

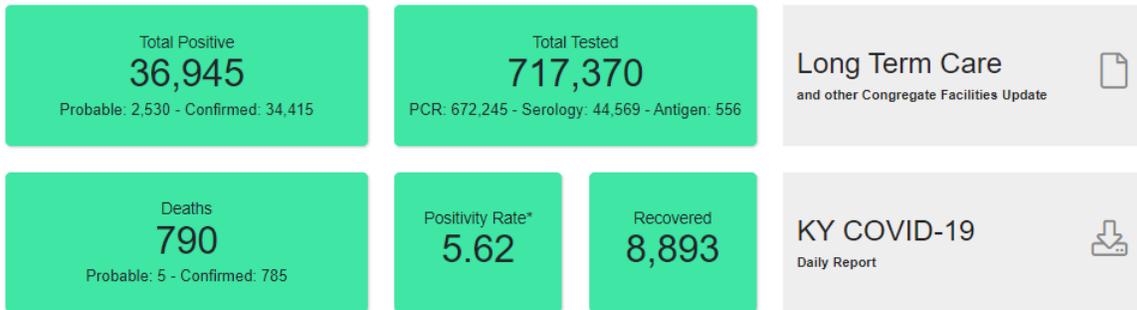


BGAA Recommendations for Reopening During COVID-19

Updated: 8.13.2020

Kentucky Coronavirus Monitoring

Current as of August 12, 2020



*Based on a 7-day rolling average. Timing of reporting overall lab results versus positives, repeat testing of individuals, duplicate entries and lack of reporting by some labs, make the data imprecise and more appropriate or useful for trending. [Learn more about how KDPH determines the positivity rate.](#)

[COVID-19 Daily Reports beginning June 1, 2020](#)

Note: Data includes cases of COVID-19 reported to KDPH.

[KY COVID-19 Case Classification](#)

INTRODUCTION

Since the emergence of the COVID-19 crisis the Bowling Green Apartment Association has been working to keep our members informed and up to date with the latest information and best practices regarding operating during these times. We have continually communicated with the Governor's office and other resources to provide clear communication to our members on how to proceed during this evolving situation. The contents of this document are a compilation of resources that have been gathered from various sources to provide our members with the most accurate and comprehensive information possible.

Please keep in mind that none of these documents are intended to replace professional counsel from legal or health care professionals. If you have any concerns related to your company's COVID-19 policy development, then we strongly encourage you to reach out to your legal counsel, professional human resources advisor, health experts or other government officials.

This publication is not intended for sale and is provided only as an information resource for apartment housing providers, not as a legal guide in any manner. In no way are these suggestions to take the place of individual company policies or procedures.

CDC Recommendations:

All individuals should continue to practice good hygiene:

- ✓ Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- ✓ Avoid touching your face.
- ✓ Sneeze or cough into a tissue, or the inside of your elbow.
- ✓ Disinfect frequently used items and surfaces as much as possible.
- ✓ Strongly consider using face coverings while in public, and particularly when using mass transit.

People who are sick should stay home:

- ✓ Do not go to work or school.
- ✓ Contact and follow the advice of your medical provider.

Signs to display at the entrance to your office/building:

[Do not enter if sick sign\(PDF\)](#)

[Do not enter if sick sign - Spanish \(PDF\)](#)

Suggested Company requirements:

- ✓ Everyone should follow social distancing guidelines, staying six feet from each other.
- ✓ Employees should refrain from sharing desks, offices or other work tools or equipment. When possible, hand sanitizer should be used both prior to use of communal items and immediately after and care should be taken not to touch face.
- ✓ Continue promoting frequent and thorough handwashing and provide employees, customers, and visitors a place to wash their hands. If soap and running water are not immediately available, alcohol-based sanitizer should be provided.
- ✓ Business travel should be limited to that which is essential.
- ✓ Using the employee Health Check Log, supervisors will do health checks by taking and recording temperatures when entering the workplace at the beginning of each shift. Employees with a temperature greater than 100.4 will be sent home.
- ✓ For contact tracing purposes, all personnel should properly document interactions and units entered via service requests and tour details.

Prospect/Resident Risk Qualifying Questions:

- ✓ Have you/has anyone in the home tested positive for COVID-19 or are they waiting test results?
- ✓ Have you/has anyone in the home been in direct person to person contact with any individual that has tested positive for COVID-19?
- ✓ Have you/has anyone in the home been directly instructed to quarantine by a health care provider or government agency?
- ✓ Do you/does anyone in the home currently have a fever of 100 degrees F or more?

Supplies to have on hand:

- ✓ PPE: gloves, masks/face coverings, booties
- ✓ Hand soap and sanitizer
- ✓ Forehead thermometer
- ✓ Cleaning solutions/rags
- ✓ PDF of temporary signage for office and amenities
- ✓ Floor clings indicating where residents/prospects should stand (3 per office, placed 6-10 feet apart)

Suggested General Operations:

- ✓ Offices should allow ample time for cleaning twice daily. All staff members will assist with pre-opening and post-opening cleaning.
- ✓ Cleaning protocols for all office, clubhouse, and interior amenity such as a business center include:
 - A frequency of at least twice daily (Opening and closing)
 - Wiping all contact surfaces with disinfectant.
 - Emptying trash receptacles
 - Vacuuming or mopping floors
 - Straightening chairs, tables, and equipment
 - Restocking wipes, hand sanitizer and paper products as needed
 - PPE must be worn during the cleaning process
- ✓ Reconfigure offices:
 - If there are desks facing each other with no barrier in between or where chairs are not 6 feet apart, look to reconfigure the office seating or add plexiglass barriers in between.
 - Limit the number of employees working in any one area of the office where necessary to keep safe distances apart.
- ✓ Refrain from sharing equipment, such as phones, desks, and computers when possible. When not possible, hand sanitizer should be used both prior to the use of communal items and immediately after and care should be taken not to touch face. Disinfect all hard surfaces.
- ✓ Intercompany/inter team communication and meetings should continue to be by telephone/virtual when possible.
- ✓ Employees and customers are required to wear face coverings when interacting in the office/clubhouse and when touring models/vacant units. Employees are required to wear face coverings when working in occupied apartments or occupied common areas. Face coverings are not required when employees are working in their private individual workspace.
- ✓ Floor clings should be placed 6-10 feet apart in the leasing office/clubhouse indicating where waiting parties should stand.
- ✓ A table that looks nice or could be made to look nice can be used in lieu of floor clings. Table can be placed inside the office at a point where you do not want the prospect or resident to venture beyond creating a natural barrier.
- ✓ Identify “stations” within the leasing office/clubhouse area that will allow for 1 private conversation and 1 guest visit while still maintaining 6 feet apart per CDC. Also, determine 2 additional waiting areas within the clubhouse where people can sit and wait for assistance.
- ✓ High-traffic and high-touch areas should be disinfected frequently, after every customer if possible.
- ✓ Employees should acknowledge and greet all office visitors but maintain appropriate social distancing.
- ✓ Publicly accessible drinks and snacks should not be made available.

