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UNIVERSAL GUIDELINES

Universal Guidelines for All New Hampshire Employers and Employees

These Universal Guidelines apply to all businesses, organizations, and individual business operators for the operation of their business and must be complied with in conjunction with any applicable [industry-specific guidelines](#) issued by the State of New Hampshire.

The following industries have additional guidance to follow within this document found in [Addendum A](#) below:

1. [Community Arts & Music Education](#)
2. [Drive-In Movie Theatres](#)
3. [Driver's Education](#)
4. [Funeral Homes](#)
5. [Equestrian Facilities](#)
6. [Golf Courses](#)
7. [Libraries](#)
8. [Museums & Art Galleries](#)
9. [Outdoor Attractions](#) (not amusement parks)
10. [State Parks](#)

Nothing in this document or other guidance precludes any business, organization, or individual business operator from taking additional precautions for the health and safety of its employees and consumers.

In addition to these Universal Guidelines, businesses, organizations, and individual business operators must also review, monitor, and follow other applicable guidance issued by the Center for Disease Control and Prevention (CDC) and any applicable federal or state regulatory requirements to reduce transmission among employees, volunteers, and consumers in order to maintain healthy business and organization operations, including the following:

- CDC [guidance for businesses and employers](#);
- CDC [employer information for office buildings](#);
- CDC [guidance for cleaning and disinfection](#);
- Occupational Safety and Health Administration (OSHA) [guidance on preparing workplaces for COVID-19](#);
- OSHA guidance on wearing cloth face coverings/masks;
- NH Department of Health and Human Services (DHHS) [guidance on employee travel and screening](#); and
- NH DHHS [guidance on the use of cloth face coverings/masks](#).

To the extent any of the above guidance conflicts with provisions of the Universal Guidelines, then the applicable provisions of the Universal Guidelines shall control.



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Businesses, organizations, and individual business operators must also provide their employees and volunteers with training on the Universal Guidelines, industry-specific guidance, and any applicable guidance identified above.

As part of these Universal Guidelines, businesses, organizations, and individual business operators should review the [CDC Print Resources website](#) for sample communications that they can use and post in their facilities and on their websites.

Guidance is subject to change and may be released on a rolling basis. To learn more, please visit the New Hampshire COVID-19 website for the latest COVID-19 information, resources and guidance: <https://www.nh.gov/covid19/>.



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A. Definitions:

Approved COVID-19 test: Approved COVID-19 tests currently include: PCR-based test (molecular test) or Quidel Sofia Antigen FIA test (antigen testing must be conducted within 5 days of symptom onset)

Asymptomatic infection: People who are infected with the novel pandemic coronavirus that causes COVID-19, and are possibly contagious, but who show no outwards symptoms of COVID-19. These individuals are diagnosed through testing.

Close Contact: People who have been within 6 feet for 10 minutes or longer of a person with COVID-19. The 10 minutes of contact can be at one time or cumulative over the course of the day. Close contact does not include brief contact with a person or customer in passing. In the event a person is identified with COVID-19 in the workplace or activity area, the New Hampshire Department of Health and Human Services (DHHS) Division of Public Health Services (DPHS) will help to determine who has been in close contact through public health contact tracing.

Essential Travel: Essential travel includes personal safety, medical care, care of others, parental shared custody, for food, beverage or medication or for work. Employees who travel outside of the New England states for personal or leisure reasons cannot rely on this exemption.

Mildly symptomatic: A person who is “mildly symptomatic” usually refers to a person with one or more [symptoms of COVID-19](#) that are not severe enough for the person to normally stay home or seek healthcare (e.g., runny nose or congestion, sore throat, etc.), but even a person with a mild case of COVID-19 (if COVID-19 is causing the symptoms) can spread his or her infection to others

Self-Quarantine: An employee or volunteer who has a risk factor for exposure to COVID-19 (e.g., close contact to someone with COVID-19) is required to remain at home and away from public locations for at least 14 days after their last day of potential risk factor or exposure regardless of the presence or absence of symptoms. See NH public health [self-quarantine guidance](#) for additional details.

