

RICHLAND COUNTY
COUNTY COUNCIL AGENDA



Tuesday, MAY 19, 2020

6:00 PM

ZOOM MEETING

RICHLAND COUNTY COUNCIL 2020



Bill Malinowski
District 1
2018-2022



Joyce Dickerson
District 2
2016-2020



Yvonne McBride
District 3
2016-2020



Paul Livingston
District 4
2018-2022



Allison Terracio
District 5
2018-2022



Joe Walker, III
District 6
2018-2022



Gwendolyn Kennedy
District 7
2016-2020



Jim Manning
District 8
2016-2020



Calvin "Chip" Jackson
District 9
2016-2020



Dalhi Myers
District 10
2016-2020



Chakisse Newton
District 11
2018-2022





Richland County Council

Regular Session
May 19, 2020 - 6:00 PM
Zoom Meeting
2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER**

The Honorable Paul Livingston
Chair Richland County Council

a. ROLL CALL

2. **INVOCATION**

The Honorable Bill Malinowski

3. **PLEDGE OF ALLEGIANCE**

The Honorable Bill Malinowski

4. **PRESENTATION OF PROCLAMATION**

a. A Proclamation Honoring "National Public Works
Week" May 17-23, 2020

5. **APPROVAL OF MINUTES**

The Honorable Paul Livingston

a. Special Called Meeting: May 5, 2020 [**PAGES 8-24**]

6. **ADOPTION OF AGENDA**

The Honorable Paul Livingston

7. **REPORT OF THE ATTORNEY FOR EXECUTIVE
SESSION ITEMS**

Larry Smith,
County Attorney

a. Richland County vs. SC Dept. of Revenue Update

b. Coggins vs. Richland County

8. **CITIZENS' INPUT**

The Honorable Paul Livingston

a. For Items on the Agenda Not Requiring a Public Hearing

- 9. CITIZENS' INPUT** The Honorable Paul Livingston
- a. Must Pertain to Richland County Matters Not on the Agenda (Items for which a public hearing is required or a public hearing has been scheduled cannot be addressed at time.)
- 10. REPORT OF THE COUNTY ADMINISTRATOR** Leonardo Brown,
County Administrator
- a. Coronavirus Update [PAGES 25-118]
- 11. REPORT OF THE CLERK OF COUNCIL** Kimberly Williams-Roberts,
Clerk to Council
- 12. REPORT OF THE CHAIR** The Honorable Paul Livingston
- 13. OPEN / CLOSE PUBLIC HEARINGS** The Honorable Paul Livingston
- a. Authorizing the expansion of the boundaries of the I-77 Corridor Regional Industrial Park jointly developed with Fairfield County to include certain property located in Richland County; the execution and delivery of a Public Infrastructure Credit Agreement to provide for public infrastructure credits to 604 Huger LLC; and other related matters
 - b. Approving the sale of certain property located on Farrow Road; and other matters related thereto
- 14. APPROVAL OF CONSENT ITEMS** The Honorable Paul Livingston
- a. An Ordinance Amending the Fiscal Year 2020 General Fund Annual Budget by \$455,259.00 to pay for in car camera system for the Richland County Sheriff's Department [SECOND READING] [PAGES 119-126]
 - b. An Ordinance Amending the Fiscal Year 2020 General Fund Annual Budget by \$670,600.00 to pay for repairs and improvements at the Central Garage Facility [SECOND READING] [PAGES 127-129]
- 15. THIRD READING ITEMS** The Honorable Paul Livingston
- a. Authorizing the expansion of the boundaries of the I-77 Corridor Regional Industrial Park jointly developed with Fairfield County to include certain property located in Richland County; the execution and delivery of a Public Infrastructure Credit Agreement to provide for Public Infrastructure Credits to 604

Huger, LLC; and other related matters [PAGES 130-152]

- b. Approving the sale of certain property located on Farrow Road; and other related matters [PAGES 153-155]

16. REPORT OF ECONOMIC DEVELOPMENT COMMITTEE

The Honorable Calvin Jackson

- a. Approving the transfer of certain property located in the Blythewood Business Park to Fairfield Electric Cooperative; and other related matters [FIRST READING] [PAGES 156-164]

17. REPORT OF RULES & APPOINTMENTS COMMITTEE

The Honorable Bill Malinowski

a. ITEMS FOR ACTION/DISCUSSION

1. I move that Council work with staff to conduct a comprehensive review of Council rules and recommend changes to streamline the rules to improve the functioning of Council business [NEWTON] [PAGES 165-196]
2. Unless there are truly extenuating circumstances agenda items should not be listed as "Title Only". (Somebody was late getting it to us" is not extenuating.) This only gives the public two opportunities to see an item prior to final approval by Council when in fact there should be three. [MALINOWSKI]
3. In my continued decade long battle for accountability, transparency, efficiency and effectiveness., I move that all County Council standing committees, ad hoc committees and one time/short term committee meetings be held in Council Chambers, as is the Transportation Ad Hoc Committee, with votes recorded in like fashion [MANNING]
4. Consider moving the Horizon meeting to Tuesday and have delivery of finished agendas to Council members by Thursday close of business [MALINOWSKI, McBRIDE, MYERS, NEWTON and TERRACIO]
5. I move that Richland County disqualify any vendor in its procurement process as a "qualified bidder" if Richland County is currently in any legal dispute, lawsuit or settlement negotiation either individually or jointly named [WALKER]

18. REPORT OF EMPLOYEE EVALUATION AD HOC COMMITTEE

The Honorable Chakisse Newton

a. Evaluation of Council Employees:

1. Evaluation Process

2. Updated Job Descriptions

3. Contractual Matter: Procurement of Evaluation and Oversight Support

19. OTHER ITEMS

- a. An Ordinance Authorizing the temporary waiver of late fees or penalties on the payment of Hospitality Tax, Tourism Development fees, and Business License fees [FIRST READING] [PAGES 197-198]

20. EXECUTIVE SESSION

Larry Smith,
County Attorney

21. MOTION PERIOD

- a. Change Procurement Rules that allow awarding a contract from a points only basis after a review to one based on a two-fold method: 1. Points derived from the Request for Proposal review and, 2. Bid amount for the project.
REASON: Many companies are qualified and following review aren't recommended for the contract because they have scored one or a few points lower than another competitor. Then, when the bid comes in the high point scorer may be several hundred thousand dollars higher than the next offeror who is also qualified. In a recent Council meeting the difference between the two companies awarded a contract and the lowest competitive price was nearly \$1 million.

The Honorable Bill Malinowski

22. ADJOURNMENT



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.



Richland County Council

REGULAR SESSION
May 5, 2020 – 5:00 PM
Via Zoom Meeting

COUNCIL MEMBERS PRESENT: Paul Livingston, Chair; Dalhi Myers, Joyce Dickerson, Calvin “Chip” Jackson, Gwen Kennedy, Bill Malinowski, Jim Manning, Yvonne McBride, Chakisse Newton, Allison Terracio and Joe Walker

OTHERS PRESENT: Michelle Onley, Kimberly Williams-Roberts, Ashiya Myers, Ashley Powell, Angela Weathersby, Leonardo Brown, Larry Smith, Clayton Voignier, Brad Farrar, John Thompson, James Hayes, Michael Niermeier, Dale Welch, Kyle Holsclaw, Brittney Hoyle-Terry, Chris Eversmann, Tariq Hussain, David Bertolini, Stephen Staley, and Allison Steele

1. **CALL TO ORDER** – Mr. Livingston called the meeting to order at approximately 5:00 PM.
2. **INVOCATION** – The Invocation was led by the Honorable Jim Manning
3. **PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was led by the Honorable Jim Manning
4. **PRESENTATION OF PROCLAMATION**
 - a. **Building Safety Proclamation** – Ms. Roberts read the proclamation into the record.
5. **APPROVAL OF THE MINUTES**
 - a. **Regular Session: April 21, 2020** – Ms. Terracio moved, seconded Ms. McBride, to approve the minutes as submitted.

In Favor: Malinowski, Terracio, Newton, McBride, Livingston, Kennedy, Jackson, Walker and Dickerson

The vote in favor was unanimous.
6. **ADOPTION OF THE AGENDA** – Ms. Kennedy moved, seconded by Ms. Dickerson, to adopt the agenda as published.

Ms. Terracio requested to add the Bike Month Proclamation to the agenda.

Mr. Livingston requested to add the May Zoning Public Hearing under the Report of the Chair.

Ms. Dickerson moved, seconded by Ms. Terracio, to adopt the agenda as amended.

In Favor: Malinowski, Terracio, Newton, McBride, Livingston, Kennedy, Jackson, Walker, and Dickerson

The vote in favor was unanimous.

A Proclamation Recognizing May 2020 as Bike Month in Richland County – Ms. Terracio read the proclamation into the record.

7. **REPORT OF THE ATTORNEY FOR EXECUTIVE SESSION ITEMS** – There were no items for Executive Session.

8. **CITIZENS' INPUT**

- a. For Items on the Agenda Not Requiring a Public Hearing – Ms. Jean S. Hopkins spoke about Item 18(a): “Columbia Hospital Historical Maker”. Mr. William L. DuBard, Mr. Thomas Andrew (Andy) Robertson, Ms. Catherine Walker and Mr. George Walker spoke about Item 21(a): “Fairfield County’s Proposed Wastewater Treatment”.

9. **CITIZENS' INPUT**

- a. Must Pertain to Richland County Matters Not on the Agenda (Items for which a public hearing is required or a public hearing has been scheduled cannot be addressed at this time.) – No one submitted any comments for this item.

10. **REPORT OF THE COUNTY ADMINISTRATOR**

- a. Coronavirus Update – Mr. Brown stated the coronavirus efforts continue. We have a cleaning process in place, whereby when there is a report of potential direct, or indirect, exposure to COVID-19 in County facilities, Operational Services is immediately contacted. They have a provider on hand that they can reach out to provide sanitation of those facilities. Any individuals that were directly exposed are quarantined, and those individually that were indirectly exposed are requested to quarantine. There are screening processes, with non-contact thermometers, in place for Emergency Management and Detention Center personnel. People entering the Detention Center are routinely screened, as well. A Coronavirus Ad Hoc Committee meeting is scheduled for next week. At that meeting, we expect to have conversations as to how the committee may view bringing employees, over a period time, back into the workplace, as well as, how they may view beginning to open up processes to the public. None of those decisions have been made, at this time, but that is a part of the process. We continue to communicate to individuals impacted by COVID-19 that the County has a relief program in effect. We encourage both nonprofit organizations and small businesses to take advantage of the process by going to the County website.

Ms. Newton inquired about how many applications have been received for the grant program.

Mr. Brown responded he does not have an exact number, but at last count it was over 200. The first review period started on May 4th.

11. **REPORT OF THE CLERK OF COUNCIL** – No report was given.

12. **REPORT OF THE CHAIR**

- a. May Zoning Public Hearing – Mr. Livingston stated it is staff’s intention to move forward with the Zoning Public Hearing on May 26th.

Ms. Newton inquired about what changes we are pursuing to incorporate public input and comment for this meeting.

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Ms. Powell responded that staff is considering handling the ZPH meeting the same way we have been handling Citizens' Input during Council meetings.

13. **OPEN/CLOSE PUBLIC HEARING**

- a. An Ordinance Amending the Richland County Code of Ordinances; Chapter 23, Taxation; Article VI, Local Hospitality Tax, Section 23-67, "Payment of Local Hospitality Tax," by the addition of language to subsection (b) thereof so as to extend the deadline for remitting outstanding hospitality taxes until June 20, 2020 – No one signed up to speak.

14. **APPROVAL OF CONSENT ITEMS**

- a. An Ordinance Amending the Fiscal Year 2020 General Fund Annual Budget by \$455,259.00 to pay for in car camera system for the Richland County Sheriff's Department [FIRST READING]
- b. Intergovernmental Agreement – Municipal Judge – Town of Arcadia Lakes
- c. Condemning a property for SE Sewer/Water Project
- d. South Carolina Aeronautics Commission (SCAC) Grant Acceptance/Contract Award
- e. An Ordinance Amending the Fiscal Year 2020 General Fund Annual Budget by \$670,600.00 to pay for repairs and improvements at the Central Garage Facility [FIRST READING]

Mr. Manning moved, seconded by Mr. Walker, to approve the consent items.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Kennedy, Manning, Jackson and Newton

The vote in favor was unanimous.

15. **THIRD READING ITEMS**

- a. An Ordinance Amending the Richland County Code of Ordinances; Chapter 23, Taxation; Article VI, Local Hospitality Tax, Section 23-67, "Payment of Local Hospitality Tax," by the addition of language to subsection (b) thereof so as to extend the deadline for remitting outstanding hospitality taxes until June 20, 2020 – Ms. Terracio moved, seconded by Ms. McBride, to approve this item.

Mr. Manning stated, since First Reading of this item, there was a payment due. He inquired if we can add language to the ordinance, for anyone that did not submit a payment, so that we do not have to go through a process of fining those individuals.

Mr. Farrar responded he would include in the motion that forbearance commences as of the date of First Reading of this item.

Ms. Terracio accepted the proposed language by Mr. Farrar.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Jackson and Newton

Abstain: Walker

The vote in favor was unanimous with Mr. Walker abstaining from the vote for reasons of potential direct financial involvement.

Ms. Terracio moved, seconded by Ms. Dickerson, to reconsider this item.

Opposed: Malinowski, Dickerson, McBride, Livingston, Terracio, Jackson and Newton

Abstain: Walker

The motion for reconsideration failed.

- b. An Ordinance Amending the Richland County Code of Ordinances, Chapter 6, Buildings and Building Regulations; so as to codify the 2018 Editions of the International Residential Code, the International Building Code, the International Fire Code, the International Plumbing Code, the International Fuel Gas Code, the International Mechanical Code, the International Existing Building Code, the International Swimming Pool and Spa Code, the International Property Maintenance Code and the 2009 South Carolina Energy Conservation Code, and the 2017 National Electric Code (NFPA 70) – Ms. McBride moved, seconded by Mr. Walker, to approve this item.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Jackson and Newton

The vote in favor was unanimous.

Ms. Dickerson moved, seconded by Ms. McBride, to reconsider this item.

Opposed: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Jackson and Newton

The motion for reconsideration failed.

16. **FIRST READING ITEMS**

- a. An Ordinance to Amend the FY21 Budget Ordinance passed by Richland County Council July 18, 2019 which was entitled, “An Ordinance to raise revenue, make appropriations, and adopt a Biennium Budget II (FY2020 and FY2021) for Richland County, South Carolina for Fiscal Year beginning July 1, 2020 and ending June 30, 2021”. So as to raise revenue, make appropriations and amend the General Fund, Millage Agencies, Special Revenue Funds, Enterprise Funds, and Debt Service Funds Budget for Richland County, South Carolina for Fiscal Year beginning July 1, 2020 and ending June 30, 2021 [BY TITLE ONLY] – Ms. McBride moved, seconded by Ms. Terracio, to approve this item.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Jackson and Newton

The vote in favor was unanimous.

- b. An Ordinance authorizing the levying of Ad Valorem property taxes which together with the prior year’s carryover and other State Levies and any additional amount appropriated by the Richland County Council prior to July 1, 2020 will provide sufficient revenues for the operations of Richland County Government during the period from July 1, 2020 through June 30, 2021 [BY TITLE ONLY] – Ms. McBride moved, seconded by Ms. Newton, to approve this item.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Manning, Jackson and Newton

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The vote in favor was unanimous.

17. **REPORT OF DEVELOPMENT & SERVICES COMMITTEE**

- a. Fiber Joint Trench during Southeast Sewer Project – Ms. Terracio stated the committee forwarded this item to Council without a recommendation.

Dr. Thompson stated staff started research on this topic in January/February; however, in the last couple of weeks we have changed the type of research we have collected related to the motion made by Ms. D. Myers. As COVID-19 has changed the way we have done business, closed schools in South Carolina, and based on research from the State Superintendent of Education, Molly Spearman, we understand that 30 of the 85 schools in South Carolina are relying on pencil and paper learning because students have no access to the internet. Based on research from the Federal Communication Commission, there are approximately 10,322 citizens in Richland County who do not have access to broadband. The FCC has categorized minimum broadband is the speed of 25MB per second download, and 3MB per second upload. In a recent conversation with Gary West, Information Technology Executive Director for School District One, he advised that local cellphone providers in South Carolina offer free hotspots to families; however, families are not able to take advantage of the hotspots because of the poor cellular signal strength. The majority of these citizens live in the Southeast portion of the County. In addition to not having access to the internet to do their homework, we are talking about vulnerable citizens who need access to their healthcare providers. The CDC has advised vulnerable people to stay home to lower their risk of exposure to COVID-19, and these citizens are not able to take advantage of telemedicine, so they can connect with their healthcare practitioners. To that end, we understand we have the Southeast Sewer and Water Project that is currently being constructed, and because of that project there is an opportunity to realize both an operational and financial efficiencies of joint trenching. In addition to burying the water and sewer lines, we have an opportunity to bury the conduits for the fiber optic cables. The total project would be approximately \$1.2M. Staff is proposing to begin the project at the cost of \$85,000 for labor, as well as purchasing the fiber optic conduit, so the contractor can lay 2 miles conduit. Then, have a provider of broadband service take over the project, and complete the remainder of the project. By being able to do this, it is an opportunity to leverage the support for citizens in that area to gain access to broadband, and enjoy the same type of opportunities as citizens in other parts of the County.

Ms. Myers moved, seconded by Mr. Walker, to approve this item, as recommended by staff.

Dr. Thompson stated staff will proceed as directed by Council.

Mr. Brown stated, for clarification, as Dr. Thompson communicated, based on the information he received from School Districts One and Two, the Superintendent of Education, and a conversation staff has had with a potential broadband provider, staff's recommendation is to lay the 2 miles of conduit. The provider is posed to pick up the project, and they will be willing to reimburse the County, if they pick up the project. Worst case scenario, the County will be out a limited amount of funds, which is available within the current budget for the sewer project. Staff believes it is appropriate, under this limited scope, to recommend approval of this item.

Ms. Newton inquired if Mr. Brown was referring to the decreased financial exposure or a scope change when he referenced "under this limited scope".

Mr. Brown responded he was referring to the decrease in financial exposure to the County.

Mr. Malinowski inquired as to when staff provide their most recent recommendation because that is direct contradiction of what is in the agenda packet.

Dr. Thompson responded staff shared this information with the committee at the April D&S Committee meeting. The discussion he has with the committee was different with what was written in the briefing document. He stated he sent a revised document on Friday to full Council, which reflects what he is discussing this evening.

Mr. Malinowski stated he does not recall any change in staff's position during the committee meeting. It was noted a lot of technical information was provided, and the fact that committee forwarded it with no recommendation tells him they did not fully understand it either. He inquired if Legal, Budget and Finance has reviewed the updated recommendation.

Dr. Thompson responded Budget and Finance reviewed the updated recommendation on May 1st. On May 3rd, the County Attorney reviewed the updated recommendation.

Mr. Malinowski stated he believes this is the information that should be included in our agendas. It was mentioned, staff believes there is a provider that will take over, and in the worst case scenario the County is out a limited amount of funds from the sewer budget. He inquired if the sewer budget can be comingled with telecommunications, when it has nothing to do with sewer.

Mr. Farrar inquired about the funding source for the sewer project.

Dr. Thompson responded it is bond funding.

Mr. Farrar stated he would need to see the parameters of the bond funding to see if the funds can be used for something of this nature.

Dr. Thompson stated he will provide the information to Legal for their review.

Mr. Malinowski moved to defer this until the next meeting.

Mr. Livingston inquired if this item is time sensitive.

Mr. Brown responded, if this item is deferred, the currently opened road could potentially be closed back up, which would increase the financial impact, as the road would have to be re-trenched. In essence, if the road is closed before we take up this item, it reduces the likelihood the opportunity will continue to exist.

Mr. Malinowski stated poor planning on someone's part does not create an emergency on ours. We have known about this sewer project for some time.

The motion for deferral died for lack of a second.

Mr. Manning stated one concern he has is we received a briefing on Friday evening saying what was in the agenda packet was not accurate, and here was a replacement. He understands due to the time sensitivity of doing that. However, when we talk, in terms of transparency, citizen involvement, and citizens participation, we had an opportunity for the public to speak. The concern he has is that this briefing was not substituted into the published agenda online. At the same time it was sent to Council, it seems like the agenda should have been corrected online. The other concern that has come up is, Mr. Malinowski inquired if Legal, Budget and Finance had reviewed the updated

recommendation, and the answer was yes. But, a specific question about the funding, and if we could do it this way, Legal responded that they would have to look at it. Either we did not get quite told right that Legal reviewed it, or we have a serious deficit in legal review. Either way it alarms him in making a decision tonight.

Ms. Newton suggested that we defer the discussion of this item to the end of the meeting to allow Legal time to provide answers to the questions that have been raised thus far. In addition, she inquired about the commitment we have from the broadband provider.

Mr. Brown responded the commitment from the provider was that they needed a little bit of time to go through their regular process, but this was a project they believed would fit within what they would like to do. In the meantime, so that we would not lose the ability for the road to be closed back up, the County would expend the \$21,000 - \$25,000 for the 5 mile roll of conduit, plus the labor to lay the conduit. If the provider picked up the rest of the work, they would reimburse the County for the funds that were expended. If they chose not to pursue the project, they County's exposure would be limited to the labor and roll of conduit. Therefore, providing the County with the opportunity to realize the laying of the conduit without taking on all of the risks of laying the full 33 miles of conduit and \$1.2M.

Ms. Myers stated, to the extent that what we are being asked to do is the risk of an \$80,000 investment, which could be repaid to the General Fund by the potential provider. As opposed to the County having a \$1.7M obligation to go out and find a provider. For us to have an opportunity to fix a problem that we have all identified as a critical need, in an area that desperately needs it, with the risk of \$80,000, which the County is more likely than not to get back, and forging that opportunity might be short-sighted. She also noted at the tele-town meeting, in her district, a poll question was asked about the importance of fiber optic connectivity. Of the 1,000 people on the call, over 95% of them indicated it was very important to them. She would requested, given that we are being asked, not to run a fiber optic network, not to lay all the conduit, or even take on the financial risk, but not to foreclose the risk by keeping this option open for a competitive provider who is willing to come to the table, but needs time to get approval brought to us. If COVID-19 has shown us anything, it is that access to fiber optic is critically important to students and seniors. In addition, we would be well down the road to making Richland County one of the first counties in South Carolina to have full fiber optic accessibility.

Mr. Livingston inquired about the cost of labor and conduit to the County.

Dr. Thompson responded the total cost would be \$1.2M, if the County was to assume the risk. However, what staff is proposing is \$85,000.

Mr. Manning moved, seconded by Ms. Dickerson, to devote \$85,000 to this project.

Mr. Farrar stated we need to identify the funding source. What Legal did was provide an opinion about whether or not the public funds could be used for this purpose. No one asked them what pot of money this was going to come out of.

Mr. Livingston inquired about where the Administrator intended the funds to come from.

Mr. Brown responded the intent was for the funds to come from bond funds.

Mr. Livingston stated, if we are going to move this project along, he suggested we state bond funds, if practical. If not, we identify another source. He does not want us to vote for this and find out we cannot use the bond funds.

Mr. Manning inquired if the County Administrator has the ability to spend up to \$100,000.

Mr. Livingston responded as an emergency.

Mr. Manning stated, at the committee meeting, it was noted that the CARES Act would reimburse the County 85% of the costs. The intent is to use the bond funds to pay for the project. If bond funds cannot be used, then the County Administrator can utilize his discretion on where to find the funding.

In Favor: Dickerson, McBride, Livingston, Terracio, Walker, Manning, Jackson, Myers and Newton

Opposed: Malinowski

The vote was in favor.

Mr. Manning moved, seconded by Ms. Dickerson, to reconsider this item.

Opposed: Dickerson, McBride, Livingston, Terracio, Walker, Jackson, Myers and Newton

In Favor: Malinowski

The motion for reconsideration failed.

Ms. D. Myers thanked her colleagues for their support on this item.

- b. Approval to Request Funding for a Proposed Turn Lane on Highway 378 – Ms. Terracio stated the committee forwarded this item without a recommendation.

Dr. Thompson stated they have received crash data from the SCHP. In the span of 12 months, there have 5 accidents in that particular area. Staff also provided pictures of one accident scene where there was an overturned vehicle. The issue is, once people go to the landfill, they are making a left turn to get into the westbound lane on 378. For those vehicles hauling a trailer, the trailer is in the eastbound lane. Staff looked at this as a golden opportunity, as the SCDOT is doing a resurfacing project on that road, to close the median, and have vehicles make a right turn out of the landfill onto 378, then at a safe point to make a U-turn to get into the westbound lane.

Ms. Terracio moved, seconded by Ms. D. Myers, to proceed with requesting funds for the Highway 378 turn lane portion of the SCDOT's upcoming Highway 378 Widening Project.

In Favor: Dickerson, McBride, Livingston, Terracio, Walker, Kennedy, Jackson, Myers and Newton

Opposed: Malinowski

The vote was in favor.

- c. Petition for Abandonment and Closure of Hamrick Avenue (TMS # R11204-02-06) and Seabrook Street (TMS # R11204-02-06) in Columbia, South Carolina – Ms. Terracio stated the committee forwarded this item without a recommendation.

Ms. Newton moved, seconded by Ms. Terracio, to approve the petition to abandon and close the subject roadways.

Mr. Malinowski stated he does not see Seabrook Avenue on the map that was provided. He also noted that on p. 132 it says, "...and that all portions of the Subject Roads located over, adjacent to, and within the Subject Property be vested in the name of Petitioner." He inquired about how far adjacent does the petitioner get.

Mr. Farrar responded the property is in the City of Columbia. Richland County is named in the petition in the event we had any maintenance on it, which we do not. Anybody that would be an effected property owner would an opportunity to come in and challenge it, in court.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Kennedy, Jackson, Myers and Newton

The vote in favor was unanimous.

18. **REPORT OF ADMINISTRATION & FINANCE COMMITTEE**

- a. South Carolina Department of Transportation (SCDOT) Interstate 26 Widening – Mr. Malinowski stated in speaking with Dr. Thompson he was informed that staff has reached out to SCDOT and there will not be a problem with Richland County receiving the funding mentioned in the briefing document, and will not incur any costs.

Mr. Malinowski moved, seconded by Mr. Jackson, to approve this item.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Jackson and Newton

The vote in favor was unanimous.

- b. Airport Property Use for a Promotional Event – Ms. Dickerson stated the committee recommended Council approve the use of landside airport property for the purpose of conducting a fundraising event for the 371st Infantry Regiment WWI Memorial Monument Association at the Jim Hamilton – LB Owens Airport.

Mr. Malinowski stated he asked at the committee meeting if taxpayer property can be used for fundraising events, and if we could consider a deposit for any events. While there are stipulations saying the individuals have to restore the site to its original condition, if they do not there is no recourse. He does not recall receiving answers to these questions.

Mr. Eversmann responded, in regards to fundraising on public property, he knows it is routinely done, as Mr. Farrar indicated at the committee meeting, when he referenced the County's support of the United Way. As it relates to the recourse for potential "damages" to the property, the hold harmless has been updated to include a cost, if the property is not restored.

Mr. Farrar responded there is a State law that deals with the use of public property for fundraising events called "Solicitation of Charitable Funds." The key is, you need to be prepared to have a policy

if you are going to allow one group to come in, you may have another group that is soliciting for a cause that not everybody will agree too with the same level of enthusiasm about. As far as the legality of, it is permitted, as long as it is not discriminatory against others for a similar purpose.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Kennedy, Manning, Jackson, Myers and Newton

The vote in favor was unanimous.

- c. Columbia Hospital Historical Marker – Ms. Dickerson stated the committee forwarded this item to Council without a recommendation.

Ms. Newton moved, seconded by Ms. Dickerson, to approve the placement of a historical marker for a unit of Columbia Hospital at the corner of Washington and Harden Streets.

POINT OF PERSONAL PRIVILEGE – Mr. Jackson stated this is near and dear to his heart because he was born in the Waverly Hospital.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Kennedy, Manning, Jackson, Myers and Newton

The vote in favor was unanimous.

- d. Hopkins Magistrate Facility Expansion – Ms. Dickerson stated the committee forwarded this item to Council without a recommendation.

Ms. Myers moved, seconded by Mr. Manning, to defer this item back to the A&F Committee.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Kennedy, Manning, Jackson, Myers and Newton

The vote in favor was unanimous.

- e. Acquisition and Disposal of County Real Property – Draft Policy – Ms. Dickerson stated the committee forwarded this item to Council without a recommendation.

Mr. Malinowski moved, seconded by Ms. Dickerson, to accept staff's recommendation to implement the Acquisition and Disposal of County Real Property Policy.

Ms. Newton inquired how the policy fit in with the Renaissance, where there are a lot of things that we are looking at doing. Also, in looking at the policy that requires appraisals for any purchases, she was curious how the appraisers would be selected (specific appraiser or the Appraiser's Board).

Mr. Brown stated, it is his understanding, the County would procure an appraiser through the normal procurement process.

Ms. McBride stated, for clarification, this is a draft policy, so is the policy going to come back to Council.

Mr. Brown responded, unless there are changes Council suggests, this will serve as the policy. The policy has been before the body before, and is now coming before the body for approval.

Ms. McBride inquired if the policy includes how Administration will report back to Council.

Mr. Brown responded it is his understanding it is addressed in the policy.

Mr. Jackson stated he wants to make sure because there is money involved, and there will be selection of real estate brokers and others buying and selling on behalf of the County, that we are aware of who those individuals are. He noted later on in the motion period there is a motion for an issue relating to that. He wants to ensure that we include as many individuals in Richland County as possible. As is human nature, we can get comfortable with one or two particular brokers, and many people get excluded from ever getting an opportunity to be a part of the process.

Ms. Newton stated, on p. 283, there is reference of an annual report. The reason she asked about the appraisal process is that sometime the appraisals are “blind” where you do not know the person that is going to be appraising the property opposed to where you have a relationship with someone that is appraising property. She wants to eliminate any opportunity for influence, and would like for there to be a layer removed to ensure that we are getting the best estimates for properties we are looking at buying and selling.

Ms. McBride requested the report to indicate if there was a profit or loss from the sale of the property.

Ms. A. Myers stated, on p. 283, it indicates the report will include “all appraisals and estimates” and “the consideration received in the sale of each property” which will show the difference between the appraised value and what we got for the sale.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Jackson, Myers and Newton

The vote in favor was unanimous.

Mr. Malinowski moved, seconded by Mr. Walker, to reconsider this item.

In Favor: McBride, Jackson, Myers and Newton

Opposed: Malinowski, Dickerson, Livingston, Terracio, Walker, Kennedy and Manning

The motion for reconsideration failed.

- f. Clarification – Sewer/Water Connection – Ms. Dickerson stated the committee forwarded this item to Council without a recommendation.

Dr. Thompson stated this is merely a policy matter. There are approximately 185 residents in Richland County which the County provides services on the landowners’ property. These landowners have a pressurized sewer system on their properties. If these residents were our customers before 2000, the County goes onto those properties to maintain those systems, and make any repairs, at a cost of approximately \$250,000 a year. If someone else purchases that home, they are not grandfathered in, and they are responsible for maintaining their lines from their homes to our water main in the right-of-way. Staff’s recommendation is to offer free taps solely for the valve connection at the sewer, or mainline. The resident is then responsible for the connection from the sewer line to their homes.

Ms. Dickerson moved, seconded by Mr. Walker, to approve staff's recommendation, as outlined in the briefing document.

Ms. Newton noted what she heard from Dr. Thompson had a lot to do with existing customers, but also about tap fees for new customers. What was presented by staff, at meetings, was that we are covering the connection fee and the line for those residents that sign on now for the Lower Richland Sewer Project. She was curious who staff's recommendation applies to (i.e. Lower Richland or residents where sewer service is currently available)

Dr. Thompson responded it applies to all customers. He stated the County will build the infrastructure, the water and sewer line, but it does not go to the person's home.

Ms. Newton stated they were told the County would cover the connection within a certain limit (i.e. a mile).

Dr. Thompson responded we are talking about where we go into a subdivision. We are building the water mainline, as well as the sewer line. The lines are build adjacent to the homes in the County's right-of-way. From that point, the residents will connect to their homes.

Ms. Newton stated she would like to understand if additional language needs to be added to clarify what Dr. Thompson just stated.

Mr. Jackson stated, for clarification, the cost will take into consideration those existing communities for which homeowners are not in a position where this is feasible. It was his understanding that we talked about the possibility of assisting the residents, as they try to mitigate a tremendous cost, and not have to choose to continue on a septic tank because they cannot afford the tap costs to the County's provided line.

Dr. Thompson responded we will need more information on that matter. For example, we have only addressed to the connection line. If we get requests, we will bring the matter to the body, in terms of a policy decision, and how the County would make an investment for those individuals.

Ms. Dickerson withdrew her motion.

Ms. Dickerson moved, seconded by Ms. Newton, to defer this item back to the A&F Committee.

In Favor: Dickerson, McBride, Livingston, Terracio, Walker, Kennedy, Jackson, Myers and Newton

Opposed: Malinowski

The vote was in favor.

19. **REPORT OF RULES & APPOINTMENTS COMMITTEE**

a. NOTIFICATION OF VACANCIES:

1. Accommodations Tax – Two (2) Vacancies (1 applicant must have a background in the hospitality industry & the other is an at-large seat)
2. Hospitality Tax – One (1) Vacancy (1 applicant must be from Restaurant Industry)

3. East Richland Public Service – One (1) Vacancy

Mr. Malinowski stated the committee recommended to advertise for the vacancies.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Kennedy, Jackson, Myers and Newton

The vote in favor was unanimous.

b. ITEMS FOR ACTIONS:

1. The CMRTA (COMET) board has two vacancies. I move that Richland County Council appoints one Councilmember to the board and advertises the remaining vacancy. [NEWTON, LIVINGSTON and DICKERSON] – Mr. Malinowski stated the committee recommended approval of the motion.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Kennedy, Jackson and Myers

The vote in favor was unanimous.

20. **REPORT OF THE TRANSPORTATION AD HOC COMMITTEE**

- a. Project Descopes – Mr. Jackson stated he thinks there is an opportunity for us to take a giant step forward, as it relates to a clear process and effort in moving the Transportation agenda forward. Since we have resumed work and have a closer handle on where we are, with new staff members in place, and trying to address the moving targets given to the Transportation Ad Hoc Committee. We have an opportunity to show the public that we have restored public trust in where we are today, as it relates to the recommendation on this item. As he listened to the passionate plea for the fiber optic in the lower part of the County, and we got a resounding yes from the majority of Council. He hopes the hard work of the Transportation Ad Hoc Committee will be seen in that same light. There was a work session held on March 3rd, where we received information on the project descope. Pages 341 – 347 has attempted to demonstrate the redirection of funds, and the projects that are being descoped to ensure that we can get back on track with what the public voted on in the referendum, with a potential of a tremendous surplus on the other side, which will be addressed at a later time.

The committee's recommendation is to approve the project descopes.

Ms. Newton noted, in reviewing the scope reductions, some of them were over the referendum by 127%, 88%, etc. Of these, the Lower Richland Road Widening was less than 10% over referendum. Under the normal course of business, when you are doing a construction project, would that be considered within the contingency amount that we usually plan for. This is a road widening in front of a school, and if we accept the descope we would remove 20% of the funding from the project and the road would not be widened.

Dr. Thompson responded, in the past, the way we would do projects, we would budget the amount provided by the contractor, even if it was over the referendum amount, and still add the 10% for contingency. As we are trying to descope these projects and ensure we can manage and complete more projects, there is a possibility we would be able to use the contingency amount to account for the overage in the project.

Ms. Steele stated we do typically look at a 10% contingency, but we look at that when we have a final construction design/plans with good quantities that we can base the 10% off of. This project is maybe 30% complete, so we have a long way to go before we have a final set of plans to advertise. It would be difficult to say, with our current estimate, the 10% is going to be the amount shown. She would not feel comfortable guaranteeing that, at this time.

Ms. Newton inquired, at what point, would staff feel they have better numbers.

Ms. Steele responded she would feel more comfortable when we get to the 70% design, which gives them the numbers for the right-of-ways that need to be obtained. Right-of-way is usually a big portion of the costs, so until they know exactly how much right-of-way, and they receive appraisals, the amount is a guesstimate.

Ms. Newton inquired if there is a way to accept these recommendations, but to revisit the Lower Richland Road Widening, when we are further down the road with design, so we can address, with a level of certainty, what those estimates are, and if it falls within the contingency range.

Mr. Malinowski stated, if we are going to address one project in the future, we need to be able to address all of them in the future. He noted, in the briefing document, under fiscal impact it says there is none, when there are millions of dollars of impact to the Transportation Penny funds.

Mr. Jackson stated he would hope that we will look at any item that is brought to our attention as we get closer to the level of completion noted by staff.

