Southern Fairfield County Area of Narcotics Anonymous
Minutes of Meeting Held on September 16th 2020

• Meeting held virtually and called to Order by Alex W at 6:30
• 7th Concept was read by Bernadette, no further discussion
• Visitor – Bill B
• The PO Box is “SFCANA, PO Box 482, Westport, CT 06881” for all of those interested.

• Roll Call: 7 GSRs present at 6:38, with a Quorum of 9 needed. Quorum was no yet met

Open Forum

Andy L (Lost then Found) inquired as to the last time the area audited the treasury. This was put on the agenda as new business.

Bernadette (Never Alone Never Again) asked why region was below prudent reserve during COVID. It was explained that the region has recurring expenses such as insurance, CTNA.org web site, phone line and Zoom account for service meetings such as our area meeting.

Administrative Committee Reports. (no quorum – therefore no votes to accept each report)

1. Secretary Report (Reading of August ASC meeting minutes) – Submitted and read by John K.

2. Chair report – Submitted and read by Alex W.
   Received checks of $40 & $50 from Same Meeting New Day and $140 from Primary Purpose

3. Vice-Chair Report – absent

4. Treasurer’s Report – Submitted and read by RJ

<table>
<thead>
<tr>
<th>Area Books</th>
<th>Literature Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$ 1500</td>
</tr>
<tr>
<td>Group Donations / Literature Sales</td>
<td>$ 230</td>
</tr>
<tr>
<td>Money Out/ Literature Ordered</td>
<td>$</td>
</tr>
<tr>
<td>Regional Fund Flow</td>
<td>$ 230</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>$ 1500</td>
</tr>
</tbody>
</table>

5. RCM Report – By Claire: Region will meet this Saturday (9/19). There are many open positions and Region REALLY needs qualified and willing members to step up and take positions.

Subcommittee Reports

1. Policy: Per Andrew S – Verbally – reminder to all sub-committees that budgets are due at Oct ASC meeting to be voted on in November
   Questions/Comments: None

2. Hospitals & Institutions: Absent - OTF
   Questions/Comments:
Southern Fairfield County Area of Narcotics Anonymous
Minutes of Meeting Held on September 16th 2020

3. **Public Relations**: Submitted and read by Ray F NE Zonal/H&I zoom presentations on 9/18 & 9/25
   Questions/Comments:

4. **GSR Liaison**: OTF
   Questions/Comments:

5. **Web Servant**: OTF
   Questions/Comments: None

6. **Literature**: Report by Kevin – Verbal - nothing going on during COVID
   Questions/Comments:

7. **Activities**: OTF
   Questions/Comments:

   New attendance of voting members taken – 9 present – Quorum met.

   Motioned to accept Subcommittee and administrative reports by **Rick 2nd by Jerome**
   Passed 9-0-0

**BOD Report** – Nothing to report – next meeting is in Oct.

Questions/Comments:

7:05 Roll Call – 12 GSR’s

**Group Reports** -

<table>
<thead>
<tr>
<th>By The Text</th>
<th>GSR Rick – Meeting by Zoom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courage to Change</td>
<td>no GSR attendance – no report</td>
</tr>
<tr>
<td>Feeling Free.</td>
<td>no GSR attendance</td>
</tr>
<tr>
<td>Free as an Eagle.</td>
<td>GSR Wes – verbal report – meeting live – bring a chair</td>
</tr>
<tr>
<td>Free Spirit</td>
<td>no GSR attendance</td>
</tr>
<tr>
<td>It Works, How &amp; Why.</td>
<td>no GSR attendance</td>
</tr>
<tr>
<td>Just For Monday</td>
<td>no GSR attendance</td>
</tr>
<tr>
<td>Libertad Group</td>
<td>no GSR attendance</td>
</tr>
<tr>
<td>Lost Then Found.</td>
<td>GSR Andy - resumed live meetings</td>
</tr>
<tr>
<td>Never Alone, Never Again.</td>
<td>GSR – Bernadette – Meeting by Zoom, will be sending check</td>
</tr>
<tr>
<td>New Hope</td>
<td>GSR – Jerome currently not meeting</td>
</tr>
<tr>
<td>Open Arms</td>
<td>no GSR attendance</td>
</tr>
<tr>
<td>Primary Purpose</td>
<td>no GSR attendance</td>
</tr>
</tbody>
</table>
### Principals Before Personalities
- no GSR attendance

