFICE ARRANGEMENT

Rearrange space to maintain 6ft of distance between employees and stagger the position of desks so employees can avoid sitting opposite each other. This may require keeping some desks empty and/or marking desks that should not be used.



## DISCRETE WORK ZONES

Where possible, segment the workspace into discrete zones, prevent movement between zones, and close spaces where employees congregate (e.g., individuals stay on a single floor, or single part of the office).



## NON-ESSENTIAL AMENITIES

Close or remove amenities non-essential to businesses' main function, like:

- Coat rooms – have employees bring their personal belongings to their workstation.

# OFFICES



## ELEVATORS

Encourage social distancing while using elevators, by:

- Encouraging social distancing while individuals queue using visual markers.
- Using signage displaying healthy elevator use protocols, including passenger limits and safe distances in the carriage.
- Using elevator attendants to manage flow and discourage over-crowding.
- Using floor markers that establish distancing zones and describe where to stand.
- Encourage alternatives, such as stairs, where possible.



## TOUCHLESS APPLIANCES

Install touchless appliances wherever possible, including:

- Paper towel, soap dispensers, water fountains.
- Doors: make doors no touch or have a door person during high volume times.



## HOTLINE FOR VIOLATIONS

Post clear signage that includes the state hotline (211) for employees and customers to report potential violations of these rules.

# OFFICES

## PERSONAL PROTECTION FOR EMPLOYEES

- All employees are required to wear a face mask or other cloth face covering that completely covers the nose and mouth, unless doing so would be contrary to his or her health or safety due to medical conditions.
- Employees may utilize their own cloth face covering over that provided by their employer if they choose.
- Gloves and eye protection are required when using cleaning chemicals.
- In workplace settings where employees are working alone in segregated spaces (e.g., cubicles with walls, private offices, etc.), employees may remove their masks. However, workers shall wear a mask or face covering from the time they enter the building until the time they arrive at their cubicle/workstation, and at any time they are leaving their work station and moving around common areas (e.g., in hallways and stairwells, going to the restroom or break room, etc.). For employees working in congregate settings (e.g., open manufacturing floors, warehouses, areas open to the public, shared offices, or similar settings), those workers shall wear a face covering as above, as well as when they are at their work station. In addition, continuous wearing of masks is not required in outdoor workspaces where employees do not regularly come within 6ft of other employees.

## EMPLOYERS ARE RESPONSIBLE FOR PROVIDING PERSONAL PROTECTION TO THEIR EMPLOYEES

- If businesses do not have adequate personal protection, they cannot open.

## PERSONAL PROTECTION FOR CUSTOMERS & VISITORS

- Customers and visitors are required to bring and wear masks or cloth face coverings that completely cover the nose and mouth unless doing so would be contrary to his or her health or safety due to a medical condition. If the customer or visitor does not have a mask or face covering, then they either must be provided one by the site employer or not allowed to enter the facility.

# OFFICES



## HAND SANITIZER

Hand sanitizer shall be made available at entrance points and common areas, where possible.



## HANDWASHING

Ensure employees wash their hands routinely using soap and water for at least 20 seconds.



## CLEANING, DISINFECTANT PRODUCTS, AND/OR DISPOSABLE DISINFECTANT WIPES

Make available near commonly used surfaces, where possible, like:

- Desks
- Chairs
- Bathrooms
- Elevators
- Coffee machines
- Shared equipment (e.g., printers, scanners, phones, monitors)



## BATHROOMS

Clean and disinfect frequently, implement use of cleaning log for tracking. Clean multiple times a day and hourly during busy times.



## CLEANING AND DISINFECTING

Businesses shall follow federal guidelines (CDC, EPA) on what specific products should be used and how:

- Use products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants.
- Disinfectants are irritants and sensitizers, and should be used cautiously. Clean and disinfect frequently touched surfaces at least daily and shared objects after each use.
- Clean and disinfect common areas, high transit areas, and frequently touched surfaces on an ongoing basis (at least daily) and more frequently if used more often. Clean and disinfect shared objects after each use. Examples include:

- |  |  |                       |
|--|--|-----------------------|
| • Entrances/lobbies                          | • Door handles/<br>door knobs  | • Desks and chairs    |
| • Kitchens                                   | • Shared equipment<br>(e.g., printers, scanners,<br>phones, vending<br>machines) | • Computers, monitors |
| • Hallways                                   |  | • Coffee machines     |
| • Elevators, including<br>panels and buttons |  |                       |

# OFFICES



## DAILY HEALTH CHECK

Ask employees resuming on-premise work to confirm they have not experienced COVID-19 CDC-defined symptoms and to monitor their own symptoms; including cough, shortness of breath, or any two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Employees should stay home if sick.



## IN THE EVENT OF A POSITIVE COVID-19 CASE

Employees shall inform their employers and follow state testing and contact tracing protocols.



## WHISTLEBLOWER PROTECTION

Employers may not retaliate against workers for raising concerns about COVID-related safety and health conditions.

- Additional information can be accessed at [www.OSHA.gov](http://www.OSHA.gov).
- Additional information for the public sector can be accessed at [www.connosha.com](http://www.connosha.com).



## LEAVE

Employers shall adhere to federal guidance pertaining to paid leave for employees and provide this guidance to employees. Employers shall post the Families First Coronavirus Response Act (FFCRA) Department of Labor poster. The poster can be accessed at: <https://www.dol.gov/agencies/whd/posters>

- Additional guidance can be accessed at: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>