Ms. Newton inquired as to what the process would be for doing that. In addition, she would accept Mr. Malinowski's recommendation to look at all the projects, but maybe within a certain price threshold. To say the project, approved by the voters, was a road widening, and now we are not going to widen the road at all, when it is a negligible amount we are talking about.

Mr. Jackson stated when we drew the line in the sand, as a Council, and said no projects over the referendum would be moved forward, it created this stance. Unless we bring it back to committee, and revisit it, there is no other option.

Ms. Myers inquired if there was a way to amend the committee's recommendation to encapsulate the sentiments expressed by Ms. Newton and Mr. Malinowski while we move forward.

Mr. Jackson moved, seconded by Ms. Dickerson, to accept the committee's recommendation, with the caveat that at each Transportation Ad Hoc Committee meeting we review every outstanding project and look at the funding to ensure that we cannot revive the project, based upon current funding, at that time.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Kennedy, Manning, Jackson, Myers and Newton

Opposed: Walker

The vote was in favor.

Ms. Dickerson moved, seconded by Mr. Jackson, to reconsider this item.

In Favor: Walker and Newton

Opposed: Malinowski, Dickerson, McBride, Livingston, Terracio, Kennedy, Jackson and Myers

The motion for reconsideration failed.

- b. Greene Street Phase II Material Testing Contract – Mr. Niermeier stated the committee recommended to award the contract to S&ME for not to exceed \$222,072.00 and a 10% contingency of \$22,072 to provide for potential, unexpected costs.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Kennedy, Jackson, Myers and Newton

The vote in favor was unanimous.

Mr. Jackson moved, seconded by Ms. McBride, to reconsider this item.

Opposed: Malinowski, McBride, Livingston, Terracio, Walker, Kennedy, Jackson, Myers and Newton

The motion for reconsideration failed.

- c. Greene Street Phase II CE&I Contract – Mr. Niermeier stated there were seven (7) proposals, which were evaluated by a selection committee. The committee forwarded the item to Council without a recommendation.

Mr. Jackson moved, seconded by Mr. Livingston, to award the contract to Parrish and Partners, LLC in the negotiated amount, not to exceed \$815,820.44. Additionally, recommend to approve a contingency amount of \$81,520 for authorized overtime.

Mr. Malinowski stated, while we have a procurement policy in place, he is going to be making a motion that we revisit the policy. If we have six (6) companies that are scored, and they all score within six (6) points of each other, then all of the companies are qualified. At this point, we do not look at the price, but because one company gets one or two points higher, they are recommended to receive the contract. In this instance, the price is several hundred thousand dollars more than the other companies. He believes we should make those go hand-in-hand in the future.

In Favor: Dickerson, McBride, Livingston, Terracio, Kennedy, Jackson, Myers and Newton

Opposed: Malinowski and Walker

The vote was in favor.

- d. Clemson Road CE&I Contract – Mr. Niermeier stated there were eight (8) vendors, and received seven (7) proposals, which were evaluated according to the procurement process. The committee forwarded this to Council without a recommendation.

Mr. Jackson moved, seconded by Ms. Newton, to award the contract to Michael Baker Intl in the negotiated amount, not to exceed \$39,894.00, and to approve a contingency amount of \$39,089.40 for authorized overtime.

In Favor: Dickerson, McBride, Livingston, Terracio, Walker, Kennedy, Manning, Jackson, Myers and Newton

Regular Session

May 5, 2020

15

Opposed: Malinowski and Walker

The vote was in favor.

Mr. Jackson moved, seconded by Ms. Dickerson to reconsider Item 20(c) and (d).

In Favor: Malinowski, McBride and Walker

Opposed: Dickerson, Livingston, Terracio, Kennedy, Manning, Jackson, Myers and Newton

The motion for reconsideration failed.

POINT OF PERSONAL PRIVILEGE – Ms. Dickerson, Ms. McBride and Mr. Manning thanked Mr. Jackson for his unwavering leadership on this matter.

21. **OTHER ITEMS**

- a. Fairfield County's Proposed Wastewater Treatment Facility – Dr. Thompson stated, at the beginning of the meeting, Ms. Roberts read citizens' comments from the Blythewood community who are opposed to Fairfield County developing a wastewater treatment facility that would dump into Big Cedar Creek. By dumping into Big Cedar Creek, it will adversely affect the oxygen level of the creek. It is staff's understanding that children play in the creek, and many residents in that area depend on well water. Any dumping of treated wastewater, from a wastewater treatment facility, in that vicinity will adversely impact the water quality. To that effect, Richland County has an opportunity as a member of the Central Midlands Council of Governments, and also as a committee member on the Environmental Planning Advisory Committee, to voice the County's concerns. On May 20, 2020, at 3:00 PM, the Environmental Planning Advisory Committee will hold a virtual meeting, in which it will review and consider the plan amendment request for this proposed wastewater treatment facility in Fairfield County. What is before the body, is a briefing document to garner Council's support, so the County can vote in opposition to the facility, based on the current proposal to dump water into Big Cedar Creek. We also understand that Fairfield County has an opportunity to connect to the City of Columbia, or choose other options, and we want them to explore these other options.

Mr. Livingston inquired if the letter to the Bureau of Water is a part of the motion.

Dr. Thompson responded there is a draft letter in the agenda packet for the Bureau of Water. In addition, staff can draft a similar letter to be sent to the Central Midlands Council of Government, so we can voice our concern, in writing, to them, as well.

POINT OF PERSONAL PRIVILEGE – Ms. Dickerson stated she has been working with the citizens on this for a couple months, and it is in the heart of her district. She would like Council's support on this because it is important to the citizens in that area.

Ms. Dickerson moved, seconded by Ms. Kennedy, to approve this item.

Dr. Thompson stated, in terms of next steps, he will provide the final letter for DHEC, as well as the Central Midlands Council of Government. Staff will carry that vote, when they go before EPAC on May 20th meeting, and members of Council who are on the COG Board will also vote in opposition, when the matter is taken up.

Mr. Malinowski stated, at the previous Citizens' Input, one individual stated that during the dry season this becomes a dry stream in the Summer months. Therefore, he brought to staff's attention, on p. 360, it states, "In general, a discharge to a wet weather stream or a ditch will not be viewed favorably", so we may need to verify if it becomes a wet weather or dry stream.

In Favor: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Kennedy, Jackson, Myers and Newton

The vote in favor was unanimous.

Mr. Malinowski moved, seconded by Ms. Dickerson, to reconsider this item.

Opposed: Malinowski, Dickerson, McBride, Livingston, Terracio, Walker, Kennedy, Manning, Jackson, Myers and Newton

The motion for reconsideration failed.

22. **EXECUTIVE SESSION** – There were no items for Executive Session.

23. **MOTION PERIOD**

- a. I move that Richland County disqualify any vendor in its procurement process as a "qualified bidder" if Richland County is currently in any legal dispute, lawsuit or settlement negotiation either individually or jointly named [WALKER, MYERS, MALINOWSKI, NEWTON and DICKERSON] – This item was referred to the Rules and Appointments Committee. Mr. Walker will provide the appropriated documentation to the Mr. Malinowski.
- b. I propose the change of the Animal Care Officer's official title to that of "Animal Welfare Officer" within our County's ordinances. "Animal Care Officer" tends to be a bit confusing for those in the public who do not fully understand what they do, and "Animal Control Officer" tends to have a derogatory connotation. The field of animal welfare/care has dramatically changed within recent years. A title of "Animal Welfare Officer" offers a broader understanding of what their duties entail. [MALINOWSKI, DICKERSON, MANNING, JACKSON and McBRIDE] – This item was referred to the D&S Committee. Mr. Malinowski has additional information he can provide to Ms. Terracio.

20. **ADJOURNMENT** – The meeting adjourned at approximately 7:45 PM.

Appendix F: Guidance for Implementing the [Opening Up America Again](#) Framework

This implementation guidance provides tools and resources to assist decision makers to implement the [Guidelines for Opening Up America Again](#) framework. Guidance is provided to monitor local conditions (transmission, public health, and healthcare system capacity) and adjust mitigation strategies over time to effectively contain outbreaks and minimize negative side effects of more significant restrictions on commerce and education.

It begins with steps that all Americans need to take in every community. From there, it outlines core capacities needed in communities to respond to and manage COVID-19 cases as well as delineates key metrics to monitor community mitigation efforts. All of the guidance is anchored to the phases of the *Opening Up America Again* framework.

The appendices contain more detailed tools for communities such as indicators to better track and adjust mitigation efforts as well as comprehensive mitigation guidance organized by phase and by setting. Finally, there are user-friendly decision trees to help leaders make informed decisions about reopening. A companion community leader's guide to further enable implementation activities accompanies this resource.

Steps for All Americans in Every Community

ALL JURISDICTIONS SHOULD CONTINUE TO PROMOTE INDIVIDUAL AND WORKPLACE [practices that reduce the risk of transmission](#) AS PEOPLE MOVE THROUGH THE COMMUNITY.

INDIVIDUALS SHOULD:

- ✓ CONTINUE TO [wash their hands](#) OFTEN
- ✓ COVER THEIR COUGHS AND SNEEZES
- ✓ AVOID CLOSE CONTACT WITH OTHERS
- ✓ DISINFECT FREQUENTLY-USED ITEMS AND SURFACES
- ✓ STAY HOME WHEN THEY FEEL SICK
- ✓ USE [cloth face coverings](#) WHEN OUT IN PUBLIC

EMPLOYERS SHOULD:

- ✓ NOTIFY AND WORK WITH STATE & LOCAL PUBLIC HEALTH OFFICIALS IF AN EMPLOYEE TESTS POSITIVE FOR COVID-19
- ✓ DEVELOP AND IMPLEMENT APPROPRIATE POLICIES, IN ACCORDANCE WITH FEDERAL, STATE, AND LOCAL REGULATIONS AND GUIDANCE AND INFORMED BY INDUSTRY BEST PRACTICES, REGARDING:
 - SOCIAL DISTANCING
 - PERSONAL PROTECTIVE EQUIPMENT
 - HEALTH CHECKS LIKE TEMPERATURE SCREENING
 - ISOLATING AND SENDING HOME THOSE WHO ARE SICK
 - NOT ALLOWING EMPLOYEES POSITIVE FOR COVID-19 TO PHYSICALLY RETURN TO WORK UNTIL CLEARED BY A MEDICAL PROVIDER, OR ACCORDING TO THE [guidance for discontinuing home isolation for COVID+ cases managed at home](#)
 - NOTIFYING LOCAL HEALTH OFFICIALS AND INDIVIDUALS WHO MAY HAVE BEEN EXPOSED WHEN SOMEONE IS CONFIRMED, OR PRESUMED TO BE POSITIVE FOR COVID-19
 - SANITIZATION, CLEANING AND DISINFECTION
 - BUSINESS TRAVEL



Preparing– Establishing Core Capacity

All jurisdictions need to build and maintain a core capacity to respond to and manage COVID-19 cases. Leaders should convene a broad set of stakeholders across sectors to:

- ✓ Communicate data about local transmission, public health and healthcare system capacity, risk to vulnerable populations, and economic considerations;
- ✓ Share local status of gating criteria (as described by [Opening America Up Again](#) framework, and below); and
- ✓ Develop coordinated re-opening plans and guidance

The framework for *Opening America up Again* outlines core preparedness plans every jurisdiction needs before beginning the process of “gating” or reducing mitigation strategies. This is especially important in a jurisdiction that has experienced significant transmission and healthcare system strain. [Assistance is available, including staffing](#), to support states, tribes, localities, and territories to establish and maintain this capacity.

Plans should be updated throughout the response to ensure lessons learned are rapidly assimilated into practice and at a minimum address the following components:

Testing and Contact Tracing

- Ability to quickly set up safe and efficient screening and testing sites for symptomatic individuals, and to trace contacts of COVID-19+ cases
- Ability to test syndromic/Influenza-Like Illness (ILI)-indicated persons for COVID-19 and trace contacts of COVID-19+ cases
- Ability to test at sentinel surveillance sites for asymptomatic cases, and trace contacts of COVID-19+ cases

Healthcare System Capacity

- Ability to quickly and independently ensure adequate staff and provide critical medical equipment and supplies (e.g. personal protective equipment (PPE)) to meet unexpected surge demands
- Ability to surge ICU capacity

Develop Plans Specific to Community Needs

- Protect the health and safety of workers in all settings
- Protect the health and safety of [vulnerable populations](#) and those living and working in high-risk settings (e.g., senior care facilities, correctional facilities)
- ~~Protect employees and users of mass transit~~
- Implement strategies to promote social distancing and use of [cloth face coverings](#)
- Monitor local transmission and public health and healthcare system capacity
- Immediately take steps to limit any rebounds in transmission, or outbreaks, by increasing mitigation strategies to address a specific outbreak (e.g., returning to an earlier phase as outlined in the [Opening America Up Again](#) framework, depending on severity).

Monitoring Community Conditions and Gating Criteria

Once the core capacity is in place, monitoring community transmission, public health, and healthcare system capacity will help jurisdictions assess readiness for moving between phases for lifting mitigation strategies. The *Opening Up America Again* framework outlines gating criteria for states and localities to use in determining when and how to decrease or increase community mitigation strategies over time as the risk of transmission for COVID-19 changes.

These gating criteria are anchored to time-bound, population-level metrics of COVID-19 burden (newly identified cases, emergency department or outpatient visits associated with the disease, and percentage of COVID-19 positive tests) as well as measures of the public health and health-system capacity to address current circumstances (robust testing and contact tracing capabilities, hospital inpatient and ICU beds, and access to PPE).

Communities with significant or uncontrolled community transmission are considered in pre-gating or Phase 0. Jurisdictions need to meet all the gating criteria prior to removing any shelter in place order or entering Phase 1. These metrics and how to utilize them to inform decision-making are described in Appendix 1.

Once the gating criteria are met, jurisdictions enter Phase 1 and proceed to move between three phases, altering the level of community mitigation recommended as they pass through each gate. Phase 1 corresponds to areas with the highest disease burden and ongoing community transmission, with the most significant mitigation strategies in place. At the other end, Phase 3 corresponds to areas with lower disease burden and less frequent community transmission with the least significant community mitigation strategies deployed.

Each phase outlines necessary mitigation strategies to protect public health. Until a vaccine is widely available and/or medications are broadly accessible to manage COVID-19 symptoms, individuals need to follow good personal hygiene practices, stay at home when sick, and practice some amount of physical distancing to lower the risk of disease spread. These precautions are needed regardless of the phase a community is in.

It is also critical to identify when transmission begins to place the public health and healthcare system at risk, so appropriate actions can be taken. A [gating indicators dashboard](#) has been created as a tool to help pull relevant data streams into one platform to support decision making and regional planning and coordination. It can be accessed by jurisdiction officials through GeoHealth. Again, indicators and thresholds can be found in Appendix 1.

Community Mitigation Across the Phases

Protecting public health is at the center of the *Opening Up America Again* framework. However, jurisdictions are also addressing the economic and social consequences of COVID-19. Mitigation strategies should be implemented in a manner that is sufficient to contain transmission and allow sectors to plan for and minimize the negative impacts of the mitigation. The earliest signs of a cluster of new cases or a reemergence of broader community transmission should result in a re-evaluation of community mitigation strategies and a decision on whether they should be strengthened. Increasing mitigation should be tailored and measured, specific to any increase observed.

For example, an outbreak in a high risk setting such as a nursing home or correctional facility would result in strict mitigation, contact tracing and isolation of cases for all individuals *entering that setting*, but may not necessitate implementing strict community-wide measures such as a shelter-in-place order if the outbreak can be effectively contained. Assessing the appropriate mitigation approach and only implementing the strategies appropriate to the observed transmission will help minimize the societal and economic impacts of mitigation.

The following framework categorizes jurisdictions based on the level of transmission and community capacity to contain the transmission. The categories align with the phases in the *Opening Up America Again* plan to assist with transitions between the gates and phases.

Community Mitigation by Re-Opening Phases				
Opening Up America Again Phase	Pre-Gating or Phase Zero	Phase One	Phase Two	Phase Three
Transmission Characteristics	Significant or Uncontrolled Transmission	Significant Controlled Transmission	Moderate, Controlled Transmission	Low, Controlled Transmission
Community Description	Emerging and Current Hot Spots Public health and health system capacity exceeded	Previous hotspots where transmission has met thresholds and public health and health care systems can manage level of transmission	Moderate transmission that is within capacity of the public health and health systems	Limited Transmission (rural, low density areas)
Mitigation Needs	Shelter in Place	Significant Mitigation	Moderate Mitigation	Low Mitigation
Thresholds for Gating & Mitigation Adjustments	Thresholds for gating not met; maintain or initiate significant mitigation, or implement additional mitigation if not currently in place	Thresholds for gating met/maintained; reduce mitigation to Phase 1 then maintain until next gating thresholds are met OR Moderate Transmission community where public health or healthcare system capacity thresholds are no longer met; increase mitigation across all settings to Phase 1 level	Thresholds for gating met/maintained; reduce mitigation to Phase 2 then maintain until next gating thresholds are met OR Low Transmission community where public health or healthcare system capacity thresholds are no longer met; increase mitigation across all settings to Phase 2 level	Thresholds for gating not necessary if community never experienced transmission that exceeded public health or healthcare system capacity; apply Guidelines for all Phases OR Moderate Transmission community where thresholds for gating met/maintained; reduce mitigation across all settings to Phase 3 level

Travel patterns within and between jurisdictions will impact efforts to reduce community transmission too. Coordination across state and local jurisdictions is critical – especially between jurisdictions with different mitigation needs. Considerations for employers and employees are outlined in Appendix 2. Refer to the latest [CDC travel guidance](#) for additional information.

Decision-Making for Community Mitigation

State, local, tribal, and territorial officials are best positioned to determine which phase their jurisdiction falls within. Decisions about moving to a different phase will be made at the state, local, tribal and territorial level.

APPENDICES 3-5 CONTAIN MORE DETAILED TOOLS AND RESOURCES TO HELP OFFICIALS MAKE DECISIONS ABOUT THE APPROPRIATE LEVEL OF COMMUNITY MITIGATION BY PHASE AND SETTING. APPENDIX 6 CONTAINS THE DEVELOPMENT AND PRE-PRODUCTION CONCEPTS FOR A COMMUNITY LEADER'S GUIDE TOOLKIT.

Appendix 1: Indicators and Thresholds for Monitoring and Adjusting Mitigation Strategies

WH Gating Criteria	Threshold for entering Phase 1	Threshold for entering Phase 2	Threshold for entering Phase 3
Decreases in newly identified COVID-19 cases	<ul style="list-style-type: none"> Downward trajectory (or near-zero incidence) of documented cases over a 14-day period 	<ul style="list-style-type: none"> Downward trajectory (or near-zero incidence) of documented cases for at least 14 days <i>after entering Phase 1</i> 	<ul style="list-style-type: none"> Downward trajectory (or near-zero incidence) of documented cases for at least 14 days <i>after entering Phase 2</i>
Decreases in ED and/or outpatient visits for COVID-like illness (CLI)	<ul style="list-style-type: none"> Downward trajectory (or near-zero incidence) of CLI syndromic cases reported over a 14-day period 	<ul style="list-style-type: none"> Downward trajectory (or near-zero incidence) of CLI syndromic cases reported for at least 14 days <i>after entering Phase 1</i> 	<ul style="list-style-type: none"> Downward trajectory (or near-zero incidence) of CLI syndromic cases reported for at least an additional 14 days <i>after entering Phase 2</i>
Decreases in ED and/or outpatient visits for Influenza-like illness (ILI)	<ul style="list-style-type: none"> Downward trajectory (or near-zero incidence) of ILI reported over a 14-day period 	<ul style="list-style-type: none"> Downward trajectory (or near-zero incidence) of ILI reported for at least 14 days <i>after entering Phase 1</i> 	<ul style="list-style-type: none"> Downward trajectory (or near-zero incidence) of ILI reported for at least an additional 14 days <i>after entering Phase 2</i>
Decreases in percentage of SARS-CoV-2 tests positive	<ul style="list-style-type: none"> Downward trajectory (or near-zero percent positive) of positive tests as a percent of total tests over a 14-day period (flat or increasing volume of tests) 	<ul style="list-style-type: none"> Downward trajectory (or near-zero percent positive) of positive tests as a percent of total tests for 14 days <i>after entering Phase 1</i> (flat or increasing volume of tests) 	<ul style="list-style-type: none"> Downward trajectory (or near-zero percent positive) of positive tests as a percent of total tests for at least 14 days <i>after entering Phase 2</i> (flat or increasing volume of tests)
Treat all patients without crisis care	<ul style="list-style-type: none"> Jurisdiction inpt & ICU beds <80% full Staff shortage in last week = no PPE supplies adequate for >4 days 	<ul style="list-style-type: none"> Jurisdiction inpt & ICU beds <75% full Staff shortage in last week = no PPE supplies adequate for >4 days 	<ul style="list-style-type: none"> Jurisdiction inpt & ICU beds <70% full Staff shortage in last week = no PPE supplies adequate for >15 days
Robust testing program	<ul style="list-style-type: none"> Test availability such that % positive tests ≤ 20% for 14 days Median time from test order to result <5 days 	<ul style="list-style-type: none"> Test availability such that % positive tests ≤ 15% for 14 days Median time from test order to result <4 days 	<ul style="list-style-type: none"> Test availability such that % positive tests ≤ 10% for 14 days Median time from test order to result <3 days

Community Demographics*

**provided as conditions to consider as having an impact on other indicators*

Category	Indicator	Level of Consideration
Population Density	Population density, as a metric for feasibility of physical distancing in select settings	Population density of < 50 people per square mile
	Proportion of population over 65 years	Less than 10% of population over 65 years Less than 15% of population over 65 years
	Prevalence of cardiovascular disease and/or COPD	Less than 3.7% of population estimated to have cardiovascular disease and 6% or less with COPD
	Households with limited English literacy	Less than 30% of population Map view (https://b.t.ly/2UUtWBn)
High risk population density	Population below the poverty level	Less than 10-12% of population Map view (https://b.t.ly/2woXIoI)
	Percent with no health insurance coverage	Less than 10% of population Map view (https://b.t.ly/3e3tubu)
Compliance indicators	Number of violations / complaints related to mandatory or recommended community mitigation	Significant increase in non-compliance

Economic Health Indicators**

**Provided as conditions to observe as indications of civic strain under strict mitigation measures

Category	Indicator	Thresholds
Economic Activity	Overall & Small Business Health Indices	<ul style="list-style-type: none"> +/- monthly / quarterly change per industry, lifeline, CIKR
	Foot traffic (leading), COVID-19 Business Impact Index (lagging)	<ul style="list-style-type: none"> Federal, state and local orders are lifted with ability for 65-80% of in-person business activity to safely resume with guidance.
	Daily Economic Loss	<ul style="list-style-type: none"> Onsite worker wages lost Permanent business closures
	Loss of jobs, businesses, real estate (lagging)	<ul style="list-style-type: none"> Number of evictions foreclosures and in community (commercial and residential)
	High output economic producers	<ul style="list-style-type: none"> List, ranking by state, community
	Loss of sales and business revenue	<ul style="list-style-type: none"> Quarterly and Annual sales and earnings reports Earnings before interest/tax/depreciation by industry and geography (state, community)
Testing Required to Safely Operate Business	Permanent Business Closure	<ul style="list-style-type: none"> # or % in a community or state # or % of a sector
	GDP Loss	<ul style="list-style-type: none"> Less than 30% loss from pre-COVID-19 baseline Monthly business activity index at 80% pre-COVID19 levels
	# Employees, customers and household members exposed with planned business and industry re-openings	<ul style="list-style-type: none"> Testing availability for 100% symptomatic individuals exposed contacts

	Screening	<ul style="list-style-type: none"> Company screening processes / guidelines exist
	# Testing Units	<ul style="list-style-type: none"> 10 business day standby inventory of 1 test per 10 employees; Production targets established and supply chains coordinated to ensure targets are met for 30 days for employees and households including critical infrastructure, small businesses and retail business market segments.
	Number or percentage of businesses with high contact rates	<ul style="list-style-type: none"> Percentage or number of businesses that cannot socially distance (e.g., meat packing)
	# PPE/day/ employee for normal workplace requirements	<ul style="list-style-type: none"> Sufficient routine PPE / day / employee for a minimum of 5 business days in the health & medical lifeline, safety & security lifeline, retail marketplace, manufacturing and construction sites
PPE Required to Safely Operate Business	# PPE/day/employee for COVID-19 workplace requirements	<ul style="list-style-type: none"> PPE production targets established and supply chains coordinated to ensure production and delivery targets are met for a period of 15 business days for employees of critical infrastructure, small business and retail market segments.
	Ability of businesses to obtain PPE and disinfectants to support operations	<ul style="list-style-type: none"> PPE and cleaning requirements for essential and reopened businesses (contact rate (high, medium, low))

Business & Industry Capacity Indicators**

**Provided as conditions to observe as indications of civic strain under strict mitigation measures

Category	Indicator	Thresholds
Business Continuity	COVID-19 continuity plan	<ul style="list-style-type: none"> Workplace has standard risk management guidance, safe work plans, and a monitoring and surveillance system; ability to enforce strict mitigation.
	# workforce lost and \$ wages lost per day	<ul style="list-style-type: none"> Employee and sales losses exceed stimulus provisions and will result in intractable service disruptions and business deaths
	Financial benefits of industry reopening	<ul style="list-style-type: none"> # Businesses per state, county, industry, lifeline, critical infrastructure # Employees per state, county, industry, lifeline, critical infrastructure
	Public health cost/risk of industry reopening	<ul style="list-style-type: none"> # Projected new cases (growth rate) # Impacted employees and households # Impacted patrons per establishment, and patron households
Supply Chain	COVID-19 Compliance Score	<ul style="list-style-type: none"> DUNS-level certification that business is ready to reopen. Scored by industry (e.g. Score above 70 = ready to reopen)
	# Essential supplies	<ul style="list-style-type: none"> Businesses have essential health and safety supplies in place to ensure safe and responsible operations for workers and customers.
	Supply chain and critical infrastructure disruptions increase and viability and risk rates trend negative month over month.	<ul style="list-style-type: none"> Critical infrastructure and supply chain performance targets established to enable market segments of the economy to reopen.
	Stability in supply chains and consumer confidence indicators	<ul style="list-style-type: none"> Stability in supply chains and consumer confidence indicators
Supply Chain	Import / Export Supplier Relationships	<ul style="list-style-type: none"> # of OCONUS suppliers, suppliers that require overseas production
	Food acquisition capability	<ul style="list-style-type: none"> Is food available? Is food accessible through government assistance?



Business/industry reopens	<ul style="list-style-type: none"> Ability to provide onsite social distancing, alternative staffing, cohorts, or splitting shift workers for high, medium and low exposure workers.
Telework rate	<ul style="list-style-type: none"> Percentage of workforce teleworking Percentage of business/positions that cannot pivot to TW options
# COVID+ staff and household members	<ul style="list-style-type: none"> Decline in number of COVID+ staff and household members for a minimum of 5 consecutive days.
Workforce Loss Per Industry	<ul style="list-style-type: none"> % loss in productivity
New Medicaid enrollments	<ul style="list-style-type: none"> Less than 5% increase in new applications for Medicaid
Unemployment Claims	<ul style="list-style-type: none"> # Repetitive (% of total) # First time (% of total)
Return to work or job loss	<ul style="list-style-type: none"> ##/% Returning to pre-COVID job ##/% Returning to work in different job Number of layoffs above a threshold

Workforce



Appendix 2: Travel Recommendations

		Travel Recommendations by Phase			
Opening Up America Again Phase		Pre-Opening or Phase Zero	Phase One	Phase Two	Phase Three
Transmission Characteristics		Significant or Uncontrolled Transmission	Significant Controlled Transmission	Moderate, Controlled Transmission	Low, Controlled Transmission
Impact of virus introduction into this setting by a domestic traveler		Low	Low	Low	High
Likelihood of virus exportation from this setting to a new community by a domestic traveler	High		High	Medium	Low
Domestic Travel Guidance		<ul style="list-style-type: none"> Avoid non-essential travel to, from, and within to prevent infection during travel and spread to other jurisdictions Work-related travel needed for critical infrastructure is exempt from restrictions 	<ul style="list-style-type: none"> Avoid non-essential travel to, from, and within to prevent infection during travel and spread to other jurisdictions Work-related travel needed for critical infrastructure is exempt from restrictions 	<ul style="list-style-type: none"> Avoid non-essential travel to Phase 0 and Phase 1 jurisdictions to prevent infection during travel Avoid non-essential travel to Phase 3 jurisdictions to prevent spreading Work-related travel needed for critical infrastructure is exempt from restrictions 	<ul style="list-style-type: none"> Non-essential travel may be considered within and between low, controlled transmission jurisdictions Avoid non-essential travel to moderate, controlled or significant, uncontrolled transmission jurisdictions to protect those in low, controlled transmission jurisdictions
International Travel		<ul style="list-style-type: none"> Avoid non-essential international travel Returning international travelers should be managed according 	<ul style="list-style-type: none"> Avoid non-essential international travel 	<ul style="list-style-type: none"> Avoid non-essential international travel 	<ul style="list-style-type: none"> International travel may be considered following CDC international travel guidance



[Faint, illegible text from the main body of the document, likely a travel health notice.]

to Travel Health Notice

- Avoid international travel to Travel Health Notice Level 3 countries
- Returning international travelers should be managed according to Travel Health Notice guidance

Appendix 3: Mitigation Guidance by Phase

Gating Criteria for all Phases

- **Transmission:** Community transmission is under control (Decrease in the percent of patient visits for influenza-like illness (ILI) or a decrease in ILI activity levels over 14 days, **plus** downward trajectory of documented cases within a 14 day period or downward trajectory of positive tests as a percent of total tests within a 14-day period- flat or increasing volume of tests).
- **Public Health Capacity:** Public health systems can detect, test, track, isolate, and quarantine cases and quickly contain an outbreak.
- **Health System Capacity:** Health system is able to treat all new cases with capacity to absorb increased transmission.

Pre-Gating/Phase 0: Significant, Uncontrolled Transmission

Jurisdictions in Phase 0 are in need of significant mitigation. Policy makers have often implemented this in the form of stay at home or shelter in place orders. The risk of transmission, or the spread of COVID-19, is still considered significant and uncontrolled in these jurisdictions. The table below describes an overview of strategies to be implemented across different settings in jurisdictions that are in Phase 0.

Leaders of these jurisdictions are tasked with ensuring that significant mitigation strategies are followed to the best extent possible to protect jurisdictions, prevent further COVID-19 spread, and ensure that jurisdictions can safely advance to Phase 1 as the risk of COVID-19 transmission decreases.

It is critically important in this Phase, and in others, that jurisdictions continue to monitor their [Gating Criteria](#) data on 1) Transmission, 2) Public Health Capacity, and 3) Health System Capacity to determine any mitigation adjustments that may be needed.

- Jurisdictions remain in Phase 0 until [Gating Criteria](#) is met.
- Jurisdictions may consider transitioning to Phase 1 after meeting [Gating Criteria](#).

The following table describes guidelines for individuals, employers, and essential workplaces for jurisdictions that are in Phase 0.

Pre-Gating/Phase 0. Community Mitigation Strategies in Areas with Significant, Uncontrolled Transmission

Guidelines for All Phases	<u>Individuals</u>
	<ul style="list-style-type: none"> • Continue to practice good hygiene and implement personal protective measures (e.g., handwashing, cough etiquette, and face coverings) • Social distancing (e.g., maintaining physical distance between persons) • Environmental surface cleaning at home and in community settings, such as schools or workplaces • People who feel sick should stay home



Essential Workplaces

- Develop and implement appropriate policies, in accordance with FSLTT regulations and guidance, informed by industry best practices
- Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider
- Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test
- Remain open and ensure social distancing, proper cleaning requirements and protection of workers and customers
- Institute or continue telework flexibility
- Staff from low and moderate and transmission settings should be offered telework to eliminate travel to workplaces in high transmission settings
- Encourage employees and customers to use face coverings when around others
- Consider identifying childcare, schools and camps serving families of essential workers as essential workplaces

Phase 1: Significant, Controlled Transmission

Jurisdictions in Phase 1 are in need of **significant** mitigation. That means the risk of transmission, or the spread of COVID-19, is still considered significant and controlled in these jurisdictions.

Leaders of these jurisdictions are tasked with ensuring that significant mitigation strategies are followed to the best extent possible to protect jurisdictions, prevent further COVID-19 spread, and ensure that jurisdictions can safely advance to Phase 2 as the risk of COVID-19 transmission decreases.

It is critically important in this Phase, and in others, that jurisdictions continue to monitor their [Gating Criteria](#) data on 1) Transmission, 2) Public Health Capacity, and 3) Health System Capacity to determine any mitigation adjustments that may be needed.

- Jurisdictions may consider transitioning to Phase 2 after meeting [Gating Criteria](#) a second time with no rebound.
- Jurisdictions should return to Pre-Gating/Phase 0 if the community experiences rebound in transmission or has insufficient Public Health and Healthcare System capacity to manage an increase in cases.

The following table describes an overview of strategies to be implemented across different settings in jurisdictions that are in **Phase 1**. The next section provides more detailed guidance for each of these settings..