- ✓ Residents should be encouraged to continue communicating via the resident portal and/or via email, text, or phone versus coming to the office.
- ✓ Staff should wash hands regularly:
 - All staff, maintenance and office should wash their hands immediately upon entering or reentering the office.
 - Hand sanitizer should be easily accessible for staff and prospects.
- ✓ Consider displaying signs that indicate wearing of face coverings is appreciated *“We are wearing our face covering to help protect you, please wear your face covering to help protect us”*.
- ✓ Ask residents to limit guests in their apartment.
- ✓ Constantly clean handrails in breezeways, vending machines in breezeways or areas that are not closed to residents.
- ✓ Constantly clean mail stations, compactor, and dumpster doors.
- ✓ Set up hand sanitizer stations near the entrance of the maintenance shop and entrance of office/clubhouse so people can sanitize their hands as they enter and exit the building.

Suggested practices for leasing apartments:

- ✓ Appointments suggested to tour apartments. When scheduling the appointment:
 - Ask the prospect appropriate Risk Qualifying Questions.
 - Inform the prospect that a maximum of two people will be allowed per tour.
 - Follow up in writing with a text or email to confirm the details of the appointment.
 - Request that the prospect call when they arrive in the parking lot and ask that they wait in their car until being called to come inside.
- ✓ Leasing Associate should not transport prospect via golf cart. The parties can take separate vehicles or walk (while practicing appropriate social distancing).
- ✓ While showing the unit the Leasing Associate should wear gloves and face covering when opening and closing unit doors. The Leasing Associate should remain by the unit entryway or in the larger open areas of the unit to be available to answer questions but should not accompany the prospect into secondary rooms. All parties should practice social distancing within the apartment. Gloves should be discarded after each showing.
- ✓ After each tour, apartments should be wiped down using a disinfectant, paying attention to doorknobs, cabinet doors, refrigerator handle, etc.
- ✓ Some cabinet doors should remain open (1 top and 1 bottom for example, and if space allows, open your widest drawer in the kitchen).
- ✓ Closet doors, where possible, should remain open. The goal is the fewer things a prospect needs to touch in order to view the apartment the more comfortable they will feel.
 - Consider using signage like tent cards listing features and benefit and place on bath vanities, closet shelves, windowsills, countertops, inside refrigerators,

cabinets, etc. As example: *“For your convenience, we have opened doors/drawers for your viewing to limit the amount of surface contact”*

- ✓ Once tour has ended, prospect can be given an application or receive one via email. No handshaking or physical contact at any time during or after tour. Remember to apply a human touch without physical touch. Lots of smiles and positive affirmation with words are terrific to use during this time.
- ✓ If prospect entered office the leasing agent should wipe down desk and other areas that may have been touched before next appointment.

Suggested practices for Maintenance:

- ✓ Maintenance Associates should not share the same golf carts or ride together. If a cart is not available, then either should use personal vehicle or walk.
- ✓ Residents submitting requests for service should be asked the Risk Qualifying Questions.
- ✓ Safe practices of social distancing, cleaning surfaces, and PPE should be required when completing service requests. (Face covering and gloves should be worn)
- ✓ Work orders should be prioritized by emergency status and then by length of on hold status (before addressing newer requests)
- ✓ Coordinate with residents to schedule work orders when no one is home or less people will be in the apartment.
- ✓ Verify that no one is sick or in quarantine in the apartment when scheduling work orders.
- ✓ While in communication with residents, if you are instructed that they do not want the service request completed, please postpone or delay work order until notice is given by resident. Please ask the resident when they would like for a staff member to follow-up and not on workorder.
- ✓ It is recommended you ask the resident to stay in their bedroom while you complete the work order. You can notify them when you are finished.
- ✓ When work order is completed, dispose, or sanitize PPE such as gloves and face covering. Wash hands thoroughly and use hand sanitizer.
- ✓ For simple requests if a resident is willing to complete their own request, drop off parts and door and include instructions.
- ✓ When turning apartments, continue social distancing practices and do not have multiple associates in the same apartment. Avoid turning an apartment while a turn vendor is still working in it.
- ✓ Interaction with suppliers and vendors should comply with social distancing.

TIPS FOR RE-OPENING FITNESS CENTERS AND POOLS

As managers of apartment communities begin to confront the challenge of reopening amenities to their residents there are multiple issues they need to consider. We thought it would be helpful to provide information on two of those: fitness centers and pools. These are only some suggestions for you to think about and have in place. We will need to wait for the Governor to put out his guidelines for a confirmed set of plans.

FITNESS CENTERS:

- ✓ Social Distancing must be followed with the proper PPE. Have hand sanitizing station at entrance to FC. Cleaning supplies should be readily available for use.
- ✓ We recommend that you segment the fitness center into at least 36sqft blocks considering the guidelines of maintaining 6ft between people. However, many people that allows for would be my maximum number allowed at a time. If you wanted to be more cautious you could do 64sqft squares. I would not allow people to use cardio machines next to each other. For most FCs that probably means keeping the center treadmill, at least (1) elliptical and (1) bike off limits.
- ✓ Consider setting hours of operation to whatever office hours are and have a sign-up sheet and would only allow maybe 30-45 minutes per person. If you don't set a limit there might be people who would spend an hour or more in the FC.
- ✓ We recommend not allowing residents to use the soft goods (Stability balls, battle ropes). Typically, users do not clean those items very well (if at all), and we just see those items as pieces that could easily be missed when cleaning.
- ✓ If possible, you should keep some standard cleaning bottles of diluted Simple Green (1 part SG & 3 parts water) out. This can be used on everything except for the decks of the treadmill, touchscreen consoles and the guide rods of strength pieces. We suggest this because it would increase the longevity of the Antibacterial wipes.

POOLS:

- ✓ Post occupancy guidelines at point of entry to pool area.
- ✓ Occupancy will be set by the deck space. Space out lounge chairs at least 6 feet apart and remove extra lounge seats that will not fit. Put two chairs per table and remove extras. After adjustments are made, the seating count is your occupancy limit.
- ✓ Seating should be clearly marked where they must remain on the pool deck.
- ✓ Require handwashing or use of hand sanitizer before entering pool area.
- ✓ Provide CDC recommendations as to medical conditions of guests: Per CDC recommendations "If you or anyone in your household is experiencing symptoms of COVID-19, you should stay home until the CDC's published isolation criteria are met"
- ✓ Prohibit congregating anywhere in pool area.
- ✓ Allow sufficient time between activity periods to clean pool deck, pool rails and pool furniture.
- ✓ Pools will only be open during regular business hours while property staff are onsite to monitor.
- ✓ Property staff have the right to close pool if occupancy standards cannot be met.

