

# Leavenworth County Plan for “Re-Opening”

## PURPOSE AND INTRODUCTION

As Kansas’s “Stay at Home” order is set to expire, this document has been prepared to offer guidance on a safe, stepwise reopening of Leavenworth County. We must continue to take measures to ensure the safety of our most vulnerable populations. We must continue to ensure the community’s ability to respond to the COVID-19 pandemic. In an effort to do this, the Leavenworth County Health Department is implementing a three-phase approach going forward. Each of the “phases” represents a different level of guidance to help save lives and reduce transmission of the COVID-19 virus.

We understand that restarting economic activity is one of our county’s priorities at this time along with keeping our community safe and limiting the spread of COVID-19. This is a critical time to be thoughtful and careful about reopening Leavenworth County. We do not want to have to return to a “Stay at Home” order and believe that a safe, stepwise approach will allow Leavenworth County to accomplish this goal.

## GUIDING PRINCIPLES TO BE FOLLOWED THROUGH EACH PHASE BY ALL BUSINESSES and ORGANIZATIONS

- State restrictions **must allow** for the actions included in each phase.
- To move from one phase to the next, all of the following criteria must be met:
  - Local indicators must show decreasing or stable transmission for at least 14 days before the beginning date of the next phase;
  - Sufficient testing must be available;
  - Sufficient Personal Protective Equipment must be available;
  - Hospitals must have the capacity to treat an increased number of COVID-19 patients requiring hospitalization;
  - The public health system must be able to promptly identify and isolate infected individuals and identify and quarantine necessary contacts.
- When able, continuing to stay at home is recommended.
- Social distancing measures should continue to be followed:
  - Stay 6 feet away from others;
  - Interact only with people of the same household when possible;
  - Limit non-essential travel.
- Masks should be worn in all public places.
- The community must practice good hand hygiene by washing hands with soap and water or using hand sanitizer frequently.
- Individuals with Symptoms of COVID-19 including (but not limited to) fever, cough, shortness of breath, sore throat, headache, chills, aches, fatigue, loss of smell or taste, nausea/vomiting, diarrhea must remain home and seek medical attention if needed.
- Vulnerable/High risk individuals and senior citizens should stay home as much as possible. They should stay in contact with their health care provider and should not congregate with others who are not members of their immediate household.
- A Visitor(s) or customer log should be kept to aid in contact tracing. Information must include date, name, and phone number.
- Businesses that are identified in the Kansas Essential Functions Framework will continue to follow State and Federal guidelines in relation to occupancy restrictions and providing services. <https://governor.kansas.gov/wp-content/uploads/2020/03/EO-20-15-Executed.pdf>
- These regulations should be considered the minimum standards to follow. Businesses should follow industry-specific guidelines. Any additional best practice guidance from each business sector is **strongly encouraged**.

## Phase 1

People who are in an at-risk population should continue to stay at home and self-isolate as much as possible.

### Mass Gathering Limitations

25 or fewer people based on adequate space to follow social distancing guidelines.

#### All businesses

- Distance working should be allowed and encouraged where possible.
- Employees should be screened for fevers and symptoms of COVID-19 with a questionnaire at the work place entrance. Any employee with symptoms should be sent home immediately and instructed to follow up with their care provider.
- Work spaces should be at least 6 feet apart where possible.
- Stagger work shifts and keep work cohorts consistent.
- All businesses should follow the OSHA Guidance on preparing workplaces for COVID-19  
<https://www.osha.gov/Publications/OSHA3990.pdf>
- All employees must wear facemasks when in a shared workspace.
- Customers that will be in direct contact with employees must wear facemasks. All customers should be encouraged to wear facemasks.
- Enhanced cleaning should be done throughout the day especially focusing on high touch areas.
- Signs should be posted at all entrances that state no one with a fever or symptoms of COVID-19 is permitted in the business. (Primary and emergency health care offices excluded)