Isolation: Individuals who have tested positive for COVID-19 or who have new unexplained symptoms of COVID-19 (but are not tested) must isolate by staying home and away from other people, even other members of their households, in order to avoid spreading the virus. A person can end his or her isolation when he or she has met CDC's [criteria for discontinuation of isolation](#) or when one of the two criteria are met listed in Section 2f below. See NH public health [self-isolation guidance](#).



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Suspected COVID-19: Individuals that have any new or unexplained [symptoms of COVID-19](#), but who have not been tested for the novel coronavirus, are considered to be suspected of having COVID-19. These individuals should be tested to clarify whether or not they have COVID-19 because it affects how long the individuals need to isolate at home, and because early identification of infection helps NH DHHS DPHS identify close contacts and prevent further spread in our communities.

Symptomatic individuals: People that have [symptoms of COVID-19](#) are “symptomatic”. If these symptoms are new or unexplained (e.g., by a chronic medical condition), the person should be tested for COVID-19.

B. Employer/Organizational Requirements:

1. **Prohibit all employees or volunteers with any new or unexplained symptoms of COVID-19, those diagnosed with COVID-19, those with identified close contact exposure to someone confirmed with COVID-19, or with travel risk exposure from workplaces or activity areas, then follow this guide:**

	Household Contact (highest risk) to someone suspected or confirmed to have COVID-19 in past 14 days	Non-Household Close Contact with someone suspected or confirmed to have COVID-19 in past 14 days	Traveled outside NH, VT, ME, MA, CT, RI or by cruise ship	Traveled within NH, VT, MA, CT, RI or ME
New or unexplained symptom of COVID-19	Isolate , Get Tested, If negative Self-Quarantine for 14 days from last day of exposure (no exceptions)	Isolate , Get Tested, If negative Self-Quarantine for 14 days from last day of exposure (unless essential employee)	Isolate , Get Tested, If negative Self-Quarantine for 14 days from last day of travel (unless essential travel)	Isolate , Get Tested, If negative then person can return to normal activities once without fever for at least 24 hours (off fever reducing medications) and other symptoms improving
Asymptomatic	Self-Quarantine for 14 days from last day of exposure (no exceptions), Get tested.	Self-Quarantine for 14 days from last day of exposure (unless essential employee), Get tested	Self-Quarantine for 14 days from last day of travel (unless essential travel)	No restrictions
Tested Positive for COVID-19	Self-Isolate	Self-Isolate	Self-Isolate	Self-Isolate



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- a. Employers and organizations must require the following employees or volunteers to stay home:
 - i. Anyone with new or unexplained symptoms of COVID-19
 - ii. Those who report close contact (within 6 feet for 10 minutes or more) with a person known or suspected to have COVID-19
 - iii. Those who are diagnosed with COVID-19
 - iv. Those with a travel risk exposure
- b. Employees or volunteers who develop new or unexplained symptoms of COVID-19 while at work:
 - i. Must notify their supervisor and be sent home immediately. Surfaces in that employee's or volunteer's workspace or activity area must be cleaned and disinfected.
- c. Employees or volunteers with any new or unexplained COVID-19 symptoms must be instructed to contact their healthcare providers to be tested for COVID-19 and self-isolate at home until one of the following two criteria are met:
 - i. Symptom-based criteria are met for [discontinuation of isolation](#):
 - 1. At least 10 days have passed since symptoms first started,
AND
 - 2. At least 24 hours have passed since last fever (off any fever-reducing medications),
AND
 - 3. Symptoms have improved; **or**
 - ii. Approved COVID-19 testing is negative, at least 24 hours have passed since their last fever (off any fever reducing medications) and symptoms have improved.
- d. Employees or volunteers who report close contact with someone known to have COVID-19, symptomatic or asymptomatic:
 - i. Must be instructed to contact their healthcare providers to be tested for COVID-19 and self-quarantine at home. (**Note: Testing for COVID-19 in a person with a known exposure but who is without symptoms does not remove the need to self-quarantine**).
- e. Employees/volunteers who report a travel-related risk factor (see the screening questions below) must self-quarantine for 14 days from their return from travel but do not need COVID-19 testing unless they develop symptoms **or**
 - i. Traveled for essential reasons. Essential travel includes personal safety, medical care, care of others, parental shared custody, for food, beverage or medication or for work. Employees who travel outside of



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the New England states for personal or leisure reasons cannot rely on this exemption.

