



Guidelines to **GREEN LIGHT GRASS VALLEY**

A path forward for a smart, healthy and prosperous reopening

Notwithstanding anything to the contrary contained herein, all persons in Grass Valley are required to comply with any Nevada County Health Orders, California Executive Orders of the Governor, and the Orders of the State Public Health Officer.

PURPOSE

The future of communities, and businesses that serve the citizens of communities, are in an active state of change. The future will not look like the past. The purpose of these *guidelines* is to continue to mitigate the spread of the coronavirus to the greatest extent possible while addressing the need to gradually reopen the economy. The goal is to ensure vital services are resumed in a safe manner. Additionally, as communities, including Grass Valley, look toward reopening, it is each community member, business owner, and employees' responsibility to adopt best practices to ensure the public health of our community: the foundational concern of any reopening plan or community guidance.

Evidence shows that transmission of COVID-19 can occur even when individuals are asymptomatic. The duration of exposure to an infected person combined with the proximity of exposure are key factors in determining whether an exposed person will become infected. These guidelines provide guidance and recommendations to limit the duration of potential exposure while maintaining social distancing practices.

This document is meant to serve as a resource for businesses to consider as a staged reopening plan is developed by the State. Nothing in this document is set in stone. All items are subject to change. The guidance provided in this document is designed to assist business owners and employees in being ready for future reopening protocols and processes. The City of Grass Valley's goal is to have businesses open in a safe, healthy, and prosperous way by preserving public and community health. The City is providing this guidance to help inform businesses of *likely* future regulations so they can open efficiently at the appropriate time.



Guidelines to GREEN LIGHT GRASS VALLEY

A path forward for a smart, healthy and prosperous reopening

GENERAL REQUIREMENTS

Higher-risk individuals (those 65 years and older, and/or those who have chronic medical conditions) should remain home except to seek medical care, nutrition, recreation, or work. During such essential outings, these individuals should follow health-conscious protocols such as facial coverings, social distancing and good hand hygiene.

The Grass Valley region, State of California, United States of America, and the world will be heedful of COVID-19 for the foreseeable future. Until a vaccine for COVID-19 is developed and proven effective, a large portion of the population will continue to lack the immunity and be at risk. Therefore, individuals should limit their daily activity to essential work, commerce, and recreation to maintain mental, economic, and physical health. Thus, everyone should continue to practice social distancing and maintain six feet or more space from anyone who's not part of their household, frequently wash your hands with soap and water or use hand sanitizer, wear facial coverings when appropriate, and stay home if you are experiencing symptoms related to COVID-19 including fever, cough, sore throat, shortness of breath.

REQUIREMENTS FOR BUSINESSES & ACTIVITIES

- Must comply with the latest version of any City of Grass Valley, Nevada County and State of California Orders
- If you are sick or recognize any symptoms of COVID -19 stay completely away from people and seek advice from a healthcare provider (Do Not go to work or into public).
- Always maintain social distancing of six feet or more whenever in the presence of others who are not in your household, whether inside or outside.
- Practice thorough hand washing, use of hand sanitizer, and other hygiene habits to prevent the contraction and spread of COVID-19. (It is best to wash your hands with soap and water for at least 20 seconds - hand sanitizer should have at least 60% ethyl alcohol).
 - Hand sanitizing should occur at minimum for all workers (this is in addition to, and not intended to replace, Industry Specific Requirements):
 - Prior to the start of work
 - Prior to and after any breaks
 - After contact with another person or transactional instrument (i.e., credit card, cash, pens, etc.)
 - After touching face and/or cough/sneeze
 - Routinely at other times throughout the day