Warren County COVID-19 Testing Centers

La Luz Del Mundo

- 114 Maple Leaf Drive
Bowling Green, KY 42101
[Get Directions](#)
- Dates **05/06/2020 - 05/15/2020**
- Hours/Days **10am-5pm - Tuesday|Wednesday|Thursday|Friday**
- Phone **270-495-0440**

Kroger – Warren Co. – South Warren High School

- 8140 Nashville Rd.
Bowling Green, KY 42101
[Get Directions](#)
- Hours/Days **8:30 a.m.- 5:30 p.m. - May 5 - May 8**
- Register [Register Online](#)

Barren River District Health Department – Curbside Ministries

- 1845 Loop Drive
Bowling Green, KY 42101
[Get Directions](#)
- Hours/Days **10a.m. - 5p.m. - May 7**
- Notes **Open to Everyone. Register on site.**

Barren River District Health Department – Zip Clinic at La Luz Del Mundo Church

- 9 West 12th Street
Bowling Green, KY 42101
[Get Directions](#)
- Hours/Days **10a.m. - 5p.m. - May 11**
- Notes **Open to Everyone. Register on site.**

Barren River District Health Dept. – Zip Clinic at Bowling Green Learning Center

- 503 Old Morgantown Road
Bowling Green, KY 42101
[Get Directions](#)
- Hours/Days **10a.m. - 5p.m. - May 14**
- Notes **Open to Everyone. Register on site.**



2521 Plantside Dr

Louisville, KY 40299

502-261-7453

Commercial Representative Tim Hartlage

Fitness Equipment Cleaning

There has never been a more heightened focus on keeping your fitness center clean and safe. Listed is some best practices, equipment safe products, and CDC procedures.

It is important to understand the difference between cleaning and disinfecting.

Basic cleaning is important for appearance and functionality. This is done by minimizing dust and dirt build up. Make sure you are cleaning your floors regularly by vacuuming or mopping. Wipe equipment off regularly with mild cleaners. Most manufacturers recommend a diluted simple green 30:1.

It is also important to disinfect your equipment without damaging the screen and electronics. There are multiple companies that manufacture products specifically for the fitness industry. These companies have tested and been approved by several manufacturers:

www.ercwipe.com

www.2xlcorp.com

www.contecprofessional.com

www.zogics.com

Helpful links for CDC Guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

PPE (Personal Protective Equipment) Resources

During this unprecedented time, Cintas, a partner of [NAA's Open Door program](#), is committed to helping NAA members continue operations. Bulk orders of face shields, hand sanitizers, face covers and various PPE products are now available exclusively for NAA members. [More info here](#).

Reopening of Kentucky:

The Governor has outlined Phase 1 & 2 of reopening Kentucky. The dates for when specific industries/businesses can reopen are below. Click the links of each industry/business type to see the requirements specific to that industry.

May 9, 2020:

[Order](#)

- [Places of Worship](#)

May 11, 2020:

[Order](#)

- [Construction](#)
- [Horse Racing \(No Fans\)](#)
- [Manufacturing & Distribution](#)
- [Office-Based Businesses \(50%\)](#)
- [Pet Grooming / Boarding](#)
- [Photography](#)
- [Vehicle or Vessel Dealerships](#)

May 18, 2020:

- [Government Offices / Agencies](#)

May 20, 2020:

- [Funeral and Memorial Services](#)
- [Retail](#)

May 22, 2020:

- [Restaurants: 33% Capacity + Outdoor Seating](#)
- [Groups of 10 people or fewer](#)

May 25, 2020:

- [Barbershops/Cosmetology/Hair Salons](#)
- [Massage Therapy](#)
- [Nail Salons](#)
- [Tanning Salons](#)
- [Tattoo Parlors](#)

June 1, 2020:

- [Auctions](#)
- [Auto/Dirt Track Racing](#)
- [Aquatic Centers](#)
- [Bowling Alleys](#)
- [Fishing Tournaments](#)
- [Fitness Centers](#)
- [Kentucky State Park Lodges](#)
- [Movie Theaters](#)
- [Salato Wildlife Education Center](#)

June 10, 2020:

- [Places of Worship 2.0 — \(up to 50% capacity\) | Español](#)

June 11, 2020:

- [Campgrounds](#)

June 15, 2020:

- [Some Childcare \(center-based programs, day camps\) | Español](#)
- [Youth Sports \(Low Touch\) | Español](#)

June 29, 2020

- [Bars](#)
- [Groups of 50 people or fewer](#)
- [Public Swimming and Bathing Facilities](#)
- [Youth Sports \(Expanded Activities\) | Español](#)



Coronavirus Aid, Relief, and Economic Security (CARES) Act FAQs
 The federal CARES Act established a 120-day moratorium (through July 24, 2020),
 which prohibits certain property owners from filing
 non-payment of rent evictions, as well as collecting late fees.

Below are the most common questions NAA is receiving from owners about the Act.

| |
|---|
| <p>1. Which properties are subject to the eviction moratorium under the CARES Act?</p> <p>The temporary moratorium on eviction filings and late fees under the CARES Act applies to properties:</p> <ul style="list-style-type: none"> • occupied by a resident who participates in a covered housing program* or the rural housing voucher program, or • with a federally backed mortgage or multifamily mortgage loan. <p>* Visit the House Financial Services Committee FAQ for a full list of programs. Additionally, according to HUD’s FAQ on the CARES Act for Public Housing Authorities, “if the market rate property has a federally backed mortgage, then Section 4024 of the CARES Act applies to the entire property. If the market rate property does not have a federally backed mortgage, then Section 4024 of the CARES Act only applies to the voucher holder. HUD does not have the authority to extend jurisdiction over unassisted tenants or the property that does not have a federal backed mortgage. However, owners should review their state and local laws, as many are also enacting their own moratorium on evictions.”</p> <p>While NAA thinks this is a win for the industry, it is important to remember that the interpretation is coming from HUD and a court may disagree. As there are multiple interpretations for multiple parts of the relevant CARES Act sections, you must consult your legal counsel before proceeding.</p> |
| <p>2. Can properties covered by the CARES Act charge late fees under the Lease or as part of a Payment Plan Agreement during the moratorium?</p> <p>No. The CARES Act specifically prohibits owners from collecting late fees during the moratorium period. If, when the moratorium ends, the resident is not current with payments, the late fee provisions under the Lease would apply.</p> |
| <p>3. Do residents still have to pay rent during the moratorium?</p> <p>Yes, absolutely. The moratorium does not change a resident’s duty to pay rent under the Lease.</p> |
| <p>4. Does this moratorium temporarily stop all evictions for residents in covered dwellings?</p> <p>No. The moratorium only applies to evictions for non-payment of rent. In addition, the Act mandates a temporary hold on certain eviction proceedings, but does not mean rent during this period is forgiven. Unpaid amounts will accrue during this period even if fees are not assessed.</p> |
| <p>5. Can owners waive late fees even if their properties are covered by the CARES Act?</p> <p>Yes, properties covered by the Act can choose to waive late fees and enter into payment plan agreements.</p> |
| <p>6. Can evictions be filed by covered properties during the moratorium?</p> <p>Depends on the type of eviction. Notices to vacate and eviction petitions for non-payment of rent cannot be issued or filed during the moratorium. According to the CARES Act, owners must wait until after the moratorium ends to deliver notices to vacate for the non-payment of rent. The CARES Act further requires owners provide the resident with a 30-day notice to vacate. Other types of evictions, such as conduct-based evictions, can proceed during the moratorium.</p> |