<table>
<thead>
<tr>
<th>Recovery on Park</th>
<th>GSR Tali – verbal report – relocated to Bessemer Center at 2200 North Ave, having emergency business meeting about meeting space and requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recovery on the Hill</td>
<td>- no GSR attendance</td>
</tr>
<tr>
<td>Recovery on Tuesday</td>
<td>- no GSR attendance</td>
</tr>
<tr>
<td>Road To Recovery</td>
<td>GSR – Lisa T – Verbal report - meeting in person</td>
</tr>
<tr>
<td>Same Meeting New Day</td>
<td>GSR Mike L – Meeting in Person at the Bessemer Center 2200 North Ave – Correction to August minutes – Mike L was in attendance for August meeting.</td>
</tr>
<tr>
<td>Serenity at Noon</td>
<td>no GSR attendance – no report</td>
</tr>
<tr>
<td>Simple Solution</td>
<td>no GSR attendance – no report</td>
</tr>
<tr>
<td>Stepping into 1,2 &amp; 3</td>
<td>no GSR attendance – no report</td>
</tr>
<tr>
<td>Success Downtown</td>
<td>no GSR attendance – no report</td>
</tr>
<tr>
<td>Survivor's Group</td>
<td>no GSR attendance – no report</td>
</tr>
<tr>
<td>There is Hope</td>
<td>no GSR attendance – no report</td>
</tr>
<tr>
<td>Victory in the Valley</td>
<td>no GSR attendance – no report</td>
</tr>
<tr>
<td>View to Recovery</td>
<td>Stephen C – Meeting outside the War Memorial – bring chair.</td>
</tr>
<tr>
<td>West Side Story</td>
<td>no GSR attendance – no report</td>
</tr>
</tbody>
</table>

Roll Call at 7:45. – 9 GSR’s present

### Old Business:

H&I Chair contacted the Chair and Secretary, He had not been contacted and had no texts or voicemails from the vice-chair.

There were no niminees nor volunteers to take the H&I Chair. Likewise the remaining open positions at SFCA

Venmo – could not register due to the treasurer having his own personal Venmo and needing a unique mobile phone number to attach to the Venmo account. **A motion was made by Jerome to spend what is needed to purchase a prepaid mobile phone to use for an area Venmo account. Motion passed 7-0-2**
Southern Fairfield County Area of Narcotics Anonymous
Minutes of Meeting Held on September 16th 2020

New Business

Agenda: Regarding Audit, these are to be done quarterly. Due to COVID, these were not done. We discussed and the admin committee will log on at 6:00 (1/2 hour early) for the Oct 21st ASC Zoom meeting to conduct an audit.

Meeting adjourned @ 7:58
The next ASC meeting will be on October 21st, 2020 via Zoom 6:30pm to 9:00pm

Southern Fairfield County Area Service Committee meeting

Meeting Virtually
Zoom Meeting ID: 917 828 497
Password: 06880
Join URL: https://zoom.us/j/917828497?pwd=UVE3THJmdlhSZWJEelBrTGozaVN1UT09
Dial in number: +16465588656,,917828497#

Thank you for allowing me to serve
John K
Hello all and I hope everyone is well.

1). I retrieved 3 letters from the Area PO Box. Two from the “Same Meeting New Day Group” with 2 fund flow check enclosed. One in the amount of: $40.00 and the other for $50.00. The other was from the “Primary Purpose” group with a fund flow check in the amount of $140.00. If there was any other correspondence i have not mentioned please let me know at this meeting.

2). We should begin to think about what the area will need to do once in-person meetings without restrictions are possible. Groups and Subcommittees should start checking with their meeting places to find out if the meeting will be able to return to the facility and if there will be any restrictions.

Lastly, please keep up the status of your groups with the Web Servant to make sure the most up to date information is available on the website.

I want to remind everyone to stay safe and to reach out to those who may be struggling during this trying time in people’s recovery. I also want to thank everyone who serves for the support they show to the NA.

In Loving Service,

Alex W
I attended our regional PR zoom meeting on 9-9-20. We had 4 area chairs of the 9 in our region attended.