Phase 1. Community Mitigation Strategies in Areas with Significant, Controlled Transmission	
Guidelines for All Phases	<p><u>Individuals</u></p> <ul style="list-style-type: none"> • Continue to practice good hygiene and implement personal protective measures (e.g., handwashing, cough etiquette, and face coverings) • Social distancing (e.g., maintaining physical distance between persons) • Environmental surface cleaning at home and in community settings, such as schools or workplaces • People who feel sick should stay home <p><u>Employers</u></p> <ul style="list-style-type: none"> • Develop and implement appropriate policies, in accordance with FSLTT regulations and guidance, informed by industry best practices • Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider • Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test
Phase 1 Guidelines for Individuals	<ul style="list-style-type: none"> • ALL VULNERABLE INDIVIDUALS* should continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents • All individuals, WHEN IN PUBLIC (e.g., parks, outdoor recreation areas, shopping areas), should maximize physical distance from others. Social settings of more than 10 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed • Avoid SOCIALIZING in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing (e.g., receptions, trade shows)

	<ul style="list-style-type: none"> • MINIMIZE NON-ESSENTIAL TRAVEL and adhere to CDC guidelines regarding isolation following travel
Phase 1 Guidelines for Employers	<ul style="list-style-type: none"> • Continue to ENCOURAGE TELEWORK, whenever possible and feasible with business operations • If possible, RETURN TO WORK IN PHASES • Close COMMON AREAS where personnel are likely to congregate and interact, or enforce strict social distancing protocols • Minimize NON-ESSENTIAL TRAVEL and adhere to CDC guidelines regarding Isolation following travel • Strongly consider SPECIAL ACCOMMODATIONS for personnel who are members of a VULNERABLE POPULATION
Phase 1 Guidelines for Specific Types of Employers <i>expanded below</i>	<ul style="list-style-type: none"> • SCHOOLS AND ORGANIZED YOUTH ACTIVITIES (e.g., daycare, camp) that are currently closed should remain closed • VISITS TO SENIOR LIVING FACILITIES AND HOSPITALS should be prohibited • Those who do interact with residents and patients must adhere to strict protocols regarding hygiene • LARGE VENUES (e.g., sit down dining, movie theaters, sporting venues, places of worship) can operate under strict physical distancing protocols • ELECTIVE SURGERIES can resume, as clinically appropriate, on an outpatient basis at facilities that adhere to CMS guidelines • GYMS can open if they adhere to strict physical distancing and sanitation protocols • BARS should remain closed
Essential Workplaces	<ul style="list-style-type: none"> • Remain open and ensure social distancing, proper cleaning requirements and protection of workers and customers • Institute or continue telework flexibility • Staff from low and moderate and transmission settings should be offered telework, where possible, to eliminate travel to workplaces in high transmission settings • Encourage employees and customers to use face coverings when around others • Close common areas such as breakrooms, cafeterias • Install physical barriers, such as sneeze guards and partitions, and change layout of workspaces to ensure all individuals remain at least 6 feet apart • Strongly consider special accommodations for personnel who are members of a vulnerable population (e.g., flexible leave policies, telework, reassignment of duties to minimize contact with others) • Cancel work-related gatherings (e.g., staff meetings, after-work functions) where 6-foot distancing cannot be maintained • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a cloth face covering • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns • Consider identifying childcare, schools and camps serving families of essential workers as essential workplaces
General Workplaces	<ul style="list-style-type: none"> • Reopen only if business can ensure strict social distancing, proper cleaning and disinfecting, and protection of their workers and customers

	<ul style="list-style-type: none"> • Limit service to drive-throughs, curbside take out, or delivery • Minimize non-essential travel and adhere to CDC guidelines regarding isolation following travel • Continue to encourage telework and virtual vs. in-person meetings wherever possible and feasible • Encourage employees and customers to use face coverings when around others • Close common areas such as breakrooms, cafeterias • Install physical barriers, such as sneeze guards and partitions, and change layout of workspaces to ensure all individuals remain at least 6 feet apart - Strongly consider special accommodations for personnel who are members of a vulnerable population (e.g. flexible leave and telework policies where possible, reassignment of duties to minimize contact with others) • Staff from low and moderate transmission (Phase 2 & 3) areas should be offered telework or other options as feasible to eliminate travel to workplaces in high transmission settings • Cancel work-related gatherings (e.g., staff meetings, after-work functions) where 6ft distancing cannot be maintained • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a cloth face covering • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
Schools	<ul style="list-style-type: none"> • Schools that are currently closed should remain closed • E-learning or distance learning opportunities should be provided for all students • Ensure provision of student services such as school meal programs • Encourage employees to use face coverings when around others • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering
Childcare Facilities	<ul style="list-style-type: none"> • Childcare facilities should only remain open for children of essential workers • Childcare facilities that remain open should maintain enhanced social distancing measures (e.g. spaced seating to at least 6 feet apart when possible, restrict mixing between classes/groups, cancel all field trips, inter-group events, and extracurricular activities). • Encourage employees to use face coverings when around others, particularly when physical distancing is not possible • Restrict non-essential visitors and volunteers • Close communal use spaces such as cafeterias and playgrounds if possible, or stagger use and clean/disinfect in between use. Serve individually plated meals to limit sharing of food or utensils and hold activities in separate classrooms • Keep children's belongings separated • Stagger arrival and drop-off times or locations, or put in place other protocols to limit direct contact with parents as much as possible • Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single child) or limit use of supplies and equipment for by one group of children at a time and disinfect between use • Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched (e.g., toys) and avoid use of items that are not easily cleaned

	<ul style="list-style-type: none"> • Staff from low and moderate transmission (Phase 2 & 3) settings should be offered telework or other options as feasible to eliminate travel to childcare centers in high transmission settings • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering. • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
Summer Camps	<ul style="list-style-type: none"> • Summer camps should only remain open for children of essential workers and only for children who live in the local geographic area • Ensure enhanced distancing measures (e.g., spaced seating to at least 6 feet apart when possible, restrict mixing between classes/groups, cancel all field trips and inter-group events) • Encourage employees to use face coverings when around others, particularly when physical distancing is not possible • Close communal use spaces such as cafeterias and playgrounds if possible, or stagger use and clean/disinfect in between use. Serve individually plated meals to limit sharing of food or utensils and hold activities in separate areas • Keep children's belongings separated • Stagger arrival and drop-off times or locations, or put in place other protocols to limit direct contact with parents as much as possible • Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single camper) • Staff from low and moderate transmission (Phase 2 & 3) settings should be offered telework or other options as feasible to eliminate travel to workplaces in high transmission settings • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
Parks and recreational facilities	<ul style="list-style-type: none"> • Remain open, or re-open if closed, with modifications to ensure visitors can maintain social distancing, and practice proper hand hygiene • Close facilities and areas where social distancing cannot be maintained (e.g., water parks, courts, playgrounds) • Cancel or postpone events and gatherings • Use flexible telework policies, especially for staff at higher risk for severe illness • Staff from low and moderate transmission (Phase 2 & 3) settings should be offered telework or other options as feasible to eliminate travel to workplaces in high transmission settings • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
Healthcare Settings	<ul style="list-style-type: none"> • Continue telehealth expansion • Cancel elective surgeries

	<ul style="list-style-type: none"> • Only schedule essential outpatient care (routine immunizations, well child care visits, etc.: https://www.cdc.gov/coronavirus/2019-ncov/hcp/pediatric-hcp.html; https://www.cdc.gov/coronavirus/2019-ncov/hcp/preparedness-checklists.html) • Nursing homes and hospitals should restrict all visitors • Restrict entry of non-essential staff and contractors • Limit group activities, including meals
Colleges and Universities	Guidance will be forthcoming
Restaurants and Bars	<ul style="list-style-type: none"> • Provide physical guides (e.g., tape on floors/sidewalks) to ensure customers remain at least six feet apart in lines or ask customers to wait in cars when picking up food. • Post signs to inform customers of food pick-up protocols • Consider installing physical barriers, such as sneeze guards and partitions at cash registers or other food pick-up areas where maintaining distancing of at least 6 feet is difficult • Restrict the number of employees in shared spaces (e.g., kitchens, break rooms, offices) to maintain at least 6 feet distance between people • Rotate/stagger shifts to limit number of employees in the workplace at a time • Consider special accommodations for personnel who are members of a vulnerable population (e.g. flexible leave and telework policies where possible, reassignment of duties to minimize contact with others) • Staff from low and moderate transmission (Phase 2 & 3) settings should be offered telework or other options as feasible to eliminate travel to workplaces in high transmission settings • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
Social Gatherings	<ul style="list-style-type: none"> • Cancel all gatherings of 10 or more • Cancel gatherings of any size where distancing cannot be maintained (this does not include household contacts)
Mass Transit	<ul style="list-style-type: none"> • Restrict ridership to employees of essential businesses and critical infrastructure to the extent possible • Restrict routes between areas experiencing different levels of transmission (between areas in different Phases) • Ensure strict social distancing, proper cleaning and disinfecting and protection of workers and customers • Install no-touch trash cans • Clean and disinfect frequently touched surfaces (e.g., kiosks, digital interfaces such as touchscreens and fingerprint scanners, ticket machines, turnstiles, handrails, restroom surfaces, elevator buttons) at least daily • Clean and disinfect the operator area between operator shifts • Use touchless payment, trash cans, and doors as much as possible, when available. • Institute measures to physically separate or create distance of at least 6 feet between all occupants. This may include: <ul style="list-style-type: none"> • Adjust how passengers enter and exit (while allowing exceptions for persons with disabilities)

	<ul style="list-style-type: none"> • Close every other row of seats • Reduce maximum occupancy and increase service on crowded routes ▪ Provide physical guides on vehicles and at transit stations and stops. Floor decals, colored tape, or signs to indicate where passengers should not sit or stand can be used to guide passengers • Install physical barriers, such as sneeze guards and partitions at staffed kiosks and on transit vehicles to the extent practicable • Close communal spaces, such as break rooms or stagger use and clean in between uses • Consider assigning vulnerable workers duties that minimize their contact with passengers and other employees. • Offer staff from low and moderate transmission (Phase 2 & 3) settings telework or other options as feasible to eliminate travel
Mass Gatherings	Guidance will be forthcoming
Communities of Faith	<ul style="list-style-type: none"> • Limit gatherings to those that can be held virtually (online video streaming) for vulnerable populations and consider video streaming or drive-in options for services. • Limit the size of in person gatherings in accordance with the guidance and directives of state and local authorities, and maintain social distancing • Consider modifying clergy visits to over the phone or online • Encourage the use of face coverings when around others • Encourage proper hand hygiene and avoid direct person-to-person contact and sharing of objects • Consider posting signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering. • Implement flexible sick leave and related flexible policies and practices for staff (e.g., allow work from home, if feasible).

Phase 2: Moderate, Controlled Transmission

Jurisdictions in Phase 2 are in need of **moderate** mitigation. That means that risk of transmission, or the spread of COVID-19, is still considered moderate and controlled in these jurisdictions.

Leaders of these jurisdictions are tasked with ensuring that significant mitigation strategies are followed to the best extent possible to protect jurisdictions, prevent further COVID-19 spread, and ensure that jurisdictions can safely advance to the Phase 3 as COVID-19 transmission decreases.

It is critically important in this Phase, and in others, that jurisdictions continue to monitor their [Gating Criteria](#) data on 1) Transmission, 2) Public Health Capacity, and 3) Health System Capacity to determine any mitigation adjustments that may be needed.

- Jurisdictions may consider transitioning to Phase 3 after meeting [Gating Criteria](#) a third time with no rebound.
- Jurisdictions should return to Phase 1 if community experiences rebound in transmission or has insufficient public health and healthcare system capacity to manage increase in cases (or return to Pre-Gating/Phase 0, depending on severity of rebound and/or capacity needs).

The following table describes an overview of strategies to be implemented across different settings in jurisdictions that are in Phase 2. Links in the table are also included for more detailed guidance for each of these settings.

Phase 2. Community Mitigation Strategies in Areas with Significant, Controlled Transmission	
Guidelines for All Phases	<p><u>Individuals</u></p> <ul style="list-style-type: none"> • Continue to practice good hygiene and implement personal protective measures (e.g., handwashing, cough etiquette, and face coverings) • Social distancing (e.g., maintaining physical distance between persons) • Environmental surface cleaning at home and in community settings, such as schools or workplaces • People who feel sick should stay home <p><u>Employers</u></p> <ul style="list-style-type: none"> • Develop and implement appropriate policies, in accordance with OSHA regulations and guidance, informed by industry best practices • Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider. • Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test.
Phase 2 Guidelines for Individuals	<ul style="list-style-type: none"> • ALL VULNERABLE INDIVIDUALS should continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents • All individuals, WHEN IN PUBLIC (e.g., parks, outdoor recreation areas, shopping areas), should maximize physical distance from others. Social settings of more than 50 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed
Phase 2 Guidelines for Employers	<ul style="list-style-type: none"> • NON-ESSENTIAL BUSINESS AND PERSONAL TRAVEL can resume.

	<ul style="list-style-type: none"> • Businesses continue to ENCOURAGE TELEWORK, whenever possible and feasible with business operations • Businesses close COMMON AREAS where personnel are likely to congregate and interact, or enforce moderate social distancing protocols • Businesses strongly consider SPECIAL ACCOMMODATIONS for personnel who are members of a VULNERABLE POPULATION
<p>Phase 2 Guidelines for Specific Types of Employers <i>expanded below</i></p>	<ul style="list-style-type: none"> • SCHOOLS AND ORGANIZED YOUTH ACTIVITIES (e.g., daycare, camp) can VISITS TO SENIOR CARE FACILITIES AND HOSPITALS should be prohibited. Those who do interact with residents and patients must adhere to strict protocols regarding hygiene • LARGE VENUES (e.g., sit down dining, movie theaters, sporting venues, places of worship) can operate under moderate physical distancing protocols • ELECTIVE SURGERIES can resume, as clinically appropriate, on an outpatient and inpatient basis at facilities that adhere to CMS guidelines • GYMS can remain open if they adhere to strict physical distancing and sanitation protocols • BARS may operate with diminished standing room occupancy, where applicable and appropriate
<p>Essential Workplaces</p>	<ul style="list-style-type: none"> • Remain open and ensure social distancing, proper cleaning and disinfecting requirements and protection of workers and customers • Institute or continue telework to the extent feasible • Staff from significant transmission (Phase 1) areas should be offered telework or other options as feasible to eliminate travel to workplaces in moderate transmission settings • Encourage employees and customers to use cloth face coverings when around others • Close common areas such as breakrooms, cafeterias or stagger use and clean/disinfect between use • Install physical barriers, such as sneeze guards and partitions, and change layout of workspaces to ensure all individuals remain at least 6 feet apart • Strongly consider special accommodations for personnel who are members of a vulnerable population (e.g., flexible leave and telework policies where possible reassignment of duties to minimize contact with others) • Consider resuming non-essential travel in accordance with state and local regulations and guidance • Cancel work-related gatherings (e.g., staff meetings, after-work functions) where 6-foot distancing cannot be maintained • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a cloth face covering. • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
<p>General Workplaces</p>	<ul style="list-style-type: none"> • Reopen only if business can ensure moderate social distancing (e.g. staggered work shifts to limit number of employees in workplace at a time), proper cleaning and disinfecting requirements (Infection Prevention Certification), and protection of their workers and customers • Continue to encourage telework and virtual vs. in-person meetings wherever possible and feasible • Encourage employees and customers to use face coverings when around others

	<ul style="list-style-type: none"> • Close common areas such as breakrooms, cafeterias or stagger use and clean/disinfect between use • Install physical barriers, such as sneeze guards and partitions, and change layout of workspaces to ensure all individuals remain at least 6 feet apart • Strongly consider special accommodations for personnel who are members of a vulnerable population (e.g. flexible leave and telework policies where possible, reassignment of duties to minimize contact with others) • Consider resuming non-essential travel in accordance with state and local regulations and guidance • Staff from significant transmission (Phase 1) areas should be offered telework or other options as feasible to eliminate travel to workplaces in moderate transmission settings • Cancel work-related gatherings (e.g., staff meetings, after-work functions) where 6 feet distancing cannot be maintained • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a cloth face covering • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
Schools	<ul style="list-style-type: none"> • Remain open with enhanced distancing measures (e.g., spaced seating to at least 6 feet apart when possible, restrict mixing between classes/groups, cancel field trips, limit gatherings & extracurricular events to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from significant mitigation (Phase 1) areas) • Restrict non-essential visitors and volunteers • Encourage employees to use face coverings when around others, particularly when physical distancing is not possible • Close communal use spaces such as cafeterias and playgrounds if possible, or stagger use and clean/disinfect in between use. Serve individually plated meals to limit sharing of food or utensils and hold activities in separate classrooms. • Keep children's belongings separated • Stagger arrival and drop-off times or locations, or put in place other protocols to limit direct contact with parents as much as possible • Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single camper) student) or limit use of supplies and equipment for by one group of children at a time and clean and disinfect between use • E-learning or distance learning opportunities should be provided for higher-risk students, and those with vulnerable family members • Teachers, staff, and students from significant transmission (Phase 1) areas should be offered telework, e-learning, or other options as feasible to eliminate travel to schools in moderate controlled transmission settings • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
Childcare Facilities	<ul style="list-style-type: none"> • Childcare facilities should remain open with enhanced social distancing measures (e.g., spaced seating to at least 6 feet apart when possible, restrict mixing between classes/groups, cancel field trips, limit gatherings & extracurricular events to those that



	<p>where can maintain social distancing can be maintained, support proper hand hygiene, and restrict attendance of those from significant mitigation (Phase 1) areas).</p> <ul style="list-style-type: none"> • Encourage employees to use face coverings when around others, particularly when physical distancing is not possible • Restrict non-essential visitors and volunteers • Close communal use spaces such as cafeterias and playgrounds if possible, or stagger use and clean/disinfect in between use. Serve individually plated meals to limit sharing of food or utensils and hold activities in separate classrooms • Keep children’s belongings separated • Stagger arrival and drop-off times or locations, or put in place other protocols to limit direct contact with parents as much as possible • Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single child) or limit use of supplies and equipment for by one group of children at a time and disinfect between use • Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched (e.g., toys) and avoid use of items that are not easily cleaned • Staff from significant transmission (Phase 1) areas should be offered telework or other options as feasible to eliminate travel to childcare centers in moderate controlled transmission settings • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
Summer Camps	<ul style="list-style-type: none"> • Remain open with enhanced distancing measures (e.g., spaced seating to at least 6 feet apart when possible, restrict mixing between classes/groups, cancel field trips, limit gatherings & extracurricular events to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from significant mitigation (Phase 1) areas) • Restrict attendance to those from the local geographic area • Restrict non-essential visitors and volunteers • Encourage employees to use face coverings when around others, particularly when physical distancing is not possible • Close communal use spaces such as cafeterias and playgrounds if possible, or stagger use and clean/disinfect in between use. Serve individually plated meals to limit sharing of food or utensils and hold activities in separate areas. • Keep children’s belongings separated • Stagger arrival and drop-off times or locations, or put in place other protocols to limit direct contact with parents as much as possible • Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single camper) or limit use of supplies and equipment for by one group of children at a time and disinfect between use • Staff from significant transmission (Phase 1) areas should be offered telework or other options as feasible to eliminate travel to camps in moderate controlled transmission settings • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering.

	<ul style="list-style-type: none"> • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
Parks and recreational facilities	<ul style="list-style-type: none"> • Open with modifications to ensure visitors can maintain social distancing, and practice proper hand hygiene • Close facilities and areas where social distancing cannot be maintained (e.g., water parks, courts, playgrounds) • Cancel or postpone events and gatherings that do not ensure social distancing • Use flexible telework policies where possible, especially for staff at higher risk for severe illness • Staff from significant transmission (Phase 1) areas should be offered telework or other options as feasible to eliminate travel to workplaces in moderate transmission settings • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
Healthcare Settings	<ul style="list-style-type: none"> • Continue Tele-health expansion • Schedule elective surgeries on a case-by-case basis based on the clinical urgency (e.g., procedures that cannot be postponed for greater than 1 week) • Schedule routine outpatient care on a case-by-case basis considering factors such as clinical urgency, need for follow-up for pre-existing conditions, as well as potential vulnerability of patients based on underlying comorbidities • Nursing homes and hospitals should restrict all visitors, including consider restriction of entry of non-essential staff and contractors • Continue tele-health expansion • Nursing homes and hospitals should restrict all visitors, including consider restriction of entry of non-essential staff and contractors • Consider limiting group activities, including meals
Colleges and Universities	Guidance will be forthcoming
Restaurants and Bars	<ul style="list-style-type: none"> • Restaurants open dining areas with limited seating that allows for social distancing (minimum of 6 feet between groups of people) to protect employees and guests • Bars open with limited standing room only capacity that can allow for 6-foot social distancing among patrons • Provide drive-through, delivery, or curbside pick-up options and prioritize outdoor seating as much as possible • Ensure proper cleaning, sanitizing, and disinfecting requirements, and protection of workers and customers • Reduce occupancy and limit the size of parties dining together to ensure all customer parties • Install physical barriers, such as sneeze guards and partitions, at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult • Provide physical guides (e.g., tape on floors/sidewalks) to ensure customers remain at least 6 feet apart in lines/waiting for seating • Use phone apps to alert patrons when their table is ready to avoid use of communal "buzzers" and ask patrons to wait for their table in cars or away from establishment

	<ul style="list-style-type: none"> • Avoid offering any self-serve food or drink options (e.g., buffets, salad bars, drink stations) • Offer disposable or digital menus, single serving condiments, and no-touch payment, trash cans, doors • Consider special accommodations for personnel who are members of a vulnerable population (e.g. flexible leave and telework policies where possible, reassignment of duties to minimize contact with others) • Staff from significant transmission (Phase 1) areas should be offered telework or other options as feasible to eliminate travel to workplaces in moderate transmission settings • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering. • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
Social Gatherings	<ul style="list-style-type: none"> • Cancel all gatherings of 50 or more • Cancel gatherings of any size where distancing cannot be maintained. • Do not allow attendance of individuals from significant transmission jurisdictions
Mass Transit	<ul style="list-style-type: none"> • Restrict routes between areas experiencing different levels of transmission (between areas in different Phases) to the extent possible • Ensure strict social distancing, proper cleaning and disinfecting requirements and protection of workers and customers • Install no-touch trash cans • Clean and disinfect frequently touched surfaces (for example e.g., kiosks, digital interfaces such as touchscreens and fingerprint scanners, ticket machines, turnstiles, handrails, restroom surfaces, elevator buttons) at least daily. • Clean and disinfect the operator area between operator shifts • Use touchless payment options as much as possible, when available. • Institute measures to physically separate or create distance of at least 6 feet between all occupants. This may include: <ul style="list-style-type: none"> • Adjust how passengers enter and exit (while allowing exceptions for persons with disabilities) • Close every other row of seats • Reduce maximum occupancy and increase service on crowded routes • Provide physical guides on vehicles and at transit stations and stops. Floor decals, colored tape, or signs to indicate where passengers should not sit or stand can be used to guide passengers • Install physical barriers, such as sneeze guards and partitions at staffed kiosks and on transit vehicles to the extent practicable • Close communal spaces, such as break rooms or stagger use and clean in between uses • Consider assigning vulnerable workers duties that minimize their contact with passengers and other employees. • Staff from significant transmission (Phase 1) areas should be offered telework or other options as feasible to eliminate travel to workplaces in moderate transmission settings • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering. • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns

Mass Gatherings	Guidance will be forthcoming
Communities of Faith	<ul style="list-style-type: none">• Consider holding gatherings virtually (online video streaming) for vulnerable populations and consider video streaming or drive-in options for services• Limit the size of in person gatherings in accordance with the guidance and directives of state and local authorities, and maintain social distancing.• Consider limiting in home or in hospital clergy visits and offering visits over the phone or online• Encourage the use of face coverings when around others• Encourage proper hand hygiene and avoid direct person-to-person contact and sharing of objects• Consider posting signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering.• Implement flexible sick leave and related flexible policies and practices for staff (e.g., allow work from home, if feasible).

Phase 3: Low, Controlled Transmission

States and Jurisdictions in Phase 3 are in need of **low** mitigation. That means that risk of transmission, or the spread of COVID-19, is still considered low and controlled in these jurisdictions.

Leaders of these jurisdictions are tasked with ensuring that significant mitigation strategies are followed to the best extent possible to protect jurisdictions, prevent further COVID-19 spread, and ensure that jurisdictions can safely remain in Phase 3 as risk for COVID-19 transmission remains low.

It is critically important in this Phase, and in others, that jurisdictions continue to monitor their [Gating Criteria](#) data on 1) Transmission, 2) Public Health Capacity, and 3) Health System Capacity to determine any mitigation adjustments that may be needed.

- Jurisdictions may remain in Phase 3 if [Gating Criteria](#) remain stable.
- Jurisdictions should return to Phase 2 if community experiences rebound in transmission or has insufficient Public Health and Healthcare System capacity to manage increase in cases (or return to an earlier stage/Pre-Gating, depending on severity of rebound and/or capacity needs).

The following table describes an overview of strategies to be implemented across different settings in jurisdictions that are in Phase 3. Links in the table are also included for more detailed guidance for each of these settings.

Phase 3. Community Mitigation Strategies in Areas with Low, Controlled Transmission	
Guidelines for All Phases	<p><u>Individuals</u></p> <ul style="list-style-type: none"> • Continue to practice good hygiene and implement personal protective measures (e.g., handwashing, cough etiquette, and face coverings) • Social distancing (e.g., maintaining physical distance between persons) • Environmental surface cleaning at home and in community settings, such as schools or workplaces • People who feel sick should stay home <p><u>Employers</u></p> <ul style="list-style-type: none"> • Develop and implement appropriate policies, in accordance with FSLTT regulations and guidance, informed by industry best practices • Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider. • Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test.
Phase 3 Guidelines for Individuals	<ul style="list-style-type: none"> • VULNERABLE INDIVIDUALS can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed. • LOW RISK POPULATIONS should consider minimizing time spent in crowded environments.
Phase 3 Guidelines for Employers	Resume UNRESTRICTED STAFFING of worksites



<p>Phase 3 Guidelines for Specific Types of Employers <i>expanded below</i></p>	<ul style="list-style-type: none"> • VISITS TO SENIOR CARE FACILITIES AND HOSPITALS can resume. Those who interact with residents and patients must be diligent regarding hygiene • LARGE VENUES (e.g., dining facilities, movie theaters, sports venues, places of worship) can operate under limited physical distancing protocols. • GYMS can remain open if they adhere to standard sanitation protocols • BARS may operate with increased standing room occupancy, where applicable.
<p>Essential Workplaces</p>	<ul style="list-style-type: none"> • Remain open and ensure social distancing, proper cleaning and disinfecting, and protection of workers and customers <i>Institute or continue telework flexibility</i> • Staff from moderate and significant transmission (Phase 1 & 2) areas should be offered telework or other options as feasible to eliminate travel to workplaces in low transmission settings • Encourage employees and customers to use cloth face coverings when around others • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering
<p>General Workplaces</p>	<ul style="list-style-type: none"> • Remain open if business can ensure limited social distancing, proper cleaning and disinfecting, and protection of their workers and customers • Continue to encourage telework and virtual vs. in-person meetings wherever possible and feasible • Encourage employees and customers to use face coverings when around others • Stagger use of common areas such as breakrooms, cafeterias and clean/disinfect between use • Install physical barriers, such as sneeze guards and partitions, and change layout of workspaces to ensure all individuals remain at least 6 feet apart • Staff from significant and moderate transmission (Phase 1 & 2) areas should be offered telework or other options as feasible to eliminate travel to workplaces in low controlled transmission settings • Consider canceling work-related gatherings (e.g., staff meetings, after-work functions) where 6-foot distancing cannot be maintained • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a cloth face covering. • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
<p>Schools</p>	<p>Remain open with distancing measures (e.g., spaced seating to at least 6 feet apart when possible, limit mixing between classes/groups, and limit gatherings & extracurricular events to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission (Phase 1 & 2) areas.</p> <ul style="list-style-type: none"> • Consider limiting non-essential visitors and volunteers. Restrict attendance of those from higher transmission (Phase 1 & 2) areas. • Encourage employees to use cloth face coverings when around others, particularly when physical distancing is not possible. • Consider keeping communal use spaces such as cafeterias and playgrounds closed if possible, or stagger use and clean/disinfect in between use. Consider serving individually

	<p>plated meals to limit sharing of food or utensils and holding activities in separate classrooms.</p> <ul style="list-style-type: none"> • Keep children’s belongings separated • Consider staggering arrival and drop-off times or locations, or putting in place other protocols to limit direct contact with parents as much as possible • Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student or limit use of supplies and equipment for one group of children at a time and clean and disinfect between use • E-learning or distance learning and telework opportunities should be provided, where feasible, for higher-risk students and staff • Teachers, staff, and students from higher transmission (Phase 1 & 2) areas should be offered telework, e-learning, and other options as feasible to eliminate travel to schools in low controlled transmission settings • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering. • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
Childcare Facilities	<ul style="list-style-type: none"> • Childcare facilities should remain open with limited social distancing measures (e.g., spaced seating to at least 6 feet apart when possible, limit mixing between classes/groups, and limit gatherings & extracurricular events to those where social distancing can be maintained, support proper hand hygiene, and restrict attendance of those from higher mitigation (Phase 1 & 2) areas. • Consider limiting non-essential visitors and volunteers. Restrict attendance of those from higher transmission (Phase 1 & 2) areas. • Encourage employees to use face coverings when around others, particularly when physical distancing is not possible. • Consider keeping communal use spaces such as cafeterias and playgrounds closed if possible, or stagger use and clean/disinfect in between use. Consider serving individually plated meals to limit sharing of food or utensils and holding activities in separate classrooms. • Keep children’s belongings separated • Consider staggering arrival and drop-off times or locations, or putting in place other protocols to limit direct contact with parents as much as possible • Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single child) or limit use of supplies and equipment for by one group of children at a time and disinfect between use • Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched (e.g., toys) and avoid use of items that are not easily cleaned • Staff from significant and moderate transmission (Phase 1 & 2) areas should be offered telework or other options as feasible to eliminate travel to childcare centers in low controlled transmission settings • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering. • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
Summer Camps	<ul style="list-style-type: none"> • Remain open with distancing measures (e.g., spaced seating to at least 6 feet apart when possible, limit mixing between classes/groups, and limit gatherings & extracurricular events to those that can maintain social distancing, support proper hand hygiene, and

	<p>restrict attendance of those from significant and moderate mitigation (Phase 1 & 2) areas).</p> <ul style="list-style-type: none"> • Restrict attendance to those from limited transmission areas • Encourage employees to use face coverings when around others, particularly when physical distancing is not possible • Consider keeping communal use spaces such as cafeterias and playgrounds closed if possible, or stagger use and clean/disinfect in between use. Consider serving individually plated meals to limit sharing of food or utensils and holding activities in separate areas. • Keep children’s belongings separated • Consider staggering arrival and drop-off times or locations, or putting in place other protocols to limit direct contact with parents as much as possible • Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single camper) or limit use of supplies and equipment for by one group of children at a time and disinfect between use • Staff from significant and moderate transmission (Phase 1 & 2) areas should be offered telework or other options as feasible to eliminate travel to camps in low controlled transmission settings • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering. • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
Parks and recreational facilities	<ul style="list-style-type: none"> • Open with modifications to ensure visitors can maintain social distancing, and practice proper hand hygiene. • Cancel or postpone large events and gatherings • Use flexible telework policies, especially for staff at higher risk for severe illness. • Staff from moderate and significant transmission (Phase 1 & 2) areas should be offered telework or other options as feasible to eliminate travel to workplaces in low transmission settings • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering. • Implement flexible sick leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
Healthcare Settings	<ul style="list-style-type: none"> • Continue telehealth expansion • Schedule elective surgeries • Consider gradually returning to normal scheduling of all routine outpatient medical and dental care • Nursing homes and hospitals can consider relaxing visitor restrictions on a case-by-case basis (variables to consider include the widespread availability of testing to ensure rapid identification of potential nursing home clusters; adequacy of personal protective equipment and training of staff on appropriate IPC practices to help mitigate risk of nosocomial transmission) • Resume non-COVID care {insert link to new CMS guidance}
Colleges and Universities	Guidance will be forthcoming.
Restaurants and Bars	<ul style="list-style-type: none"> • Restaurants operate with increased seating capacity while maintaining social distancing to protect employees and guests

	<ul style="list-style-type: none"> • Bars operate with increased standing room occupancy that allows for social distancing. • Provide drive-through, delivery, or curbside pick-up options and prioritize outdoor seating as much as possible • Consider options for dine-in customers to order ahead of time to limit the amount of time spent in the establishment • Ensure proper cleaning, sanitizing, and disinfecting, and protection of workers and customers. • Install physical barriers, such as sneeze guards and partitions, at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult. • Provide physical guides (e.g., tape on floors/sidewalks) to ensure customers remain at least 6 feet apart in lines/waiting for seating. • Consider using phone apps to alert patrons when their table is ready to avoid use of communal "buzzers" and ask patrons to wait for their table in cars or away from establishment • Avoid offering any self-serve food or drink options (e.g., buffets, salad bars, drink stations) • Consider special accommodations for personnel who are members of a vulnerable population (e.g. flexible leave and telework policies where possible, reassignment of duties to minimize contact with others) • Staff from moderate and significant transmission (Phase 1 & 2) areas should be offered telework or other options as feasible to eliminate travel to workplaces in low transmission settings • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering. • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
Social Gatherings	<ul style="list-style-type: none"> • Cancel gatherings where social distancing cannot be maintained. • Discourage attendance of individuals from significant transmission jurisdictions
Mass Transit	<ul style="list-style-type: none"> • Restrict routes between areas experiencing different levels of transmission (between areas in different Phases) to the extent possible • Continue to encourage social distancing • Ensure proper cleaning and disinfecting and protection of workers and customers • Clean and disinfect frequently touched surfaces (e.g., kiosks, digital interfaces such as touchscreens and fingerprint scanners, ticket machines, turnstiles, handrails, restroom surfaces, elevator buttons) at least daily. • Clean and disinfect the operator area between operator shifts • Use touchless payment, trash cans, and doors as much as possible, when available. Consider or continue implementing measures to physically separate or create distance between occupants • Provide physical guides on vehicles and at transit stations and stops. Floor decals, colored tape, or signs to indicate where passengers should not sit or stand can be used to guide passengers • Maintain physical barriers, such as sneeze guards and partitions at staffed kiosks and on transit vehicles to the extent practicable • Consider assigning vulnerable workers duties that minimize their contact with passengers and other employees.

	<ul style="list-style-type: none"> • Staff from moderate and significant transmission (Phase 1 & 2) areas should be offered telework or other options as feasible to eliminate travel to workplaces in low transmission settings • Post signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering. • Implement flexible sick-leave policies where possible, create a roster of trained back-up staff, and designate someone to be responsible for responding to COVID-19 concerns
Mass Gatherings	Guidance will be forthcoming
Communities of Faith	<ul style="list-style-type: none"> • Consider video streaming or drive-in options for vulnerable populations • Limit gatherings to those that can maintain social distancing, and practice proper hand hygiene. • Consider limiting in-home or in-hospital clergy visits and offer visits over the phone or online for those who are at vulnerable • Encourage the use of face coverings when around others • Encourage proper hand hygiene and avoid direct person-to-person contact and sharing of objects • Consider posting signs on how to stop the spread of COVID-19, wash hands, and properly wear a face covering. • Implement flexible sick leave and related flexible policies and practices for staff (e.g., allow work from home, if feasible).

Appendix 4: Example - Setting Specific Decision Tools

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Public Health Considerations for REOPENING MASS TRANSIT DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist mass transit administrators in making decisions during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions. Note: Mass transit is critical for many Americans to commute to/from work, and to access essential goods and services. In areas requiring significant mitigation, mass transit may need to remain open and certain routes prioritized. Follow these guidelines for bus transit operations, rail transit operations, transit maintenance workers, and transit station workers and these guidelines on wearing cloth face coverings.

Should you consider increasing service?

- ✓ Is the mass transit system offering service in an area not requiring significant mitigation?
- ✓ Will reopening be in compliance with state and local orders?
- ✓ Will the mass transit system be ready to protect employees at higher risk for severe illness?

ANY NO

DO NOT INCREASE SERVICE

Are recommended safety actions in place to the extent locally possible?

- ✓ Promote healthy hygiene practices such as hand washing, wearing a cloth face covering
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Ensure social distancing such as increased spacing of passengers and employees, close every other row of seats, bus rear door entry/exit where feasible
- ✓ Train all staff on safety actions

ANY NO

ADDRESS SAFEGUARDS BEFORE INCREASING SERVICE

Is ongoing monitoring in place?

- ✓ Check employees for signs and symptoms
- ✓ Encourage employees who are sick to stay home
- ✓ Plan for if an employee gets sick
- ✓ Monitor employee absences and have flexible leave policies and practices where feasible
- ✓ Be ready to reduce services if there are increased cases

ANY NO

ADDRESS SAFEGUARDS BEFORE INCREASING SERVICE

YES

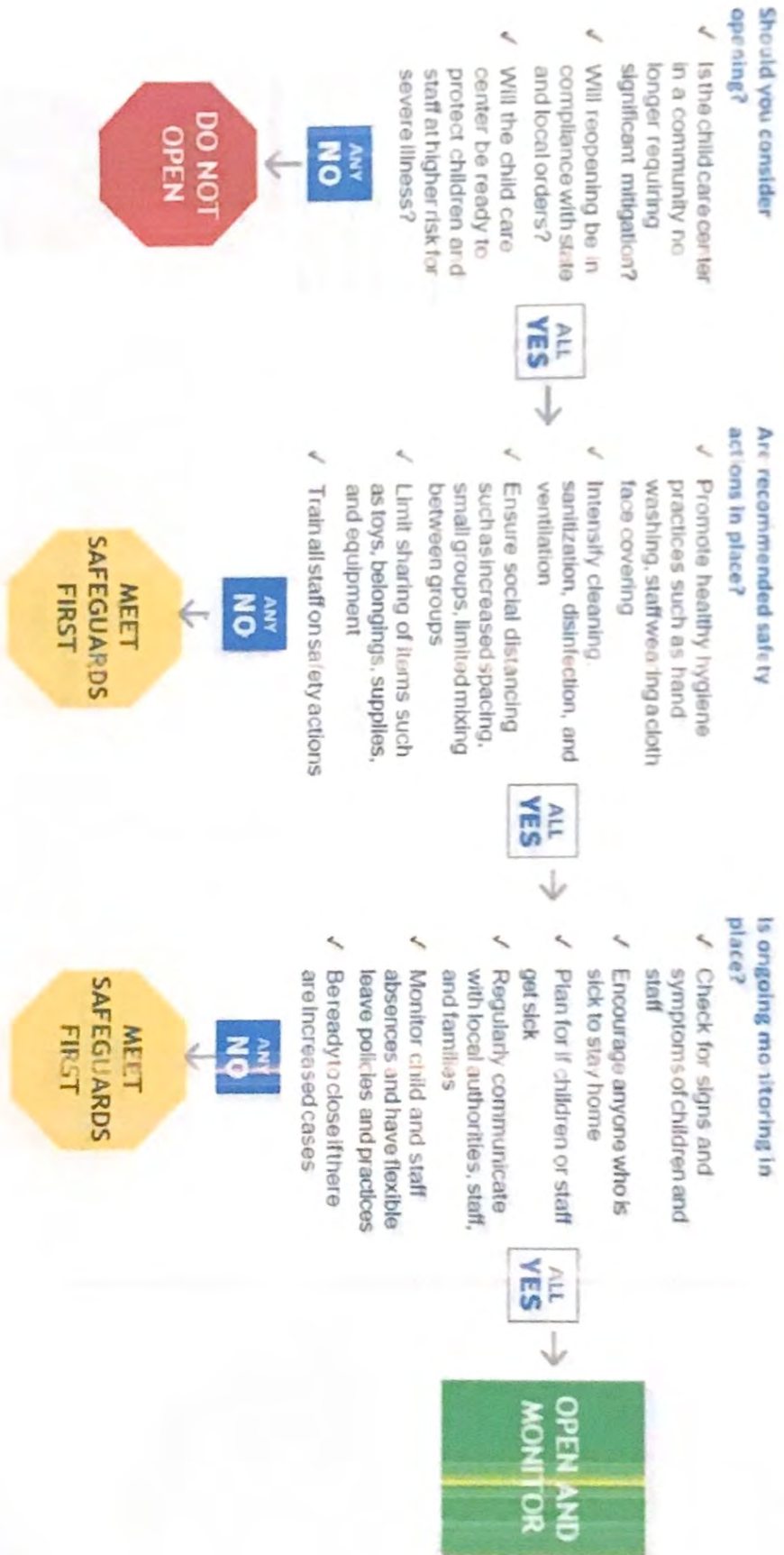
INCREASE SERVICE AND MONITOR



REOPENING CHILD CARE PROGRAMS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist administrators in making decisions regarding child care programs during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions. Note: In areas requiring significant mitigation, child care programs that remain open to serve the children of essential workers should refer to [Guidance for Child Care Programs that Remain Open](#).