DISCLAIMER: Joint project of the Texas Apartment Association and the National Apartment Association. This information is not intended to be state specific. We continue to monitor the developments surrounding Coronavirus (COVID-19). This information is intended to provide you with general information from our perspective, which does not constitute legal advice. It is informational only and does not replace the advice of your own legal counsel. It is uncertain how courts will interpret and apply this legislation.

Requirements for Public Swimming and Bathing Facilities

In addition to the Healthy at Work [Minimum Requirements](#), **Public swimming and bathing facilities** must meet the requirements below in order to reopen and remain open.

- These requirements replace the Healthy At Work Requirements for Aquatic Centers and Businesses from June 1, 2020 and are applicable to those activities, including exercise, swim lessons, and lifeguard training with groups of 50 or fewer students. If these requirements are followed, they permit pool use for recreation as well.
- Pools must be current on licensing fees and receive opening inspections from their local health department prior to reopening.
- All public swimming and bathing facilities shall continue to comply with the requirements of [902 KAR 10:120](#).
- If a public swimming/bathing facility serves food or operates concessions, it must follow the [Healthy At Work Restaurant Requirements](#).
- Facilities should establish a policy whether to serve visitors who do not adhere to the requirements listed below.

Social Distancing Requirements

Determine maximum bather load with 6-foot social distancing

Public swimming and bathing facilities should take the water surface area and divide by 50 square feet to get your maximum in-pool capacity. For instance, a 2000 square foot pool would have a capacity of 40 people ($2000/50 = 40$) to comply with social distancing requirements and the 2013 Kentucky Building Code assuming they all swim at the same time. Maximum capacity within the entire facility should be calculated at 36 square feet per person to comply with social distancing requirements. Any chairs on deck should be spaced at least 6 feet apart on all sides. Public beaches should also be calculated at 36 square feet per person to comply with social distancing requirements.

Public swimming and bathing facilities must:

- eliminate use of saunas and steam rooms;
- eliminate the use of any waiting areas;
- ensure visitors do not congregate in or around the premises;

- modify traffic flow, to the greatest extent practicable, to minimize contacts between employees and visitors;
- prohibit gatherings or meetings of employees of 50 or more during work hours; and
- permit employees to take breaks and lunch outside, in their office or personal workspace, or in such other areas where proper social distancing is attainable.

Public swimming and bathing facilities should:

- provide services and conduct business via phone or Internet to the greatest extent practicable;
- ensure employees use digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas) to the greatest extent practicable;
- communicate with clients and receive payments through contactless payment options (e.g., phone or Internet), to the greatest extent practicable;
- ensure any employees able to perform their job duties via telework (e.g., accounting staff) to continue to telework;
- discourage employees from sharing phones, desks, workstations, handhelds/wearables, or other work tools and equipment to the greatest extent practicable; and
- install floor or wall decals for cashier and other queuing areas to demark safe waiting distances of a six (6) feet minimums.

Swim coaches may be on site, but must maintain a physical distance of at least six (6) feet from their students, other coaches, other swimmers, and spectators at all times.

Cleaning and Disinfecting Requirements

Public swimming and bathing facilities must:

- ensure their facilities, including locker rooms, common areas, breakrooms and restrooms are properly and frequently cleaned and ventilated;
- ensure cleaning and sanitation of frequently touched surfaces (i.e., fitting rooms, doors, PIN pads, and common areas) with appropriate disinfectants such as EPA registered household disinfectants, diluted household bleach solution, and alcohol solutions containing at least 60% alcohol;
- provide hand sanitizer, handwashing facilities, tissues and waste baskets in convenient locations to the greatest extent practicable;

Healthy at Work



- encourage visitors to properly wash their hands when they arrive at the facility; and
- establish a cleaning and disinfecting process that follows CDC guidelines when any individual is identified, suspected, or confirmed COVID-19 case.

Public swimming and bathing facilities should:

- ensure disinfecting wipes or other disinfectant are available at shared equipment;
- advise swimmers to not share towels or equipment that has not been properly disinfected;
- encourage patrons to bring their own seating to reduce use of communal of seating;
- frequently sanitize any chair or other shared furniture or objects;
- require patrons to arrive in their swim attire to reserve use of the facilities for restroom purposes only;
- only permit patrons to shower at the facility if it can routinely and adequately clean and sanitize the showers and locker rooms on a frequent basis; and
- ensure any retail items or products that are touched by visitors but not purchased are set aside and appropriately cleaned prior to returning to sales shelves. Businesses should refer to CDC cleaning guidelines for guidance.

Personal Protective Equipment (PPE) Requirements

Public swimming and bathing facilities must:

- ensure appropriate face coverings and other personal protective equipment (PPE) are used by employees whenever social distancing >6 feet may be compromised so long as such use does not jeopardize the employees' health or safety – lifeguards shall NOT wear masks while on duty as it is a safety hazard; and
- ensure their employees wear face masks for any interactions between visitors and co-workers or while in common travel areas of the business (e.g., aisles, hallways, stock rooms, breakrooms, bathrooms, entries and exits).

Employees are not required to wear face masks while alone in personal offices or if doing so would pose a serious threat to their health or safety.

Training and Safety Requirements

Public swimming and bathing facilities must place conspicuous signage at entrances and throughout the store alerting staff and customers to the required occupancy limits, six feet of physical distance, policy on face coverings, good hygiene practices.

Public swimming and bathing facilities should, to the greatest extent practicable, implement hours where service can be safely provided to clients at higher risk for severe illness per [CDC guidelines](#).