- f. Employees or volunteers reporting close contact with someone suspected or confirmed with COVID-19, must self-quarantine for 14 days from their last exposure.
 - i. Under limited circumstance, an essential employee or volunteer, who has a risk factor for exposure to COVID-19, may be allowed to return to the workplace or activity area under special restrictions. Exceptions to those requirements are detailed in [DHHS Employee Travel Guidance](#), section titled, "Exceptions to the Quarantine Requirement."
- g. Asymptomatic employees or volunteers who travel to any New England state (NH, VT, ME, MA, CT, RI), either daily or with overnight stays, are not required to self-quarantine when they return to New Hampshire.

2. Screening Process

- a. Develop an online process or identify a location to screen each employee or volunteer each day before he or she enters the workplace or activity area. Such processes must be clearly communicated to employees or volunteers. Face coverings/masks must be worn by both people during an in-person screening process. See "Face Coverings" below.
- b. Each employee or volunteer must answer the [Employee Illness and Risk Screening questions](#), outlined in NH DPHS guidance, outlined below:
 - i. Do you have any of the following symptoms of COVID-19:
 - 1. Fever (a documented temperature of 100.4 degrees Fahrenheit or higher) or are feeling feverish;
 - 2. Respiratory symptoms such as a runny nose, nasal congestion, sore throat, cough, or shortness of breath;
 - 3. General body symptoms such as muscle aches, chills, and severe fatigue;
 - 4. Gastrointestinal symptoms such as nausea, vomiting, or diarrhea; or
 - 5. Changes in your sense of taste or smell?
 - ii. Have you been in close contact with someone who is suspected or confirmed to have had COVID-19 in the past 14 days? (**Note:** healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment are not considered to have a close contact exposure and should answer "No" to this question).



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- iii. Have you traveled on non-essential travel in the past 14 days outside of New Hampshire, Vermont, Maine, Massachusetts, Connecticut, or Rhode Island (this includes any international travel or travel by cruise ship and any domestic travel, within the US, outside of NH, VT, RI, CT, MA or ME, regardless of the mode of transportation)?

Please note: If it is unclear if a person's symptoms are new or unexplained, employers or organizations can request healthcare provider documentation that the employee or volunteer has a chronic AND stable medical condition (i.e., no worsening symptoms) that accounts for the person's chronic symptoms and that the person does not have any new or unexplained symptoms of COVID-19. Any such medical documentation should list specific chronic symptoms that the person routinely experiences.

- c. Take the temperatures of all employees and volunteers daily before they begin their workday or activity:
 - i. Employers and organizations should take the temperatures of their employees or volunteers on-site with a non-touch thermometer each day upon each person's arrival at work or an activity.
 - ii. If this is not possible, each employee or volunteer can take his/her temperature before arriving at work or activity as long as the temperature is sufficiently authenticated by the employee or volunteer. Temperature should be lower than 100.4 degrees Fahrenheit.
- d. Healthcare workers should follow healthcare worker-specific guidance.
- e. Per the Equal Employment Opportunity Commissioner (EEOC), the Health Insurance Portability and Accountability Act (HIPAA), other federal and state pertinent guidelines and guidance, and state and federal laws, employers are required to maintain the confidentiality of employee health information. Prevent stigma and discrimination in the workplace by not making any determinations of health risk or health status based on age, race, gender, disability, or country of origin.