#### Restaurants and Bar Specific

- Follow all U.S. Food and Drug Administration Food Code requirements.
- Prioritize delivery, take out and curbside service.
- Inside service is allowed based on mass gathering limitations and the following restrictions.
  - No more than 4 people at a table.
  - A minimum of 6 feet separation between separate party seating.
  - No more than 10 patrons per 500 square feet of dining room area.
  - All self-service items should be removed to include salad bar, buffet and drink stations.
  - Limit employee gatherings in the work area and break areas.
  - Design a process to ensure guests stay separate while waiting to be seated or pay for services.
  - Where possible mark a separate entrance and exit.
  - Provide hand sanitizer for guests.
  - Between diners, clean and sanitize table condiments, digital ordering devices, check presenters, self-service areas, tabletops and commonly touched areas, and discarding single-use items.
  - Use rolled silverware and eliminate table presets.
  - The use of disposable paper menus is strongly encouraged, which should be discarded after each patron use. Otherwise, businesses subject to this section shall clean and sanitize reusable menus between each use by a patron. Non-touch menus are also acceptable for use.
  - The restaurant must maintain a list of patrons including name, date, time of visit and a contact phone number.
  - All restaurant or dining room playgrounds shall be closed.
- These guidelines do not apply to dine-in services in hospitals, healthcare facilities, nursing homes, or other long-term care facilities.

## **Retail**

- Where applicable provide shopping cart sanitation supplies.
- Maintain social distancing
- Consider 1-way flow of movement through store indicated by floor marks
- Employees must wear masks at all times
- Hand sanitizer should be readily available throughout the premises
- Marks should be applied to the floor in the area adjacent to each cash register to indicate where to wait for check out
- Plexiglass or glass barriers should be installed at checkout lanes

## **Long-Term Care Facilities**

- Maintain social distancing as much as possible
- Adjust the layout of common areas including dining facilities to maintain 6 feet between residents
- Perform enhanced cleanings daily
- Screen workers for fevers and any symptoms of COVID-19
- Staff should wear masks at all times
- No outside visitors allowed

## **Childcare**

- Childcare facilities must adhere to KDHE guidelines
- Outdoor activities are encouraged; use of commonly touched items such as playground equipment, toys, and sports equipment is discouraged.
- Perform enhanced cleanings daily
- Children should be cared for in rooms of 10 or less with the same caregiver each day placed into cohorts so that the same children are in the same room each day.
- Screen workers and children for fevers and any symptoms of COVID-19 with a questionnaire at facility entrance
- Parents and caregivers should not enter the facility

## **Direct Contact and Personal Services**

(examples: salons, barbers, pet grooming, massage)

- Services may be provided by appointment only
- Both service provider and customer must wear masks
- The business must maintain a list of patrons including name, date, time of visit and a contact phone number.
- Appointments must be spaced so that there is adequate time to clean thoroughly between customers
- One customer is allowed per service provider in the business at any given time.
- Customers must be screened for fever and symptoms of COVID-19
- If stricter guidelines are recommended by a licensing authority they must be followed.

## **Gyms and Fitness Centers**

- Gyms/Fitness centers may be open provided that staff is on the premises at all times during operating hours.
- The Business must maintain a list of patrons including name, date, time of visit and a contact phone number.
- Must adhere to social distancing guidelines, allowing people to remain 6 feet apart at all times
- Equipment must be cleaned thoroughly between uses
- Customers must be screened for fever and symptoms of COVID-19

### **Organized Sports Activities**

- Not allowed at this time

### **Parks, Public Spaces**

- Parks and public spaces are open, but use of playground equipment and picnic tables is prohibited

### **Real Estate**

- Individual showings are allowed
- Open Houses are not allowed.
- All parties should wear a mask in public
- Maintain 6-foot distancing from others at all times

### **Community Events, Weddings, Funerals, other Social Functions**

- Must adhere to mass gathering and social distancing guidelines
- The entity organizing the event is responsible for ensuring that all guidelines are being followed
- Hand sanitizer should be readily available throughout the premises for the duration of the event
- The Business must maintain a list of participants including name, date, time of visit and a contact phone number.