⁴The Healthy at Work Requirements for Public Swimming and Bathing Facilities shall apply to those facilities defined under 902 KAR 10:120, Section 2(46). The regulation states: "Public swimming and bathing facilities" or "facility" means any natural or artificial body or basin of water which is modified, improved, constructed, or installed for the purpose of public swimming or bathing under the control of any person and includes, but is not limited to, the following:

- (a) Beaches;
- (b) Swimming pools, wading pools, wave pools;
- (c) Competition swimming pools and diving pools;
- (d) Water slides and spray pools; and
- (e) Spas, therapeutic pools, hydrotherapy pools, and whirlpools.

It includes those operated by communities, subdivisions, apartment complexes, condominiums, clubs, camps, schools, institutions, parks, mobile home parks, hotels, recreational areas, or similar public facilities. It does not include any of the above facilities which are at private single family residences intended only for the use of the owner and guests.

Requirements for Fitness Centers

In addition to the Healthy at Work Minimum Requirements, **fitness centers** must meet the requirements below in order to reopen and remain open:

Social Distancing Requirements for Fitness Centers

- Fitness centers must limit the number of visitors present at their facility to a maximum of 33% of occupancy, not including employees. The facility or business should develop an organized scheduling system to minimize interactions between visitors and allows employees to sanitize commonly touched surfaces between visitors.
- Fitness centers must eliminate child services and use of child play areas.
- Fitness center must ensure all stationary fitness equipment (including, but not limited to treadmills, benches, platforms, power racks, machine-weights, elliptical) is spaced at minimum six (6) feet apart, as measured from the main operation of the specific piece of equipment, in order to ensure social distancing. Alternatively, they can close pieces of equipment to ensure six (6) feet of distance between active machines.
- Fitness centers must significantly adjust indoor, in-person group fitness classes. Fitness centers are encouraged to provide remote group classes where customers are separated by ten (10) feet or more. Individual or group outdoor fitness classes are also encouraged. Fitness centers holding outdoor fitness classes must follow the Healthy at Work Guidelines for Groups of 10 People or Fewer for those classes. Fitness centers should encourage customers participating in class training, do not arrive more than ten (10) minutes prior to class.
- Fitness centers must eliminate use of saunas and steam rooms where infectious particles can be re-aerosolized.
- Fitness centers must eliminate “lost and found” bins.
- Fitness centers should discourage customers from exercising in groups.
- Fitness centers should encourage customers to bring their personal mats, bands, and other equipment as appropriate.
- Fitness centers should discontinue use of water fountains to the greatest extent practicable. Fitness centers should encourage customers to bring their own water bottles.
- Fitness centers should eliminate vending stations.

Healthy at Work



- Fitness centers must eliminate use of high-contact sports/team sports areas (e.g. basketball courts, football fields, and soccer fields) until such time as requirements/guidance are issued for those activities.
- Fitness centers containing aquatic centers must follow the Healthy at Work Requirements for [Aquatic Centers](#).
- Fitness centers should, to the greatest extent practicable, close snack bars and dining areas. If a fitness center continues to operate a snack bar or dining area or allow one to operate on its premises, it must follow the Healthy at Work Requirements for [Restaurants](#).
- Fitness centers should provide services and conduct business via phone or Internet to the greatest extent practicable. Any employees who are currently able to perform their job duties via telework (e.g., accounting staff) should continue to telework.
- Fitness centers should eliminate the use of any waiting areas, and to the extent practicable, provide services by appointment only and communicate by phone or text when the visitor may enter the facility. These facilities or businesses must ensure visitors do not congregate in or around the premises before, during or after their visit.
- Fitness centers should, to the greatest extent practicable, modify traffic flow to minimize contacts between employees and visitors.
- Fitness centers should ensure employees use digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas) to the greatest extent practicable.
- Fitness centers should communicate with customers and receive payments through contactless payment options (e.g., phone or Internet), to the greatest extent practicable. For those facilities or businesses that cannot use contactless payments, the facility or business should install floor or wall decals for cashier queuing areas to demark safe waiting distances of a six (6) feet minimums.
- Fitness centers should discourage employees from sharing phones, desks, workstations, handhelds/wearables, or other work tools and equipment to the greatest extent practicable.
- Fitness centers must ensure that controls are established to ensure social distancing in locker rooms, including disabling lockers to enforce six (6) feet of social distancing. Fitness centers should discourage use of locker rooms or consider measures to socially distance customers (e.g. closing every other locker or groups of lockers in order to space out usage) and sanitize frequently.
- Fitness centers must discontinue use of public seating areas to the greatest extent practicable.

- Fitness centers must ensure limited use of restroom facilities users at any one time based on the facility size and current social distancing guidelines.

Cleaning and Disinfecting Requirements for Fitness Center

- Fitness centers should ensure that their facilities, including locker rooms, common areas, breakrooms and restrooms are properly cleaned and ventilated. Fitness centers are encouraged to open exterior doors and windows to increase ventilation.
- Fitness centers should provide hand sanitizer, handwashing facilities, tissues and waste baskets in convenient locations to the greatest extent practicable.
- Fitness centers must encourage visitors to properly wash their hands when they arrive at the facility. If visitors refuse to properly wash their hands, the facility or business may refuse access to the facility.
- Fitness centers should establish a policy as to whether to serve customers who do not adhere to the business's policy on requiring adherence to CDC guidelines.
- Fitness centers making restrooms or locker rooms available must ensure restrooms frequently touched surfaces are appropriately disinfected after each use (e.g., door knobs and handles). Fitness center customers may shower at the facility only if the facility or business can routinely adequately clean and sanitize the showers and locker rooms between visitors.
- Fitness centers should ensure disinfecting wipes or other disinfectant are available at shared equipment. Fitness centers should discourage customers from sharing towels or equipment that has not been properly disinfected.
- Fitness centers should encourage customers to wipe down equipment with disinfecting wipes immediately before and after use.
- Fitness centers must ensure cleaning and sanitation of frequently touched surfaces with appropriate disinfectants. Areas with frequently touched surfaces include changing/fitting rooms, doors, PIN pads, and common areas. Appropriate disinfectants include EPA registered household disinfectants, diluted household bleach solution, and alcohol solutions containing at least 60% alcohol.
- Fitness centers must establish a cleaning and disinfecting process that follows CDC guidelines when any individual is identified, suspected, or confirmed COVID-19 case.
- Fitness centers should ensure employees do not use cleaning procedures that could re-aerosolize infectious particles. This includes, but is not limited to, avoiding practices such as dry sweeping or use of high-pressure streams of air, water, or cleaning chemicals.