For more information, please visit [CORONAVIRUS.GOV](https://www.cdc.gov/coronavirus)



REOPENING YOUTH PROGRAMS AND CAMPS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist directors or administrators in making decisions regarding youth programs and camps during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions. Note: In areas requiring significant mitigation, youth programs and camps that remain open to serve the children of essential workers should refer to [Guidance for Child Care Programs that Remain Open](#).

Should you consider opening?

- ✓ Is the youth program or camp in a community no longer requiring significant mitigation?
- ✓ Will reopening be in compliance with state and local orders?
- ✓ Will the youth program or camp limit attendance to children and staff who live in the local area?
- ✓ Will the youth program or camp be ready to protect children and staff at higher risk for severe illness?

ANY NO

DO NOT OPEN

Are recommended safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing, staff wearing a cloth face covering
- ✓ Intensely cleaning, disinfection, and ventilation
- ✓ Ensure social distancing such as increased spacing, small groups, limited mixing between groups
- ✓ Limit sharing of items such as toys, belongings, supplies, and equipment
- ✓ Train all staff on safety actions

ALL YES

MEET SAFEGUARDS FIRST

ANY NO

Is ongoing monitoring in place?

- ✓ Check for signs and symptoms in children and staff
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if children or staff get sick
- ✓ Regularly communicate with local authorities, staff, and families
- ✓ Monitor child and staff absences and have flexible leave policies and practices
- ✓ Be ready to close if there are increased cases

ALL YES

MEET SAFEGUARDS FIRST

ANY NO

ALL YES

OPEN AND MONITOR

For more information, please visit [CORONAVIRUS.GOV](https://www.cdc.gov/coronavirus)



REOPENING WORKPLACES DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist employers in making decisions during the COVID-19 pandemic, especially to protect vulnerable workers. It is important to check with state and local health officials and other partners to determine the most appropriate actions.

Should you consider opening?

- ✓ Is the workplace in a community no longer requiring significant mitigation*?
- ✓ Will reopening be in compliance with state and local orders?
- ✓ Will you be ready to protect employees at higher risk for severe illness?

ANY NO

DO NOT OPEN

Are recommended safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing, wearing a cloth face covering
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Ensure social distancing such as installing physical barriers, changing layout of workspaces, encouraging telework, closing communal spaces, staggering shifts and breaks, no large events
- ✓ Limit travel and modify commuting practices
- ✓ Train all staff on safety actions

ALL YES

MEET SAFEGUARDS FIRST

Is ongoing monitoring in place?

- ✓ Check for signs and symptoms of employees
- ✓ Encourage employees who are sick to stay home
- ✓ Plan for when an employee gets sick
- ✓ Regularly communicate with local authorities and employees
- ✓ Monitor staff absences and have flexible leave policies and practices
- ✓ Be ready to close if there are increased cases

ALL YES

MEET SAFEGUARDS FIRST

ALL YES

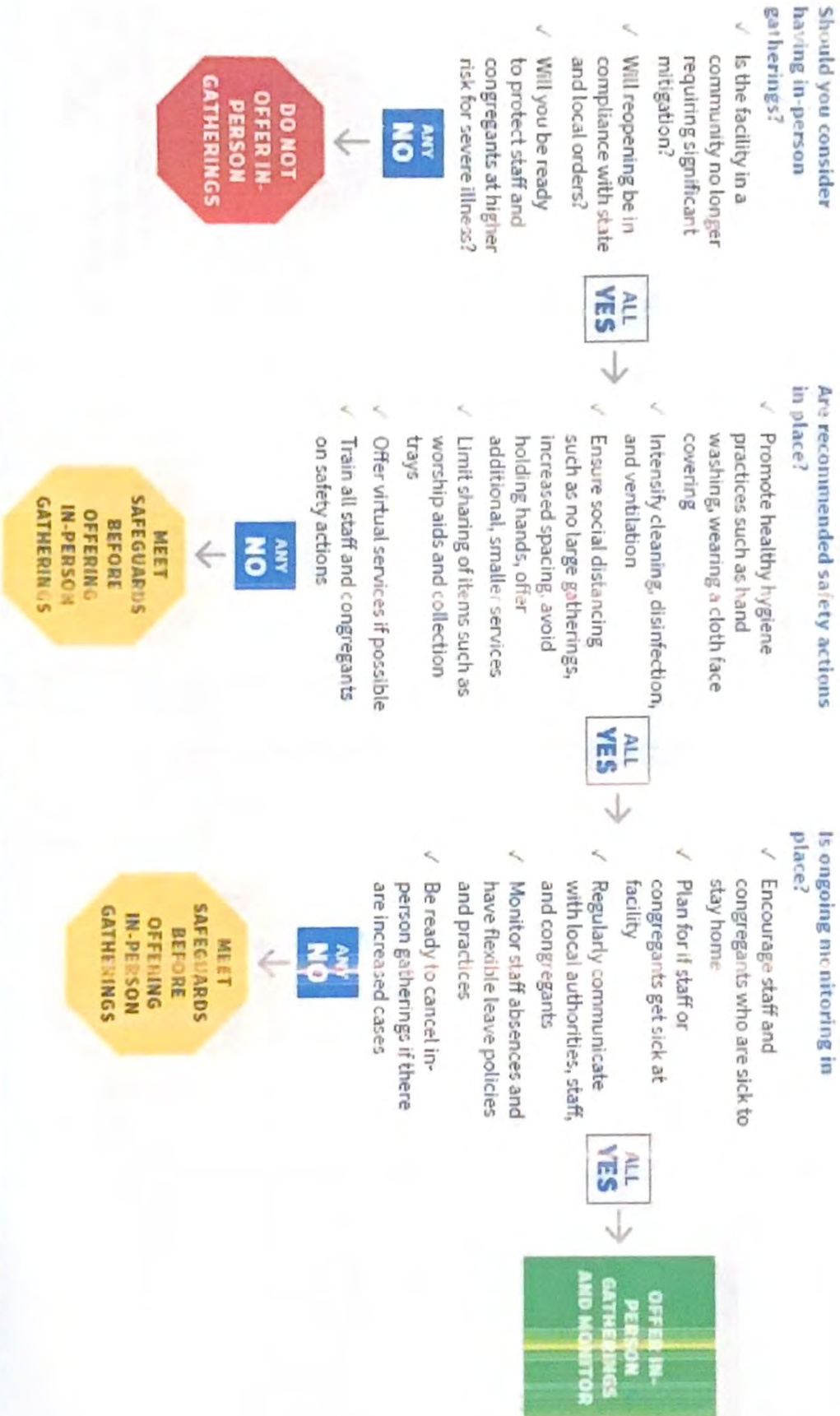
OPEN AND MONITOR

*Or in an area with significant mitigation and providing essential, critical infrastructure

REOPENING FAITH COMMUNITIES DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist leaders of faith communities in making decisions during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions. When completing the decision tree, consider that faith communities may also provide social, educational, and child care services at their facility.



For more information, please visit CORONAVIRUS.GOV



REOPENING RESTAURANTS AND BARS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist businesses in the food service industry, such as restaurants and bars, in making decisions during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions.

Should you consider opening?

- ✓ Is the restaurant or bar in a community no longer requiring significant mitigation*?
- ✓ Will reopening be in compliance with state and local orders?
- ✓ Will you be ready to protect employees at higher risk for severe illness?

ANY NO

DO NOT OPEN

*In areas with significant mitigation, limit services to drive-throughs, curbside take out, or delivery

Are recommended safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing, wearing a cloth face covering
- ✓ Intensify cleaning, sanitization, disinfection, and ventilation
- ✓ Ensure social distancing such as drive-through, delivery, curbside pick up, increasing spacing of tables/stools, limiting party sizes and occupancy, avoiding self-serve stations, restricting employee shared spaces, rotating or staggering shifts
- ✓ Train all staff on safety actions

ANY NO

MEET SAFEGUARDS FIRST

Is ongoing monitoring in place?

- ✓ Check for signs and symptoms of employees
- ✓ Encourage employees who are sick to stay home
- ✓ Plan for if an employee gets sick
- ✓ Regularly communicate with local authorities and employees
- ✓ Monitor staff absences and have flexible leave policies and practices
- ✓ Be ready to close if there are increased cases

ANY NO

MEET SAFEGUARDS FIRST

ALL YES

OPEN AND MONITOR

Appendix 5: Setting Specific Guidance

INTERIM GUIDANCE FOR CHILD CARE PROGRAMS

The reopening of child care programs is crucial to helping parents and guardians return to work. Many States have closed schools for the academic year and, with summer quickly approaching, an increasing number of working parents may need to rely on these programs. CDC's [Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#) and supplemental [Guidance for Child Care Programs that Remain Open](#) provide recommendations for operating child care programs in low, moderate, and significant mitigation communities. In communities that are deemed significant mitigation areas by State and local authorities, child care programs should be closed. However, child care programs can choose to remain open to serve children of essential workers, such as healthcare workers. All decisions about following these recommendations should be made locally, in collaboration with local health officials who can help determine levels of COVID-19 community transmission and the capacities of the local public health system and healthcare systems.

(Re) Opening

o In all Phases:

- o Establish and continue communication with local and State authorities to determine current mitigation levels in your community.
- o Protect and support staff, children, and their family members who are at higher risk for severe illness.
- o Provide staff from higher transmission areas (earlier Phase areas) telework and other options as feasible to eliminate travel to childcare programs in lower transmission (later Phase) areas and vice versa.
- o Follow CDC's supplemental Guidance for Child Care Programs that Remain Open.
- o Ensure that any other community groups or organizations that use the child care facilities also follow this guidance: [Guidance for Child Care Programs that Remain Open](#).
- o **Phase 1:** Restrict to children of essential workers.
- o **Phase 2:** Expand to all children with **enhanced** social distancing measures.
- o **Phase 3:** Remain open for all children with social distancing measures.

Safety Actions

Promote [healthy hygiene practices](#) (Phases 1-3)

- o Teach and reinforce [washing hands](#) and covering coughs and sneezes among children and staff.
- o Teach and reinforce use of [cloth face coverings](#) among all staff. Face coverings are most essential at times when social distancing is not possible. Staff should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently. Information should be provided to all staff on [proper use, removal, and washing of cloth face coverings](#).
- o Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), and tissues.
- o Post signs on how to [stop the spread](#) of COVID-19, [properly wash hands](#), [promote everyday protective measures](#), and [properly wear a face covering](#).

Intensify cleaning, disinfection, and ventilation (Phases 1-3)

- o [Clean, sanitize, and disinfect](#) frequently touched surfaces (for example, playground equipment, door handles, sink handles, drinking fountains) multiple times per day, and shared objects between use.
- o Avoid use of items (for example, soft or plush toys) that are not easily cleaned, sanitized, or disinfected.
- o Ensure [safe and correct application](#) of disinfectants and keep products away from children.
- o Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Do not open windows and doors if doing so poses a safety or health risk (for example, allowing pollens in or exacerbating asthma symptoms) to children using the facility.
- o [Take steps](#) to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

Ensure social distancing

o Phase 1 and 2

- o Ensure that classes include the same group of children each day, and that the same child care providers remain with the same group each day.
- o Restrict mixing between groups
- o [Cancel all field trips, inter-group events, and extracurricular activities \(Phase 1\)](#)
- o Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas (Phase 2; Note: restricting attendance from those in Phase 1 areas).
- o Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
- o Space out seating and bedding (head-to-toe positioning) to six feet apart if possible.
- o [Close communal use spaces, such as game rooms or dining halls, if possible; if this is not possible, stagger use and disinfect in between uses.](#)

- o If a cafeteria or group dining room is typically used, serve meals in classrooms instead. Put each child's meal on a plate, to limit the use of shared serving utensils.
- o Stagger arrival and drop-off times or put in place other protocols to limit direct contact with parents as much as possible.

o Phase 3

- o Consider keeping classes together to include the same group of children each day, and consider keeping the same child care providers with the same group each day.
- o Allow minimal mixing between groups. Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas (Phase 1 or 2 areas).
- o Continue to space out seating and bedding (head-to-toe positioning) to six feet apart, if possible.
- o Consider keeping communal use spaces closed, such as game rooms, playgrounds, or dining halls, if possible; if this is not possible, stagger use and disinfect in between uses.
- o Consider continuing to plate each child's meal, to limit the use of shared serving utensils.
- o Consider limiting nonessential visitors, volunteers, and activities involving other groups. Restrict attendance of those from higher transmission areas (Phase 1 or 2 areas).
- o Consider staggering arrival and drop-off times or put in place other protocols to limit direct contact with parents as much as possible.

Limit sharing (Phases 1-3)

- o Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas and taken home each day and cleaned.
- o Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single camper) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- o If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.
- o Avoid sharing electronic devices, toys, books, other games, and learning aids.
- o Prevent risk of transmitting COVID-19 by avoiding immediate contact (such as shaking or holding hands, hugging, or kissing), as well as by mediated contact.

Train all staff (Phases 1-3)

- o Train all staff in the above safety actions. Consider conducting the training virtually, or, if in-person, ensure [social distancing](#) is maintained.

Monitoring and Preparing

Check for signs and symptoms (Phases 1-3)

- o Screen children upon arrival, if possible. Establish routine, daily health checks on arrival, such as temperature screening of both staff and children. Options for daily health check screenings for children are provided in CDC's supplemental [Guidance for Child Care Programs that Remain Open](#) and in [CDC's General Business FAQs](#) for screening staff.
- o Implement health checks (e.g. [temperature checks and symptom screening](#)) screenings safely, and respectfully, and with measures in place to ensure confidentiality as well as in accordance with any applicable privacy laws or regulations. Confidentiality should be maintained.
- o Employers and child care directors may use examples of screening methods in CDC's supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide.
- o Encourage staff to stay home if they are sick and encourage parents to keep sick children home.

Plan for when a staff member, child, or visitor becomes sick (Phases 1-3)

- o Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation, and ensure that children are not left without adult supervision.
- o Establish procedures for safely transporting anyone sick to their home or to a healthcare facility, as appropriate.
- o Notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- o Close off areas used by any sick person and do not use them until they have been cleaned. Wait 24 hours before you clean or disinfect to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, wait as long as possible. Ensure [safe and correct application](#) of disinfectants and keep disinfectant products away from children
- o Advise sick staff members not to return until they have met CDC [criteria to discontinue home isolation](#).
- o Inform those who have had [close contact](#) to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow [CDC guidance](#) if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for [home isolation](#).

Maintain healthy operations (Phases 1-3)

- o Implement flexible sick leave policies and practices, if feasible.
- o Monitor absenteeism to identify any trends in employee or child absences due to illness. This might indicate spread of COVID-19 or other illness. Have a roster of trained back-up staff in order to maintain sufficient staffing levels.
- o Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- o Create a communication system for staff and families for self-reporting of [symptoms](#) and notification of [exposures and closures](#)

INTERIM GUIDANCE FOR

Phases 1-3

- o It is very important to check State and local health department notices daily about spread of COVID-19 in the area and adjust operations accordingly.
- o Where a community is deemed a significant mitigation community, child care programs should close, except for those caring for the children of essential workers, such as the children of health care workers.
- o In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, programs may consider closing for a few days for cleaning and disinfection.

INTERIM GUIDANCE FOR SCHOOLS AND DAY CAMPS

As communities consider reopening centers for learning, such as K-12 schools and summer day camps, CDC offers the following recommendations to keep communities safe while resuming peer-to-peer learning and providing crucial support for parents and guardians returning to work. These recommendations depend on community monitoring to prevent COVID-19 from spreading. Communities with low levels of COVID-19 spread and those with confidence that the incidence of infection is genuinely low (e.g. communities that remain in low transmission or that have entered Phase two or three) may put in place the practices described below as part of a phased reopening. All decisions about following these recommendations should be made in collaboration with local health officials and other State and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems, among other relevant factors.

(Re) Opening

o In all Phases:

- o Establish and continue communication with local and State authorities to determine current mitigation levels in your community.
- o Protect and support staff and students who are at [higher risk for severe illness](#), such as providing options for telework and virtual learning.
- o Follow CDC's Guidance for [Schools and Childcare Programs](#).
- o Provide teachers and staff from higher transmission areas (earlier Phase areas) telework and other options as feasible to eliminate travel to schools and camps in lower transmission (later Phase) areas and vice versa.
- o Ensure external community organizations that use the facilities also follow this guidance.
- o **Phase 1:** Schools that are currently closed, remain closed. E-learning or distance learning opportunities should be provided for all students. Ensure provision of student services such as school meal programs. Camps restrict to children of essential workers and for children who live in the local geographic area only.
- o **Phase 2:** Remain open with **enhanced** social distancing measures and for children who live in the local geographic area only.
- o **Phase 3:** Remain open with distancing measures. Restrict attendance to those from limited transmission areas (other Phase 3 areas) only.

Safety Actions

Promote [healthy hygiene practices](#) (Phases 1-3)

- o Teach and reinforce [washing hands](#) and covering coughs and sneezes among children and staff.
- o Teach and reinforce use of [cloth face coverings](#) among all staff. Face coverings are [most](#) essential in times when physical distancing is not possible. Staff should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently. Information should be provided to all staff on [proper use, removal, and washing of cloth face coverings](#).
- o Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans.
- o Post signs on how to [stop the spread](#) of COVID-19, [properly wash hands](#), [promote everyday protective measures](#), and [properly wear a face covering](#).

Intensify cleaning, disinfection, and ventilation (Phases 1-3)

- o [Clean and disinfect](#) frequently touched surfaces within the school and on school buses at least daily (for example, playground equipment, door handles, sink handles, drinking fountains) and shared objects (for example, toys, games, art supplies) between uses.
- o To clean and disinfect school buses see guidance for bus transit operators.
- o Ensure [safe and correct application](#) of disinfectants and keep products away from children.
- o Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) risk to children using the facility.
- o [Take steps](#) to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

Ensure social distancing

- o **Phase 1 and 2**
 - o Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
 - o Restrict mixing between groups
 - o Cancel all field trips, inter-group events, and extracurricular activities (Phase 1)
 - o Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas (Phase 2; Note: restricting attendance from those in Phase 1 areas).
 - o Restrict nonessential visitors, volunteers, and activities involving other groups at the same time
 - o Space seating/desks to at least six feet apart.

- o Close communal use spaces such as dining halls and playgrounds if possible; otherwise stagger use and [disinfect](#) in between use.
- o If a cafeteria or group dining room is typically used, serve meals in classrooms instead. Serve individually plated meals and hold activities in separate classrooms. Stagger arrival and drop-off times or locations, or put in place other protocols to limit direct contact with parents as much as possible.
- o Create social distance between children on school buses where possible.

o Phase 3

- o Consider keeping classes together to include the same group of children each day, and consider keeping the same child care providers with the same group each day.
- o Allow minimal mixing between groups. Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas (Phase 1 or 2 areas).
- o Continue to space out seating and bedding (head-to-toe positioning) to six feet apart, if possible.
- o Consider keeping communal use spaces closed, such as game rooms or dining halls, if possible; if this is not possible, stagger use and disinfect in between uses.
- o Consider continuing to plate each child's meal, to limit the use of shared serving utensils.
- o Consider limiting nonessential visitors, volunteers, and activities involving other groups. Restrict attendance of those from higher transmission areas (Phase 1 or 2 areas).
- o Consider staggering arrival and drop-off times or locations, or put in place other protocols to limit direct contact with parents as much as possible. Continue to stagger arrival and drop-off times and plan to continue limiting direct contact with parents as much as possible.

Limit sharing (Phases 1-3)

- o Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- o Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single camper) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- o If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.
- o Avoid sharing electronic devices, toys, books, and other games or learning aids.

Train all staff (Phases 1-3)

- o Train all teachers and staff in the above safety actions. Consider conducting the training virtually, or, if in-person, ensure that [social distancing](#) is maintained.

Monitoring and Preparing

Check for signs and symptoms (Phases 1-3)

- o Implement screenings safely, respectfully, as well as in accordance with any applicable privacy laws or regulations. Confidentiality should be maintained.
- o School and camp administrators may use examples of screening methods in CDC's supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide for screening children and [CDC's General Business FAQs](#) for screening staff.
- o Encourage staff to stay home if they are sick and encourage parents to keep sick children home.
- o Encourage staff or children who are sick to stay at home.

Plan for when a staff member, child, or visitor becomes sick (Phases 1-3)

- o Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms. School nurses and other healthcare providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
- o Establish procedures for safely transporting anyone sick home or to a healthcare facility.
- o Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#).
- o Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours is, wait as long as possible. Ensure [safe and correct application](#) of disinfectants and keep disinfectant products away from children.
- o Advise sick staff members not to return until they have met CDC [criteria to discontinue home isolation](#).
- o Inform those who have had [close contact](#) to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow [CDC guidance](#) if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for [home isolation](#).

Maintain healthy operations (Phases 1-3)

- o Implement flexible sick leave policies and practices, if feasible.
- o Monitor ~~staff absenteeism~~ and have a roster of trained back-up staff.
- o Monitor health clinic traffic. School nurses and other healthcare providers play an important role in monitoring health clinic traffic and the types of illnesses and symptoms among students.
- o Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- o Create a communication systems for staff and families for self-reporting of [symptoms and notification of exposures and closures](#).

INTERIM GUIDANCE FOR

Closing

Phases 1-3

- o Check [State](#) and [local](#) health department notices daily about transmission in the area and adjust operations accordingly
- o In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, programs may consider closing for a short time (1-2 days) for cleaning and disinfection.

INTERIM GUIDANCE FOR COMMUNITIES OF FAITH

CDC offers the following recommendations to help communities of faith continue to practice their beliefs while keeping their staff and congregations safe. This guidance is not intended to infringe on First Amendment rights as provided in the U.S. Constitution. As all Americans are now aware, gatherings present a special risk for increasing spread of COVID-19 during this Public Health Emergency. The federal government may not prescribe standards for interactions of faith communities in houses of worship and, in accordance with the Religious Freedom Restoration Act (RFRA), no faith community should be asked to adopt any mitigation strategies that are more stringent than those asked of similarly situated entities or activities. CDC offers these suggestions that faith communities may consider and accept or reject, consistent with their own faith traditions, in the course of preparing their own plans to prevent the spread of COVID-19. In communities deemed by CDC's guidance to be significant mitigation areas, the risk to the larger community of continuing or resuming in-person gatherings should be taken into account and virtual options strongly considered. All decisions about following CDC's recommendations should be made in collaboration with local health officials and other State and local authorities who can help assess the current level of mitigation needed based levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems. CDC offers the following suggestions for consideration to the extent consistent with each community's faith tradition:

(Re) Opening

o In all Phases:

- o Establish and continue communication with local and State authorities to determine current mitigation levels in your community.
- o Protect staff and congregants who are at [higher risk for severe illness](#) encouraging use of options to participate virtually, if possible.
- o Continue to provide congregants with spiritual and emotional care and counseling on a flexible or virtual basis, or refer them to other available resources.
- o Encourage other entities using the facilities to also follow this guidance.
- o If the facility offers child care or educational programming for children and youth, follow CDC guidance for such programs.
- o **Phase 1:** Limit gatherings to those that can be held virtually (by remote viewing) for [vulnerable populations](#) and consider video streaming or drive-in options for services. Limit the size of in person gatherings in accordance with the guidance and directives of state and local authorities, and maintain social distancing, consistent with the community's faith traditions.
- o **Phase 2:** Consider continuing to hold gatherings virtually (by remote viewing) for [vulnerable populations](#) and video streaming or drive-in options for services. Limit the size of in person gatherings in accordance with the guidance and directives of state and local authorities, and maintain social distancing.
- o **Phase 3:** Limit gatherings to those that can maintain social distancing and consider video streaming or drive-in options for [vulnerable populations](#).

Safety Actions

Promote [healthy hygiene practices](#) (Phases 1-3)

- o Encourage use of a [cloth face covering among adults](#) at all gatherings and when in the building. Not using a cloth face covering may also be appropriate at times for some individuals who have trouble breathing or need assistance to remove their mask.
- o Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans.
- o Consider posting signs on how to [stop the spread](#) of COVID-19 and [promote everyday protective measures](#), such as [washing hands](#) and covering coughs and sneezes and [properly wearing a face covering](#).

Intensify [cleaning, disinfection, and ventilation](#) (Phases 1-3)

- o [Clean and disinfect](#) frequently touched surfaces at least daily and shared objects between use.
- o Avoid use of items that are not easily cleaned, sanitized, or disinfected.
- o Ensure [safe and correct application of disinfectants](#) and [keep products away from children](#).
- o Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, etc. Do not open windows and doors if they pose a safety risk to children using the facility.
- o [Take steps](#) to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

Promote [social distancing](#) (Phases 1-3)

- o Limit the size of gatherings in accordance with the guidance and directives of state and local authorities and in accordance with RFRA.
- o Consider [continuing to offer video streaming or drive-in options](#) for services.
- o If appropriate and feasible, add additional services to weekly schedules to maintain social distancing at each service, ensuring that clergy, staff, and volunteers at the services ensure social distancing to lessen their risk.
- o Consider holding services and gatherings in a large, well-ventilated area or outdoors, as circumstances and faith traditions allow.
- o Space out seating for attendees who do not live in the same household to at least six feet apart when possible; consider limiting seating to alternate rows
- o Consider whether other gatherings may need to have attendance limited or be held virtually if social distancing is difficult, such as funerals, weddings, religious education classes, youth events, support groups, and any other programming.
- o Avoid or consider suspending use of a choir or musical ensemble during religious services or other programming, if appropriate within the faith tradition. Consider having a soloist or strictly limiting the number of choir members and keep at least six feet between individuals.
- o Consider having clergy hold virtual visits (by phone or online) instead of in homes or at the hospital except for certain compassionate care situations, such as end of life.

Limit community sharing of worship materials and other items (Phases 1-3)

- o Consistent with the community's faith tradition, consider temporarily [limiting the sharing of frequently touched objects](#), such as worship aids, prayer books, hymnals, religious texts and other bulletins, books or other items passed or shared among congregants, and encourage congregants to bring their own, if possible, photocopying, or projecting prayers, songs,

INTERIM GUIDANCE FOR COMMUNITIES OF FAITH

and texts using electronic means.

- o Consider modifying the methods used to receive financial contributions. For example, consider a stationary collection box, the mail, or electronic methods of collecting regular financial contributions instead of shared collection trays or baskets.
- o Consider temporarily limiting close physical contact among members of the faith community during religious rituals as well as mediated contact through frequently touched objects, consistent with the community's faith traditions and in consultation with local health officials as needed.
- o If food is offered at any event, have pre-packaged boxes or bags for each attendee whenever possible, instead of a buffet or family-style meal.
- o Avoid food offerings when it is being shared from common dishes.

Train all staff (Phases 1-3)

- o Train all clergy and staff in the above safety actions. Consider conducting the training virtually, or, if in-person, ensure that [social distancing](#) is maintained.

Monitoring and Preparing

Check for [signs and symptoms](#) (Phases 1-3)

- o Encourage staff or congregants who are sick to stay at home.

Plan for when a staff member or congregant becomes sick (Phases 1-3)

- o Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation, and ensure that children are not left without adult supervision
- o Establish procedures for safely transporting anyone who becomes sick at the facility to their home or a healthcare facility.
- o Notify local health officials if a person diagnosed with COVID-19 has been in the facility and communicate with staff and congregants about potential exposure while maintaining confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#) or other applicable laws in accordance with religious practices.
- o Inform those with exposure to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow [CDC guidance](#) if symptoms develop.
- o Close off areas used by the sick person and do not use the area until it after cleaning and disinfection; wait 24 hours to clean and disinfect to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, wait as long as possible before cleaning and disinfecting. Ensure [safe and correct application](#) of disinfectants and keep disinfectant products away from children.
- o Advise sick staff and congregants not to return to the facility until they have met CDC's [criteria to discontinue home isolation](#).

Maintain healthy operations (Phases 1-3)

- o Implement flexible sick leave and related flexible policies and practices for staff (e.g., allow work from home, if feasible).
- o Monitor absenteeism and create a roster of trained back-up staff. Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- o Communicate clearly with staff and congregants about actions being taken to protect their health.

Closing

Phases 1-3

- o Check [State](#) and [local](#) health department notices daily about transmission in the area and adjust operations accordingly
- o In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, it is strongly suggested to close, then properly clean and disinfect the area and the building where the individual was present.

INTERIM GUIDANCE FOR EMPLOYERS WITH VULNERABLE WORKERS

As workplaces consider re-opening it is particularly important to keep in mind that some workers are at [higher risk for severe illness](#) from COVID-19. These vulnerable workers include individuals over age 65 and those with underlying medical conditions. Such underlying conditions include, but are not limited to, chronic lung disease, moderate to severe asthma, hypertension, severe heart conditions, weakened immunity, severe obesity, diabetes, liver disease, and chronic kidney disease that requires dialysis. Vulnerable workers should be encouraged to self-identify, and employers should avoid making unnecessary medical inquiries. Employers should take particular care to reduce vulnerable workers' risk of exposure to COVID-19, while making sure to be compliant with relevant Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA) regulations. First and foremost, this means following [CDC's](#) and the [Occupational Safety and Health Administration \(OSHA\)](#) guidance for reducing workplace exposure for all employees. All decisions about following these recommendations should be made in collaboration with [local health officials](#) and other State and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems. In addition, the guidance offered below applies to workplaces generally; specific industries may require more stringent safety precautions. Finally, there may be essential workplaces in which the recommended mitigation strategies are not feasible.

(Re) Opening

- o **In all Phases:**
 - o Establish and continue communication with local and State authorities to determine current mitigation levels in your community.
 - o Protect employees at [higher risk](#) for severe illness by supporting and encouraging options to telework.
 - o Consider offering [vulnerable workers](#) duties that minimize their contact with customers and other employees (e.g., restocking shelves rather than working as a cashier), if agreed to by the worker.
 - o Ensure that any other entities sharing the same work space also follow this guidance.
 - o Provide employees from higher transmission areas (earlier Phase areas) telework and other options as feasible to eliminate travel to workplaces in lower transmission (later Phase) areas and vice versa.
- o **Phase 1:** Reopen only if business can ensure **strict** social distancing, proper cleaning and disinfecting requirements, and protection of their workers and customers; vulnerable workers are recommended to shelter in place.

- o **Phase 2:** Reopen only if business can ensure moderate social distancing, proper cleaning and disinfecting requirements, and protection of their workers and customers; vulnerable workers are recommended to shelter in place.
- o **Phase 3:** Reopen only if business can ensure limited social distancing, proper cleaning and disinfecting requirements, and protection of their workers and customers.

Safety Actions

Promote healthy hygiene practices (Phases 1-3)

- o Enforce hand washing, covering coughs and sneezes, and using cloth face coverings when around others where feasible; however, certain industries may require face shields.
- o Ensure that adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, tissues, and no-touch trash cans
- o Post signs on how to stop the spread of COVID-19 properly wash hands, promote everyday protective measures, and properly wear a face covering.

Intensify cleaning, disinfection, and ventilation (Phases 1-3)

- o Clean, sanitize, and disinfect frequently touched surfaces at least daily and shared objects between use.
- o Avoid use or sharing of items that are not easily cleaned, sanitized, or disinfected.
- o Ensure safe and correct application of disinfectants.
- o Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if doing so poses a safety risk to individuals and employees using the workspace.
- o Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Ensure social distancing (Phases 1-3)

- o Limit service to drive-throughs, curbside take out, or delivery options, if possible (Phase 1).
- o Consider installing physical barriers, such as sneeze guards and partitions, and changing workspace layouts to ensure all individuals remain at least six feet apart.
- o Close communal spaces, such as break rooms, if possible (Phase 1) or stagger use and clean and disinfect in between uses (Phases 2 & 3).
- o Encourage telework for as many employees as possible.
- o Consider rotating or staggering shifts to limit the number of employees in the workplace at the same time
- o Replace in-person meetings with video- or tele-conference calls whenever possible.

Cancel all group events, gatherings, or meetings of more than 10 people (Phase 1), of more than 50 people (Phase 2), and any events where social distancing of at least 6 feet cannot be maintained between participants (all Phases)

INTERIM GUIDANCE FOR EMPLOYERS WITH VULNERABLE WORKERS

- o Restrict (Phase 1) or consider limiting (Phase 2) any nonessential visitors, volunteers, and activities involving external groups or organizations.
- o Limit any sharing of foods, tools, equipment, or supplies.

Limit travel and modify commuting practices (Phases 1-3)

- o Cancel all non-essential travel (Phase 1) and consider resuming non-essential travel in accordance with state and local regulations and guidance (Phases 2 & 3)
- o Ask employees who use public transportation to consider using teleworking to promote social distancing
- o Train all managers and staff in the above safety actions. Consider conducting the training virtually, or if in-person, ensure that [social distancing](#) is maintained.

Monitoring and Preparing

Checking for [signs and symptoms](#) (Phases 1-3)

- o Consider conducting routine, daily health checks (e.g., [temperature and symptom screening](#)) of all employees.
- o If implementing health checks, conduct them safely and respectfully, and in accordance with any applicable privacy laws and regulations. Confidentiality should be respected. Employers may use examples of screening methods in [CDC's General Business FAQs](#) as a guide.
- o Encourage employees who are sick to stay at home.

Plan for when an employee becomes sick (Phases 1-3)

- o Employees with symptoms (fever, cough, or shortness of breath) at work should immediately be separated and sent home.
- o Establish procedures for safely transporting anyone sick to their home or to a healthcare facility.
- o Notify local health officials, staff, and customers (if possible) immediately of a possible case while maintaining confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#); other information on civil rights protections for workers related to COVID-19 is available [here](#).
- o Close off areas used by the sick person until after cleaning and disinfection. Wait 24 hours to [clean and disinfect](#). If it is not possible to wait 24 hours, wait as long as possible before cleaning and disinfecting. Ensure [safe and correct application of disinfectants](#) and keep disinfectant products away from children.
- o Inform those who have had [close contact](#) to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow [CDC guidance](#) if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for [home isolation](#).

Maintain healthy operations (Phases 1-3)

- o Implement flexible sick leave and other flexible policies and practices, such as telework, if feasible.
- o Monitor absenteeism of employees and create a roster of trained back-up staff.
- o Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- o Create and test communication systems for employees for self-reporting and notification of exposures and closures.

Closing

Phases 1-3

- o Check [State](#) and [local](#) health department notices daily about transmission in the area and adjust operations accordingly
- o Be prepared to close for a few days if there is a case of COVID-19 in the workplace or for longer if cases increase in the local area.

INTERIM GUIDANCE FOR RESTAURANTS AND BARS

This guidance provides considerations for businesses in the food service industry (e.g., restaurants and bars) on ways to maintain healthy business operations and a safe and healthy work environment for employees, while reducing the risk of COVID-19 spread for both employees and customers. Employers should follow applicable [Occupational Safety and Health Administration \(OSHA\)](#) and [CDC](#) guidance for businesses to plan and respond to COVID-19. All decisions about implementing these recommendations should be made in collaboration with local health officials and other State and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems.

(Re) Opening

o In all Phases:

- o Establish and continue communication with local and State authorities to determine current mitigation levels in your community.
- o Consider assigning [vulnerable workers](#) duties that minimize their contact with customers and other employees (e.g., managing inventory rather than working as a cashier, managing administrative needs through telework).
- o Provide employees from higher transmission areas (earlier Phase areas) telework and other options as feasible to eliminate travel to workplaces in lower transmission (later Phase) areas and vice versa.

o **Phase 1:** Bars remain closed and restaurant service should remain limited to drive-through, curbside take out, or delivery with strict social distancing.

o **Phase 2:** Bars may open with limited capacity; restaurants may open dining rooms with limited seating capacity that allows for social distancing.

o **Phase 3:** Bars may open with increased standing room occupancy that allows for social distancing; restaurants may operate while maintaining social distancing.

Safety Actions

Promote [healthy hygiene practices](#) (Phases 1-3)

- o Enforce [hand washing](#), covering coughs and sneezes, and use of a [cloth face coverings](#) by employees when near other employees and customers.
- o Ensure adequate supplies to support healthy hygiene practices for both employees and customers including soap, hand sanitizer with at least 60 percent alcohol (perhaps on every table, if supplies allow), and tissues. Post signs on how to [stop the spread](#) of COVID-19 [properly wash hands](#), [promote everyday protective measures](#), and [properly wear a face covering](#).