3. Cleaning and Disinfection

- a. Cleaning and disinfection should follow CDC [guidance for cleaning and disinfecting your facility](#).
- b. Employers should provide training to all employees about cleaning and disinfection prior to assigning cleaning tasks, and employers should consider creating a checklist to guide cleaning and disinfection procedures.



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- c. Use disposable gloves to clean and disinfect.
 - d. Cleaning and disinfecting supplies must be made readily available by the business
 - e. Use an [EPA-approved disinfectant](#) effective against the novel coronavirus.
 - f. Clean and disinfect frequently touched surfaces at least every two hours.
 - g. Shared tools or equipment must be cleaned and disinfected between use by employees and/or customers/clients.
 - h. Maintain other routine facility cleaning and disinfection procedures.
4. **Work Process Modification.** Consider implementing the following, when possible:
- a. Modifying employee and volunteer schedules to reduce the frequency and duration of physical interactions, including staggering shifts, breaks, and meals (maintain compliance with wage and hour laws and other requirements).
 - b. Conduct meetings by phone or computer conferencing applications and limit in-person meetings.
 - c. Allow employees or volunteers to work from home as much as practical especially those who are particularly vulnerable to COVID-19 and are at [increased risk of severe illness from COVID-19](#),
 - d. Arrange employee and volunteer work-space layout to allow for 6 feet of social distancing.
 - e. Stagger any customer/client appointments to prevent customer interaction. Space customer/client appointments to allow sufficient time for any needed cleaning and disinfection between customers/clients.
 - f. Small waiting areas should be closed to avoid congregating; larger waiting rooms should have seating for clients spaced more than 6 feet apart, and customers/clients should be instructed to wear a cloth face covering while in the waiting room.
 - g. Avoid waiting lines; any lines should have clearly demarcated spacing for people to stand/wait 6 feet or more apart.



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- h. Develop check-in and check-out processes that involve electronic or other non-touch options, including with financial transactions.
 - i. Provide physical barriers to protect customers/clients and employees such as partitions or plastic barriers.
- 5. **Limit self-servicer options:** Businesses and organizations should also take steps to limit self-servicer options. For example, consumer samples, communal packaging, food/beverages (e.g. candy dishes, common creamers at coffee stations).
- 6. **Reducing Spread:** Promote good etiquette for coughing and sneezing, and frequent hand hygiene. Provide employees, volunteers, and customers with access to tissues, trash cans, soap and water, and alcohol-based hand sanitizer with at least 60% alcohol:
 - a. Alcohol-based hand sanitizer must be made readily available to employees, volunteers, and customers/clients. Consider providing individual bottles of hand sanitizer to each employee.
 - b. Frequent hand hygiene should be actively promoted for employees, volunteers, and customers.
 - c. Using other workers' tools and equipment should be discouraged. If not possible, establish procedures for cleaning and disinfecting equipment between use.
- 7. **Restrooms:** Restrooms should be monitored to ensure social distancing and that routine cleaning and disinfection is conducted:
 - a. If needed, limit the number of people who occupy a restroom to allow for physical distancing and avoid close contact between employees, volunteers, and customers.
 - b. Avoid crowds or lines forming inside or outside restrooms.
 - c. Ensure toilets and sinks are functional and that paper towel dispensers and hand soap is regularly filled.
 - d. Consider use of non-touch flush toilets, soap dispensers, water faucets, paper towel dispensers, and trash cans.
 - e. Clean and disinfect bathroom surfaces frequently, including toilets, faucets, countertops, stall doors, handles, diaper changing tables, etc.