Healthy at Work



- Fitness centers should encourage visitors to touch only those retail items or products they intend to buy.
- Fitness centers should ensure any retail items or products that are touched by visitors but not purchased are set aside and appropriately cleaned prior to returning to sales shelves. Businesses should refer to CDC cleaning guidelines for guidance.

Personal Protective Equipment (PPE) Requirements

- Fitness centers must ensure appropriate face coverings and other personal protective equipment (PPE) are used by employees so long as such use does not jeopardize the employees' health or safety.
- Fitness centers must ensure their employees wear face masks for any interactions between visitors and co-workers or while in common travel areas of the business (e.g., aisles, hallways, stock rooms, breakrooms, bathrooms, entries and exits). Employees are not required to wear face masks while alone in personal offices or if doing so would pose a serious threat to their health or safety.
- Fitness centers should ensure all visitors wear face masks while in the facility. Swimmers should wear a face mask until they are entering the pool, and should wear the mask after exiting the pool. Fitness centers should make masks available for visitors, however visitors may bring and use their own face mask. If visitors, suppliers or vendors refuse to wear masks, the facility or business may refuse those individuals entrance to the facility.
- Fitness centers should establish a policy as to whether to serve visitors who do not adhere to the business's policy to adhere to CDC guidelines.
- Fitness centers must ensure employees use gloves, along with any PPE normally used for routine job tasks, when cleaning equipment, workspaces, and high-touch areas of the business.
- Fitness centers must ensure gloves are available to employees engaging in high-touch activity to the greatest extent practicable provided that they do not create additional hazards while being worn.
- Fitness centers must ensure employees wear gloves while handling products during shipping and receiving.

Training and Safety Requirements

- Fitness centers must train employees to properly dispose of or disinfect PPE, inspect PPE for damage, maintain PPE, and the limitations of PPE.

Healthy at Work



- Fitness centers must train employees to use PPE. This training includes: when to use PPE; what PPE is necessary; and how to properly put on, use, and remove PPE.
- Fitness Center must establish log-in procedures for members/clients, and maintain that information for potential contact notification.
- Fitness centers must place conspicuous signage at entrances and throughout the store alerting staff and customers to the required occupancy limits, six feet of physical distance, and policy on face masks or face coverings. Signage should inform employees and customers about good hygiene and new practices.
- Fitness centers should, to the greatest extent practicable, implement hours where service can be safely provided to customers at higher risk for severe illness per CDC guidelines. These guidelines are available at: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Higher-Risk>
- Fitness centers should ensure employees are informed that they may identify and communicate potential improvements and/or concerns in order to reduce potential risk of exposure at the workplace. All education and training must be communicated in the language best understood by the individual receiving the education and training.

Requirements for Office-Based Businesses¹

In addition to the Healthy at Work [Minimum Requirements](#), **office-based businesses** must meet the requirements below in order to reopen and remain open:

Social Distancing Requirements

- Businesses should conduct business via phone or Internet to the greatest extent practicable. Employees who are currently able to perform their job duties via telework should continue to telework.
- Businesses must ensure that no more than 50% of employees are physically present in the office on any given day.
- Businesses must ensure that employees wear face masks for any interactions between co-workers or while in common travel areas of the office (e.g., hallways, conference rooms, bathrooms, entries and exits). Employees are not required to wear face masks while alone in personal offices or if doing so would pose a serious threat to their health or safety.
- Businesses should ensure that employees use digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas) to the greatest extent practicable.
- Businesses must conduct meetings with customers over the phone or Internet to the greatest extent practicable. Where in-person meetings with customers cannot be avoided, the employees must wear face masks and remain six feet apart from the customers.
- Businesses should, to the greatest extent practicable, modify the office's traffic flow to minimize contacts between employees.

Cleaning and Disinfecting Requirements

- Businesses should ensure that offices and workstations are properly cleaned and ventilated.
- Businesses should encourage employees to frequently wash their hands or use hand sanitizer, which should be provided by the business.

Because Apartment Communities are considered Essential Life-Sustaining Businesses, you do not have to comply with the 50% rule

¹ Office-based businesses include finance and accounting, legal, insurance, engineering, architecture, real estate, scientific/technical, property management, non-profit organizations performing administrative services, and other corporate offices and private office-based firms.

Training and Safety Requirements

- Businesses should ensure that appropriate signage is posted throughout the office space to inform employees and customers about good hygiene and new office practices.
- Businesses should, to the greatest extent practicable, implement hours where service can be safely provided to persons at higher risk for severe illness per CDC guidelines. These guidelines are available at: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Higher-Risk>

Minimum Requirements for All Businesses

All businesses that are currently closed will remain closed until it is determined it is safe for their sector to begin reopening.

Closed Businesses Reopening. Each business must meet the following minimum requirements before they can reopen. If any business in a sector being reopened cannot comply with the minimum requirements set out below, they must wait to reopen until they are able to do so or until some or all of these restrictions are lifted.

Businesses That Have Remained Open. For those businesses that have been deemed life-sustaining and remained operating, they will be expected to meet the following minimum requirements no later than May 11, 2020.

1. **Continue telework where possible.** Businesses should operate via phone or Internet to the greatest extent practicable. Employees who are able to perform their job duties via telework (phone or Internet) must continue to telework.
2. **Phased return to work.** Businesses are encouraged to implement a phased return to work, including generous telework, sick leave, and family leave policies for those employees who are not able to come into work due to illness, taking care of a family member(s), or lack of childcare options.
3. **Enforce social distancing.** Businesses must ensure that employees who are not able to telework and must be physically present at the office remain a minimum of six (6) feet away from all other employees and customers unless closer interaction is absolutely required to perform their job duties (e.g., health care examinations).
4. **Limit face-to-face interaction.** Businesses must ensure that employees minimize face-to-face contact with one another and with customers to the greatest extent practicable. Meetings should be conducted via telephone or Internet if possible.
5. **Universal masks and any other necessary PPE.**

Universal Employee Masks: Businesses must ensure, to the greatest extent practicable, that their employees wear a cloth mask (a surgical or N95 mask is not required). A business need not require an employee to wear a mask when masking would create a serious health or safety hazard to the employee or when the employee is working alone in an enclosed space. Employers shall

provide PPE at no cost to employees. A business should offer instruction on proper use of masks and PPE.

CDC guidelines on proper use of PPE can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>.

Encourage Customers to Mask: Businesses should encourage customers to wear masks, which the business may provide. A business may refuse to serve any customer who is not wearing a mask.

Access To Gloves: Businesses must ensure that employees whose job duties include touching items often touched by others (e.g., credit cards/cash, paper, computers) wear gloves that are regularly replaced.