Intensify cleaning, disinfection, and ventilation (Phases 1-3)

- o [Clean and disinfect](#) frequently touched surfaces (for example, door handles, work stations, cash registers) at least daily and shared objects (for example, payment terminals, tables, countertops/bars, receipt trays, condiment holders) between use. 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.
- o Make available individual disinfectant wipes in bathrooms, and post reminders not to flush these wipes but to dispose of them in the trash.
- o Wash, rinse, and sanitize food contact surfaces, food preparation surfaces, and beverage equipment after use.
- o Avoid using or sharing items such as menus, condiments, and any other food. Instead, use disposable or digital menus, single serving condiments, and no-touch trash cans and doors.
- o Use touchless payment options as much as possible, when available. Ask customers and employees to exchange cash or card payments by placing on a receipt tray or on the counter rather than by hand. Wipe any pens, counters, or hard surfaces between use or customer.
- o Use [disposable food service items](#) (utensils, dishes). If disposable items are not feasible, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Employees should [wash their hands](#) after removing their gloves or after directly handling used food service items
- o Use gloves when removing garbage bags or handling and disposing of trash and [wash hands afterwards](#)
- o Avoid using food and beverage implements brought in by customers.
- o Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, other methods. Do not open windows and doors if doing so poses a safety risk to employees, children, or customers.
- o [Take steps](#) to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

Ensure social distancing

Phase 1

- o Limit service to drive-through, delivery, or curbside pick-up options only.
- o Provide physical guides, such as tape on floors or sidewalks to ensure that customers remain at least six feet apart in lines or ask customers to wait in their cars or away from the establishment while waiting to pick up food. Post signs to inform customers of food pickup protocols.
- o Consider installing physical barriers, such as sneeze guards and partitions at cash registers, or other food pickup areas where maintaining physical distance of six feet is difficult.
- o Restrict the number of employees in shared spaces, including kitchens, break rooms, and offices to maintain at least a six-foot distance between people.
- o Rotate or stagger shifts to limit the number of employees in the workplace at the same time.

Phase 2

- o Provide drive-through, delivery, or curbside pick-up options and prioritize outdoor seating as much as possible.
- o Reduce occupancy and limit the size of parties dining in together to sizes that ensure that all customer parties remain at least six feet apart (e.g., all tables and bar stools six feet apart, marking tables/stools that are not for use) in order to protect staff and other guests.
- o Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in lines or waiting for seating.
- o Ask customers to wait in their cars or away from the establishment while waiting to be seated. If possible, use phone app technology to alert patrons when their table is ready to avoid touching and use of "buzzers."
- o Consider options for dine-in customers to order ahead of time to limit the amount of time spent in the establishment
- o Avoid offering any self-serve food or drink options, such as buffets, salad bars, and drink stations.
- o Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.
- o Limit the number of employees in shared spaces, including kitchens, break rooms, and offices to maintain at least a six-foot distance between people.

Phase 3

- o Provide drive-through, delivery, or curbside pick-up options and prioritize outdoor seating as much as possible.
- o Consider reducing occupancy and limiting the size of parties dining in together to sizes that ensure that all customer parties remain at least six feet apart (e.g., all tables and bar stools six feet apart, marking tables/stools that are not for use) in order to protect staff and other guests.
- o Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in lines or waiting for seating.

- o If possible, use phone app technology to alert patrons when their table is ready to avoid touching and use of “buzzers.”
- o Consider options for dine-in customers to order ahead of time to limit the amount of time spent in the establishment.
- o Avoid offering any self-serve food or drink options, such as buffets, salad bars, and drink stations.
- o Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.

Train all staff (Phases 1-3)

- o Train all employees in the above safety actions while maintaining [social distancing and use of face coverings](#) during training.

Monitoring and Preparing

Checking for [signs and symptoms](#) (Phases 1-3)

- o Consider conducting daily health checks (e.g., [temperature and symptom screening](#)) of employees.
- o If implementing health checks, conduct them safely and respectfully, and in accordance with any applicable privacy laws and regulations. Confidentiality should be respected. Employers may use examples of screening methods in [CDC’s General Business FAQs](#) as a guide.
- o Encourage staff who are sick to stay at home.

Plan for when an employee becomes sick (Phases 1-3)

- o Employees with [symptoms](#) of COVID-19 (fever, cough, or shortness of breath) at work should immediately be sent to their home.
- o Inform those who have had [close contact](#) to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow [CDC guidance](#) if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for [home isolation](#).
- o Establish procedures for safely transporting anyone sick to their home or to a healthcare facility.
- o Notify local health officials, staff, and customers (if possible) immediately of any possible case of COVID-19 while maintaining confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#) or other applicable laws.
- o Close off areas used by a sick person and do not re-enter them until after cleaning and disinfection. Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible. Ensure [safe and correct application of](#) disinfectants and keep disinfectant products away from children.
- o Advise sick staff members not to return until they have met [CDC’s criteria to discontinue home isolation](#).

Closing

Phases 1-3

- o Check [State](#) and [local](#) health department notices about transmission in the area daily and adjust operations accordingly
- o *Be prepared to close for a few days if there is a case of COVID-19 in the establishment and for longer if cases increase in the local area.*

INTERIM GUIDANCE FOR MASS TRANSIT ADMINISTRATORS

Mass transit is critical for many Americans to commute to and from work and to access essential goods and services. This guidance provides considerations for mass transit administrators to maintain healthy business operations and a safe and healthy work environment for employees, while reducing the risk of COVID-19 spread for both employees and passengers. Administrators should follow applicable guidance from the [CDC](#) and [Occupational Safety and Health Administration \(OSHA\)](#) for reducing workplace exposure. All decisions about following these recommendations should be made in collaboration with local health officials and other State and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems.

Resuming Full Service

o In all Phases:

- o Restrict routes between areas experiencing different levels of transmission (between areas in different Phases), to the extent possible.
- o Provide employees from higher transmission areas (earlier Phase areas) telework and other options as feasible to eliminate travel to workplaces in lower transmission (later Phase) areas and vice versa.
- o Establish and continue communication with State and local health officials to determine current mitigation levels in the communities served. Decisions about how and when to resume full service should be based on these levels.
- o Follow CDC's guidance on what [bus transit operators](#), [rail transit operators](#), [transit maintenance workers](#), and [transit station workers](#) need to know about COVID-19.
- o Consider assigning [vulnerable workers](#) duties that minimize their contact with passengers and other employees
- o Conduct [worksite hazard assessments](#) to identify COVID-19 prevention strategies, such as appropriate use of cloth face coverings or personal protective equipment (PPE), and follow the prevention strategies.
- o **Phase 1:** Restrict ridership to [essential critical infrastructure workers](#) in areas needing significant mitigation and maintain **strict** social distancing as much as possible.
- o **Phase 2:** Maintain social distancing between transit riders and employees as much as possible.
- o **Phase 3:** Encourage social distancing as much as possible.

Safety Actions

Promote [healthy hygiene practices](#) (Phases 1-3)

- o Enforce [everyday preventive actions](#) such as [hand washing](#), covering coughs and sneezes, and use of a [cloth face covering](#) by employees when around others, as safety permits. Provide employees with appropriate equipment as necessary and as available. Communicate with the public about the importance of hygiene, covering coughs and sneezes, and using cloth face coverings while using mass transportations, including posting signs in transit stations and vehicles on how to [stop the spread](#) of COVID-19, [properly wash hands](#), [promote everyday protective measures](#), and [properly wear a face covering](#).
- o Ensure adequate supplies to support [healthy hygiene behaviors for](#) transit operators, employees, and passengers in stations, including soap, hand sanitizer with at least 60 percent alcohol, tissues, and no-touch trash cans.

Intensify [cleaning, disinfection, and ventilation](#) (Phases 1-3)

- o [Clean, sanitize, and disinfect](#) frequently touched surfaces (for example, kiosks, digital interfaces such as touchscreens and fingerprint scanners, ticket machines, turnstiles, handrails, restroom surfaces, elevator buttons) at least daily.
- o [Clean, sanitize, and disinfect](#) the operator area between operator shifts.
- o Use touchless payment and no-touch trash cans and doors as much as possible, when available. Ask customers and employees to exchange cash or credit cards by placing in a receipt tray or on the counter rather than by hand and wipe any pens, counters, or hard surfaces between each use or customer.
- o Avoid using or sharing items that are not easily cleaned, sanitized, or disinfected, such as disposable transit maps.
- o Ensure safe and correct application of disinfectants.
- o Use gloves when removing garbage bags or handling and disposing of trash and [wash hands afterwards](#).
- o Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety risk to passengers or employees, or other vulnerable individuals.
- o [Take steps](#) to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

Ensure social distancing

Phase 1 and Phase 2

- o Institute measures to physically separate or create distance of at least six feet between all occupants to the extent possible. This may include:
 - o Asking bus passengers to enter and exit the bus through rear doors, while allowing exceptions for persons with disabilities.
 - o Closing every other row of seats.
 - o Reducing maximum occupancy of buses and individual subway and train cars and increasing service on crowded routes as appropriate.

INTERIM GUIDANCE FOR MASS TRANSIT ADMINISTRATORS

- o Provide physical guides to ensure that customers remain at least six feet apart while on vehicles and at transit stations and stops. For example, floor decals, colored tape, or signs to indicate where passengers should not sit or stand can be used to guide passengers.
- o Install physical barriers, such as sneeze guards and partitions at staffed kiosks and on transit vehicles to the extent practicable.
- o Close communal spaces, such as break rooms, if possible; otherwise, stagger use and clean and disinfect in between uses.

Phase 3

- o Consider or continue instituting measures to physically separate or create distance between occupants.
- o Provide physical guides to help customers maintain physical distance while on vehicles and at transit stations and stops. For example, floor decals, colored tape, or signs to indicate where passengers should not sit or stand can be used to guide passengers.
- o Install or maintain physical barriers, such as sneeze guards and partitions at staffed kiosks and on transit vehicles to the extent practicable.

Train employees (Phases 1-3)

- o Train all employees in the above safety actions while maintaining [social distancing](#) during training.

Monitoring and Preparing

Checking for [close and symptomatic](#) (Phases 1-3)

- o Consider conducting daily health checks (e.g., temperature screening) of all employees.
- o If implementing health checks, conduct them safely and respectfully, and in accordance with any applicable privacy laws and regulations. Confidentiality should be respected. Employers may use examples of screening methods in [CDC's General Business FAQs](#) as a guide.
- o Encourage staff who are sick to stay at home.

Plan for when an employee becomes sick (Phases 1-3)

- o Employees with [symptoms](#) of COVID-19 (fever, cough, or shortness of breath) at work should immediately be sent home.
- o Inform those who have had [close contact](#) to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow [CDC guidance](#) if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for [home isolation](#).
- o Establish procedures for safely transporting anyone sick to their home or to a healthcare facility.
- o Notify local health officials, staff, and customers (if possible) immediately of any possible case of COVID-19 while maintaining confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#).

- o Close off areas used by a sick person and do not use until after cleaning and disinfection. Wait 24 hours before [cleaning and disinfecting](#). If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct application](#) of disinfectants and keep disinfectant products away from children. Affected vehicles can be used immediately after cleaning and disinfection.
- o Advise sick staff members not to return until they have met CDC's [criteria to discontinue home isolation](#).
- o Implement [safety practices](#) for critical infrastructure workers who may have had exposure to a person with suspected or confirmed COVID-19.

Maintain healthy operations (Phases 1-3)

- o Implement flexible sick leave and other flexible policies and practices, if feasible.
- o Monitor absenteeism of employees and create a roster of trained back-up staff.
- o Designate a staff person to be responsible for responding to COVID-19 concerns. Employees and customers should know who this person is and how to contact them.
- o Create and test communication systems for employees and customers for self-reporting of [symptoms and notification of exposures and closures](#).

Reducing Service

Phases 1-3

- o Check [State](#) and [local](#) health department notices about transmission in the area daily and adjust operations accordingly.
- o Be prepared to reduce services if the community mitigation level increases in the local area.
- o Continue communication with staff and the public about decision making.

Appendix 6 – Community Leader's Guide - Toolkit

This is the initial concept slide for a community leader's guide toolkit to be jointly developed by CDC and FEMA.



OPENING UP AMERICA AGAIN

Community Leader's Guide
Developed by CDC and FEMA

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Community Assessment	
Post-COVID Requirements to Reopen	
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The Community Leader's Guide is a companion to CDC implementation guidance.

It provides tools and resources to assist decision makers operationalize the [Guidelines for Opening Up America Again](#) framework and monitor local conditions (transmission, public health, and healthcare system capacity) and adjust community mitigation strategies accordingly.

The step-by-step guide will help a community assess conditions and benchmark itself against gating criteria as well as plan and implement a phased reopening. These practical tools will help communities track progress and respond to health and economic indices of success.

State, local, tribal and territorial officials are best positioned to know the circumstances in their communities and what is needed. The Community Leader's Guide will support officials make informed decisions to protect public health and reenergize the local economy.

Interim Guidance for Child Care Programs

The reopening of child care programs is crucial to helping parents and guardians return to work. Many States have closed schools for the academic year and, with summer quickly approaching, an increasing number of working parents may need to rely on these programs. CDC's [Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#) and supplemental [Guidance for Child Care Programs that Remain Open](#) provide recommendations for operating child care programs in low, moderate, and significant mitigation communities. In communities that are deemed significant mitigation areas by State and local authorities, child care programs should be closed. However, child care programs can choose to remain open to serve children of [essential workers](#), such as healthcare workers. All decisions about following these recommendations should be made locally, in collaboration with local health officials who can help determine levels of COVID-19 community transmission and the capacities of the local public health system and healthcare systems.

(Re) Opening

- **In all Phases:**
 - Establish and continue communication with local and State authorities to determine current mitigation levels in your community.
 - [Protect](#) and support staff, children, and their family members who are at [higher risk](#) for severe illness.
 - Provide staff from higher transmission areas (earlier Phase areas) telework and other options as feasible to eliminate travel to childcare programs in lower transmission (later Phase) areas and vice versa.
 - Follow CDC's supplemental [Guidance for Child Care Programs that Remain Open](#).
 - Ensure that any other community groups or organizations that use the child care facilities also follow this guidance: [Guidance for Child Care Programs that Remain Open](#).
- **Phase 1:** Restrict to children of [essential workers](#) in areas needing **significant mitigation**.
- **Phase 2:** Expand to all children with **enhanced** social distancing measures.
- **Phase 3:** Remain open for all children with social distancing measures.

Safety Actions

Promote [healthy hygiene practices](#) (Phases 1-3)

- Teach and reinforce [washing hands](#) and covering coughs and sneezes among children and staff.
- Teach and reinforce use of [cloth face coverings](#) among all staff. Face coverings are most essential at times when social distancing is not possible. Staff should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently. Information should be provided to all staff on [proper use, removal, and washing of cloth face coverings](#).
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), and tissues.
- Post signs on how to [stop the spread](#) of COVID-19, [properly wash hands](#), [promote everyday protective measures](#), and [properly wear a face covering](#).

Intensify cleaning, disinfection, and ventilation (Phases 1-3)

- [Clean, sanitize, and disinfect](#) frequently touched surfaces (for example, playground equipment, door handles, sink handles, drinking fountains) multiple times per day. and shared objects between use.
- Avoid use of items (for example, soft or plush toys) that are not easily cleaned, sanitized, or disinfected.
- Ensure [safe and correct application](#) of disinfectants and keep products away from children.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Do not open windows and doors if doing so poses a safety or health risk (for example, allowing pollens in or exacerbating asthma symptoms) to children using the facility.
- [Take steps](#) to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

Ensure social distancing

- **Phase 1 and 2**
 - Ensure that classes include the same group of children each day, and that the same child care providers remain with the same group each day.
 - Restrict mixing between groups

- Cancel all field trips, inter-group events, and extracurricular activities (Phase 1)
- Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas (Phase 2; Note: restricting attendance from those in Phase 1 areas).
- Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
- Space out seating and bedding (head-to-toe positioning) to six feet apart if possible.
- Close communal use spaces, such as game rooms or dining halls, if possible; if this is not possible, stagger use and disinfect in between uses.
- If a cafeteria or group dining room is typically used, serve meals in classrooms instead. Put each child's meal on a plate, to limit the use of shared serving utensils.
- Stagger arrival and drop-off times or put in place other protocols to limit direct contact with parents as much as possible.
- **Phase 3**
 - Consider keeping classes together to include the same group of children each day, and consider keeping the same child care providers with the same group each day.
 - Allow minimal mixing between groups. Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas (Phase 1 or 2 areas).
 - Continue to space out seating and bedding (head-to-toe positioning) to six feet apart, if possible.
 - Consider keeping communal use spaces closed, such as game rooms, playgrounds, or dining halls, if possible; if this is not possible, stagger use and disinfect in between uses.
 - Consider continuing to plate each child's meal, to limit the use of shared serving utensils.
 - Consider limiting nonessential visitors, volunteers, and activities involving other groups. Restrict attendance of those from higher transmission areas (Phase 1 or 2 areas).
 - Consider staggering arrival and drop-off times or put in place other protocols to limit direct contact with parents as much as possible.

Limit sharing (Phases 1-3)

- Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas or taken home each day and cleaned.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single camper) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.
- Avoid sharing electronic devices, toys, books, other games, and learning aids.
- Prevent risk of transmitting COVID-19 by avoiding immediate contact (such as shaking or holding hands, hugging, or kissing), as well as by mediated contact.

Train all staff (Phases 1-3)

- Train all staff in the above safety actions. Consider conducting the training virtually, or, if in-person, ensure social distancing is maintained.

Monitoring and Preparing

Check for signs and symptoms (Phases 1-3)

- Screen children upon arrival, if possible. Establish routine, daily health checks on arrival, such as temperature screening of both staff and children. Options for daily health check screenings for children are provided in CDC's supplemental [Guidance for Child Care Programs that Remain Open](#) and in CDC's [General Business FAQs](#) for screening staff.
- Implement health checks (e.g. [temperature checks and symptom screening](#)) screenings safely, and respectfully, and with measures in place to ensure confidentiality as well as in accordance with any applicable privacy laws or regulations. Confidentiality should be maintained.
- Employers and child care directors may use examples of screening methods in CDC's supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide.
- Encourage staff to stay home if they are sick and encourage parents to keep sick children home.

Plan for when a staff member, child, or visitor becomes sick (Phases 1-3)

- Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation, and ensure that children are not left without adult supervision.
- Establish procedures for safely transporting anyone sick home or to a healthcare facility, as appropriate.
- Notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- Close off areas used by any sick person and do not use them until they have been cleaned. Wait 24 hours before you [clean or disinfect to reduce risk to individuals cleaning](#). If it is not possible to wait 24 hours, wait as long as possible. Ensure [safe and correct application](#) of disinfectants and keep disinfectant products away from children
- Advise sick staff members not to return until they have met CDC [criteria to discontinue home isolation](#).
- Inform anyone exposed to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow [CDC guidance](#) if symptoms develop.

Maintain healthy operations (Phases 1-3)

- Implement flexible sick leave policies and practices, if feasible.
- Monitor absenteeism to identify any trends in employee or child absences due to illness. This might indicate spread of COVID-19 or other illness. Have a roster of trained back-up staff in order to maintain sufficient staffing levels.
- Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- Create a communication system for staff and families for self-reporting of [symptoms and notification of exposures and closures](#).

Closing

Phases 1-3

- It is very important to check State and local health department notices daily about spread of COVID-19 in the area and adjust operations accordingly.
- Where a community is deemed a significant mitigation community, child care programs should close, except for those caring for the children of essential workers, such as the children of health care workers.
- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, programs may consider closing for a few days for cleaning and disinfection.

Interim Guidance for Schools and Day Camps

As communities consider reopening centers for learning, such as K-12 schools and summer day camps, CDC offers the following recommendations to keep communities safe while resuming peer-to-peer learning and providing crucial support for parents and guardians returning to work. These recommendations depend on community monitoring to prevent COVID-19 from spreading. Communities with low levels of COVID-19 spread and those with confidence that the incidence of infection is genuinely low (e.g. communities that remain in low transmission or that have entered Phase two or three) may put in place the practices described below as part of a phased reopening. All decisions about following these recommendations should be made in collaboration with local health officials and other State and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems, among other relevant factors.

(Re) Opening

- **In all Phases:**
 - Establish and continue communication with local and State authorities to determine current mitigation levels in your community.
 - Protect and support staff and students who are at [higher risk for severe illness](#), such as providing options for telework and virtual learning.
 - Follow CDC's Guidance for [Schools and Childcare Programs](#).
 - Provide teachers and staff from higher transmission areas (earlier Phase areas) telework and other options as feasible to eliminate travel to schools and camps in lower transmission (later Phase) areas and vice versa.
 - Ensure external community organizations that use the facilities also follow this guidance.
- **Phase 1:** Schools that are currently closed, remain closed. E-learning or distance learning opportunities should be provided for all students. Ensure provision of student services such as school meal programs. Camps restrict to children of essential workers and for children who live in the local geographic area only.
- **Phase 2:** Remain open with **enhanced** social distancing measures and for children who live in the local geographic area only.
- **Phase 3:** Remain open with distancing measures. Restrict attendance to those from limited transmission areas (other Phase 3 areas) only.

Safety Actions

Promote [healthy hygiene practices](#) (Phases 1-3)

- Teach and reinforce [washing hands](#) and covering coughs and sneezes among children and staff.
- Teach and reinforce use of [cloth face coverings](#) among all staff. Face coverings are most essential in times when physical distancing is not possible. Staff should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently. Information should be provided to all staff on [proper use, removal, and washing of cloth face coverings](#).
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans.
- Post signs on how to [stop the spread](#) of COVID-19, [properly wash hands](#), [promote everyday protective measures](#), and [properly wear a face covering](#).

Intensify cleaning, disinfection, and ventilation (Phases 1-3)

- [Clean and disinfect](#) frequently touched surfaces within the school and on school buses at least daily (for example, playground equipment, door handles, sink handles, drinking fountains) and shared objects (for example, toys, games, art supplies) between uses.
- To clean and disinfect school buses see guidance for [bus transit operators](#).
- Ensure [safe and correct application](#) of disinfectants and keep products away from children.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) risk to children using the facility.
- [Take steps](#) to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

Ensure social distancing

- **Phase 1 and 2**
 - Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
 - Restrict mixing between groups
 - Cancel all field trips, inter-group events, and extracurricular activities (Phase 1)
 - Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas (Phase 2; Note: restricting attendance from those in Phase 1 areas).
 - Restrict nonessential visitors, volunteers, and activities involving other groups at the same time
 - Space seating/desks to at least six feet apart.
 - Close communal use spaces such as dining halls and playgrounds if possible; otherwise stagger use and disinfect in between use.
 - If a cafeteria or group dining room is typically used, serve meals in classrooms instead. Serve individually plated meals and hold activities in separate classrooms. Stagger arrival and drop-off times or locations, or put in place other protocols to limit direct contact with parents as much as possible.
 - Create social distance between children on school buses where possible.
- **Phase 3**
 - Consider keeping classes together to include the same group of children each day, and consider keeping the same child care providers with the same group each day.
 - Allow minimal mixing between groups. Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas (Phase 1 or 2 areas).
 - Continue to space out seating and bedding (head-to-toe positioning) to six feet apart, if possible.
 - Consider keeping communal use spaces closed, such as game rooms or dining halls, if possible; if this is not possible, stagger use and disinfect in between uses.
 - Consider continuing to plate each child's meal, to limit the use of shared serving utensils.
 - Consider limiting nonessential visitors, volunteers, and activities involving other groups. Restrict attendance of those from higher transmission areas (Phase 1 or 2 areas).
 - Consider staggering arrival and drop-off times or locations, or put in place other protocols to limit direct contact with parents as much as possible. Continue to stagger arrival and drop-off times and plan to continue limiting direct contact with parents as much as possible

Limit sharing (Phases 1-3)

- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single camper) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.

Train all staff (Phases 1-3)

- Train all teachers and staff in the above safety actions. Consider conducting the training virtually, or, if in-person, ensure that social distancing is maintained.

Monitoring and Preparing

Check for signs and symptoms (Phases 1-3)

- Implement screenings safely, respectfully, as well as in accordance with any applicable privacy laws or regulations. Confidentiality should be maintained.
- School and camp administrators may use examples of screening methods in CDC's supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide for screening children and CDC's [General Business FAQs](#) for screening staff.
- Encourage staff to stay home if they are sick and encourage parents to keep sick children home.
- Encourage staff or children who are sick to stay at home.

Plan for when a staff, child, or visitor becomes sick (Phases 1-3)

- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms. School nurses and other healthcare providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
- Establish procedures for safely transporting anyone sick home or to a healthcare facility.
- Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#).
- Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours is, wait as long as possible. Ensure [safe and correct application](#) of disinfectants and keep disinfectant products away from children.
- Advise sick staff members not to return until they have met CDC [criteria to discontinue home isolation](#).
- Inform those exposed to a person with COVID-19 to stay home and self-monitor for symptoms, and follow [CDC guidance](#) if symptoms develop. Provide options for virtual learning.

Maintain healthy operations (Phases 1-3)

- Implement flexible sick leave policies and practices, if feasible.
- Monitor absenteeism and have a roster of trained back-up staff.
- Monitor health clinic traffic. School nurses and other healthcare providers play an important role in monitoring health clinic traffic and the types of illnesses and symptoms among students.
- Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- Create a communication systems for staff and families for self-reporting of [symptoms and notification of exposures and closures](#).

Closing

Phases 1-3

- Check [State](#) and [local](#) health department notices daily about transmission in the area and adjust operations accordingly
- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, programs may consider closing for a short time (1-2 days) for cleaning and disinfection.

Interim Guidance for Communities of Faith

CDC offers the following recommendations to help communities of faith continue their mission while keeping their staff and congregations safe. This guidance is not intended to infringe on First Amendment rights as provided in the US Constitution. As all Americans are now aware, gatherings present a special risk for increasing spread of COVID-19 during this Public Health Emergency. The federal government may not prescribe standards for interactions of faith communities in houses of worship and no faith community should be asked to adopt any mitigation strategies that are more stringent than the mitigation strategies asked of similarly situated entities or activities in accordance with the Religious Freedom and Restoration Act (RFRA). CDC offers these suggestions that faith communities may consider and accept or reject, consistent with their own faith traditions, in the course of preparing their own plans to prevent the spread of COVID-19. In communities deemed by CDC's guidance to be significant mitigation areas, the risk to the larger community of continuing or resuming in-person gatherings should be taken into account and virtual options strongly considered. All decisions about following CDC's recommendations should be made in collaboration with [local health officials](#) and other State and local authorities who can help assess the current level of mitigation needed based levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems. CDC offers the following suggestions for consideration to the extent consistent with each community's faith tradition:

(Re) Opening

- **In all Phases:**
 - Establish and continue communication with local and State authorities to determine current mitigation levels in your community.
 - Protect staff and congregants who are at [higher risk for severe illness](#) encouraging use of options to participate virtually, if possible.
 - Continue to provide congregants with spiritual and emotional care and counseling on a flexible or virtual basis, or refer them to other available resources.
 - Encourage other entities using the facilities to also follow this guidance.
 - If the facility offers child care or educational programming for children and youth, follow CDC guidance for such programs.
- **Phase 1:** Limit gatherings to those that can be held virtually (by remote viewing) for [vulnerable populations](#) and consider video streaming or drive-in options for services. Limit the size of in person gatherings in accordance with the guidance and directives of state and local authorities, and maintain social distancing.
- **Phase 2:** Consider continuing to hold gatherings virtually (by remote viewing) for [vulnerable populations](#) and video streaming or drive-in options for services. Limit the size of in person gatherings in accordance with the guidance and directives of state and local authorities, and maintain social distancing.
- **Phase 3:** Limit gatherings to those that can maintain social distancing and consider video streaming or drive-in options for [vulnerable populations](#).

Safety Actions

Promote [healthy hygiene practices](#) (Phases 1-3)

- Encourage use of a [cloth face covering](#) at all gatherings and when in the building by everyone except children aged less than 2 years old. Not using a cloth face covering may also be appropriate at times for some individuals who have trouble breathing or need assistance to remove their mask.
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans.
- Consider posting signs on how to [stop the spread](#) of COVID-19 and [promote everyday protective measures](#), such as [washing hands](#) and covering coughs and sneezes and [properly wearing a face covering](#).

Intensify cleaning, disinfection, and ventilation (Phases 1-3)

- [Clean and disinfect](#) frequently touched surfaces at least daily and shared objects between use.
- Avoid use of items that are not easily cleaned, sanitized, or disinfected.
- Ensure [safe and correct application](#) of disinfectants and keep them away from children.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, etc. Do not open windows and doors if they pose a safety risk to children using the facility.

- [Take steps](#) to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

Promote social distancing (Phases 1-3)

- Limit the size of gatherings in accordance with the guidance and directives of state and local authorities and in accordance with RFRA.
- Consider video streaming or drive-in options for services.
- If appropriate and possible, add additional services to weekly schedules to maintain social distancing at each service, ensuring that clergy, staff, and volunteers at the services ensure social distancing to lessen their risk.
- Consider holding services and gatherings in a large, well-ventilated area or outdoors, as circumstances and faith traditions allow.
- Space out seating for attendees who do not live in the same household to at least six feet apart when possible; consider limiting seating to alternate rows.
- Consider whether other gatherings may need to have attendance limited or be held virtually if social distancing is difficult, such as funerals, weddings, religious education classes, youth events, support groups and any other programming.
- Avoid or consider suspending use of a choir or musical ensemble during religious services or other programming, if appropriate within the faith tradition. Consider having a soloist or strictly limiting the number of choir members and keep at least six feet between individuals.
- Consider having clergy hold virtual visits (by phone or online) instead of in homes or at the hospital except for certain compassionate care situations, such as end of life.

Limit community sharing of worship materials and other items (Phases 1-3)

- Consider temporarily [limiting the sharing of frequently touched objects](#), such as worship aids, prayer books, hymnals, religious texts and other bulletins, books or other items passed or shared among congregants, and encourage congregants to bring their own, if possible, photocopying, or projecting prayers, songs, and texts using electronic means.
- Modify the methods used to receive financial contributions. Consider a stationary collection box, the mail, or electronic methods of collecting regular financial contributions instead of shared collection trays or baskets.
- Consider mitigating the risk of transmitting COVID-19 posed by close physical contact among members of the faith community during religious rituals as well as mediated contact through frequently touched objects, consistent with the community's faith traditions and in consultation with local health officials as needed.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee whenever possible, instead of a buffet or family-style meal.
- Avoid food offerings when it is being shared from common dishes.

Train all staff (Phases 1-3)

- Train all clergy and staff in the above safety actions. Consider conducting the training virtually, or, if in-person, ensure that [social distancing](#) is maintained.

Monitoring and Preparing

Check for [signs and symptoms](#) (Phases 1-3)

- Encourage staff or congregants who are sick to stay at home.

Plan for when a staff member or congregant becomes sick (Phases 1-3)

- Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation, and ensure that children are not left without adult supervision.
- Establish procedures for safely transporting anyone who becomes sick at the facility to their home or a healthcare facility.
- Notify local health officials if a person diagnosed with COVID-19 has been in the facility and communicate with staff and congregants about potential exposure while maintaining confidentiality as required by the [Americans with Disabilities Act \(ADA\) or other applicable laws in accordance with religious practices](#).
- Inform those with exposure to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow [CDC guidance](#) if symptoms develop.

- Close off areas used by the sick person and do not use the area until it after cleaning and disinfection; wait 24 hours to clean and disinfect to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, wait as long as possible before cleaning and disinfecting. Ensure [safe and correct application](#) of disinfectants and keep disinfectant products away from children.
- Advise sick staff and congregants not to return to the facility until they have met CDC's [criteria to discontinue home isolation](#).

Maintain healthy operations (Phases 1-3)

- Implement flexible sick leave and related flexible policies and practices for staff (e.g., allow work from home, if feasible).
- Monitor absenteeism and create a roster of trained back-up staff. Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- Communicate clearly with staff and congregants about actions being taken to protect their health.

Closing

Phases 1-3

- Check [state](#) and [local](#) health department notices daily about transmission in the community and adjust operations accordingly.
- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, it is strongly suggested to close, then properly clean and disinfect the area and the building where the individual was present.

Interim Guidance for Employers with Vulnerable Workers

As workplaces consider re-opening it is particularly important to keep in mind that some workers are at [higher risk for severe illness from COVID-19](#). These vulnerable workers include individuals over age 65 and those with underlying medical conditions. Such underlying conditions include, but are not limited to, chronic lung disease, moderate to severe asthma, hypertension, severe heart conditions, weakened immunity, severe obesity, diabetes, liver disease, and chronic kidney disease that requires dialysis. Vulnerable workers should be encouraged to self-identify, and employers should avoid making unnecessary medical inquiries. Employers should take particular care to reduce vulnerable workers' risk of exposure to COVID-19, while making sure to be compliant with relevant ADA and ADEA regulations. First and foremost this means following [CDC's](#) and the [Occupational Safety and Health Administration \(OSHA\)](#) guidance for reducing workplace exposure for all employees. All decisions about following these recommendations should be made in collaboration with [local health officials](#) and other State and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems. In addition, the guidance offered below applies to workplaces generally; specific industries may require more stringent safety precautions. Finally, there may be essential workplaces in which the recommended mitigation strategies are not feasible.

(Re)Opening

- **In all Phases:**
 - Establish and continue communication with State and local authorities to determine current mitigation levels in your community.
 - Protect employees at [higher risk](#) for severe illness by supporting and encouraging options to telework.
 - Consider offering [vulnerable workers](#) duties that minimize their contact with customers and other employees (e.g., restocking shelves rather than working as a cashier), if agreed to by the worker.
 - Ensure that any other entities sharing the same work space also follow this guidance.
 - Provide employees from higher transmission areas (earlier Phase areas) telework and other options as feasible to eliminate travel to workplaces in lower transmission (later Phase) areas and vice versa.
- **Phase 1:** Reopen only if business can ensure **strict** social distancing, proper cleaning and disinfecting requirements, and protection of their workers and customers; vulnerable workers are recommended to shelter in place.
- **Phase 2:** Reopen only if business can ensure moderate social distancing, proper cleaning and disinfecting requirements, and protection of their workers and customers; vulnerable workers are recommended to shelter in place.
- **Phase 3:** Reopen only if business can ensure limited social distancing, proper cleaning and disinfecting requirements, and protection of their workers and customers.

Safety Actions

Promote [healthy hygiene practices](#) (Phases 1-3)

- Enforce [hand washing](#), covering coughs and sneezes, and using [cloth face coverings](#) when around others where feasible; however, certain industries may require face shields.
- Ensure that adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, tissues, and no-touch trash cans.
- Post signs on how to [stop the spread](#) of COVID-19, [properly wash hands](#), [promote everyday protective measures](#), and [properly wear a face covering](#).

Intensify cleaning, disinfection and ventilation (Phases 1-3)

- Clean, sanitize, and disinfect frequently touched surfaces at least daily and shared objects between use.
- Avoid use or sharing of items that are not easily cleaned, sanitized, or disinfected.
- Ensure safe and correct application of disinfectants.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if doing so poses a safety risk to individuals and employees using the workspace.
- [Take steps](#) to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

Ensure social distancing (Phases 1-3)

- Limit service to drive-throughs, curbside take out, or delivery options, if possible (Phase 1).

- Consider installing physical barriers, such as sneeze guards and partitions, and changing workspace layouts to ensure all individuals remain at least six feet apart.
- Close communal spaces, such as break rooms, if possible (Phase 1) or stagger use and clean and disinfect in between uses (Phases 2 & 3).
- Encourage telework for as many employees as possible.
- Consider rotating or staggering shifts to limit the number of employees in the workplace at the same time
- Replace in-person meetings with video- or tele-conference calls whenever possible.
- Cancel all group events, gatherings, or meetings of more than 10 people (Phase 1), of more than 50 people (Phase 2), and any events where social distancing of at least 6 feet cannot be maintained between participants (all Phases)
- Restrict (Phase 1) or consider limiting (Phase 2) any nonessential visitors, volunteers, and activities involving external groups or organizations.
- Limit any sharing of foods, tools, equipment, or supplies.

Limit travel and modify commuting practices (Phases 1-3)

- Cancel all non-essential travel (Phase 1) and consider resuming non-essential travel in accordance with state and local regulations and guidance (Phases 2 & 3)
- Ask employees who use public transportation to consider using teleworking to promote social distancing
- Train all managers and staff in the above safety actions. Consider conducting the training virtually, or if in-person, ensure that social distancing is maintained.

Monitoring and Preparing

Checking for signs and symptoms (Phases 1-3)

- Consider conducting routine, daily health checks (e.g., temperature and symptom screening) of all employees.
- If implementing health checks, conduct them safely and respectfully, and in accordance with any applicable privacy laws and regulations. Confidentiality should be respected. Employers may use examples of screening methods in CDC's [General Business FAQs](#) as a guide.
- and in accordance with any applicable privacy laws and regulations. Confidentiality should be respected.
- Encourage employees who are sick to stay at home.