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8. **Safety Officer:** Businesses and organizations should identify a staff or volunteer member who is tasked with monitoring and improving compliance with social distancing, face covering use, hand hygiene, and other protective policies.
9. **Building ventilation:** Building ventilation systems should be evaluated to increase room and overall building ventilation, including increasing the number of air exchanges, increase outdoor air ventilation, limit internal air circulation, and improve central air filtration. Ventilation systems' filters must be routinely replaced and other necessary maintenance should be performed as needed. CDC guidance should be reviewed and used in evaluating building ventilation.
10. **Plan for possible COVID-19 cases:** Businesses and organizations should work with state and local official when needed to monitor and investigate cases of COVID-19. In all cases, businesses and organizations must work in a manner to ensure privacy rights.
11. **Covered businesses and organizations and employees should be reminded of the provision of the federal [Families First Coronavirus Response Act](#):** This law allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms.
12. **Update Employee/Volunteer Illness Policy:** Businesses and organizations must review their policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws. Businesses and organizations should amend or update their internal policies to include symptoms of COVID-19 or create a COVID-19 specific policy. Businesses and organizations should maintain flexible, non-punitive policies that permit employees to stay home if ill or to care for a sick family member. These policies should incorporate any sector specific recommendations by the state of New Hampshire.
13. **Communication Plan.** Communicate frequently with employees, volunteers, and consumers about steps being taken to prevent spread of COVID-19 in the workplace and post signage detailing:
 - a. Expectations of employees and volunteers with recommendations on steps everybody can take to prevent spread of COVID-19.
 - b. Facility health policies and best practices.
 - c. Steps being taken to protect employees/volunteers and customers from COVID-19 exposure in the workplace and activity areas.
 - d. The symptoms of COVID-19, to remain home if experiencing any symptoms or if they have come into close contact with someone suspected or confirmed to have COVID-19, and actions employees/volunteers and customers should



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take to protect themselves and other facility occupants from COVID-19 exposure (e.g., physical distancing, cloth face covering use, hand hygiene, etc.).

C. Employees and volunteers **MUST** comply with the following guidelines:

1. **Stay home** when they have any new or unexplained symptoms of COVID-19, diagnosed with COVID-19, exposed to someone with COVID-19, or have travel risk exposure.
2. Employees should **seek COVID-19 testing** if new or unexplained symptoms of COVID-19 develop, even mild symptoms, and consult their primary care providers about COVID-19 testing, or seek testing through one of the [public testing options](#).
3. **Increase hygiene practices, including:**
 - a. Wash hands and use hand sanitizer frequently
 - b. Avoid touching the face, eyes or mouth
 - c. Practice good respiratory etiquette. This includes coughing and sneezing into a tissue or your elbow rather than your hands.
4. **Wear a face covering/mask:** While at work, an activity area, and in public, employees and volunteers should wear face coverings/masks over their nose and mouth to help protect against the spread of the virus. Employees and volunteers should review the [CDC's guidance on use of face coverings/masks](#).
 - a. Employees and volunteers who are directly providing service to consumers or individuals must wear masks while providing such service. "Providing service" examples include, but are not limited to, explaining information to consumers or individuals in person, interacting with consumers by showing or providing products/services in person, registering individuals in person, or any other interaction where maintaining social distancing may be difficult.

Cloth face coverings should not be required for any employee or volunteer who has a medical condition or disability that would make it unsafe to wear a face covering. In this instance, the employer should look to implement other job accommodations to protect the employee and other staff and customers, including modifying work responsibilities to allow the employee to work remotely, separating the employee from other staff and customers, or install barrier precautions (e.g., translucent plastic shields) at locations where the employee may interact with other staff or customers.



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Face shields and Plexiglas or plastic barriers alone or used together are not acceptable substitutes for face coverings/masks however, they may be considered as an alternative to face coverings only in situations where an employee or volunteer has a valid medical condition or disability that makes it unsafe for them to wear a face mask.

5. **Practice social distancing:** To the greatest extent possible, all employees and volunteers should maintain safe social distancing, which means keeping a distance of at least 6 or more feet between one another at all times.