6. **Adequate Hand Sanitizer and Encouraging Hand Washing.** Businesses must supply adequate hand sanitizer (60% alcohol content or higher) for both employees and customers and ensure that it is made available near high-traffic and high-touch areas (e.g., doors or door handles). Businesses must also encourage routine and consistent hand washing for employees and customers.
7. **Restrict Common Areas.** Businesses must, to the greatest extent practicable, restrict common areas such as lobbies, waiting rooms, break rooms, smoking areas, lunch rooms, and concession areas to maximize social distancing and reduce congregating.
8. **Proper sanitation.** Businesses must sanitize frequently touched surfaces and areas a minimum of twice daily (e.g., door knobs, credit card machines, shared computers). When they have identified an employee who has COVID-19 or the associated symptoms, businesses must further ensure that they immediately restrict access to contaminated areas and post signage and adequately clean impacted areas. Any contaminated area should be off-limits to all but essential personnel for a minimum of 24 hours if practicable.
9. **Conduct daily temperature/health checks.** Businesses must require employees to undergo daily temperature and health checks; these checks may be either self-administered or administered by the business prior to workplace entry. Self-administered temperature and health checks may be performed at home. Sick employees should be directed to their health care provider to be tested and then instructed to quarantine at home as soon as any illness is detected. This includes employees that passed a temperature and health check prior to reporting to work but became ill during the course

Healthy at Work

PHASE 1 REOPENING



of the day. Guidance on COVID-19 symptoms and how to conduct temperature and health checks is available at healthyatwork.ky.gov.

- 10. Create a testing plan.** Businesses must ensure that any employee with COVID-19 symptoms is tested by a health care provider immediately. Businesses must ensure that employees are trained on how to isolate individuals with suspected or confirmed COVID-19 and how to report possible cases. If an employee tests positive, the business must immediately notify the local public health department and provide the employee's information along with the information of other employees or customers with whom the COVID-19 positive employee came in contact.

- 11. Make special accommodations.** Businesses must, to the greatest extent practicable, make special accommodations for employees and customers at higher risk for severe illness. Individuals in these high-risk categories have been identified by the Centers for Disease Control and Prevention – further information is available at: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Higher-Risk>.

- 12. Designate a "Healthy at Work" Officer.** Businesses must ensure that an employee is designated as its Healthy at Work Officer. This individual will be responsible for the business's compliance with this guidance and any other guidance provided. Businesses should allow for employees to identify and communicate potential improvements and/or concerns to the Healthy at Work designated Officer or management.

- 13. Educate and Train Employees.** Businesses must educate and train all individuals, including employees, temporary employees, contractors, vendors, customers, etc., regarding the Healthy at Work protocols. This training must be offered during scheduled work times at no cost to the employee.

- 14. Contact Tracing.** Businesses must ensure that managers and employees participate in contact tracing if an employee tests positive. This includes answering questions from public health officials and completing the Contact Tracing Form. Businesses must ensure that managers and employees have access to this form and are trained how to accurately complete it.

[If any business fails to comply with this guidance, they can be reported to KYSAFER at 833-KYSAFER or \[kysafer.ky.gov\]\(https://kysafer.ky.gov\).](#)

Healthy at Work | May 2020



- May 11**
- Manufacturing, Distribution and Supply Chain Businesses
 - Construction
 - Vehicle or Vessel Dealerships
 - Office-based Businesses (50%)
 - Horse Racing (No Fans)
 - Pet Care, Grooming & Boarding
 - Photography



10 RULES + INDUSTRY-SPECIFIC GUIDANCE

- Telework when possible
- Phased return to work
- Daily temperature / symptom checks
- Universal masks & PPE
- Close common areas
- Social distancing
- Limit face-to-face meetings
- Sanitizer / hand wash stations
- Special accommodations
- Testing plan

- May 18**
- Government Offices / Agencies

- May 20**
- Funeral Homes
 - Retail

- May 22**
- Restaurants: 33% Capacity + Outdoor Seating

- May 25**
- Cosmetology Businesses
 - Hair Salons/Barbershops
 - Massage Therapy
 - Nail Salons
 - Tanning Salons
 - Tattoo Parlors



TENTATIVE JUNE OPENINGS

- Fitness Centers, Movie Theaters
- Campgrounds
- Some Childcare, Low-touch Sports (Outdoors)

Healthy at Work PHASE 1 REOPENING



MAY 11: OPEN WITH REQUIREMENTS

- Manufacturing, Distribution and Supply Chain Businesses
- Construction
- Vehicle or Vessel Dealerships
- Office-based Businesses (50%)
- Horse Racing (No Fans)
- Pet Care, Grooming & Boarding
- Photography



10 RULES + INDUSTRY-SPECIFIC GUIDANCE

- Telework when possible
- Phased return to work
- Daily temperature / symptom checks
- Universal masks & PPE
- Close common areas
(waiting rooms, cafeterias, break rooms, etc.)
- Social distancing
- Limit face-to-face meetings
- Sanitizer / hand wash stations
- Special accommodations
- Testing plan

NOT YET OPEN



May 20: Retail and Houses of Worship

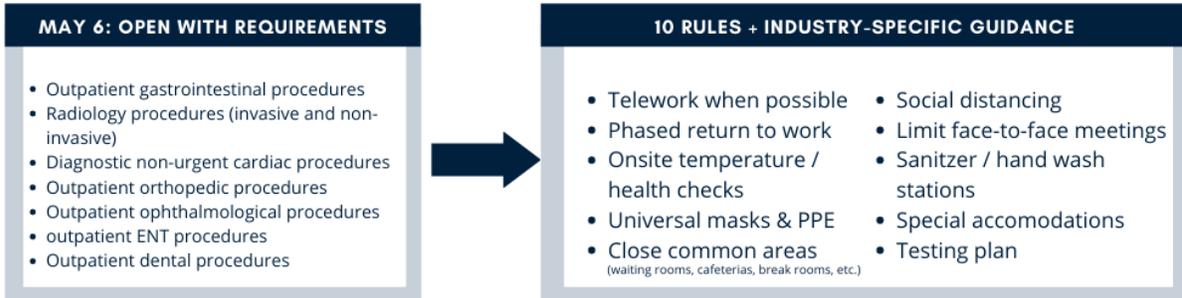


May 25: 10 person social gatherings, barbers, salons, cosmetology businesses and similar services