Plan for when an employee becomes sick (Phases 1-3)

- Employees with symptoms (fever, cough, or shortness of breath) at work should immediately be separated and sent home.
- Establish procedures for safely transporting anyone sick to their home or to a healthcare facility.
- Notify local health officials, staff, and customers (if possible) immediately of a possible case while maintaining confidentiality as required by the [Americans with Disabilities Act \(ADA\): other information on civil rights protections for workers related to COVID-19 is available here.](#)
- Close off areas used by the sick person until after cleaning and disinfection Wait 24 hours to clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible before cleaning and disinfecting. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Inform those who have had close contact with a person with COVID-19 to stay home and self-monitor for symptoms, and follow [CDC guidance](#) if symptoms develop.

Maintain healthy operations (Phases 1-3)

- Implement flexible sick leave and other flexible policies and practices, such as telework, if feasible.
- Monitor absenteeism of employees and create a roster of trained back-up staff.
- Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- Create and test communication systems for employees for self-reporting and notification of exposures and closures.

Closing

Phases 1-3

- Check State and local health department notices daily about transmission in the area and adjust operations accordingly.
- Be prepared to close for a few days if there is a case of COVID-19 in the workplace or for longer if cases increase in the local area.

Interim Guidance for Restaurants and Bars

This guidance provides considerations for businesses in the food service industry (e.g., restaurants and bars) on ways to maintain healthy business operations and a safe and healthy work environment for employees, while reducing the risk of COVID-19 spread for both employees and customers. Employers should follow applicable [Occupational Safety and Health Administration \(OSHA\)](#) and [CDC](#) guidance for businesses to plan and respond to COVID-19. All decisions about implementing these recommendations should be made in collaboration with local health officials and other State and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems.

(Re)Opening

- **In all Phases:**
 - Establish and continue communication with State and local authorities to determine current mitigation levels in your community.
 - Consider assigning [vulnerable workers](#) duties that minimize their contact with customers and other employees (e.g., managing inventory rather than working as a cashier, managing administrative needs through telework).
 - Provide employees from higher transmission areas (earlier Phase areas) telework and other options as feasible to eliminate travel to workplaces in lower transmission (later Phase) areas and vice versa.
- **Phase 1:** Bars remain closed and restaurant service should remain limited to drive-through, curbside take out, or delivery with **strict** social distancing.
- **Phase 2:** Bars may open with limited capacity; restaurants may open dining rooms with limited seating capacity that allows for social distancing.
- **Phase 3:** Bars may open with increased standing room occupancy that allows for social distancing; restaurants may operate while maintaining social distancing.

Safety Actions

Promote [healthy hygiene practices](#) (Phases 1-3)

- Enforce [hand washing](#), covering coughs and sneezes, and use of a [cloth face covering](#) by employees when near other employees and customers.
- Ensure adequate supplies to support healthy hygiene practices for both employees and customers including soap, hand sanitizer with at least 60 percent alcohol (perhaps on every table, if supplies allow), and tissues. Post signs on how to [stop the spread](#) of COVID-19, [properly wash hands](#), [promote everyday protective measures](#), and [properly wear a face covering](#).

Intensify cleaning, disinfection and ventilation (Phases 1-3)

- [Clean and disinfect](#) frequently touched surfaces (for example, door handles, work stations, cash registers) at least daily and shared objects (for example, payment terminals, tables, countertops/bars, receipt trays, condiment holders) between use. 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.
- Make available individual disinfectant wipes in bathrooms, and post reminders not to flush these wipes but to dispose of them in the trash.
- Wash, rinse, and sanitize food contact surfaces, food preparation surfaces, and beverage equipment after use.
- Avoid using or sharing items such as menus, condiments, and any other food. Instead, use disposable or digital menus, single serving condiments, and no-touch trash cans and doors.
- Use touchless payment options as much as possible, when available. Ask customers and employees to exchange cash or card payments by placing on a receipt tray or on the counter rather than by hand. Wipe any pens, counters, or hard surfaces between use or customer.
- Use disposable food service items (utensils, dishes). If disposable items are not feasible, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Employees should [wash their hands](#) after removing their gloves or after directly handling used food service items
- Use gloves when removing garbage bags or handling and disposing of trash and [wash hands afterwards](#)
- Avoid using food and beverage implements brought in by customers.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, other methods. Do not open windows and doors if doing so poses a safety risk to employees, children, or customers.

- [Take steps](#) to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

Ensure social distancing

Phase 1

- Limit service to drive-through, delivery, or curbside pick-up options only.
- Provide physical guides, such as tape on floors or sidewalks and to ensure that customers remain at least six feet apart in lines or ask customers to wait in their cars or away from the establishment while waiting to pick up food. Post signs to inform customers of food pickup protocols.
- Consider installing physical barriers, such as sneeze guards and partitions at cash registers, or other food pickup areas where maintaining physical distance of six feet is difficult.
- Restrict the number of employees in shared spaces, including kitchens, break rooms, and offices to maintain at least a six-foot distance between people.
- Rotate or stagger shifts to limit the number of employees in the workplace at the same time.

Phase 2

- Provide drive-through, delivery, or curbside pick-up options and prioritize outdoor seating as much as possible.
- Reduce occupancy and limit the size of parties dining in together to sizes that ensure that all customer parties remain at least six feet apart (e.g., all tables and bar stools six feet apart, marking tables/stools that are not for use) in order to protect staff and other guests.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in lines or waiting for seating.
- Ask customers to wait in their cars or away from the establishment while waiting to be seated. If possible, use phone app technology to alert patrons when their table is ready to avoid touching and use of “buzzers.”
- Consider options for dine-in customers to order ahead of time to limit the amount of time spent in the establishment
- Avoid offering any self-serve food or drink options, such as buffets, salad bars, and drink stations.
- Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.
- Limit the number of employees in shared spaces, including kitchens, break rooms, and offices to maintain at least a six-foot distance between people.

Phase 3

- Provide drive-through, delivery, or curbside pick-up options and prioritize outdoor seating as much as possible.
- Consider reducing occupancy and limiting the size of parties dining in together to sizes that ensure that all customer parties remain at least six feet apart (e.g., all tables and bar stools six feet apart, marking tables/stools that are not for use) in order to protect staff and other guests.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in lines or waiting for seating.
- If possible, use phone app technology to alert patrons when their table is ready to avoid touching and use of “buzzers.”
- Consider options for dine-in customers to order ahead of time to limit the amount of time spent in the establishment.
- Avoid offering any self-serve food or drink options, such as buffets, salad bars, and drink stations.
- Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.

Train all staff (Phases 1-3)

- Train all employees in the above safety actions while maintaining [social distancing](#) and [use of face coverings](#) during training.

Monitoring and Preparing

Checking for [signs and symptoms](#) (Phases 1-3)

- Consider conducting daily health checks (e.g., [temperature and symptom screening](#)) of employees.
- If implementing health checks, conduct them safely and respectfully, and in accordance with any applicable privacy laws and regulations. Confidentiality should be respected. Employers may use examples of screening methods in CDC's [General Business FAQs](#) as a guide.
- Encourage staff who are sick to stay at home

Plan for when an employee becomes sick (Phases 1-3)

- Employees with [symptoms](#) of COVID-19 (fever, cough, or shortness of breath) at work should immediately be sent home.
- Inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow [CDC guidance if symptoms develop](#).
- Establish procedures for safely transporting anyone sick to their home or to a healthcare facility.
- Notify local health officials, staff, and customers (if possible) immediately of any possible case of COVID-19 while maintaining confidentiality as required by the [Americans with Disabilities Act \(ADA\) or other applicable laws](#).
- Close off areas used by a sick person and do not re-enter them until after cleaning and disinfection. . Wait 24 hours before [cleaning and disinfecting](#). If it is not possible to wait 24 hours, wait as long as possible. Ensure [safe and correct application](#) of disinfectants and keep disinfectant products away from children.
- Advise sick staff members not to return until they have met CDC's [criteria to discontinue home isolation](#).

Maintain healthy operations (Phases 1-3)

- Implement flexible sick leave and other flexible policies and practices, if feasible.
- Monitor absenteeism of employees and create a roster of trained back-up staff. Designate a staff person to be responsible for responding to COVID-19 concerns. Employees and customers should know who this person is and how to contact them.
- Create and test communications for employees and customers for self-reporting of symptoms and notification of [exposures and closures](#).

Closing

Phases 1-3

- Check State and local health department notices about transmission in the area daily and adjust operations accordingly.
- Be prepared to close for a few days if there is a case of COVID-19 in the establishment and for longer if cases increase in the local area.

Interim Guidance for Mass Transit Administrators

Mass transit is critical for many Americans to commute to and from work and to access essential goods and services. This guidance provides considerations for mass transit administrators to maintain healthy business operations and a safe and healthy work environment for employees, while reducing the risk of COVID-19 spread for both employees and passengers. Administrators should follow applicable guidance from the [CDC](#) and [Occupational Safety and Health Administration \(OSHA\)](#) for reducing workplace exposure. All decisions about following these recommendations should be made in collaboration with local health officials and other State and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems.

Resuming Full Service

- **In all Phases:**
 - Restrict routes between areas experiencing different levels of transmission (between areas in different Phases).
 - Provide employees from higher transmission areas (earlier Phase areas) telework and other options as feasible to eliminate travel to workplaces in lower transmission (later Phase) areas and vice versa.
 - Establish and continue communication with State and local health officials [to determine current mitigation levels in the communities served](#). Decisions about how and when to resume full service should be based on these levels.
 - Follow CDC's guidance on what [bus transit operators](#), [rail transit operators](#), [transit maintenance workers](#), and [transit station workers](#) need to know about COVID-19.
 - Consider assigning [vulnerable workers duties that minimize their contact with](#) passengers and other employees
 - Conduct worksite hazard assessments to identify COVID-19 prevention strategies, such as appropriate use of cloth face coverings or personal protective equipment (PPE), and follow the prevention strategies.
- **Phase 1:** Restrict ridership to [essential critical infrastructure workers](#) in areas needing significant mitigation and maintain **strict** social distancing as much as possible.
- **Phase 2:** Maintain social distancing between transit riders and employees as much as possible.
- **Phase 3:** Encourage social distancing as much as possible.

Safety Actions

Promote [healthy hygiene practices](#) (Phases 1-3)

- Enforce [everyday preventive actions](#) such as [hand washing](#), covering coughs and sneezes, and use of a [cloth face covering](#) by employees when around others, as safety permits. Provide employees with appropriate equipment as necessary and as available. Communicate with the public about the importance of hygiene, covering coughs and sneezes, and using cloth face coverings while using mass transportations, including posting signs in transit stations and vehicles on how to [stop the spread](#) of COVID-19, [properly wash hands](#), [promote everyday protective measures](#), and [properly wear a face covering](#).
- Ensure adequate supplies to support [healthy hygiene behaviors for](#) transit operators, employees, and passengers in stations, including soap, hand sanitizer with at least 60 percent alcohol, tissues, and no-touch trash cans.

Intensify [cleaning, disinfection](#) and ventilation (Phases 1-3)

- [Clean, sanitize, and disinfect](#) frequently touched surfaces (for example, kiosks, digital interfaces such as touchscreens and fingerprint scanners, ticket machines, turnstiles, handrails, restroom surfaces, elevator buttons) at least daily.
- [Clean, sanitize, and disinfect](#) the operator area between operator shifts.
- Use touchless payment and no-touch trash cans and doors as much as possible, when available. Ask customers and employees to exchange cash or credit cards by placing in a receipt tray or on the counter rather than by hand and wipe any pens, counters, or hard surfaces between each use or customer.
- Avoid using or sharing items that are not easily cleaned, sanitized, or disinfected, such as disposable transit maps.
- Ensure safe and correct application of disinfectants.
- Use gloves when removing garbage bags or handling and disposing of trash and [wash hands afterwards](#).
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety risk to passengers or employees, or other vulnerable individuals.
- [Take steps](#) to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

Ensure social distancing

- **Phase 1 and Phase 2**
 - Institute measures to physically separate or create distance of at least six feet between all occupants. This may include:
 - Asking bus passengers to enter and exit the bus through rear doors, while allowing exceptions for persons with disabilities.
 - Closing every other row of seats.
 - Reducing maximum occupancy of buses and individual subway and train cars and increasing service on crowded routes as appropriate.
 - Provide physical guides to ensure that customers remain at least six feet apart while on vehicles and at transit stations and stops. For example, floor decals, colored tape, or signs to indicate where passengers should not sit or stand can be used to guide passengers.
 - Install physical barriers, such as sneeze guards and partitions at staffed kiosks and on transit vehicles to the extent practicable.
 - Close communal spaces, such as break rooms, if possible; otherwise, stagger use and clean and disinfect in between uses.
- **Phase 3**
 - Consider or continue instituting measures to physically separate or create distance between occupants.
 - Provide physical guides to help customers maintain physical distance while on vehicles and at transit stations and stops. For example, floor decals, colored tape, or signs to indicate where passengers should not sit or stand can be used to guide passengers.
 - Install or maintain physical barriers, such as sneeze guards and partitions at staffed kiosks and on transit vehicles to the extent practicable.

Train employees (Phases 1-3)

- Train all employees in the above safety actions while maintaining social distancing during training.

Monitoring and Preparing

Checking for signs and symptoms (Phases 1-3)

- Consider conducting daily health checks (e.g., temperature screening) of all employees.
- If implementing health checks, conduct them safely and respectfully and in accordance with any applicable privacy laws and regulations. Confidentiality should be respected. Employers may use examples of screening methods in CDC's [General Business FAQs](#) as a guide.
- Encourage staff who are sick to stay at home.

Plan for when an employee becomes sick (Phases 1-3)

- Employees with symptoms of COVID-19 (fever, cough, or shortness of breath) at work should immediately be sent home.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.
- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility.
- Notify local health officials, staff, and customers (if possible) immediately of any possible case of COVID-19 while maintaining confidentiality as required by the [ADA](#).
- Close off areas used by a sick person and do not use until after cleaning and disinfection. Wait 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children. Affected vehicles can be used immediately after cleaning and disinfection.
- Advise sick staff members not to return until they have met CDC's criteria to discontinue home isolation.
- Implement safety practices for critical infrastructure workers who may have had exposure to a person with suspected or confirmed COVID-19.

Maintain healthy operations (Phases 1-3)

- Implement flexible sick leave and other flexible policies and practices, if feasible.

- Monitor absenteeism of employees and create a roster of trained back-up staff.
- Designate a staff person to be responsible for responding to COVID-19 concerns. Employees and customers should know who this person is and how to contact them.
- Create and test communication systems for employees and customers for self-reporting of [symptoms and notification of exposures and closures](#).

Reducing Service

Phases 1-3

- Check State and local health department notices daily about transmission level and mitigation level in the local area and adjust operations accordingly.
- Be prepared to reduce services if the community mitigation level increases in the local area.
- Continue communication with staff and the public about decision making.

REOPENING YOUTH PROGRAMS AND CAMPS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist directors or administrators in making decisions regarding youth programs and camps during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions. Note: In areas requiring significant mitigation, youth programs and camps that remain open to serve the children of essential workers should refer to [Guidance for Child Care Programs that Remain Open](#).

Should you consider opening?

- ✓ Is the youth program or camp in a community no longer requiring significant mitigation?
- ✓ Will reopening be in compliance with state and local orders?
- ✓ Will the youth program or camp limit attendance to children and staff who live in the local area?
- ✓ Will the youth program or camp be ready to protect children and staff at higher risk for severe illness?

ANY NO



ALL YES



Are recommended safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing, staff wearing a cloth face covering
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Ensure social distancing such as increased spacing, small groups, limited mixing between groups
- ✓ Limit sharing of items such as toys, belongings, supplies, and equipment
- ✓ Train all staff on safety actions

ANY NO



ALL YES



Is ongoing monitoring in place?

- ✓ Check for signs and symptoms in children and staff
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if children or staff get sick
- ✓ Regularly communicate with local authorities, staff, and families
- ✓ Monitor child and staff absences and have flexible leave policies and practices
- ✓ Be ready to close if there are increased cases

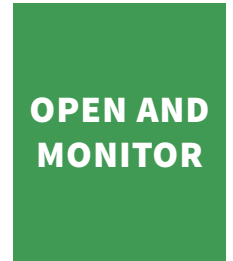
ANY NO



ALL YES



OPEN AND MONITOR



REOPENING CHILD CARE PROGRAMS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist administrators in making decisions regarding child care programs during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions. Note: In areas requiring significant mitigation, child care programs that remain open to serve the children of essential workers should refer to [Guidance for Child Care Programs that Remain Open](#).

Should you consider opening?

- ✓ Is the child care center in a community no longer requiring significant mitigation?
- ✓ Will reopening be in compliance with state and local orders?
- ✓ Will the child care center be ready to protect children and staff at higher risk for severe illness?

ANY
NO



ALL
YES

Are recommended safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing, staff wearing a cloth face covering
- ✓ Intensify cleaning, sanitization, disinfection, and ventilation
- ✓ Ensure social distancing such as increased spacing, small groups, limited mixing between groups
- ✓ Limit sharing of items such as toys, belongings, supplies, and equipment
- ✓ Train all staff on safety actions

ANY
NO



ALL
YES

Is ongoing monitoring in place?

- ✓ Check for signs and symptoms of children and staff
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if children or staff get sick
- ✓ Regularly communicate with local authorities, staff, and families
- ✓ Monitor child and staff absences and have flexible leave policies and practices
- ✓ Be ready to close if there are increased cases

ANY
NO



ALL
YES



REOPENING FAITH COMMUNITIES DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist leaders of faith communities in making decisions during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions. When completing the decision tree, consider that faith communities may also provide social, educational, and child care services at their facility.

Should you consider having in-person gatherings?

- ✓ Is the facility in a community no longer requiring significant mitigation?
- ✓ Will reopening be in compliance with state and local orders?
- ✓ Will you be ready to protect staff and congregants at higher risk for severe illness?

ANY NO



DO NOT OFFER IN-PERSON GATHERINGS

ALL YES



Are recommended safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing, wearing a cloth face covering
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Ensure social distancing such as no large gatherings, increased spacing, avoid holding hands, offer additional, smaller services
- ✓ Limit sharing of items such as worship aids and collection trays
- ✓ Offer virtual services if possible
- ✓ Train all staff and congregants on safety actions

ANY NO



MEET SAFEGUARDS BEFORE OFFERING IN-PERSON GATHERINGS

ALL YES



Is ongoing monitoring in place?

- ✓ Encourage staff and congregants who are sick to stay home
- ✓ Plan for if staff or congregants get sick at facility
- ✓ Regularly communicate with local authorities, staff, and congregants
- ✓ Monitor staff absences and have flexible leave policies and practices
- ✓ Be ready to cancel in-person gatherings if there are increased cases

ANY NO



MEET SAFEGUARDS BEFORE OFFERING IN-PERSON GATHERINGS

ALL YES



OFFER IN-PERSON GATHERINGS AND MONITOR

REOPENING MASS TRANSIT DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist mass transit administrators in making decisions during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions. Note: Mass transit is critical for many Americans to commute to/from work and to access essential goods and services. In areas requiring significant mitigation, mass transit may need to remain open and certain routes prioritized. Follow these guidelines for [bus transit operators](#), [rail transit operators](#), [transit maintenance workers](#), and [transit station workers](#).

Should you consider resuming full service?

- ✓ Is the mass transit system offering service in an area not requiring significant mitigation?
- ✓ Will reopening be in compliance with state and local orders?
- ✓ Will the mass transit system be ready to protect employees at higher risk for severe illness?

ANY
NO



ALL
YES



Are recommended safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing, wearing a cloth face covering
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Ensure social distancing such as increased spacing of passengers and employees, close every other row of seats, bus rear door entry/exit
- ✓ Adjust service schedules and policies, such as reduced occupancy of vehicles, increased service frequency for crowded routes
- ✓ Train all staff on safety actions

ANY
NO



ALL
YES



Is ongoing monitoring in place?

- ✓ Check for signs and symptoms of employees
- ✓ Encourage employees who are sick to stay home
- ✓ Plan for if an employee gets sick
- ✓ Regularly communicate with local authorities, employees, and the public
- ✓ Monitor employee absences and have flexible leave policies and practices
- ✓ Be ready to reduce services if there are increased cases

ANY
NO



ALL
YES



RESUME
FULL
SERVICE
AND
MONITOR

REOPENING RESTAURANTS AND BARS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist businesses in the food service industry, such as restaurants and bars, in making decisions during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions.

Should you consider opening?

- ✓ Is the restaurant or bar in a community no longer requiring significant mitigation*?
- ✓ Will reopening be in compliance with state and local orders?
- ✓ Will you be ready to protect employees at higher risk for severe illness?

ANY NO



ALL YES



Are recommended safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing, wearing a cloth face covering
- ✓ Intensify cleaning, sanitization, disinfection, and ventilation
- ✓ Ensure social distancing such as drive-through, delivery, curb-side pick up, increasing spacing of tables/stools, limiting party sizes and occupancy, avoiding self-serve stations, restricting employee shared spaces, rotating or staggering shifts
- ✓ Train all staff on safety actions

ALL YES



Is ongoing monitoring in place?

- ✓ Check for signs and symptoms of employees
- ✓ Encourage employees who are sick to stay home
- ✓ Plan for if an employee gets sick
- ✓ Regularly communicate with local authorities and employees
- ✓ Monitor staff absences and have flexible leave policies and practices
- ✓ Be ready to close if there are increased cases

ALL YES



OPEN AND MONITOR

ANY NO



ANY NO



*In areas with significant mitigation, limit services to drive-throughs, curbside take out, or delivery

REOPENING SCHOOLS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist administrators in making decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions.

Should you consider opening?

- ✓ Is the school in a community no longer requiring significant mitigation?
- ✓ Will reopening be in compliance with state and local orders?
- ✓ Will the school be ready to protect children and staff at higher risk for severe illness?

ANY
NO



ALL
YES



Are recommended safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing, teachers and staff wearing a cloth face covering
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Ensure social distancing such as increased spacing, small groups, limited mixing between groups
- ✓ Limit sharing of items such as student's belongings, supplies, and equipment
- ✓ Train all staff on safety actions

ANY
NO



ALL
YES



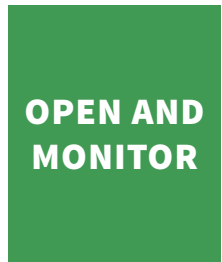
Is ongoing monitoring in place?

- ✓ Check for signs and symptoms of students and staff
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if students or staff get sick
- ✓ Regularly communicate with local authorities, staff, and families
- ✓ Monitor student and staff absences and have flexible leave policies and practices
- ✓ Be ready to close if there are increased cases

ANY
NO



ALL
YES



REOPENING WORKPLACES DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist employers in making decisions during the COVID-19 pandemic, especially to protect vulnerable workers. It is important to check with state and local health officials and other partners to determine the most appropriate actions.

Should you consider opening?

- ✓ Is the workplace in a community no longer requiring significant mitigation*?
- ✓ Will reopening be in compliance with state and local orders?
- ✓ Will you be ready to protect employees at higher risk for severe illness?

ANY
NO



ALL
YES



Are recommended safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing, wearing a cloth face covering
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Ensure social distancing such as installing physical barriers, changing layout of workspaces, encouraging telework, closing communal spaces, staggering shifts and breaks, no large events
- ✓ Limit travel and modify commuting practices
- ✓ Train all staff on safety actions

ANY
NO



ALL
YES



Is ongoing monitoring in place?

- ✓ Check for signs and symptoms of employees
- ✓ Encourage employees who are sick to stay home
- ✓ Plan for when an employee gets sick
- ✓ Regularly communicate with local authorities and employees
- ✓ Monitor staff absences and have flexible leave policies and practices
- ✓ Be ready to close if there are increased cases

ANY
NO



ALL
YES



OPEN AND
MONITOR

*Or in an area with significant mitigation and providing essential, critical infrastructure



HENRY McMASTER
GOVERNOR

May 13, 2020

Nanette S. Edwards, Esquire
Executive Director
Office of Regulatory Staff
1401 Main Street, Suite 850
Columbia, South Carolina 29201

Dear Director Edwards:

I write to address two separate but related issues regarding utilities and cooperatives serving the State of South Carolina.

First, I ask that you please extend my sincere appreciation to the hard-working linemen and employees of our State's utilities and cooperatives for their steadfast efforts and dedicated service during these difficult times. In addition to providing essential utility services while navigating the extraordinary circumstances associated with the 2019 Novel Coronavirus ("COVID-19"), many of these same linemen and employees were also tasked with responding to the unprecedented severe weather outbreak that recently impacted our State. Their service to the people of our State is noted and most appreciated.

Second, as you will recall, I wrote to you on March 14, 2020, to ask that the Office of Regulatory Staff ("ORS") communicate and effectuate my request that regulated utilities and cooperatives serving South Carolina not suspend or disconnect essential services for nonpayment during the State of Emergency. It is my understanding that ORS subsequently conveyed my request to the Public Service Commission ("PSC"), as well as to utilities and cooperatives, and that service disconnections by utilities were successfully suspended. I believe these actions were beneficial to the people of South Carolina, and I appreciate the efforts of all involved—regulators and utilities—in thoughtfully considering and promptly responding to my request.

As you are aware, the State is now in the process of safely, strategically, and incrementally reopening businesses and facilitating economic recovery and revitalization, while also simultaneously addressing and mitigating the significant economic and other impacts on individuals, families, and businesses. Consistent with these efforts, I ask that ORS work with the PSC and providers of utility services to take similar steps to allow for a return to normal business

Nanette S. Edwards, Esquire

Page 2

May 13, 2020

operations, while continuing to provide flexibility and assistance to customers and ratepayers. Local organizations, such as community action agencies, will play a vital role in this process, and I encourage these entities and the utilities to streamline their administrative processes as much as possible to accommodate individuals and businesses in need of assistance. To this end, please relay my request that providers of utility services proceed with developing and implementing plans for phasing in normal business operations, while also working with their customers and ratepayers who need assistance to refer them to local organizations or arrange payment plans that will avoid or minimize penalties and service interruptions.

Thank you for your continued leadership and consideration of these important issues. As always, if I can be of service or assistance regarding this matter or otherwise, please do not hesitate to call.

Yours very truly,



Henry McMaster

Richland County Council Request for Action

Subject:

An Ordinance Amending the Fiscal Year 2020 General Fund Annual Budget by \$455,259.00 to pay for in car camera system for the Richland County Sheriff's Department

Notes:

April 28, 2020 – The committee recommended Council approve the past due payment of the Sheriff's Department camera and digital evidence program to Axon Enterprise, Inc.

First Reading: May 5, 2020

Second Reading: May 19, 2020 {Tentative}

Third Reading: June 2, 2020 {Tentative}

Public Hearing: June 2, 2020

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ____-20HR

AN ORDINANCE AMENDING THE FISCAL YEAR 2020 GENERAL FUND ANNUAL BUDGET BY \$455,259.00 TO PAY FOR IN CAR CAMERA SYSTEM FOR THE RICHLAND COUNTY SHERIFFS DEPARTMENT

Pursuant to the authority granted by the Constitution and the General Assembly of the State of South Carolina, BE IT ENACTED BY THE COUNTY COUNCIL FOR RICHLAND COUNTY:

SECTION I. That the amount of Four Hundred Fifty Five Thousand Two Hundred Fifty Nine Dollars (\$455,259) be appropriated to cover cost of the In Car Cameras from the General Fund Fund Balance. Therefore, the Fiscal Year 2020 General Fund budget is hereby amended as follows:

REVENUE

Revenue and Sources appropriated as of July 1, 2019 as approved:	\$183,268,354
Increase appropriation:	\$455,259
Total Amended Revenue Budget	\$183,723,613

EXPENDITURES

Expenditures and Uses appropriated as of July 1, 2019 as approved:	\$183,268,354
Increased Expenditures:	\$455,259
Total Amended Expenditures Budget	\$183,723,613

SECTION II. Severability. If any section, subsection, or clause of this ordinance shall be deemed to be unconstitutional or otherwise invalid, the validity of the remaining sections, subsections, and clauses shall not be affected thereby.

SECTION III. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION IV. Effective Date. This ordinance shall be enforced upon the approval of Richland County Council.

RICHLAND COUNTY COUNCIL

BY: _____
Paul Livingston, Council Chair

ATTEST THE _____ DAY OF _____, 2020

Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

Approved As To LEGAL Form Only.
No Opinion Rendered As To Content.

First Reading:
Second Reading:
Public Hearing:
Third Reading:

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

Prepared by: Deputy Chief Chris Cowan
Department: Sheriff's Department
Date Prepared: March 09, 2020 **Meeting Date:** March 24, 2020

Legal Review	Elizabeth McLean via email	Date:	March 12, 2020
Budget Review	James Hayes via email	Date:	March 12, 2020
Finance Review	Stacey Hamm via email	Date:	March 12, 2020
Approved for Consideration:	County Administrator	Leonardo Brown, MBA, CPM	
Committee	Administration & Finance		
Subject:	Past Due Payment In Car/Body Worn Cameras and digital evidence program		

Recommended Action:

The Sheriff's Department recommends Council approve the past due payment of the Sheriff's Department camera and digital evidence program to Axon Enterprise, Inc.

Motion Requested:

1. Move to accept the Sheriff Department's recommendation; or,
2. Move to deny.

Request for Council Reconsideration: Yes

Fiscal Impact:

Below is the amount remaining:

Total due:	\$938,999
Payment 1:	\$483,741.44
Amount remaining:	\$455,258.55

Motion of Origin:

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

Discussion:

In 2017, County Council approved the implementation of State mandated body worn cameras and in 2012 County Council approved the implementation of State mandated in car cameras for the Sheriff's Department. For three (3) years and eight (8) years respectively, the County has funded both programs. The Sheriff's Department has applied for and received State grant funds to assist with the costs associated with these invaluable systems that are vital to community transparency and are critical training tools.

As part of the County budget process, along with meetings and correspondences, between January 2018 and November 2019 the Sheriff's Department submitted, met with and communicated these specific needs to the Budget Office. RCSD conveyed that these expenses would come due, as normal, November 30, 2019. RCSD was advised that since the funding sources (bonds) were no longer available, these requests would be included in Capital Improvement for the biennium. To date, Capital Improvements have not been funded.

With no funding being allocated, RCSD worked with County Administration and subsequently Axon to identify a solution; so that there would be no late fees, reduction in services or refusal to provide technology upgrades that were due us as part of the ongoing agreements. Axon graciously re-issued the invoice with a new due date of January 30, 2020; with the agreement that we would consolidate all Axon invoices.

Although Axon has issued two late notices (from the re-issued invoice) to RCSD, they have agreed to no late fees, no disruption of service, and no punitive action related to the Contracts. They are not willing to break out new invoices but offered to accept two payments, equaling the total amount.

RCSD is asking Council to provide the funding and direct the Finance Office to make the past due payment of the Sheriff's Department camera and digital evidence program to Axon Enterprise, Inc. in the amount of \$455, 258.55 for FY20.

Per the County's Office of Budget and Grants Management Director, Mr. James Hayes:

The Office of Budget and Grants Management had planned on the items being a part of the CIP for FY20. In the past, the in-car cameras were a part of the Sheriff vehicle package which was previously a part of the CIP and funded through debt. At the time, Administration decided to pursue all Sheriff Capital needs via the CIP process. Those items were presented to Council during the budget process as a recommendation to fund for the Biennium; however, Council decided to bring back to capital needs through a more cross-sectional CIP. The Office of Budget and Grants Management worked closely with departments to produce the CIP which is set to re-appear before Council once the new Administrator has his recommendation(s).

This information has been conveyed to the RCSD; however, due to the time-sensitive nature of the matter, during in the month of December 2019, the Office of Budget and Grants Management worked with Administration to identify a funding source utilizing Capital funds the RCSD currently has on hand with the thought that those funds could be reimbursed once new debt financing was available. Finance Director Hamm was concerned those funds could not be re-allocated a second time as they were previously allocated in September of 2017.

Administration advised the Office of Budget and Grants Management to contact County bond

counsel to obtain guidance as to if those funds could be re-allocated. Staff then learned that the body-worn cameras and in-car cameras could not be paid for with bond proceeds because they were leased. Prior thereto, the Office of Budget and Grants Management was unaware these items were being leased by the RCSD and was under the impression they were purchased and therefore were considered capital assets eligible for the CIP routing process.

Although Council voted to approve implementation in 2017, none of these items were budgeted in Biennium Budget I by its builders. The Office of Budget and Grants management has worked continuously worked with Administration to find funding in FY18 and FY19. Due to the budget deficit resulting in Biennium Budget I, there was no “cushion” to include these funds in the General Fund operating budget for Biennium Budget II. This information was provided to the RCSD during its budget meeting in the spring of 2019. Once all avenues were exhausted for FY20, staff worked with Administration to identify some funds within the contingency fund to cover the body-worn cameras; however, funds were not available cover the in car cameras as well. Again, this information was provided to the RCSD as well as an alternative solution that staff was confident could possibly lead to the resources at the end of the fiscal year. This option was ultimately rejected by the RCSD.

Attachments:

Richland County Council Request for Action

Subject:

An Ordinance Amending the Fiscal Year 2020 General Fund Annual Budget by \$670,600.00 to pay for repairs and improvements at the Central Garage Facility

Notes:

April 28, 2020 – The committee recommended Council approve an amendment to the Risk Management budget in the amount of \$670,599.68 for expenditures directly related to Fleet operations only, primarily consisting of repairs and improvements to our Central Garage facility.

First Reading: May 5, 2020

Second Reading: May 19, 2020 {Tentative}

Third Reading: June 2, 2020 {Tentative}

Public Hearing: June 2, 2020

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ____-20HR

AN ORDINANCE AMENDING THE FISCAL YEAR 2020 GENERAL FUND ANNUAL BUDGET BY \$670,600.00 TO PAY FOR REPAIRS AND IMPROVEMENTS AT THE CENTRAL GARAGE FACILITY

Pursuant to the authority granted by the Constitution and the General Assembly of the State of South Carolina, BE IT ENACTED BY THE COUNTY COUNCIL FOR RICHLAND COUNTY:

SECTION I. That the amount of Six Hundred Seventy Thousand Six Hundred Dollars (\$670,600) be appropriated to cover cost of the Repairs and Improvements at the Central Garage using Refund Checks from the Fleet Operations. Therefore, the Fiscal Year 2020 General Fund budget is hereby amended as follows:

REVENUE

Revenue and Sources appropriated as of July 1, 2019 as approved and Amended:	\$183,723,613
Increase appropriation:	\$670,600
Total Amended Revenue Budget	\$184,394,213

EXPENDITURES

Expenditures and Uses appropriated as of July 1, 2019 as approved and Amended:	\$183,723,613
Increased Expenditures:	\$670,600
Total Amended Expenditures Budget	\$184,394,213

SECTION II. Severability. If any section, subsection, or clause of this ordinance shall be deemed to be unconstitutional or otherwise invalid, the validity of the remaining sections, subsections, and clauses shall not be affected thereby.

SECTION III. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION IV. Effective Date. This ordinance shall be enforced upon the approval of Richland County Council.

RICHLAND COUNTY COUNCIL

BY: _____
Paul Livingston, Council Chair

ATTEST THE _____ DAY OF _____, 2020

Clerk of Council

RICHLAND COUNTY ATTORNEY'S OFFICE

Approved As To LEGAL Form Only.
No Opinion Rendered As To Content.

First Reading:
Second Reading:
Public Hearing:

Third Reading:



Agenda Briefing

Prepared by: Brittney Hoyle Terry, Esq., Risk Management
Department: Risk Management
Date Prepared: March 10, 2020 **Meeting Date:** March 24, 2020

Legal Review	Elizabeth McLean via email	Date:	March 18, 2020
Budget Review	James Hayes via email	Date:	March 18, 2020
Finance Review	Stacey Hamm via email	Date:	March 18, 2020
Approved for Consideration:		County Administrator	Leonardo Brown, MBA, CPM

Committee: Administration & Finance Committee
Subject: Budget Amendment – First Vehicle Services Refunds

Recommended Action:

Staff recommends the Richland County Council approve an amendment to the Risk Management budget in the amount of \$670,599.68 for expenditures directly related to Fleet operations only, primarily consisting of repairs and improvements to our Central Garage facility.

Motion Requested:

“I move that Richland County Council approve the requested amendment to the Risk Management budget in the amount of \$670,599.68 for expenditures directly related to Fleet operations only, primarily consisting of repairs and improvements to our Central Garage facility.”

Request for Council Reconsideration: Yes

Fiscal Impact:

The request pertains to funds that were originally budgeted for Fleet operations but were refunded by the vendor. A budget amendment is now needed to expend the funds.