Universal Guidelines Addendum A

In addition to the Universal Guidance above the following industries must adhere to additional safety protocols:

Community Arts and Music Education:

1. Arts education centers that have performances and/or exhibitions should follow the [Performing Arts Guidelines](#).
2. Maximum class size must be limited to the number of people where at least 6 feet of physical distancing is able to be consistently maintained between people (8-10 feet of space is required if singing or wind instrument playing is involved). Individuals or household groups must be seated so that they are 6 feet apart, both side-to-side and front-to-back.
3. Classes or practices involving singing or wind instruments should continue to take place remotely whenever possible, or outdoors as an alternative, with people spaced at least 8-10 feet apart, due to the potential increased risk of COVID-19 transmission involved with these activities. Any indoor group sessions should be limited to the fewest number of people possible, spaced at least 8-10 feet apart.
4. Performers playing an instrument that releases spit/saliva must collect those secretions on an individual cloth, preferably with a disposable plastic barrier between the cloth and the floor, which is discarded by the performer at the end of the event. Saliva may not be deposited on the floor. After handling the cloth, performers must sanitize their hands through either washing or use of hand sanitizer.

Drive-In Movie Theatres:

1. Restrooms must be supplemented by a limited number of portable toilets to eliminate the need for patrons to wait on line for the restrooms and to promote physical distancing.



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2. Venues may open at full capacity, but motorcycles must maintain 10 feet of distancing between themselves and other vehicles.

Drivers Education:

1. Classroom instruction may continue to use remote learning platforms or be held in person. In-person class sizes should be limited to the number of people where physical distancing is able to be safely maintained with at least 6 feet of separation between students at all times.
2. For students enrolled in classes that started prior to June 5, 2020, the provisions of Saf-C 3110.06 (b) – (d) are hereby waived until October 21, 2020. In order to address a backlog of behind-the-wheel instruction for students whose driver education classes were interrupted and/or continued through remote classroom instruction, those students will be permitted to participate in behind-the-wheel instruction of no more than three 60-minute sessions per week. All other requirements under Saf-C 3110.06 remain in full force in effect.
3. Instructors and students will each wear cloth face coverings or masks over their noses and mouths at all times while conducting behind-the-wheel training.
4. Use of air recirculation should be limited. If using heating or air conditioning systems, the best practice is to utilize only the defroster vents on high (hot, mild, or cold) to force air away from the driver and passenger towards the windows.
5. Two student drivers and instructor will be allowed in the car. However, if the students are of the same household, then a third student can be in the car with the instructor.
6. In the case of drivers education for individuals who may have experienced a medical event or cognitive impairment, an occupational therapist may also be present in the vehicle.
7. In-car time will be limited to a maximum of 60 minutes though shorter periods of time in the car are preferred.

Equestrian Facility:

1. Lessons must be scheduled in a manner where physical distancing is appropriately applied and students must ride with their own personal riding gear. No shared helmets, vests, or boots are allowed.
2. For Horse Shows, spectators are limited as physical distancing allows, and must follow safety protocols. Vendors will be limited and set up in a way to adhere to



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physical distancing guidelines and must have reduced capacity of customers at their booths. Food services vendors must follow the [Food Services Guidance](#).

3. Warm up Rings will be limited to riding space as physical distancing allows.
4. For individual or group clinics, with truck-ins, who have a working relationship with the clinician, trainer, and/or barn owner: these clinics may be conducted as long as physical distancing is maintained. Capacity will be limited to the size of the group where physical distancing can be maintained. Auditors shall be minimal and abide by physical distancing. Auditors should wear face coverings. All participants must follow state issued Food Service Industry Guidance for physical distancing at meal times.

Funeral Homes:

1. Develop a process for limiting the number of funeral service attendees inside a funeral establishment at a given time to the number of people where six feet of physical distancing can be maintained between individuals.
2. Ensure any waiting lines or receiving lines inside or outside the funeral establishment have demarcations spacing funeral service attendees at least 6 feet apart. Seating for household members must be arranged at least 6 feet apart with space to allow people to move through the facility without coming into close contact with others.
3. Consider dedicated calling hours or appointment times for everybody, especially for the elderly and medically vulnerable persons.