Guidelines to GREEN LIGHT GRASS VALLEY

A path forward for a smart, healthy and prosperous reopening

- Upon leaving work and arriving home
- Require employees to wear a mask or facial covering while at work, if in proximity of others. Strongly encourage patrons to wear a mask or facial covering while in your business or when around other people. This is particularly critical in an enclosed structure with others who are not in your household (stores, transit vehicles, buildings etc.) or during interactions/transactions with customers.
- Keep objects and “high-touch” surfaces clean: counters, doorknobs, computers, cash registers, phones, bathrooms, etc.
- Implement effective prevention practices: don't touch eyes, nose or mouth with unwashed hands; cover your nose and mouth when coughing or sneezing (wash or sanitize your hands afterwards).
- Any businesses allowed to open must prepare and post a COVID-19 Operations Protocol
- Employee Management:
 - Encourage everyone who can carry out their work duties from home to do so.
 - Encourage employees to inform their supervisor if they have been in close contact with someone who is exhibiting COVID-19 symptoms or who has tested positive for COVID-19.
 - Require employees to stay home if they have a sick family member at home with COVID-19.
 - Check employees for symptoms before entering the workplace (check with supervisor at beginning of shift).
 - Avoid gatherings or congregating of people where social distancing cannot be met (meetings, waiting rooms, etc.).
 - Provide appropriate protective gear like gloves, masks, eye protection, and face coverings and encourage appropriate use.
 - Minimize interactions when picking up or delivering equipment, materials, or goods, ensure six-foot minimum separation.
 - Stagger shifts/trades/workgroups/breaks to reduce density of workers.
 - Limit cross-shift interactions if possible (i.e. if employees can work the same shift as a cohort rather than placing many employees in the same space over a period of time).
 - Discourage workers from using other workers' phones, desks, offices, tools or equipment. If necessary, clean and disinfect before and after use.



Guidelines to GREEN LIGHT GRASS VALLEY

A path forward for a smart, healthy and prosperous reopening

Specific Requirements by Business Type

WORKSITES:

- Assign workplace coordinator(s) charged with addressing/enforcing COVID-19 issues as they come up.
- Eliminate or regularly clean and disinfect any items in common spaces (i.e., break rooms) that are shared between individuals (i.e., condiments, coffee makers, vending machines).
- Separate all workstations by at least six feet or if that is not possible, add barriers to separate workstations.
- Remove tables, chairs, other furniture that encourages congregating.
- Identify “choke points” and “high-risk areas” where people are forced to stand together, such as hallways, doorways, break areas, and control them so social distancing is maintained.
- Install shields or barriers where possible between customers and employees.
- If possible, maintain a daily attendance log of all employees and visitors to your facility.
- Do not share communal food among employees or customers.

PARKS:

- Parks are closed to lounging and large groups. Any pedestrian or non-motorized travel that traverses through parks is allowed. Recreational uses allowed by the revised Nevada County order of 4/27/2020 may resume under the restrictions outlined by the County.

PRIVATE GATHERINGS AND SPECIAL EVENTS: PARKS:

- There will be no special events, private gatherings (including weddings and parties on private property), or large community gatherings in May, June and July. Any event series that goes beyond the end of July will be evaluated as summer progresses or further guidance is provided by the State.



Guidelines to **GREEN LIGHT GRASS VALLEY**

A path forward for a smart, healthy and prosperous reopening

GOLF COURSES:

- Limited opening: Social distancing, no touch golf (holes inverted, no touching flag sticks, no picking up found balls, etc.), as directed by Nevada County revised order 4/27/2020.

DISPERSED RECREATION:

- Lower risk forms of dispersed recreation are encouraged with the proper safeguards and health precautions including hiking, biking, walking through parks, trail use, etc.
- Sharing of recreational items should not occur with members outside of one's household.

FUTURE IMPLEMENTATION TO CONSIDER

For those businesses that are not allowed to open at this time, please consider the following guidance to prepare for future openings based on State/County orders.

RESTAURANTS, BREWERIES & DINING ESTABLISHMENTS:

- Currently only take-out and delivery is allowed.

Consider the following future opening protocol when State orders allow:

- Inside Dining
 - Seating permitted at tables inside, outside or at bar area with a minimum of 6 feet between parties.
 - Dining with members of household only.
- Reservation system should be implemented to prevent gathering, standing in line and waiting for tables.



Guidelines to GREEN LIGHT GRASS VALLEY

A path forward for a smart, healthy and prosperous reopening

- Restaurants that do not typically engage in reservations will not be required (i.e. fast food), but will need to ensure proper social distancing in gathering areas (lobbies, entrances, waiting areas, etc.)
- Dine-out remains encouraged.
- Disinfect all surfaces including cashier and credit card payment stations at least every other hour. (See Paragraph 3 for additional sanitizing requirements)
- Proper hygiene required in all areas including credit card payment procedures; masks for servers and back of the house personnel required.
- Tables and chairs shall be disinfected after each use.
- Paper Menus (Single use)

RETAIL SHOPS & RECREATIONAL EQUIPMENT/RENTAL FACILITIES:

- Currently Closed and/or curbside delivery of online/telephone orders

Consider the following future opening protocol when State orders allow:

- Open with owner-monitored capacity of patrons to ensure social distancing of 6 feet.
- No touching/minimize touching of merchandise until time of purchase.
- Disinfect all surfaces including cashier and credit card payment stations at least every other hour. (See Paragraph 3 for additional sanitizing requirements)
- Provide hand sanitation implements within store and/or before entry.
- Highly encourage masks being required before entry.
- Masks or facial coverings for all employees required.