Motion of Origin:

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

Discussion:

Richland County contracts with First Vehicle Services (FVS) for the maintenance and repair of County vehicles. The majority of labor, overhead expenses, administrative costs, parts, supplies, and outside services are covered by the fixed annual contract amount. Each year, per our “shared savings incentive” agreement, we receive a refund of 90% of the difference in our annual fixed contract amount and actual billed costs. As an incentive to improve overall efficiency, FVS retains 10% of that difference.

We recently received the refund checks for 2017, 2018, and 2019. We received the 2017 and 2018 refunds later than usual due to delays that have since been corrected. The 2017 refund check of \$228,961.68 and the 2018/2019 check of \$441,638 total the requested budget amendment amount of \$670,599.68. We are requesting approval to use the refund checks for repairs and improvements to Central Garage. Prior year refunds have been used for this purpose, so there is some precedent for the present request.

Moving forward, budget amendments of this type should not be necessary. We will obtain refund information in advance, and the funds will be considered as part of the normal budget process. Additionally, the annual fixed contract amount was reduced for the 2019 renewal. We expect smaller refund checks moving forward, but we will pay less up front.

Attachments:

1. List of needed repairs and improvements



Repairs and Improvements – Central Garage

1. Add canopy over Heavy Side Shop
 - a. Will double work area of shop with suitable space for fire trucks
 - b. Includes adding to side of building – one or two extra bays
 - c. Canopy to have lights, electrical, air, heaters, fans
 - d. Replace cement in front with reinforced
2. Replace unsafe, out-of-service lifts
 - a. Light side – two lifts (20% capacity)
 - b. Heavy side – replacement for in-ground lift
 - i. 50,000 lb. capacity will include all fire equipment
3. Purchase GM and Chrysler diagnostic equipment and programs
 - a. Will allow us to perform complete diagnostics as we do with Ford
4. Improvement internal garage facility
 - a. Upgrade Dispatch (Customer) and Parts areas
 - b. Upgrade locker rooms
5. Conduct Engineer/Architect study
 - a. Evaluate upper level for stability and safety
 - b. Offer solutions for office expansion
6. Repair shop drain system
 - a. Drains appear to be collapsing, backing up water in shop
7. Add Wi-Fi
 - a. Switch FMIS system to web based FVS system
8. Transition old RCSD impound lot to secure Emergency Vehicle lot
 - a. Move fences, add security gate
9. Replace pumps at County fuel sites
10. Upgrade Software

Richland County Council Request for Action

Subject:

Authorizing the expansion of the boundaries of the I-77 Corridor Regional Industrial Park jointly developed with Fairfield County to include certain property located in Richland County; the execution and delivery of a Public Infrastructure Credit Agreement to provide for Public Infrastructure Credits to 604 Huger, LLC; and other related matters

Notes:

First Reading: February 18, 2020

Second Reading: March 3, 2020

Third Reading: May 19, 2020 {Tentative}

Public Hearing: May 19, 2020

**STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. _____**

AUTHORIZING THE EXPANSION OF THE BOUNDARIES OF THE I-77 CORRIDOR REGIONAL INDUSTRIAL PARK JOINTLY DEVELOPED WITH FAIRFIELD COUNTY TO INCLUDE CERTAIN PROPERTY LOCATED IN RICHLAND COUNTY; THE EXECUTION AND DELIVERY OF A PUBLIC INFRASTRUCTURE CREDIT AGREEMENT TO PROVIDE FOR PUBLIC INFRASTRUCTURE CREDITS TO 604 HUGER, LLC; AND OTHER RELATED MATTERS.

WHEREAS, Richland County (“County”), acting by and through its County Council (“County Council”), is authorized pursuant to the provisions of Article VIII, Section 13(D) of the South Carolina Constitution and the provisions of Title 4, Chapter 1 of the Code of Laws of South Carolina, 1976, as amended (collectively, “Act”), to (i) develop a multicounty park with counties having contiguous borders with the County; and (ii) include property in the multicounty park, which inclusion under the terms of the Act (A) makes such property exempt from *ad valorem* property taxes, and (B) changes the character of the annual receipts from such property to fees-in-lieu of *ad valorem* property taxes in an amount equal to the *ad valorem* taxes that would have been due and payable but for the location of the property in such multicounty park (“Fee Payments”);

WHEREAS, the County is further authorized by Section 4-1-175 of the Act, to grant credits against Fee Payments (“Public Infrastructure Credit”) to pay costs of, amongst other things, designing, acquiring, constructing, improving or expanding infrastructure serving the County (collectively, “Public Infrastructure”);

WHEREAS, pursuant to the authority provided in the Act, the County has developed with Fairfield County, South Carolina (“Fairfield”), the I-77 Corridor Regional Industrial Park (“Park”) and executed the Amended and Restated Master Agreement Governing the I-77 Corridor Regional Industrial Park, dated September 1, 2018 (“Park Agreement”), which governs the operation of the Park;

WHEREAS, 604 HUGER, LLC, a limited liability company organized and existing under the laws of the State of South Carolina (and/or a related or affiliated entity, collectively or alternatively, the “Company”), has, as part of a commercial development to be located in the County, committed to establish a mixed use commercial real estate development in the County (“Project”) including, and to be located on, land more particularly identified in the Agreement (as hereinafter defined) (“Land”), consisting of total taxable investment by the Company in real and personal property of not less than \$51,300,000, and in connection with the Project, anticipates making investment in certain Public Infrastructure;

WHEREAS, at the Company’s request, the County desires to expand the boundaries of the Park and to amend the Park Agreement to include the Land and other real and personal property comprising the Project (“Property”) in the Park; and

WHEREAS, the County further desires to enter into a Public Infrastructure Credit Agreement between the County and the Company, the substantially final form of which is attached as Exhibit A (“Agreement”), to provide Public Infrastructure Credits against the Company’s Fee Payments with respect to the Project for the purpose of assisting in paying the costs of certain Public Infrastructure invested by the Company at, in, or in connection with, the Project, subject to the terms and conditions set forth in the Agreement.

NOW THEREFORE, BE IT ORDAINED, by the County Council as follows:

Section 1. *Statutory Findings.* Based on representations made by the Company to the County, the County finds that the Project and the Public Infrastructure will enhance the economic development of the County and promote the welfare of its citizens.

Section 2. *Expansion of the Park Boundaries, Inclusion of Property.* The expansion of the Park boundaries and an amendment to the Park Agreement to include the Property in the Park is authorized. The Chair of County Council (“Chair”), is authorized to execute such documents and take such further actions as may be necessary to complete the expansion of the Park boundaries and the amendment to the Park Agreement. Pursuant to the terms of the Park Agreement, the expansion of the Park’s boundaries to include the Property is complete on the adoption of this Ordinance by County Council, receipt of the consent of the City of Columbia, the municipality in which the Property is located, as to the inclusion of the Property in the Park, and delivery of written notice to Fairfield of the inclusion of the Property, which written notice shall include a copy of this Ordinance and identification of the Property.

Section 3. *Approval of Public Infrastructure Credit; Authorization to Execute and Deliver Agreement.* The Public Infrastructure Credits, as more particularly set forth in the Agreement, against the Company’s Fee Payments with respect to the Project are approved. The form, terms and provisions of the Agreement that is before this meeting are approved and all of the Agreement’s terms are incorporated in this Ordinance by reference as if the Agreement was set out in this Ordinance in its entirety. The Chair is authorized and directed to execute the Agreement in the name of and on behalf of the County, subject to the approval of any revisions or changes as are not materially adverse to the County by the County Administrator and counsel to the County, and the Clerk to County Council is hereby authorized and directed to attest the Agreement and to deliver the Agreement to the Company.

Section 4. *Further Assurances.* The County Council confirms the authority of the Chair, the County Administrator, the Director of Economic Development and the Clerk to County Council, and various other County officials and staff, acting at the direction of the Chair, the County Administrator, the Director of Economic Development or Clerk to County Council, as appropriate, to take whatever further action and to negotiate, execute and deliver whatever further documents as may be appropriate to effect the intent of this Ordinance and the incentives offered to the Company under this Ordinance and the Agreement.

Section 5. *Savings Clause.* The provisions of this Ordinance are separable. If any part of this Ordinance is, for any reason, unenforceable then the validity of the remainder of this Ordinance is unaffected.

Section 6. *General Repealer.* Any prior ordinance, the terms of which are in conflict with this Ordinance, is, only to the extent of that conflict, repealed.

Section 7. *Effectiveness.* This Ordinance is effective after its third reading and public hearing.

RICHLAND COUNTY, SOUTH CAROLINA

Chair, Richland County Council

(SEAL)
ATTEST:

Clerk of Council, Richland County Council

First Reading: February 18, 2020
Second Reading: March 3, 2020
Public Hearing: May 19, 2020
Third Reading: May 19, 2020

EXHIBIT A
FORM OF AGREEMENT

PUBLIC INFRASTRUCTURE CREDIT AGREEMENT

by and between

RICHLAND COUNTY, SOUTH CAROLINA

and

604 HUGER, LLC

Effective as of: [], 2020

PUBLIC INFRASTRUCTURE CREDIT AGREEMENT

This PUBLIC INFRASTRUCTURE CREDIT AGREEMENT, effective as of [] 2020 (“Agreement”), is by and between RICHLAND COUNTY, SOUTH CAROLINA, a body politic and corporate, and a political subdivision of the State of South Carolina (“County”), and 604 HUGER, LLC, a South Carolina limited liability company (as hereinafter defined “Company” together with the County, “Parties,” each, a “Party”).

WITNESSETH:

WHEREAS, the County, acting by and through its County Council (“County Council”), is authorized and empowered under and pursuant to the provisions of Article VIII, Section 13(D) of the South Carolina Constitution and the provisions of Title 4, Chapter 1 of the Code of Laws of South Carolina, 1976, as amended (collectively, “Act”), to (i) develop multicounty parks with counties having contiguous borders with the County; and (ii) include property in the multicounty park, which inclusion under the terms of the Act (A) makes such property exempt from *ad valorem* property taxes, and (B) changes the character of the annual receipts from such property to fees-in-lieu of *ad valorem* property taxes in an amount equal to the *ad valorem* taxes that would have been due and payable but for the location of the property in such multicounty park (“Fee Payments”);

WHEREAS, the County is further authorized by Section 4-1-175 of the Act to grant credits against Fee Payments (“Public Infrastructure Credit”) to pay costs of, amongst other things, designing, acquiring, constructing, improving or expanding public infrastructure serving the County (collectively, “Public Infrastructure”);

WHEREAS, pursuant to the authority provided in the Act, the County has developed with Fairfield County, South Carolina, the I-77 Corridor Regional Industrial Park (“Park”) and executed the “Amended and Restated Master Agreement Governing the I-77 Corridor Regional Industrial Park” dated September 1, 2018 (“Park Agreement”), which governs the operation of the Park;

WHEREAS, as part of a commercial development to be located in the County, the Company has committed to establish a mixed use commercial real estate development in the County (“Project”) including, and to be located on, land more particularly identified by Exhibit A (“Land”), consisting of total taxable investment by the Company in real and personal property of not less than \$51,300,000, and in connection with the Project, anticipates making investment in certain Public Infrastructure as further described herein;

WHEREAS, by an ordinance enacted on [], 2020 (“Ordinance”), the County authorized the expansion of the boundaries of the Park and an amendment to the Park Agreement to include the Land and other real and personal property comprising the Project (“Property”) in the Park, subject to the consent to such expansion being granted by the City of Columbia, South Carolina (the “City”) in accordance with Section 4-1-170(C) of the Act;

WHEREAS, pursuant to the Ordinance, the County further authorized the execution and delivery of this Agreement to provide Public Infrastructure Credits against the Company’s Fee Payments with respect to the Project for the purpose of assisting in paying the costs of certain Public Infrastructure invested by the Company at, in, or in connection with, the Project, subject to the terms and conditions below.

NOW, THEREFORE, in consideration of the respective representations and agreements hereinafter contained, the County and the Company agree as follows:

ARTICLE I REPRESENTATIONS

Section 1.1. *Representations by the County.* The County represents to the Company as follows:

- (a) The County is a body politic and corporate and a political subdivision of the State of South Carolina;
- (b) The County is authorized and empowered by the provisions of the Act to enter into and carry out its obligations under this Agreement;
- (c) The County has duly authorized and approved the execution and delivery of this Agreement by adoption of the Ordinance in accordance with the procedural requirements of the Act and any other applicable state law;
- (d) The County is not in default of any of its obligations (contractual or otherwise) as a result of entering into and performing its obligations under this Agreement;
- (e) The County has approved the inclusion of the Property in the Park; and
- (f) Based on representations made by the Company to the County, the County has determined the Project and the Public Infrastructure, including, but not limited to, the Company Public Infrastructure, will enhance the economic development of the County and promote the welfare of its citizens. Therefore, the County is entering into this Agreement for the purpose of promoting the economic development of the County and the welfare of its citizens.

Section 1.2. *Representations and Covenants by the Company.* The Company represents to the County as follows:

- (a) The Company is in good standing under the laws of the State of South Carolina, has power to conduct business in the State of South Carolina and enter into this Agreement, and by proper company action has authorized the officials signing this Agreement to execute and deliver it;
- (b) The Company will use commercially reasonable efforts to achieve the Investment Commitment, each as defined below, at the Project;
- (c) The Company's execution and delivery of this Agreement, and its compliance with the provisions of this Agreement do not result in a default under any agreement or instrument to which the Company is now a party or by which it is bound; and
- (d) The Company covenants to complete any and all Company Public Infrastructure (as defined herein) in a workmanlike manner and in accordance with all applicable codes and regulations.

ARTICLE II PUBLIC INFRASTRUCTURE CREDITS

Section 2.1. *Investment Commitment.* The Company shall invest not less than \$51,300,000 in taxable property in the Project ("Investment Commitment") by [], 2025 ("Certification Deadline"). The Company shall certify to the County achievement of the Investment Commitment on a date no later than the Certification Deadline ("Certification Date"), by providing documentation, which documentation may include, without limitation, pay applications, invoices, and accounting logs, and, only with respect to the personal property portion of the Project, any SCDOR PT-100 filed by the Company with respect to the

Project, to the County's Economic Development Department sufficient to reflect achievement of the Investment Commitment, in form and substance reasonably acceptable to the County. Notwithstanding anything in this Agreement to the contrary, the Certification Date shall not be later than, and may not be extended past, the last day of the year which is five years after the effective date of this Agreement. If the Company fails to achieve and so certify the Investment Commitment by the Certification Deadline, the County may terminate this Agreement and, upon any such termination, the Company shall no longer be entitled to any further benefits under this Agreement.

Section 2.2. Public Infrastructure Commitment.

(a) Prior to receiving the Public Infrastructure Credits under this Agreement, the Company shall make an investment in Public Infrastructure in the County which may be comprised of any or all of the following improvements and facilities benefitting the public or dedicated to public use: water, sewer, or stormwater improvements, greenspaces, recreation or community facilities, pedestrian or transportation facilities, parking facilities, facade redevelopment, roadway improvements, and energy production or communications technology infrastructure. Public Infrastructure may also include expenditures on the eradication of blight.

(b) In connection with the Project, the Company has committed with commercially reasonable efforts to invest in the Public Infrastructure as described on Exhibit B hereto ("Company Public Infrastructure"). The Company shall certify its actual investment in the Company Public Infrastructure to the County on the Certification Date, by providing documentation, which documentation may include, without limitation, pay applications, invoices, and accounting logs, to the County's Economic Development Department sufficient to reflect the Company's investment in the Company Public Infrastructure, in form and substance reasonably acceptable to the County. If the Company fails to substantially complete the Company Public Infrastructure by the Certification Deadline in the cumulative total investment amount set forth in Exhibit B hereto, then the Company may not be entitled to the full value of the Public Infrastructure Credit as provided by this Agreement.

(c) Following the Certification Date, the County's Economic Development Department shall have 30 days ("Verification Deadline") to verify the Company's investment in the Company Public Infrastructure. The County has the right to exclude from the investment in Company Public Infrastructure certified by the Company any costs the County determines, in its sole discretion, to be ineligible costs. The County may also reject any Company Public Infrastructure investment as ineligible if the County determines, in its sole discretion, that it has not been completed in a workmanlike manner or in accordance with applicable codes or regulations. The County's Economic Development Department shall, on a date no later than the Verification Deadline (the "Verification Date"), provide to the Company, by written notice, the County's determination of the verified amount of Company Public Infrastructure investment. Failure to provide such a written determination by the Verification Deadline shall be deemed to be a determination by the County that all Company Public Infrastructure investment certified by the Company is verified as eligible costs, and, in such event, the Verification Date shall be deemed to be the Verification Deadline.

Section 2.3. Public Infrastructure Credit.

(a) To assist in paying for costs of Company Public Infrastructure, the County shall provide a Public Infrastructure Credit against each of the Company's Fee Payments due with respect to the Project, commencing with the first Fee Payment following the Verification Date. The term, amount and calculation of the Public Infrastructure Credit is described in Exhibit B.

(b) For each tax year for which the Company is entitled to a Public Infrastructure Credit ("Credit Term"), the County shall prepare and issue the Company's annual Fee Payment bill with respect

to the Project net of the Public Infrastructure Credit set forth in **Section 2.3 (a)** (“Net Fee Payment”). Following receipt of the bill, the Company shall timely remit the Net Fee Payment to the County in accordance with applicable law.

(c) THIS AGREEMENT AND THE PUBLIC INFRASTRUCTURE CREDITS PROVIDED BY THIS AGREEMENT ARE LIMITED OBLIGATIONS OF THE COUNTY. THE PUBLIC INFRASTRUCTURE CREDITS ARE DERIVED SOLELY FROM AND TO THE EXTENT OF THE FEE PAYMENTS MADE BY THE COMPANY TO THE COUNTY PURSUANT TO THE ACT AND THE PARK AGREEMENT. THE PUBLIC INFRASTRUCTURE CREDITS DO NOT AND SHALL NOT CONSTITUTE A GENERAL OBLIGATION OF THE COUNTY OR ANY MUNICIPALITY WITHIN THE MEANING OF ANY CONSTITUTIONAL OR STATUTORY LIMITATION AND DO NOT AND SHALL NOT CONSTITUTE OR GIVE RISE TO A PECUNIARY LIABILITY OF THE COUNTY OR ANY MUNICIPALITY OR A CHARGE AGAINST THE GENERAL CREDIT OR TAXING POWER OF THE COUNTY OR ANY MUNICIPALITY. THE FULL FAITH, CREDIT, AND TAXING POWER OF THE COUNTY OR ANY MUNICIPALITY ARE NOT PLEDGED FOR THE PROVISION OF THE PUBLIC INFRASTRUCTURE CREDITS.

(d) The County makes no representation or warranty with respect to the Company Public Infrastructure. The execution and delivery of this Agreement and the extension of the Public Infrastructure Credit do not constitute a commitment by the County to maintain the Company Public Infrastructure.

Section 2.4. Filings; Administration. To assist the County in administering the Public Infrastructure Credit, with respect to the Company’s Fee Payments due with respect to the personal property portion of the Project, the Company shall, for each tax year corresponding to the Credit Term, prepare and file a separate schedule to the SCDOR PT-100 with respect to the personal property portion of the Project. Additionally, the Company shall, on or before January 31 of each year following the commencement of the Credit Term, deliver to the Economic Development Director of the County the information required by the terms of the County’s Resolution dated December 12, 2017, which is attached hereto as Exhibit C, as may be amended by subsequent resolution, with respect to the Company. The County and the Company further acknowledge and agree that the Land, as identified by Exhibit A as of the original execution and delivery of this Agreement, reflects the present anticipation as to the general boundaries of the land upon which the Project will be located and that, as the specific boundaries upon which the Project will be located are delineated, as an additional means of assisting the County in administering the Public Infrastructure Credit, the Company and the County will work cooperatively to properly assign the Project with a specific identifying description including, but not limited to, one or more tax map numbers.

Section 2.5 Cumulative Public Infrastructure Credit. The cumulative dollar amount of the Public Infrastructure Credit shall not exceed the amount invested by the Company in Company Public Infrastructure, as verified, or deemed verified, by the County on or before the Verification Deadline. The County Economic Development Department shall provide the verified investment amount to the County Auditor for purposes of applying the Public Infrastructure Credit in accordance with **Section 2.3** of this Agreement.

ARTICLE III DEFAULTS AND REMEDIES

Section 3.1. Events of Default. The following are “Events of Default” under this Agreement:

(a) Failure by the Company to make a Net Fee Payment, which failure has not been cured within 30 days following receipt of written notice from the County specifying the delinquency in payment and requesting that it be remedied;

(b) An abandonment or closure of the Project; for purposes of this Agreement, “abandonment or closure of the Project” means failure to place all or a portion of the Project in service by December 31, 2025;

(c) A representation or warranty made by the Company which is deemed materially incorrect when deemed made;

(d) Failure by the Company to perform any of the terms, conditions, obligations, or covenants under this Agreement (other than those described in **Sections 2.1** and **2.2** and under **(a)** above), which failure has not been cured within 30 days after written notice from the County to the Company specifying such failure and requesting that it be remedied, unless the Company has instituted corrective action within the 30-day period and is diligently pursuing corrective action until the default is corrected, in which case the 30-day period is extended to include the period during which the Company is diligently pursuing corrective action;

(e) A representation or warranty made by the County which is deemed materially incorrect when deemed made; or

(f) Failure by the County to perform any of the terms, conditions, obligations, or covenants hereunder, which failure has not been cured within 30 days after written notice from the Company to the County specifying such failure and requesting that it be remedied, unless the County has instituted corrective action within the 30-day period and is diligently pursuing corrective action until the default is corrected, in which case the 30-day period is extended to include the period during which the County is diligently pursuing corrective action.

Section 3.2. Remedies on Default.

(a) If an Event of Default by the Company has occurred and is continuing, then the County may take any one or more of the following remedial actions:

(i) terminate the Agreement; or

(ii) take whatever action at law or in equity may appear necessary or desirable to collect amounts due or otherwise remedy the Event of Default or recover its damages.

(b) If an Event of Default by the County has occurred and is continuing, the Company may take one or more of the following actions:

(i) bring an action for specific enforcement;

(ii) terminate the Agreement; or

(iii) in case of a materially incorrect representation or warranty, take such action as is appropriate, including legal action, to recover its damages, to the extent allowed by law.

Section 3.3. Reimbursement of Legal Fees and Other Expenses. On the occurrence of an Event of Default, if a Party is required to employ attorneys or incur other reasonable expenses for the collection of payments due under this Agreement or for the enforcement of performance or observance of any obligation or agreement, the prevailing Party is entitled to seek reimbursement of the reasonable fees of such attorneys and such other reasonable expenses so incurred.

Section 3.4. Remedies Not Exclusive. No remedy described in this Agreement is intended to be exclusive of any other remedy or remedies, and each and every such remedy is cumulative and in addition to every other remedy given under this Agreement or existing at law or in equity or by statute.

Section 3.5. Nonwaiver. A delay or omission by the Company or County to exercise any right or power accruing on an Event of Default does not waive such right or power and is not deemed to be a waiver or acquiescence of the Event of Default. Every power and remedy given to the Company or County by this Agreement may be exercised from time to time and as often as may be deemed expedient.

ARTICLE IV MISCELLANEOUS

Section 4.1. Examination of Records; Confidentiality.

(a) The County and its authorized agents, at any reasonable time on prior notice, may enter and examine the Project and have access to and examine the Company's books and records relating to the Project for the purposes of (i) identifying the Project; (ii) confirming achievement of the Investment Commitment; (iii) verifying the investment in Public Infrastructure; and (iv) permitting the County to carry out its duties and obligations in its sovereign capacity (such as, without limitation, for such routine health and safety purposes as would be applied to any other manufacturing or commercial facility in the County).

(b) The County acknowledges that the Company may utilize confidential and proprietary processes and materials, services, equipment, trade secrets, and techniques ("Confidential Information") and that disclosure of the Confidential Information could result in substantial economic harm to the Company. The Company may clearly label any Confidential Information delivered to the County pursuant to this Agreement as "Confidential Information." Except as required by law, the County, or any employee, agent, or contractor of the County, shall not disclose or otherwise divulge any labeled Confidential Information to any other person, firm, governmental body or agency. The Company acknowledges that the County is subject to the South Carolina Freedom of Information Act, and, as a result, must disclose certain documents and information on request, absent an exemption. If the County is required to disclose any Confidential Information to a third party, the County will use its best efforts to provide the Company with as much advance notice as is reasonably possible of such disclosure requirement prior to making such disclosure and to cooperate reasonably with any attempts by the Company to obtain judicial or other relief from such disclosure requirement.

Section 4.2. Assignment. The Company may assign or otherwise transfer any of its rights and interest in this Agreement on prior written consent of the County, which may be given by resolution, and which consent will not be unreasonably withheld.

Section 4.3. Provisions of Agreement for Sole Benefit of County and Company. Except as otherwise specifically provided in this Agreement, nothing in this Agreement expressed or implied confers on any person or entity other than the County and the Company any right, remedy, or claim under or by reason of this Agreement, this Agreement being intended to be for the sole and exclusive benefit of the County and the Company.

Section 4.4. Severability. If any provision of this Agreement is declared illegal, invalid, or unenforceable for any reason, the remaining provisions of this Agreement are unimpaired, and the Parties shall reform such illegal, invalid, or unenforceable provision to effectuate most closely the legal, valid, and enforceable intent of this Agreement.

Section 4.5. Limitation of Liability.

(a) The County is not liable to the Company for any costs, expenses, losses, damages, claims or actions in connection with this Agreement, except from amounts received by the County from the Company under this Agreement.

(b) All covenants, stipulations, promises, agreements and obligations of the County contained in this Agreement are binding on members of the County Council or any elected official, officer, agent, servant or employee of the County only in his or her official capacity and not in his or her individual capacity, and no recourse for the payment of any moneys or performance of any of the covenants and agreements under this Agreement or for any claims based on this Agreement may be had against any member of County Council or any elected official, officer, agent, servant or employee of the County except solely in their official capacity.

(c) The County is not responsible for the Company Public Infrastructure and disclaims all liability with respect to the Company Public Infrastructure.

Section 4.6. *Indemnification Covenant.*

(a) Except as provided in paragraph (d) below, the Company shall indemnify and save the County, its employees, elected officials, officers and agents (each, an “Indemnified Party”) harmless against and from all liability or claims arising from the County’s execution of this Agreement, performance of the County’s obligations under this Agreement or the administration of its duties pursuant to this Agreement, or otherwise by virtue of the County having entered into this Agreement.

(b) The County is entitled to use counsel of its choice and the Company shall reimburse the County for all of its costs, including attorneys’ fees, incurred in connection with the response to or defense against such liability or claims as described in paragraph (a) above. The County shall provide a statement of the costs incurred in the response or defense, and the Company shall pay the County within 30 days of receipt of the statement. The Company may request reasonable documentation evidencing the costs shown on the statement. However, the County is not required to provide any documentation which may be privileged or confidential to evidence the costs.

(c) The County may request the Company to resist or defend against any claim on behalf of an Indemnified Party. On such request, the Company shall resist or defend against such claim on behalf of the Indemnified Party, at the Company’s expense. The Company is entitled to use counsel of its choice, manage and control the defense of or response to such claim for the Indemnified Party; provided the Company is not entitled to settle any such claim without the consent of that Indemnified Party.

(d) Notwithstanding anything herein to the contrary, the Company is not required to indemnify any Indemnified Party against or reimburse the County for costs arising from any claim or liability (i) occasioned by the acts of that Indemnified Party, which are unrelated to the execution of this Agreement, performance of the County’s obligations under this Agreement, or the administration of its duties under this Agreement, or otherwise by virtue of the County having entered into this Agreement; or (ii) resulting from that Indemnified Party’s own negligence, bad faith, fraud, deceit, or willful misconduct.

(e) An Indemnified Party may not avail itself of the indemnification or reimbursement of costs provided in this Section unless it provides the Company with prompt notice, reasonable under the circumstances, of the existence or threat of any claim or liability, including, without limitation, copies of any citations, orders, fines, charges, remediation requests, or other claims or threats of claims, in order to afford the Company notice, reasonable under the circumstances, within which to defend or otherwise respond to a claim.

attorneys' fees. Administration Expenses do not include any costs, expenses, including attorneys' fees, incurred by the County (i) in defending challenges to the Fee Payments or Public Infrastructure Credits brought by third parties or the Company or its affiliates and related entities, or (ii) in connection with matters arising at the request of the Company outside of the immediate scope of this Agreement, including amendments to the terms of this Agreement. The payment by the Company of the County's Administration Expenses shall not be construed as prohibiting the County from engaging, at its discretion, the counsel of the County's choice.

Section 4.9. Entire Agreement. This Agreement expresses the entire understanding and all agreements of the Parties with each other, and neither Party is bound by any agreement or any representation to the other Party which is not expressly set forth in this Agreement or in certificates delivered in connection with the execution and delivery of this Agreement.

Section 4.10 Agreement to Sign Other Documents. From time to time, and at the expense of the Company, to the extent any expense is incurred, the County agrees to execute and deliver to the Company such additional instruments as the Company may reasonably request and as are authorized by law and reasonably within the purposes and scope of the Act and this Agreement to effectuate the purposes of this Agreement.

Section 4.11. Agreement's Construction. Each Party and its counsel have reviewed this Agreement and any rule of construction to the effect that ambiguities are to be resolved against a drafting party does not apply in the interpretation of this Agreement or any amendments or exhibits to this Agreement.

Section 4.12. Applicable Law. South Carolina law, exclusive of its conflicts of law provisions that would refer the governance of this Agreement to the laws of another jurisdiction, governs this Agreement and all documents executed in connection with this Agreement.

Section 4.13. Counterparts. This Agreement may be executed in any number of counterparts, and all of the counterparts together constitute one and the same instrument.

Section 4.14. Amendments. This Agreement may be amended only by written agreement of the Parties.

Section 4.15. Waiver. Either Party may waive compliance by the other Party with any term or condition of this Agreement but the waiver is valid only if it is in a writing signed by the waiving Party.

Section 4.16. Termination. Unless first terminated under any other provision of this Agreement, this Agreement terminates on the expiration of the Credit Term and payment by the Company of any outstanding Net Fee Payment due on the Project pursuant to the terms of this Agreement.

Section 4.17. Business Day. If any action, payment, or notice is, by the terms of this Agreement, required to be taken, made, or given on any Saturday, Sunday, or legal holiday in the jurisdiction in which the Party obligated to act is situated, such action, payment, or notice may be taken, made, or given on the following business day with the same effect as if taken, made or given as required under this Agreement, and no interest will accrue in the interim.

*[TWO SIGNATURE PAGES FOLLOW]
[REMAINDER OF PAGE INTENTIONALLY BLANK]*

IN WITNESS WHEREOF, Richland County, South Carolina, has caused this Agreement to be executed by the appropriate officials of the County and its corporate seal to be affixed and attested, effective the day and year first above written.

RICHLAND COUNTY, SOUTH CAROLINA

Chair, Richland County Council

(SEAL)
ATTEST:

Clerk to Council, Richland County Council

[SIGNATURE PAGE 1 TO PUBLIC INFRASTRUCTURE CREDIT AGREEMENT]

IN WITNESS WHEREOF, 604 HUGER, LLC has caused this Agreement to be executed by its authorized officer(s), effective the day and year first above written.

604 HUGER, LLC

By: _____

Name: _____

Its: _____

[SIGNATURE PAGE 2 TO PUBLIC INFRASTRUCTURE CREDIT AGREEMENT]

EXHIBIT A

LAND DESCRIPTION

PARCELS 1-3

All that lot of land, with improvements thereon, situate, lying and being in the City of Columbia, County of Richland, State of South Carolina, and containing 1.51 acres and being located the northeastern corner of the intersection of Blossom and Huger Streets and being shown on plat prepared for Blossom/Huger Limited Partnership by Cox and Dinkins, Inc., dated August 24, 1988, recorded in Plat Book 52 at Page 3217 on September 12, 1988. Said lot being bounded and measuring as shown on said plat.

TMS No./Address

TMS No. 08914-01-10 – 602 Huger Street, Columbia, SC 29201

TMS No. 08914-01-06 – 613-11 Pulaski Street, Columbia, SC 29201

TMS No. 08914-01-07 – 609 Pulaski Street, Columbia, SC 29201

PARCELS 4-5

All that certain piece, parcel or lot of land situate, lying, and being at the northwestern corner of the intersection of Blossom and Pulaski Streets, in the City of Columbia, in the County of Richland, in the State of South Carolina, being in shape practically a rectangle measuring on its northern and southern sides two hundred and eight (208') feet, more or less, and on its eastern and western sides one hundred and four (104') feet, more or less, bounded on the north by property of Baker and Weathers, formerly of Baylis, on the east by Pulaski Street, on the south by Blossom Street, and on the west by property of Ehrlich (lot now occupied by warehouse of Checker Transfer & Storage Co., known as 602 Huger Street), being the same property conveyed as two lots of approximately one quarter acre each by C.M. Wilder and Maria E. Wilder to George W. Waring be deed dated August 11, 1900, recorded in the Office of the Clerk of Court for Richland County in Deed Book "AE" at Page 81.

TMS No./Address

TMS No. 08914-01-08 – 603-05 Pulaski Street, Columbia, SC 29201

TMS No. 08914-01-09 – Pulaski Street, Columbia, SC 29201

EXHIBIT B (See Section 2.2)

DESCRIPTION OF COMPANY PUBLIC INFRASTRUCTURE

The Company Public Infrastructure includes approximately 300 structured parking spaces. A portion of the parking created will be available to the public for hourly, daily, and/or monthly use. In addition to the structured parking, general infrastructure benefiting the public will be constructed around the perimeter of the Project, including, but not limited to, sidewalks and landscaping. The anticipated total cost of the Company Public Infrastructure is approximately \$9,000,000.

Notwithstanding anything above or in this Agreement to the contrary, the Company and the County acknowledge and agree that: (i) the Company Public Infrastructure shall, subject to the provisions of **Section 2.2(c)** of this Agreement, include, in addition to that described and delineated above, any Public Infrastructure invested in by the Company in connection with the Project and consisting of improvements or infrastructure included within the description of Public Infrastructure set forth in **Section 2.2** of this Agreement; and, (ii) the total cost of the Company Public Infrastructure listed above is a current estimate and the actual expenditures made by the Company with respect to the Company Public Infrastructure may fluctuate as the Project develops.

EXHIBIT C (See Section 2.3)

DESCRIPTION OF PUBLIC INFRASTRUCTURE CREDIT

The County shall provide a 50% Public Infrastructure Credit against the Fee Payments due and owing from the Company to the County with respect to the Project as provided in this Agreement, provided, the cumulative total amount of the Public Infrastructure Credit shall not exceed the Company's investment in the Company Public Infrastructure.

The Company is eligible to receive the Public Infrastructure Credit against each of the Company's Fee Payments due with respect to the Project for a period of 10 consecutive years, beginning with the first such Fee Payment due with respect to the Project following the Verification Date and ending on the earlier of the 10th year or the year in which the cumulative total amount of the Public Infrastructure Credit equals the Company's investment in the Company Public Infrastructure ("Credit Term").

EXHIBIT D (See Section 2.5)
**RICHLAND COUNTY RESOLUTION REQUIRING CERTAIN ACCOUNTABILITY PRACTICES CONCERNING
ECONOMIC DEVELOPMENT PROJECTS IN THE COUNTY**

**A RESOLUTION TO AMEND THE DECEMBER 21, 2010,
RESOLUTION REQUIRING CERTAIN ACCOUNTABILITY
PRACTICES CONCERNING ECONOMIC DEVELOPMENT
PROJECTS IN RICHLAND COUNTY**

WHEREAS, Richland County Council adopted a resolution dated as of December 21, 2010 (“Prior Resolution”), which requires companies receiving economic development incentives from Richland County, South Carolina (“County”) to submit annual reports to the Richland County Economic Development Office; and

WHEREAS, the County desires to make the form of the annual reports submitted by such companies uniform in order to make the substantive information contained in the annual reports more easily tracked and documented by the Richland County Economic Development Office.

NOW, THEREFORE, BE IT RESOLVED by Richland County Council as follows:

Section 1. The County affirms that each company awarded an incentive by the County in exchange for the location or expansion of a facility or facilities within the County shall submit an annual report to the Richland County Economic Development Office by January 31 of each year throughout the term of the incentives.

Section 2. The Richland County Economic Development Office is authorized to create (and from time to time, if necessary, amend or recreate) and make available the form of the annual report; however, such form, shall require, at a minimum, the following information:

- a. Name of company;
- b. Cumulative capital investment (less any removed investment) to date as a result of the project;
- c. Net jobs created to date as a result of the project;

Section 3. A copy of the then-current form of the annual report may be obtained from the following address. The annual report shall likewise be submitted to the following address by the required date.

Richland County Economic Development Office
Attention: Kim Mann
1201 Main Street, Suite 910
Columbia, SC 29201

Section 4. This Resolution amends the Prior Resolution and sets forth the County’s requirements with respect to the annual reports to be submitted by each company awarded an incentive by the County as described in Section 1.