### **Education**

- Per KSDE and School guidelines

### **Medical**

- Per hospital/clinic guidelines

## Phase 2

(Will move to phase 2 as soon as all indicators allow but not sooner than 14 days after Phase 1)

People who are in an at-risk population should continue to stay at home and self-isolate as much as possible.

### Mass Gathering Limitations

50 or fewer people based on adequate space to follow social distancing guidelines.

#### All businesses

- Distance working should be allowed and encouraged where possible.
- Employees should be screened for fevers and symptoms of COVID-19 with a questionnaire at the work place entrance. Any employee with symptoms should be sent home immediately and instructed to follow up with their care provider.
- Work spaces should be at least 6 feet apart where possible.
- Stagger work shifts and keep work cohorts consistent.
- All businesses should follow the OSHA Guidance on preparing workplaces for COVID-19  
<https://www.osha.gov/Publications/OSHA3990.pdf>
- All employees must wear facemasks when in a shared workspace.
- Customers that will be in direct contact with employees must wear facemasks. All customers should be encouraged to wear facemasks.
- Enhanced cleaning should be done throughout the day especially focusing on high touch areas.
- Signs should be posted at all entrances that state no one with a fever or symptoms of COVID-19 is permitted in the business. (Primary and emergency health care offices excluded)

#### Restaurants and Bar Specific

- Follow all U.S. Food and Drug Administration Food Code requirements.
- Prioritize delivery, take out and curbside service.
- Inside service is allowed based on mass gathering limitations and the following restrictions.
  - No more than 6 people at a table.
  - A minimum of 6 feet separation between separate party seating.
  - No more than 10 patrons per 400 square feet of dining room area.
  - All self-service items should be removed to include salad bar, buffet and drink stations.
  - Limit employee gatherings in the work area and break areas.
  - Design a process to ensure guests stay separate while waiting to be seated or pay for services.
  - Where possible mark a separate entrance and exit.
  - Provide hand sanitizer for guests.
  - Between diners, clean and sanitize table condiments, digital ordering devices, check presenters, self-service areas, tabletops and commonly touched areas, and discarding single-use items.
  - Use rolled silverware and eliminate table presets.

- The use of disposable paper menus is strongly encouraged, which should be discarded after each patron use. Otherwise, businesses subject to this section shall clean and sanitize reusable menus between each use by a patron. Non-touch menus are also acceptable for use.
- The restaurant must maintain a list of patrons including name, date, time of visit and a contact phone number.
- All restaurant or dining room playgrounds shall be closed.
- These guidelines do not apply to dine-in services in hospitals, healthcare facilities, nursing homes, or other long-term care facilities.

#### **Retail**

- Where applicable provide shopping cart sanitation supplies.
- Maintain social distancing
- Consider 1-way flow of movement through store indicated by floor marks
- Employees must wear masks at all times
- Hand sanitizer should be readily available throughout the premises
- Marks should be applied to the floor in the area adjacent to each cash register to indicate where to wait for check out
- Plexiglass or glass barriers should be installed at checkout lanes

#### **Long-Term Care Facilities**

- Maintain social distancing as much as possible
- Adjust the layout of common areas including dining facilities to maintain 6 feet between residents
- Perform enhanced cleanings daily
- Screen workers for fevers and any symptoms of COVID-19
- Staff should wear masks at all times
- No outside visitors allowed

#### **Childcare**

- Childcare facilities must adhere to KDHE guidelines
- Outdoor activities are encouraged; use of commonly touched items such as playground equipment, toys, and sports equipment is discouraged.
- Perform enhanced cleanings daily
- Children should be cared for in rooms of 15 or less with the same caregiver each day placed into cohorts so that the same children are in the same room each day.
- Screen workers and children for fevers and any symptoms of COVID-19 with a questionnaire at facility entrance
- Parents and caregivers should not enter the facility