H&I Zonal Forum has been meeting on Zoom with CT law enforcement officers and correctional facilities workers
1st one took place on Thurs 9-10-20. 2 more are happening and open to anyone interested on Fri’s 9-18 & 9-25 from 10am to noon. Link

Phone line report. We had 127 total calls of which 43 were forwarded to Yap.

Moving forward any group that is re-opening, needs to update the CTNA website. Take off the virtual meeting information and fill out the form to add the live meeting back to schedule. All live meetings were removed from CTNA.org only when the form is filled out, will that meeting be put on the "Live Meeting Schedule"

On Thursday Sept 10th at 7pm SFCA PR meet on zoom. No one from SFCA attended and at 7:20pm our regular monthly meeting was suspended.

Our next area PR meeting will be Thurs Oct 9th at 7pm on zoom

Ray F will be stepping down as chair in Nov/Dec 2020. (fulfilling 1yr commitment) Anyone interested in Public Relations should attend Oct 9 so name can be added and passed along to gsr's Oct 21st for 30 days and voted in Nov 18th

In loving service.
Ray F.
203-722-5064
Hello,

New Recovery Literature

We have a new IP! The 2020 World Service Conference unanimously approved the pamphlet, *Mental Health in Recovery* as our newest piece of recovery literature. The pamphlet, IP #30, is now posted on na.org and is available for purchase from World Services, as inventory item number #3130, and it is priced at 33 cents: www.na.org/webstore.

*Mental Health in Recovery* “reflects the shared experiences of NA members, including those who have found it necessary to seek outside help for mental health concerns and other members who are recovering alongside them.” The pamphlet includes sections titled Seeking Professional Help, Medication and Mental Health, Stigma and Shame, Recovery Happens in NA, and Supporting Each Other.

We hope it helps many members. Thank you to everyone who contributed input and ideas to the project.

Contribution Goal #1

As you probably know, NA World Services has been financially affected by the global pandemic. Even before the crisis hit, we were discussing how to shift our financial model from one that relies upon literature sales to a more sustainable model that depends upon member contributions. It’s a huge shift and we know it won’t happen overnight, but over time.

One way members can help is to consider making a recurring monthly contribution to World Services: www.na.org/contribute. Some of us contribute the amount of our clean time each month, some more, some less. In February, 50 members had recurring contributions. As of this writing, there are more than 500. Our first goal in the journey to become self-supporting through member contributions is to increase the number of recurring monthly contributions to 1,000 by the end of October.

We recognize that not everyone is able to contribute financially. Some of us contribute more through service or sponsorship. Thank you for doing your part whatever that is. We appreciate everything that members do to carry the message and grow NA. That no addict seeking recovery need ever die from the horrors of addiction.

Reminders
Don’t forget:

- NAWS now has an Instagram account: www.instagram.com/narcoticsanonymous
- The Spiritual Principle a Day Book Project needs your help writing and reviewing material: www.na.org/spad
- Deeply discounted books and bundles are available in the Exciting Deals section of the webstore Catalog dropdown menu: www.na.org/webstore
- We are still looking for local resources related to online meetings, hybrid meetings, and concerns related to reopening in-person meetings to post on the Online Meetings Page: www.na.org/virtual. Send them to wb@na.org

In service,

World Board

You can opt out of receiving communication from NAWS by clicking the link below. Please be aware, if you choose this option, it will discontinue all email communications from NAWS including any email subscriptions you might have. We hope you do not choose this option, but if you do, you can resubscribe to publications or JFT at any time by going to www.na.org/subscribe. Resubscribing will automatically add you to the monthly NAWS update list as well. We promise not to flood your inbox if you choose to stay in our system!

Unsubscribe from NAWS emails
Governor Ned Lamont
Sector Rules for June 17th reopen
July 22nd, 2020
SECTOR RULES FOR JUNE 17TH REOPEN

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

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

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

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

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

5 DYNAMIC
We include a suite of tools to inform an adaptive plan that can be nimbly scaled or rolled back rapidly based on real-time critical health metrics.
SECTOR RULES FOR JUNE 17TH REOPEN

HOW WE WILL OPEN OUR ECONOMY SAFELY
Our plan to open the economy will address two factors:

WHAT businesses can open and when.
HOW businesses must operate if they choose to open.