Guidelines to
GREEN LIGHT GRASS VALLEY

A path forward for a smart, healthy and prosperous reopening

SALON, SPAS, TATTOO PARLORS, AND OTHER PERSONAL CARE SERVICES:

- Currently Closed.

Consider the following future opening protocol when State orders allow:

- Appointment only.
- 30 minutes or less duration of close contact service to ensure that the contact intensity can be medium, since any duration more than 30 minutes will place these businesses into high contact intensity.
- Close waiting areas.
- Meet social distancing requirements.
- Disinfect all surfaces between costumers including chairs, equipment, cashier and credit card payment stations at least every other hour. (See Paragraph 3 for additional sanitizing requirements)

OTHER NON-ESSENTIAL BUSINESSES & ACTIVITIES:

- Currently Closed.

Consider the following future opening protocol when State orders allow:

- These will be handled on a case-by-case basis, based upon health risks and the feasibility of mitigating those risks for customers and employees of a particular business.



Guidelines to
GREEN LIGHT GRASS VALLEY

A path forward for a smart, healthy and prosperous reopening

OTHER GUIDANCE DOCUMENTS:

- State of California Guidance Documents and Checklists
<https://covid19.ca.gov/roadmap/>
- Nevada County Guidelines <https://www.mynevadacounty.com/2927/Coronavirus-Guidance-for-BusinessesEmplo>

ATTACHMENTS:

- Nevada County Public Health Department – Practical Advice for Modified Business Reopening (May 8, 2020)

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Practical Advice for Modified Business Reopening

Nevada County COVID Recovery Advisory Committee

Version: May 8, 2020

The purpose of this document is to assist our businesses to reopen safely and assure their customers that our businesses are safe.

The key to reducing the likelihood of spreading COVID-19 at your business is to limit contact between people, including the surfaces and items they touch. This can be achieved through implementing best practices. Businesses are encouraged to follow the State guidelines at <https://covid19.ca.gov/roadmap/#guidance>.

The ideas below were compiled with input from many Nevada County business and community leaders through the COVID Recovery Advisory Committee as well as through researching industry guidance, Dr. Cutler's past orders and other resources. This list provides concrete ideas as to how you can best protect your employees and customers, following the State guidance. This list is not exhaustive and should only be considered to the extent that each measure applies to your sector, facility and business operations. Not every measure will apply to each business. We will continue to update this list as new issues or ideas emerge in order to provide the most relevant, up to date information to our business community.

Additional consideration should be given to OSHA regulations and in consultation with your insurance company.

Business Operations Best Practices:

1. Develop a COVID-19 Business Operation Plan

- An example template is available at www.mynevadacounty.com/coronavirus for retail. More sector-specific templates will be made available as we proceed through Stages 2 & 3.

2. Provide COVID-19 training for employees

- An employee training and attestation example is available for businesses at the same web address above.

3. Clean, sanitize, and disinfect

- Make soap and water for handwashing available to all employees. If/where soap and water cannot easily be accessible, make hand sanitizer effective against COVID-19 available to all employees
- Make disinfectant and related supplies available to all employees.
- Frequently disinfect all high-touch areas including break rooms, bathrooms, and other common areas
- Eliminate or regularly clean and disinfect items in common spaces (i.e., break rooms) that are shared between individuals (i.e., condiments, coffee makers, vending machines)
- Make hand sanitizer, soap and water, or effective disinfectant available to guests/customers at or near entrance of the facility or anywhere else where people have direct interactions.
- Increase frequency of routine cleaning and disinfecting of public restrooms.