#### **Direct Contact and Personal Services**

(examples: salons, barbers, pet grooming, massage)

- Services may be provided by appointment only
- Both service provider and customer must wear masks
- The business must maintain a list of patrons including name, date, time of visit and a contact phone number.
- Appointments must be spaced so that there is adequate time to clean thoroughly between customers

- One customer is allowed per service provider in the business at any given time.
- Customers must be screened for fever and symptoms of COVID-19
- If stricter guidelines are recommended by a licensing authority they must be followed.

### **Gyms and Fitness Centers**

- Gyms/Fitness centers may be open provided that staff is on the premises at all times during operating hours.
- The Business must maintain a list of patrons including name, date, time of visit and a contact phone number.
- Must adhere to social distancing guidelines, allowing people to remain 6 feet apart at all times
- Equipment must be cleaned thoroughly between uses
- Customers must be screened for fever and symptoms of COVID-19

### **Organized Sports Activities**

- Team practices are allowed
- No games or scrimmages allowed
- Attendance record should be maintained
- Any observers must practice social distancing guidelines
- Bleacher seating is not allowed

### **Parks, Public Spaces**

- Parks and public spaces are open, but use of playground equipment and picnic tables is prohibited

### **Real Estate**

- Individual showings are allowed
- Open Houses are allowed but no more than one couple or family are allowed in at a time.
  - You must maintain a list of visitors including name, date, time of visit and a contact phone number.
- All parties should wear a mask in public
- Maintain 6-foot distancing from others at all times

### **Community Events, Weddings, Funerals, other Social Functions**

- Must adhere to mass gathering and social distancing guidelines
- The entity organizing the event is responsible for ensuring that all guidelines are being followed
- Hand sanitizer should be readily available throughout the premises for the duration of the event
- The Business must maintain a list of participants including name, date, time of visit and a contact phone number.

### **Education**

- Per KSDE and School guidelines

### **Medical**

- Per hospital/clinic guidelines

### Phase 3

People who are in an at-risk population should continue to stay at home and self-isolate as much as possible.

#### Mass Gathering Limitations

250 or fewer people based on adequate space to follow social distancing guidelines.

##### All businesses

- Distance working should be allowed and encouraged where possible.
- Employees should be screened for fevers and symptoms of COVID-19 with a questionnaire at the work place entrance. Any employee with symptoms should be sent home immediately and instructed to follow up with their care provider.
- Work spaces should be at least 6 feet apart where possible.
- Stagger work shifts and keep work cohorts consistent.
- All businesses should follow the OSHA Guidance on preparing workplaces for COVID-19  
<https://www.osha.gov/Publications/OSHA3990.pdf>
- All employees must wear facemasks when in a shared workspace.
- Customers that will be in direct contact with employees must wear facemasks. All customers should be encouraged to wear facemasks.
- Enhanced cleaning should be done throughout the day especially focusing on high touch areas.
- Signs should be posted at all entrances that state no one with a fever or symptoms of COVID-19 is permitted in the business. (Primary and emergency health care offices excluded)