WHAT:

• We know that some businesses put employees and customers at greater risk of transmission.

• We will prioritize opening businesses that pose a lower transmission risk and drive outsized impact on the economy.

• Transmission risk is defined as contact intensity and modification potential of businesses.
  - Contact intensity considers contact proximity, contact length, and number of contacts.
  - Modification potential considers the businesses’ ability to socially distance and sanitize in accordance with regulations.

• We will assess the impact on state economic health with a focus on number of employed individuals, total GDP impacted, and impact on small businesses that make up the backbone of our economy.

HOW:

• We will provide clear operational guidance to businesses on how to reopen while ensuring the safety of both employees and customers.

• Guidance will include social distancing and hygiene, as well as the use of personal protection – for business operators, workers, and customers.

• The goal is to not only open safely, but create confidence in our society across employers, employees, and customers.

• The level of guidance will gradually become less restrictive over time, as our confidence in the ability to monitor and contain the disease increases.
SECTOR RULES FOR JUNE 17TH REOPEN

WHAT: SECTOR REOPENING OVER TIME

The state will open its economy with a gradual approach. The first set of businesses started reopening when we saw a sustained 14-day decline in hospitalizations, had adequate testing capacity, had a contact tracing system in place, and had procured sufficient PPE. The timing for that reopen was May 20th.

<table>
<thead>
<tr>
<th>ALWAYS OPEN</th>
<th>MAY 20TH</th>
<th>JUNE 1ST</th>
<th>JUNE 17TH</th>
<th>JULY 20TH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturing</td>
<td>Child care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td>Hospitals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Real estate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essential retail</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restaurants (outdoor only, no bar areas)</td>
<td>Remaining retail Offices (continue WFH where possible)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outdoor recreation (limited capacity)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hair salons, Barbershops</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restaurants (outdoor, indoor, no bar areas)</td>
<td>Sports, Sports clubs &amp; complexes, Gyms, Fitness centers, Pools</td>
<td>Amusement parks</td>
<td>Libraries</td>
<td>Museums, Zoos, Aquariums</td>
</tr>
<tr>
<td>Hotels/Lodging</td>
<td>All personal services</td>
<td>Outdoor arts, Entertainment, Events (limited capacity)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indoor recreation</td>
<td>Indoor events</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Connecticut
SAFER, STRONGER, TOGETHER.
SECTOR RULES FOR JUNE 17TH REOPEN

HOW: SAFEGUARDS

As we continue to reopen select businesses on June 17th, we will open at our strictest controls on business operations and societal interaction. This will include, among other measures:

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

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

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

OVERVIEW
As Connecticut’s indoor recreation venues reopen, the most important consideration will be the health and safety of employees and customers. Businesses must exercise caution throughout reopening, ensuring strict adherence to the protocols listed here. Those businesses that are not able to meet the rules listed here shall delay opening until they are able.

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

Businesses should take these rules as the minimum baseline of precautions needed to protect public health in Connecticut. Individual businesses should take additional measures as recommended by industry guidelines or by common sense applied to their particular situation.

We urge customers to stay vigilant and pay attention to as to whether indoor recreation venues they frequent are faithfully implementing these rules.

These rules are not intended to govern sports-related businesses. Those businesses should refer to the appropriate sector rules published by DECD.

REOPEN RULES FOR INDOOR RECREATION VENUES
Indoor recreation businesses may open at up to 50% capacity; however, businesses should limit customers to the number of customers that can be appropriately supervised by staff to ensure continuous compliance with rules for mask wearing, social distancing, and cleaning/disinfecting of equipment and common areas. Businesses for which no maximum capacity is on record may determine maximum Phase II capacity as 1 person (including employees) per 150 square feet.

Any food service taking place at indoor recreation venues will adhere to the Sector Rules for Restaurants. The information here can be supplemented with guidance from other industry groups, some of which are listed below. These rules may be updated as conditions evolve.