Golf Courses:

1. Pro Shops/Clubhouses may open, including all indoor check-in and merchandising, but must follow [Retail Guidance](#).
2. Personal clubs must be used; no rental sets or sharing of clubs are permitted.
3. Food and Liquor Service must align with the [Food Services Industry Guidance](#).
4. Spas and salon services must follow the [Cosmetology Guidance](#).
5. Facility hairdryers stations should be removed or taken out of operation.
6. Group play of no more than four may be permitted with tee times spaced at least 10 minutes apart.



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7. Walking is encouraged, however double occupancy or household members sharing a cart is permitted. Non-household members riding in the same cart should wear cloth face coverings over their noses and mouths when riding in the cart and within 6 feet of each other.
8. Golf Instruction may occur with adherence to strict physical distancing guidelines. Small Group clinics may be resumed based upon the practice facility space available to abide by physical distancing.

Outdoor Attractions: This guidance applies to outdoor activities situated in recreational or natural settings that occur individually or in small groups of 10 people or less. This includes centers for biking, canoe and kayak rentals, mini-golf, outdoor driving ranges, outdoor shooting ranges, small fishing charters, paint ball, outdoor guiding services (fishing, hunting, hiking), water skiing, motorcycle rides, and other small group outdoor activities that are able to follow the guidance below.

Additionally, this guidance shall apply to outdoor and nature-based experiential attractions and businesses, including, but not limited to: agro-tourism, outdoor walking trails, tours and paths, batting cages, outdoor playground, zip lines, chairlifts, ropes courses/aerial parks, disk golf, open off-road vehicle tours (no enclosure), natural science centers, garden tours, diving tours and lessons, caves, petting zoos, balloon rides, helicopter and plane rides (groups fewer than 5 or with 6 feet or physical distancing between individuals or cohorts) and white water rafting.

1. Any seating must maintain physical distancing. Individuals or household groups must be seated so that they are 6 feet apart, both side-to-side and front-to-back.
2. Retail settings must follow the Retail Store Guidance.

Libraries:

1. Develop a process for limiting the number of customers inside a library at a given time to the number of people where at least 6 feet of physical distancing can be consistently maintained between people, excluding employees and representatives of third-party delivery companies.
2. Consider dedicated hours for the elderly and medically vulnerable persons.
3. Where appropriate and possible, implement curbside pickup and/or delivery service options to minimize contact and maintain physical distancing.
4. Offer self-checkout options when possible.
5. Offerings of food and coffee must follow the [Food Service Industry Guidance](#).



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6. Consider waiving fines and extending due dates to discourage customers from coming into the library in-person.
7. Customers are encouraged to utilize book drop off locations instead of returning books in-person.
8. Ensure physical distancing at computer terminals. This may include closing off some computers stations to facilitate 6 feet of distancing. It is recommended that disinfectant wipes be provided for computer terminal users.
9. Public areas shall be rearranged to maintain 6 feet of distancing between seats.
10. Libraries may have requirements over and above these recommendations.

Museums & Art Galleries:

1. Admissions should be limited to the number of people where 6 feet of physical distancing can be consistently maintained.
2. Seated or viewing areas must be arranged to maintain at least 6 feet of space between people.
3. Guided tours or group activities are limited to 10 people or fewer if lower numbers are necessary to ensure appropriate physical distancing. Offering guided tours will be at the discretion of the individual organization.
4. Interactive exhibits (i.e. touch and feel exhibits, play areas) should be closed or modified with frequent cleaning and disinfection and a readily available hand hygiene station (soap and water or alcohol-based hand sanitizer) to promote safe use.

State Parks:

1. Water bubblers and fountains must be turned off.
2. Campsites must be cleaned and hard surfaces must be disinfected after use
3. **NOTE:** Each State Park may have additional guidance depending on the specific dynamics of that park.

Unless otherwise noted in this Addendum, all other operations in these industries may resume normal operations following the Universal Guidelines contained herein.