HEALTHYATWORK.KY.GOV

Health Care

PHASE 2 REOPENING



HEALTHYATWORK.KY.GOV

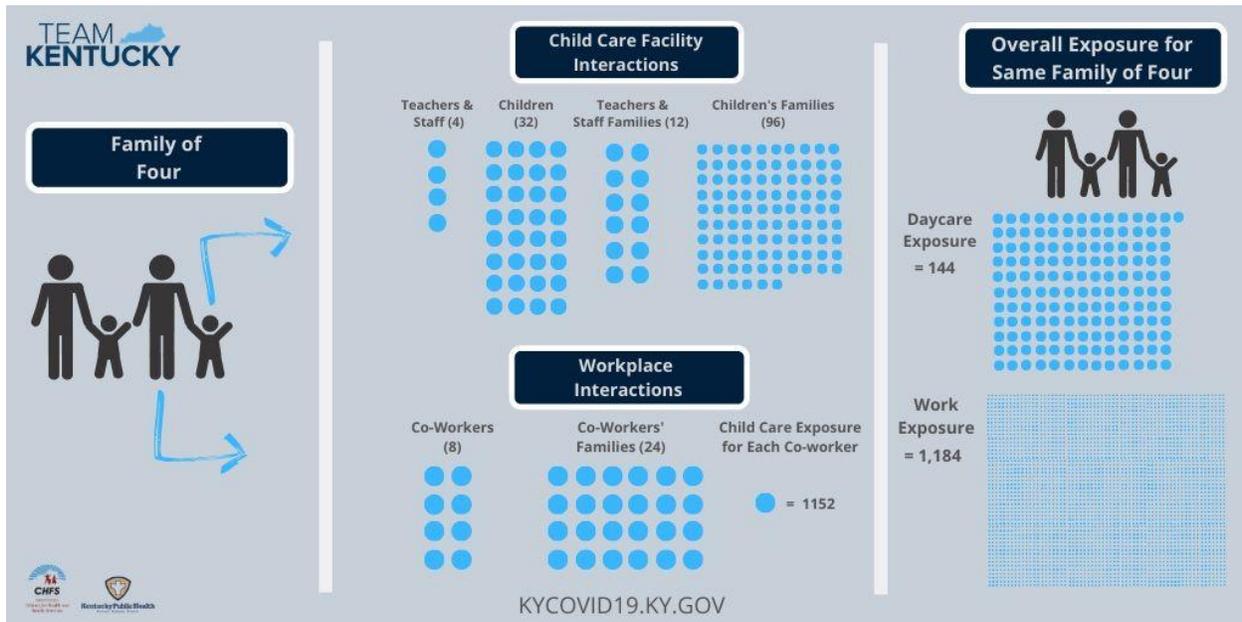
10 RULES

To Re-opening
#HealthyatWork

KYCOVID19.KY.GOV
#TEAMKENTUCKY
#TOGETHERKY
#HEALTHYATHOME

- ✓ Continue telework where possible
- ✓ Enforce social distancing
- ✓ Phased return to work
- ✓ Limit face-to-face meetings
- ✓ Onsite temperature/ health checks
- ✓ Sanitizer/hand wash stations
- ✓ Universal masks and any other necessary PPE
- ✓ Special accommodations
- ✓ Close common areas
(waiting rooms, cafeterias, break rooms, etc.)
- ✓ Testing plan

HEALTHYATWORK.KY.GOV



10 STEPS TO FIGHT COVID-19

TEAM KENTUCKY

KYCOVID19.KY.GOV
#TEAMKENTUCKY
#TOGETHERKY
#HEALTHYATHOME

✓ **Stay Healthy at Home**

Leave only for essential items such as groceries once a week.

✓ **Avoid Crowds & Gatherings**

Avoid crowds of any size, including home visits, recreational areas or crowded shopping.

✓ **Practice Social Distancing**

Maintain 6 feet between you and others at all times.

✓ **Know When to Seek Care**

Follow the 'When to Seek Care' guidelines available at [KYCOVID19.KY.GOV](https://www.ky.gov/covid19).

✓ **KYCOVID19.KY.GOV**

Stay up-to-date through reliable sources such as [KYCOVID19.KY.GOV](https://www.ky.gov/covid19).

✓ **Wash Hands & Surfaces**

Use soap and warm water and wash hands for 20+ seconds. Frequently disinfect regularly used surfaces.

✓ **Apply for Benefits**

Kentucky has expanded unemployment benefits. If you have not applied, visit [KCC.KY.GOV](https://www.kcc.ky.gov).

✓ **Prioritize Mental Health**

Seek out virtual social opportunities and maintain a routine. Other practices can be found at [KYCOVID19.KY.GOV](https://www.ky.gov/covid19).

✓ **Do Not Travel**

The safest place for you and others is at home. Do not travel by car or plane.

✓ **Report Non-Compliance**

If you see individuals or businesses not complying with COVID-19 guidelines, report to the [KYSAFER](https://www.kysafer.com) hotline at 1-833-KYSAFER.

When To Seek Care

To ensure the sickest people receive care, help minimize the spread of infection and maintain resources, please follow the guidelines below when considering whether to seek medical care.

Stay home

If you are worried about COVID-19, but **have no symptoms**, please **call the Kentucky State Hotline (1-800-722-5725)**.

If you have no symptoms of COVID-19, but want testing, go to **kycovid19.ky.gov website and arrange for a test**.



Call for advice

If you are **ill, or have a routine provider appointment** scheduled, **call ahead to understand the new procedures** initiated by your provider's office to keep you, other patients, and the staff safe.

Seek care

If you are **sick and think you have a medical emergency**, **call your provider or emergency department and seek care**.

Hospitals and medical staff across the commonwealth stand ready to serve you. Precautions are in place to protect you from COVID-19 in a medical setting.



Please visit kycovid19.ky.gov for the latest updates on COVID-19 in Kentucky or call the Kentucky state hotline at 1-800-722-5725

RELIABLE SOURCES FOR COVID-19 UPDATES

#TEAMKENTUCKY
#TOGETHERKY
#HEALTHYATHOME



kycovid19.ky.gov



[CDC.gov](https://www.cdc.gov)



[@GovAndyBeshear](https://twitter.com/GovAndyBeshear)



THREE CRITICAL STEPS

To Address COVID-19 in Kentucky

KYCOVID19.KY.GOV

#TEAMKENTUCKY
#TOGETHERKY
#HEALTHYATHOME

TEAM
KENTUCKY

1

Social Distancing



2

Increase Health Care Capacity



3

Increase Testing



When to call

911 for Emergencies

Call 911 if you:



Have difficulty breathing or are choking



Have an allergic reaction



Have symptoms of heart attack or stroke



Are confused, disoriented or dizzy



Have difficulty speaking, walking or seeing



Have sudden, severe pain

Do not call 911 if you:



Want information about COVID-19.*



Need a ride to your doctor's office



Have mild symptoms: fever, cough, shortness of breath. Call your doctor or local health department



Want to get tested for COVID-19

*For advice and information, call the COVID-19 Hotline: 1-800-722-5725
kycovid19.ky.gov



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KENTUCKY