FURTHER RESOURCES

FDA

OSHA
INDOOR RECREATION

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

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

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

TRAINING
The employer shall institute a training program and ensure employee participation in the program. Training shall be provided at no cost to the employee and during working hours. The training materials shall be presented in the language and at the literacy level of the employees. Employers shall continuously update staff on changes to these Sector Rules. The training shall include:

• Guidelines outlined in this document
• Protocols on how to clean and use cleaning products (incl. disinfectants) safely
• Additional guidance can be found here:
  https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOHs_0.pdf

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

PERSONAL PROTECTION
Estimate required personal protection for employees and begin procuring.

THOROUGH CLEANING
Complete a thorough cleaning of facility prior to reopening, including but not limited to:
• Bathrooms
• Kitchens
• Seating area
• All equipment

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

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

• Consider cohorting staff within each shift (e.g. keeping the same shift schedules and avoiding mixing staff across shifts).
INDOOR RECREATION

CAPACITY TRACKING
Employers are responsible for enforcing revised capacity limits (50%).

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

Use partitions between employees, or between employees and customers where a 6 ft distance cannot be maintained, where possible (e.g. check-in counters).

For facilities with central ventilation systems, increase ventilation rates and increase the percentage of outdoor air that circulates into the system where possible.

Complete a thorough cleaning of the facility prior to reopening.

Install touchless appliances wherever possible (e.g. contactless payments, soap dispensers, trash cans).

Post clear signage that supports new policies.

Close indoor waiting areas.

Install visual social distancing markers to encourage customers to remain 6 ft apart.

Rearrange space to maintain at least 6 ft of distance between individual customers or groups of customers for group activities. Ensure recreation areas for each individual or group of customers are at least 6 ft apart.

Consider an exit from the facility separate from the entrance to allow for one-way foot traffic.
INDOOR RECREATION

ENTRY & EXIT
Consider an exit from the facility separate from the entrance to allow for one-way foot traffic.

SIGNAGE
Post clear signage that reinforces new policies, e.g.:
- Social distancing protocols
- Cleaning and disinfection protocols
- Personal protection protocols (face masks, gloves)
- Employees shall stay home if sick/experiencing symptoms
- Customers shall not enter if they are experiencing symptoms
- Additional signage can be found here: https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/COVID-19-Signage-for-Download

VENTILATION
For facilities with central ventilation systems, increase ventilation rates and increase the percentage of outdoor air that circulates into the system where possible. For facilities where a central ventilation system is not used, window air conditioning units or unit ventilators should be adjusted to maximize fresh air intake into the system; blower fans should be set on low speed and pointed away from room occupants to the extent possible. Ceiling fans should be adjusted so that fans are rotating in a direction that draws air up toward the ceiling rather than down onto occupants. Window fans should be turned to exhaust air out of the window in the direction of the outdoors. Window fans that blow air into a room or free-standing fans that only serve to circulate existing air around a room should not be used.

SOCIAL DISTANCING MARKERS
Install visual social distancing markers to encourage customers to remain 6 ft apart (e.g. lines to get movie theater tickets).

WAITING AREAS
Close indoor waiting areas.

RECREATION AREAS & SEATING
Rearrange space to maintain at least 6 ft of empty space between individual customers or groups of customers for group activities. This may involve moving existing recreation areas or blocking off recreation areas that cannot be moved (e.g. spacing out pottery’s wheels to be more than 6 ft apart in a pottery studio or blocking off certain rows in a movie theater). Distance shall be measured from the closest boundary of one customer recreation area to the closest boundary of another customer recreation area.

PARTITIONS
Use partitions between employees, or between employees and customers where a 6 ft distance cannot be maintained, where possible (e.g. check-in counters).
INDOOR RECREATION

NON-ESSENTIAL AMENITIES

- Amenities non-essential to a business’s main function (e.g. pool table, dart boards, giant Jenga, etc.) are allowed but must be thoroughly cleaned in-between group usage. Markings on the ground shall be used to section off these amenities and ensure they are at least 6 ft. away from the closest chair back/person. Only those playing shall be allowed around these areas; others must remain in their seating area. Masks must be worn at all times and no food or drink is allowed in these areas.
- Non-essential amenities that cannot be thoroughly cleaned (e.g. cards, board games, etc.) are allowed to be brought to the establishment by customers.

TOUCHLESS APPLIANCES

Install touchless appliances wherever possible (e.g. contactless payments, paper towel dispensers, soap dispensers, trash cans).

HOTLINE FOR VIOLATIONS

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

FOOD SERVICE

All food service shall adhere to the Sector Rules for Restaurants.