4. Physical layout modifications

- Where practical and appropriate, install shields or barrier between customers and employees

- Rearrange workstations to separate them by at least six feet or if that is not possible, add barriers to separate workstations
 - Remove tables, chairs, other furniture that encourages congregating (i.e. break rooms)
 - Identify “choke points” and “high-risk areas” where people are forced to stand together, such as hallways, doorways, break areas, and control them so social distancing is maintained
 - Prop open doors if safe to do so to reduce touching of doorknobs
- 5. Other potential mitigation measures**
- Ensure proper ventilation of work areas
 - If practical, maintain a daily attendance log of all employees and visitors to your facility
 - Do not allow sharing of communal food, have food service or food events among employees or customers
 - Consider provide disposable food service items in break rooms instead of washing and reusing communal dishes

Employee Management Best Practices:

- 6. Continue telework**
- Direct everyone who can carry out their work duties from home to do so
 - Provide flexible or remote scheduling for employees who need to continue to observe Stay-at-Home, who may have child or elder care obligations, or who live with a person who still needs to observe Stay-at-Home due to underlying condition, age, or other factors
- 7. Reduce exposure**
- Inform all employees not to come to work if sick or exposed to COVID-19
 - Provide for sick leave and compensation so ill employees can stay home. Connect employees to company or state benefits providers
 - Direct employees to inform their supervisor if they have been in close contact with someone who is exhibiting COVID-19 symptoms or who has tested positive for COVID-19
 - Require employees to stay home if they have a sick family member at home with COVID-19
 - Check employees for symptoms before entering the workplace. (i.e. check in with supervisor at beginning of shift – supervisor observes for symptoms. Some businesses may decide to take temperatures of staff at the beginning of a shift, or if exhibiting other symptoms)
- 8. Facilitate social distancing among employees**
- Avoid gatherings or congregating of people where social distancing cannot be met (meetings, waiting rooms, etc)
 - Minimize interactions when picking up or delivering equipment, materials, or goods, ensure six-foot minimum separation
 - Stagger shifts/trades/workgroups/breaks to reduce density of workers
 - Discourage workers from using other workers’ phones, desks, offices, tools or equipment. If necessary, clean and disinfect before and after use
 - Check employees for symptoms before entering the workplace (check-in with supervisor at beginning of each shift)
- 9. Provide appropriate protective gear (PPE) like gloves, masks, eye protection, and face coverings and encourage appropriate use. (Some businesses may require employees to wear masks or other PPE)**
- 10. Encourage breaks to wash hands or use hand sanitizer**
- 11. Post signage reminding employees of required hygienic practices including:**
- Not touching face with unwashed hands or with gloves;
 - Washing hands with soap and water for at least 20 seconds;
 - Use of hand sanitizer with at least 60% alcohol;
 - Cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons and doorknobs;
 - Covering the mouth and nose when coughing or sneezing and well as other hygienic recommendations by the CDC

Guest/Customer Management Best Practices:

12. Post signage at each entrance to the facility to remind all employees and guests of social distancing best practices. Example signage is available at the website above. Signage should include messages such as:

- Avoid entering the facility if you feel sick, have a cough or fever;
- Maintain a minimum six-foot distance from anyone who is not a household member;
- Sneeze and cough into a cloth or tissue or, if not available, into your elbow;
- Do not shake hands or engage in any unnecessary physical contact; and,
- Consider wearing a face covering (Businesses may decide to require face coverings for employees and/or customers who can wear them safely);
- Consider additional rules specific to your business/facility type to limit contact
- In high-traffic facilities, consider posting an employee at the door to inform customers of expectations

13. Limit contact with customers

- Provide curbside pick-up or delivery as alternative service delivery method
- Where feasible, require payment in advance using a method that does not require exchange of physical currency (online, credit card). Encourage alternative payment methods that minimize contact between customers and employees
- Consider instituting an "all sales are final" policy – do not accept returns of items purchased
- Complete paperwork/document signing electronically in advance
- Eliminate physical contact or passing of items at check in/out
- For equipment rentals (tools, recreation equipment, etc.) consider increasing minimum rental time and disinfect equipment between each customer. Maintain sanitation logs for all equipment rentals

14. Facilitate social distancing among customers

- Create special hours for people at higher risk of severe illness from COVID-19
- When possible, provide services by appointment/reservation only and provide time between appointments to reduce/eliminate overlap
- Move products/service delivery outside where feasible or to larger room/venue to allow for increased space between customers and product displays
- Limit the number of guests in the facility at the same time to ensure six-foot distance (i.e. reduce occupancy/number of tables)
- Place tape or markings at least six feet apart in customer line areas inside a store or on sidewalks at public entrances to help with distancing