##### Restaurants and Bar Specific

- Follow all U.S. Food and Drug Administration Food Code requirements.
- Prioritize delivery, take out and curbside service.
- Inside service is allowed based on mass gathering limitations and the following restrictions.
  - No more than 8 people at a table.
  - A minimum of 6 feet separation between separate party seating.
  - No more than 10 patrons per 300 square feet of dining room area.
  - Self-service items to include salad bar, buffet and drink stations are allowed.
  - Limit employee gatherings in the work area and break areas.
  - Design a process to ensure guests stay separate while waiting to be seated or pay for services.
  - Where possible mark a separate entrance and exit.
  - Provide hand sanitizer for guests.
  - Between diners, clean and sanitize table condiments, digital ordering devices, check presenters, self-service areas, tabletops and commonly touched areas, and discarding single-use items.
  - Use rolled silverware and eliminate table presets.
  - The use of disposable paper menus is strongly encouraged, which should be discarded after each patron use. Otherwise, businesses subject to this section shall clean and sanitize reusable menus between each use by a patron. Non-touch menus are also acceptable for use.
  - The restaurant must maintain a list of patrons including name, date, time of visit and a contact phone number.
  - All restaurant or dining room playgrounds shall be closed.
- These guidelines do not apply to dine-in services in hospitals, healthcare facilities, nursing homes, or other long-term care facilities.

## **Retail**

- Where applicable provide shopping cart sanitation supplies.
- Maintain social distancing
- Consider 1-way flow of movement through store indicated by floor marks
- Employees must wear masks at all times
- Hand sanitizer should be readily available throughout the premises
- Marks should be applied to the floor in the area adjacent to each cash register to indicate where to wait for check out
- Plexiglass or glass barriers should be installed at checkout lanes

## **Long-Term Care Facilities**

- Maintain social distancing as much as possible
- Adjust the layout of common areas including dining facilities to maintain 6 feet between residents
- Perform enhanced cleanings daily
- Screen workers for fevers and any symptoms of COVID-19
- Staff should wear masks at all times
- Outside visitors allowed
  - Must be screened for fevers and any symptom of COVID-19
  - Masks are required.
  - You must maintain a list of all visitors including name, date, time of visit and a contact phone number.

## **Childcare**

- Childcare facilities must adhere to KDHE guidelines
- Outdoor activities are encouraged; use of commonly touched items such as playground equipment, toys, and sports equipment is discouraged.
- Perform enhanced cleanings daily
- Children should be cared for in rooms of 15 or less with the same caregiver each day placed into cohorts so that the same children are in the same room each day.
- Screen workers and children for fevers and any symptoms of COVID-19 with a questionnaire at facility entrance
- Parents and caregivers should not enter the facility

## **Direct Contact and Personal Services**

(examples: salons, barbers, pet grooming, massage)

- Services may be provided by appointment only
- Both service provider and customer must wear masks
- The business must maintain a list of patrons including name, date, time of visit and a contact phone number.
- Appointments must be spaced so that there is adequate time to clean thoroughly between customers
- One customer is allowed per service provider in the business at any given time.
- Customers must be screened for fever and symptoms of COVID-19
- If stricter guidelines are recommended by a licensing authority they must be followed.

## **Gyms and Fitness Centers**

- Gyms/Fitness centers may be open provided that staff is on the premises at all times during operating hours.
- The Business must maintain a list of patrons including name, date, time of visit and a contact phone number.
- Must adhere to social distancing guidelines, allowing people to remain 6 feet apart at all times
- Equipment must be cleaned thoroughly between uses

- Customers must be screened for fever and symptoms of COVID-19

### **Organized Sports Activities**

- Team practices are allowed
- Competitive team events may begin
- Any observers must practice social distancing guidelines
- Bleacher seating is not allowed

### **Parks, Public Spaces**

- Parks and public spaces are open

### **Real Estate**

- Individual showings are allowed
- Open Houses are allowed
  - You must maintain a list of visitors including name, date, time of visit and a contact phone number.
- All parties should wear a mask in public
- Maintain 6-foot distancing from others at all times

### **Community Events, Weddings, Funerals, other Social Functions**

- Must adhere to mass gathering and social distancing guidelines
- The entity organizing the event is responsible for ensuring that all guidelines are being followed
- Hand sanitizer should be readily available throughout the premises for the duration of the event
- The Business must maintain a list of participants including name, date, time of visit and a contact phone number.

### **Education**

- Per KSDE and School guidelines

### **Medical**

- Per hospital/clinic guidelines