DISCRETE WORK ZONES FOR EMPLOYEES

Employees should operate in specific zones to minimize overlap, where possible.

EMPLOYEE EQUIPMENT

Ensure employees do not share equipment to the extent possible (e.g. trays). If shared, clean after each use.
INDOOR RECREATION

SELF-SERVICE
Self-serve beverage stations are allowed but must adhere to the guidelines below. All other self-serve items (e.g. self-service bowling ball) must remain closed and have staff provide such items regularly.

- Hand sanitizer must be made available next to beverage stations and operators must require customers to use before pouring beverages. Only cello or paper wrapped straws and stirrers are allowed. Cups and lids must be from single pull dispenser or other method to minimize contact. Sweeteners, sugars and creamers must be individual packets. Floor markers must be installed to achieve social distancing. Samplings and refills of personal mugs and cups are not allowed. Frequent disinfecting of the beverage station must take place, even during busy times.

CUSTOMER EQUIPMENT
Require customers to use only one piece of equipment during their visit (e.g. one bowling ball). Clean equipment in between customer use (e.g. bounce houses, golf putters). If cleaning or disinfecting equipment is not possible, “quarantine” equipment for 48 hours.

RESERVATIONS
Where possible, reservations should be required.

CLEANING TIME
Increase time between showings or groups of customers to allow for more thorough cleaning of recreation areas (e.g. movie theater seats, craft studio tables).

TICKETING
Encourage contactless and/or digital ticketing where possible.

GROUPS
For group activities, do not combine persons or small groups with other non-related or non-associated persons or small groups.

PAMPHLETS/PRICING/MENUS
Businesses are encouraged to use no-touch or disposable options for pamphlets/pricing/menus (e.g. phone app, whiteboard). If no-touch or disposable options are not commercially possible, businesses must sanitize pamphlets/pricing/menus between uses.
INDOOR RECREATION

PERSONAL PROTECTION FOR EMPLOYEES
- All employees are required to wear a facemask or other cloth face covering that completely covers the nose and mouth. Employees that cannot wear a mask due to a medical condition must provide documentation to their employer.
- Employees may utilize their own cloth face covering over that provided by their employer if they choose.
- Gloves and eye protection are required when using cleaning chemicals.

EMPLOYERS ARE RESPONSIBLE FOR PROVIDING PERSONAL PROTECTION TO THEIR EMPLOYEES
- If businesses do not have adequate personal protection, they cannot open.

PERSONAL PROTECTION FOR CUSTOMERS
Customers are required to bring and wear a facemask or other cloth face covering that completely covers the nose and mouth.
- Businesses have the right to refuse service to an individual who is not wearing a mask.
INDOOR RECREATION

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

CLEANING, DISINFECTANT PRODUCTS, &/OR DISPOSABLE DISINFECTANT WIPES
Make available near commonly used surfaces, where possible (e.g., ticket counters).

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

BATHROOMS
Clean and disinfect frequently, and implement use of cleaning log for tracking. Clean multiple times a day and hourly during busy times.
- Recommend posting signage encouraging reduced capacity in bathrooms, and reminding individuals to wash their hands and wear a mask
- Consider placing a wastebasket outside of the bathroom

CLEANING & DISINFECTING
Businesses shall follow federal guidelines (CDC, EPA) on what specific products shall be used and how.

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

SEATING AREA & TABLES
Disinfect seating area, tables, and common items after each seating.
HEALTH GUIDANCE FOR EMPLOYEES

INDOOR RECREATION

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

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

Employees shall stay home if sick.

IN THE EVENT OF A POSITIVE COVID-19 CASE
Employees shall inform their employers, and follow state testing and contact tracing protocols. In addition:

- Employee should contact local public health to initiate contact tracing.
- Recommend 24-hour passive decontamination in the event of a positive case, and follow CDC guidelines for cleaning and disinfecting.
- Additional information can be accessed at:

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

- Additional guidance can be accessed at:

WHISTLEBLOWER PROTECTION
Employers may not retaliate against workers for raising concerns about COVID-19 related safety and health conditions.

- Additional information can be accessed at www.whistleblowers.gov
- Additional information for the public sector can be accessed at www.connosha.com