Section 5. The substance of this Resolution shall be incorporated into the agreement between the County and each company with respect to the incentives granted by the County to the company.

Section 6. In the event that any company shall fail to submit an annual report, or any portion thereof, such company may be required to return all incentives, or a dollar amount equal thereof, to the County. Such incentives, or the dollar amount equal thereto, shall be paid to the County within 60 days after the date upon which the information was originally due.


RESOLVED: December 12 2017

RICHLAND COUNTY, SOUTH CAROLINA



Chair, Richland County Council

(SEAL)
ATTEST:



Clerk to County Council

Richland County Council Request for Action

Subject:

Approving the sale of certain property located on Farrow Road; and other related matters

Notes:

First Reading: March 3, 2020

Second Reading: April 7, 2020

Third Reading: May 19, 2020 {Tentative}

Public Hearing: May 19, 2020

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. _____

APPROVING THE SALE OF CERTAIN PROPERTY LOCATED ON FARROW ROAD; AND OTHER MATTERS RELATED THERETO.

WHEREAS, pursuant to Title 4, Chapter 9 of the Code of Laws of South Carolina, 1976, as amended, Richland County, South Carolina (“County”), acting by and through its County Council (“County Council”), is authorized to enter into contracts and to sell its real property;

WHEREAS, the County owns approximately 206.63 acres on Farrow Road more particularly identified by TMS Nos. 17300-02-033 and 17300-02-10 (“Property”) and has identified the Property as property the County desires to sell; and

WHEREAS, the County desires to enter into a purchase agreement (“Agreement”) with a purchaser of the Property to set forth the terms and conditions of the sale of the Property by the County to the Purchaser.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY COUNCIL:

Section 1. Findings. County Council determines that the sale of the Property is a proper governmental and public purposes and is anticipated to benefit the general public welfare of the County.

Section 2. Approval of Sale of Property. County Council approves the sale of the Property by the County and authorizes the County Council Chair, the County Administrator, and the Director of Economic Development, as appropriate, to execute and deliver those documents that may be reasonably necessary to accomplish the sale of the Property. Any actions taken in the name of the County prior to the effective date of this Ordinance with respect to the purchase of the Property are expressly ratified and confirmed.

Section 3. Approval of Agreement. County Council approves and ratifies the negotiation, preparation, execution and delivery of the Agreement, the form, terms and provisions of which shall be finally approved by the County Council Chair, the County Administrator or the Director of Economic Development, as appropriate, following receipt of advice from counsel to the County.

Section 4. Further Acts. County Council authorizes the County Council Chair, the County Administrator, or the Director of Economic Development, as appropriate, following receipt of advice from counsel to the County, to take such further acts and negotiate, approve and execute whatever further instruments on behalf of the County as deemed necessary, desirable or appropriate to effect the transactions described in this Ordinance.

Section 5. General Repealer. Any ordinance, resolution, or other order of County Council, the terms of which are in conflict with this Ordinance, is, only to the extent of that conflict, repealed.

Section 6. Effectiveness. This Ordinance is effective after third reading and a public hearing.

RICHLAND COUNTY, SOUTH CAROLINA

Chairman of County Council

(SEAL)
ATTEST:

Clerk to County Council

READINGS:

First Reading: March 3, 2020
Second Reading: April 7, 2020
Public Hearing: May 19, 2020
Third Reading: May 19, 2020

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. _____

**APPROVING THE TRANSFER OF CERTAIN PROPERTY LOCATED IN THE
BLYTHEWOOD BUSINESS PARK TO FAIRFIELD ELECTRIC COOPERATIVE;
AND OTHER RELATED MATTERS.**

WHEREAS, Richland County, South Carolina (“County”) owns certain real property in the County known as the Blythewood Business Park (“Park”);

WHEREAS, the County acquired the Park for the purpose of developing a Class A Business and Industrial Park in the County in order to attract businesses to the County thereby expanding the County’s tax base and creating and expanding the job opportunities within the County;

WHEREAS, Fairfield Electric Cooperative (“FEC”) is planning the installation of a substation in the Park to serve certain utility needs of the businesses locating or expected to locate in the Park;

WHEREAS, the County and FEC have negotiated the location of the substation in accordance with the County’s master plan for the development of the Park and desire for the substation to be located on the site as shown on the attached site plans (“Proposed Site”);

WHEREAS, due to the location and composition of the Proposed Site, including the location of certain streams and overhead transmission lines, the Proposed Site is otherwise unusable for any development and was identified as green space on the County’s master plan for the Park;

WHEREAS, the County desires to transfer the property to FEC for purposes of installing and constructing a substation to serve the Park; and

WHEREAS, pursuant to Title 4, Chapter 9 of the Code of Laws of South Carolina, 1976, as amended, the County, acting by and through its County Council (“County Council”), is authorized to transfer its interests in real property.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY COUNCIL:

Section 1. Findings. County Council determines that the transfer of the Proposed Site is a proper governmental and public purpose, is anticipated to benefit the general public welfare of the County, and furthers the economic development of the County by providing a location for the installation of infrastructure that can serve business locating or expecting to locate in the County.

Section 2. Approval of Transfer of Property. County Council approves the transfer of the Proposed Site by the County to FEC and authorizes the County Council Chair, the County Administrator, and the Director of Economic Development, as appropriate, to execute and deliver those documents that may be reasonably necessary to accomplish the transfer of the Proposed Site to FEC. Any actions taken in the name of the County prior to the effective date of this Ordinance with respect to the transfer of the Proposed Site are expressly ratified and confirmed.

Section 3. Further Acts. County Council authorizes the County Council Chair, the County Administrator, or the Director of Economic Development, as appropriate, following receipt of advice from counsel to the County, to take such further acts and negotiate, approve and execute whatever further instruments on behalf of the County as deemed necessary, desirable or appropriate to effect the transactions described in this Ordinance.

Section 4. General Repealer. Any ordinance, resolution, or other order of County Council, the terms of which are in conflict with this Ordinance, is, only to the extent of that conflict, repealed.

Section 5. Effectiveness. This Ordinance is effective after third reading and a public hearing.

RICHLAND COUNTY, SOUTH CAROLINA

Chairman of County Council

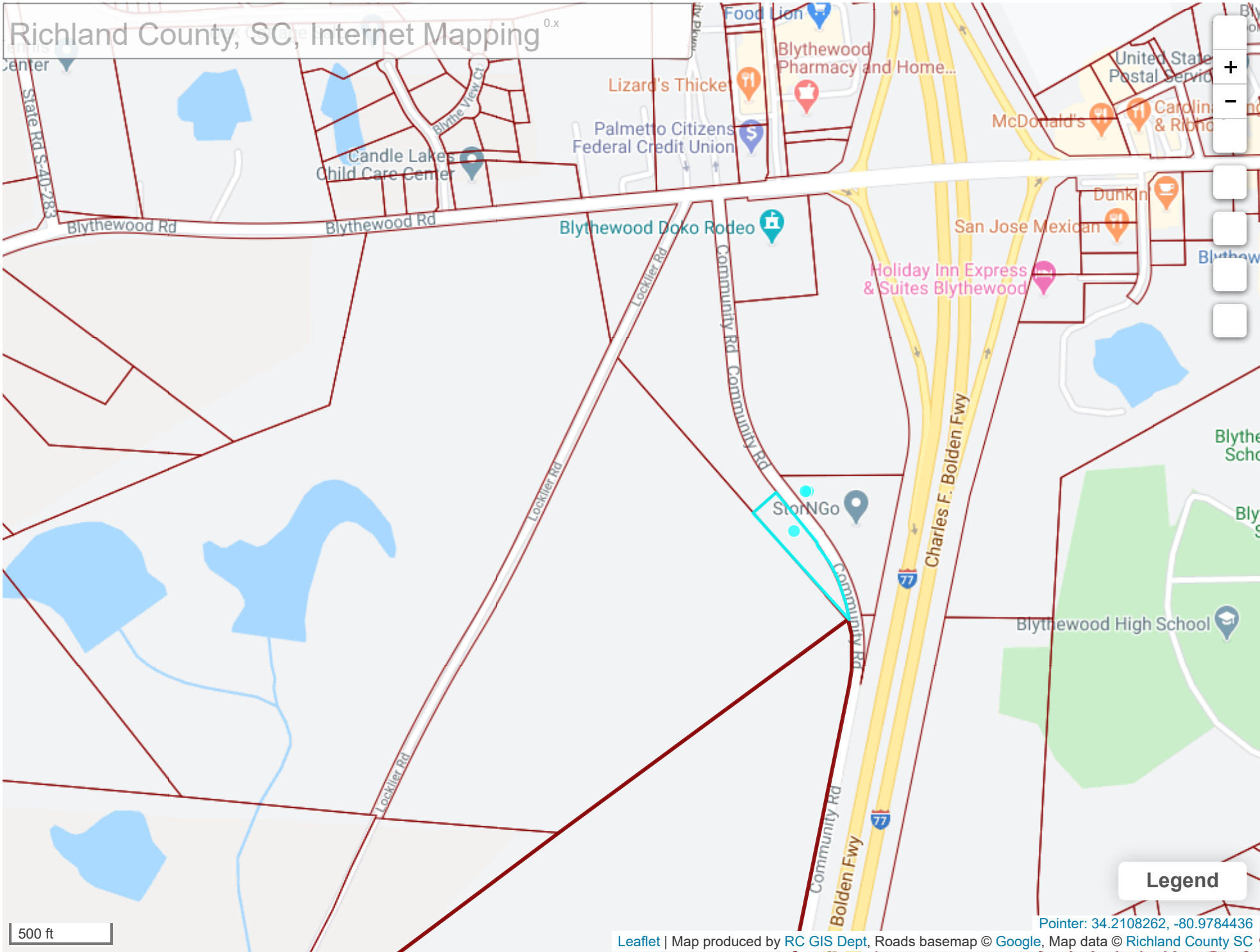
(SEAL)
ATTEST:

Clerk to County Council

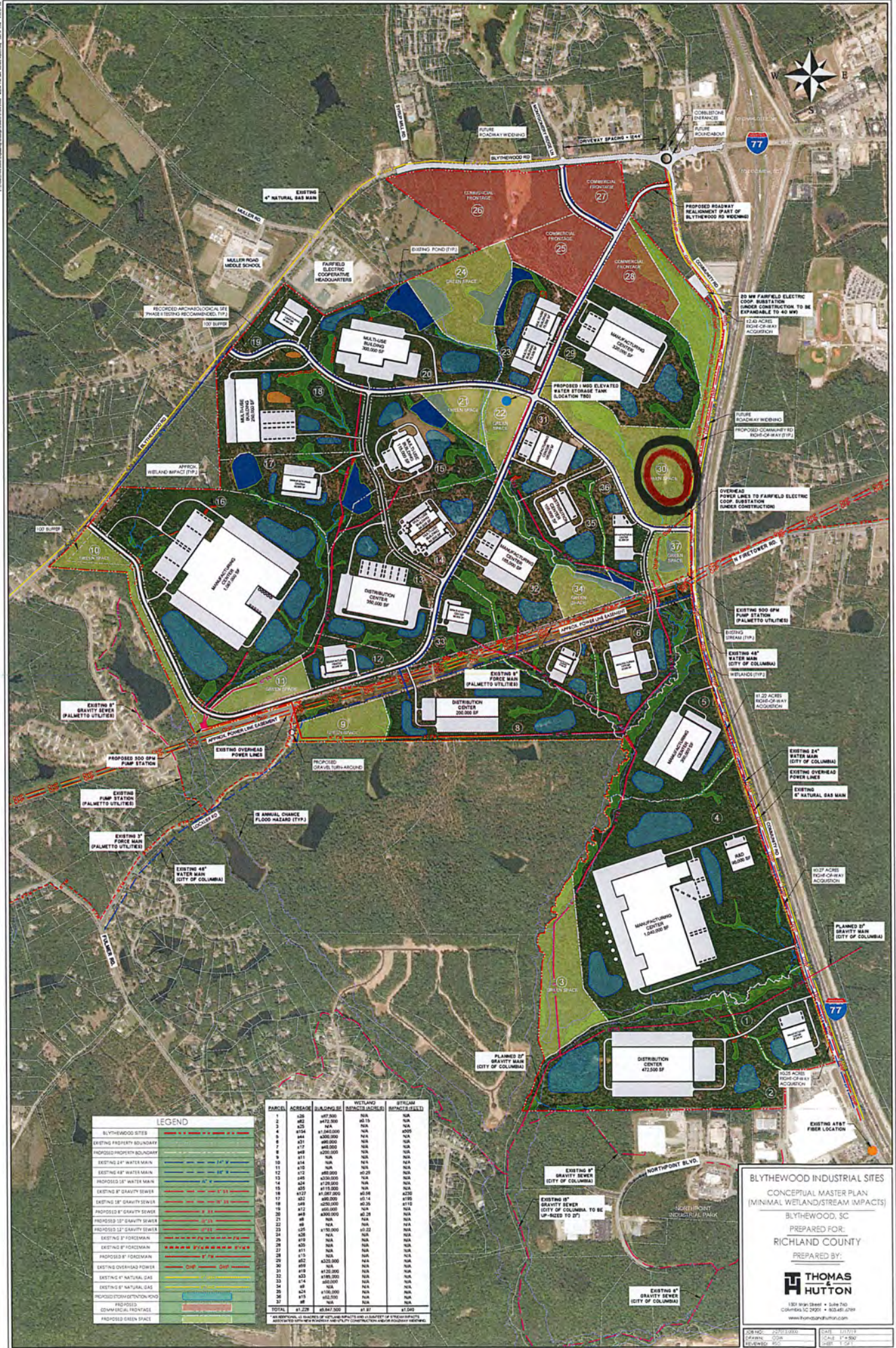
READINGS:

First Reading: May 19, 2020
Second Reading:
Public Hearing:
Third Reading:

PROPOSED SITE



Leaflet | Map produced by RC GIS Dept, Roads basemap © Google, Map data © Richland County SC



LEGEND

PARCEL	ACREAGE	BUILDING SF	WETLAND SPACES (ACRES)	SPILLAGE SPACES (SFEET)
1	1.328	487,500	N/A	N/A
2	482	414,000	N/A	N/A
3	824	N/A	N/A	N/A
4	1,024	1,000,000	N/A	N/A
5	844	3,000,000	N/A	N/A
6	821	400,000	N/A	N/A
7	177	480,000	N/A	N/A
8	814	400,000	N/A	N/A
9	811	N/A	N/A	N/A
10	814	N/A	N/A	N/A
11	810	N/A	N/A	N/A
12	810	400,000	40.20	N/A
13	148	430,000	N/A	N/A
14	824	470,000	N/A	N/A
15	805	470,000	N/A	N/A
16	848	400,000	40.20	470
17	852	480,000	41.14	4190
18	848	400,000	40.20	470
19	812	480,000	40.20	N/A
20	810	N/A	N/A	N/A
21	88	N/A	N/A	N/A
22	810	N/A	N/A	N/A
23	828	470,000	41.32	N/A
24	810	N/A	N/A	N/A
25	810	N/A	N/A	N/A
26	820	N/A	N/A	N/A
27	811	N/A	N/A	N/A
28	810	N/A	N/A	N/A
29	820	430,000	N/A	N/A
30	809	N/A	N/A	N/A
31	810	470,000	N/A	N/A
32	833	470,000	N/A	N/A
33	814	480,000	N/A	N/A
34	818	N/A	N/A	N/A
35	824	470,000	N/A	N/A
36	810	480,000	N/A	N/A
37	810	N/A	N/A	N/A
38	810	480,000	N/A	N/A
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95	810	N/A	N/A	N/A
96	810	N/A	N/A	N/A
97	810	N/A	N/A	N/A
98	810	N/A	N/A	N/A
99	810	N/A	N/A	N/A
100	810	N/A	N/A	N/A
TOTAL	41,238	40,847,000	41.87	81,800

BLYTHEWOOD INDUSTRIAL SITES
 CONCEPTUAL MASTER PLAN
 (MINIMAL WETLAND/STREAM IMPACTS)
 BLYTHEWOOD, SC
 PREPARED FOR:
 RICHLAND COUNTY
 PREPARED BY:
THOMAS HUTTON
 1831 WINDYBROOK • SUITE 110
 COLUMBIA, SC 29911 • 803.481.6789
 www.thomashutton.com

Richland County, SC, Internet Mapping

User Options:

Hide Info on Hover Hide Legend

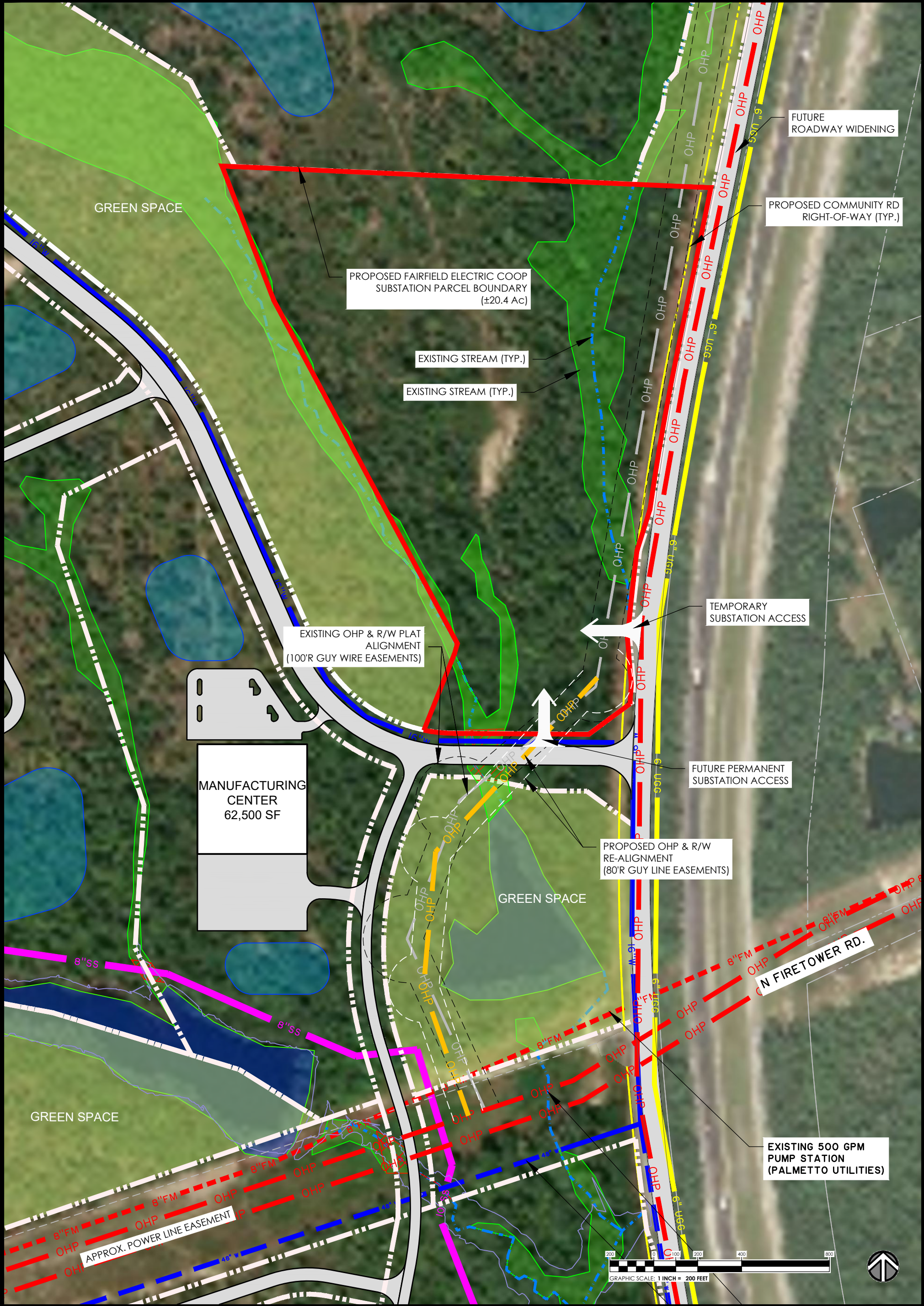
Base Map Type:

Roadmap Google Imagery Google Satellite Hybrid (Combine Above)

Richland County Layers:

- Property:
 - Address Labels
 - Parcel Number Labels
 - Road Maintenance Authority
 - Parcels
 - Zoning
 - Subdivisions
 - Tax Districts
 - Garbage/Waste Collection
- Boundaries:
 - County Boundary
 - Neighborhood Improvement Areas
 - Municipalities
 - Zip Codes
- Public Safety:
 - Police Stations
 - Sheriff Regions
- Civic:
 - Voting Locations
 - Voting Precincts
 - Council Districts
 - Magistrate Districts
 - SC Senate Districts
 - SC House Districts
 - US Congressional Districts
- Education:
 - Library Locations
 - Public Schools
 - School Districts
- Environmental:
 - Elevation:
 - Contours 10ft
 - Contours 2ft





PREPARED FOR:
RICHLAND COUNTY

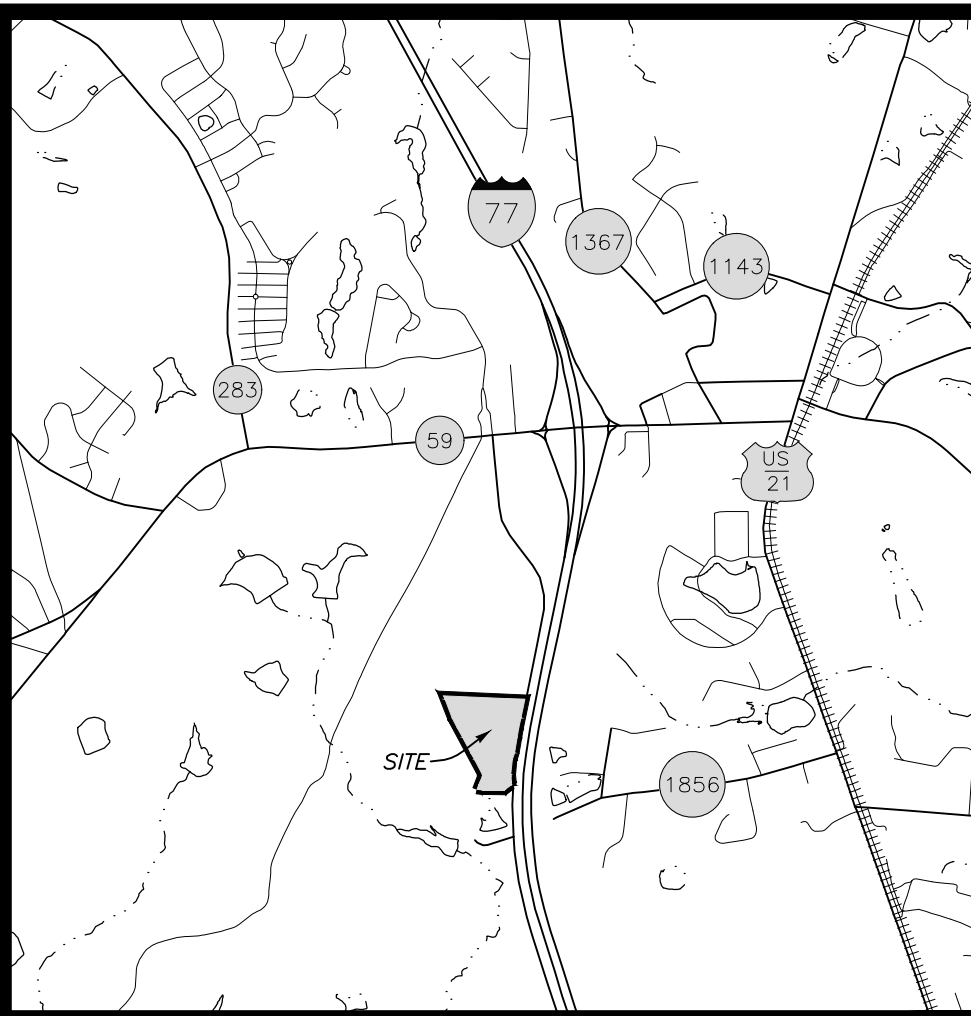
CONCEPTUAL UTILITY RE-ALIGNMENT FOR THE
PROPOSED FAIRFIELD ELECTRIC SUBSTATION SITE
FAIRFIELD COUNTY, SC

February 10, 2020



1501 Main Street • Suite 760
Columbia, SC 29201 • 803.451.6789
www.thomasandhutton.com

This map illustrates a general plan of the development which is for discussion purposes only, does not limit or bind the owner/developer, and is subject to change and revision without prior written notice to the holder. Dimensions, boundaries and position locations are for illustrative purposes only and are subject to an accurate survey and property description.



LOCATION SKETCH
SCALE: 1 INCH = 0.5 MILE

GEODETIC AND SC STATE GRID POINT DATA

HORIZONTAL DATUM: NAD83 (2011)
VERTICAL DATUM: NAVD 88

POINT NUMBER: 1178
SC GRID COORDINATES
NORTH: 861,270.15'
EAST: 2,003,559.84'
GEODETIC COORDINATES:
LATITUDE: N 34°12'01.92046"
LONGITUDE: W 80°59'17.61198"

POINT NUMBER: 1201
SC GRID COORDINATES
NORTH: 862,506.12'
EAST: 2,004,213.72'
GEODETIC COORDINATES:
LATITUDE: N 34°12'14.14786"
LONGITUDE: W 80°59'09.82410"

COORDINATE DERIVATION: GNSS
COMBINED REDUCTION FACTOR: 0.99981864
MEASUREMENTS SHOWN ARE FIELD SURVEY DISTANCES.

BENCHMARK REFERENCE: BM SHARPE
PID: EC2934
GEODETIC COORDINATES:
LATITUDE: N 34°12'35.15483"
LONGITUDE: W 81°00'12.39569"
SC GRID COORDINATES
NORTH: 864,629.2870'
EAST: 1,998,958.1248'
ELEVATION: 546.10'

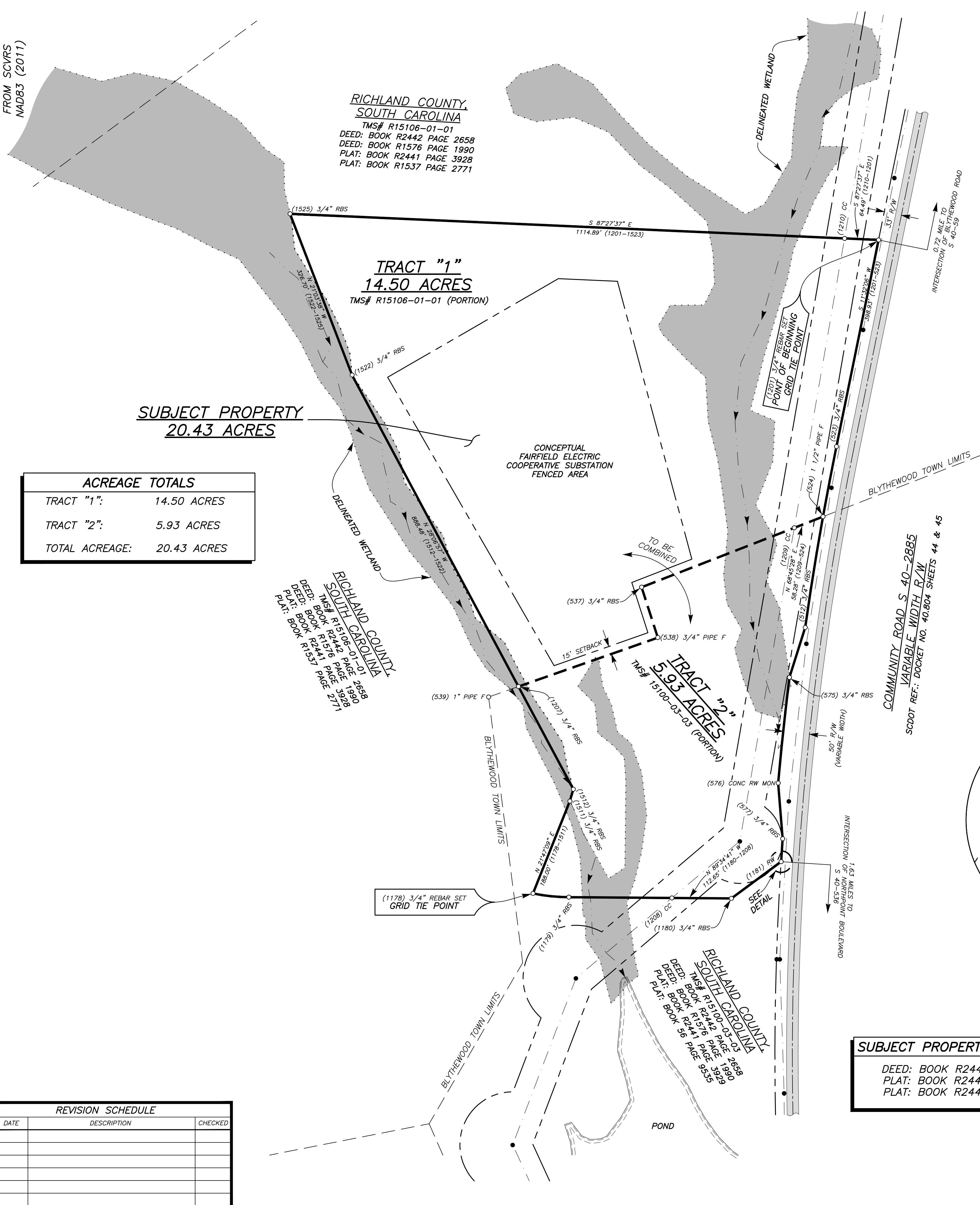
NOTE: THIS TIE DATA TO BE USED FOR LOCATION ONLY.

ACREAGE TOTALS	
TRACT "1":	14.50 ACRES
TRACT "2":	5.93 ACRES
TOTAL ACREAGE:	20.43 ACRES

- NOTES:
1. THE SUBJECT PROPERTY SHOWN HEREON IS INCORPORATED INTO AN OVERALL CONCEPTUAL PLAN UNDER CURRENT REVIEW.
 2. DELINEATED WETLANDS SHOWN HEREON INCLUDED IN DRAWING FILES PROVIDED BY THOMAS & HUTTON
 3. ACCORDING TO F.I.R.M. COMMUNITY PANEL # 450258 0128 L, AND PANEL # 450170 0128 L, BOTH DATED DECEMBER 21, 2017 THE PROPERTY SHOWN HEREON IS NOT IN A SPECIAL FLOOD HAZARD ZONE.
 4. PORTIONS OF THE PROPERTY, BEING SHOWN HEREON AS TRACT "1", ARE LOCATED IN THE TOWN OF BLYTHEWOOD.
 5. NO PRINT OR ELECTRONIC COPY OF THIS PLAT IS CERTIFIED BY GLENN ASSOCIATES SURVEYING, INC. UNLESS IT BEARS THE ORIGINAL SIGNATURE AND IMPRESSION SEAL OF THE RESPONSIBLE SURVEYOR SHOWN HEREON.

GLENN ASSOCIATES SURVEYING, INC.
SURVEYOR'S SEAL
MICHAEL R. MILLS, S.C.P.L.S. # 11606

REVISION SCHEDULE			
NO.	DATE	DESCRIPTION	CHECKED



CURVE TABLE

PT-PT	CHORD	DELTA	RADIUS	L-ARC
523-524	S 10°51'50" W 134.98'	00°58'47" LT.	7,893.78'	134.98'
524-512	S 09°08'13" W 212.43'	02°06'43" LT.	5,763.10'	212.44'
575-576	S 06°07'00" W 200.91'	01°59'30" LT.	5,780.10'	200.92'
577-1181	S 03°52'07" W 43.40'	00°25'53" LT.	5,762.98'	43.40'
1179-1178	N 84°00'02" W 68.17'	11°09'31" RT.	350.57'	68.28'

SUBJECT PROPERTY 20.43 ACRES

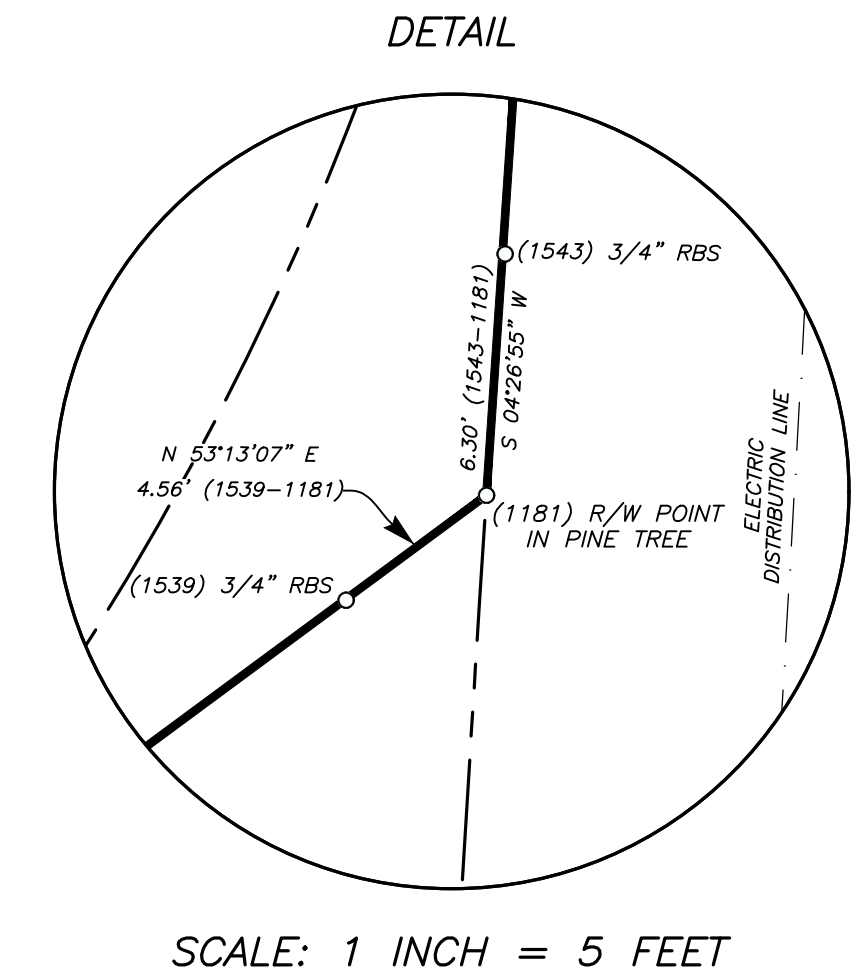
PT-PT	BEARING	DISTANCE
1201-523	S 11°32'06" W	398.93'
523-524	SEE CURVE TABLE	
524-512	SEE CURVE TABLE	
512-575	S 17°28'59" W	99.01'
575-576	SEE CURVE TABLE	
576-577	S 04°38'54" E	105.74'
577-1181	SEE CURVE TABLE	
1181-1180	S 53°33'19" W	117.03'
1180-1179	N 89°34'41" W	307.61'
1179-1178	SEE CURVE TABLE	
1178-1511	N 21°47'09" E	188.00'
1511-1512	N 16°10'06" E	23.43'
1512-1207	N 28°06'57" W	220.33'
1207-1522	N 28°06'57" W	668.15'
1522-1525	N 21°03'38" W	326.70'
1525-1201	S 87°27'37" E	1,114.89'

TRACT "1" 14.50 ACRES

PT-PT	BEARING	DISTANCE
1201-523	S 11°32'06" W	398.93'
523-524	SEE CURVE TABLE	
524-512	SEE CURVE TABLE	
512-575	S 17°28'59" W	99.01'
575-576	SEE CURVE TABLE	
576-577	S 04°38'54" E	105.74'
577-1181	SEE CURVE TABLE	
1181-1180	S 53°33'19" W	117.03'
1180-1179	N 89°34'41" W	307.61'
1179-1178	SEE CURVE TABLE	
1178-1511	N 21°47'09" E	188.00'
1511-1512	N 16°10'06" E	23.43'
1512-1207	N 28°06'57" W	220.33'
1207-1522	N 28°06'57" W	668.15'
1522-1525	N 21°03'38" W	326.70'
1525-1201	S 87°27'37" E	1,114.89'

TRACT "2" 5.93 ACRES

PT-PT	BEARING	DISTANCE
512-575	S 17°28'59" W	99.01'
575-576	SEE CURVE TABLE	
576-577	S 04°38'54" E	105.74'
577-1181	SEE CURVE TABLE	
1181-1180	S 53°33'19" W	117.03'
1180-1179	N 89°34'41" W	307.61'
1179-1178	SEE CURVE TABLE	
1178-1511	N 21°47'09" E	188.00'
1511-1512	N 16°10'06" E	23.43'
1512-1207	N 28°06'57" W	220.33'
1207-538	N 70°38'45" E	279.45'
538-537	N 17°48'57" W	100.10'
537-524	N 68°45'31" E	368.30'



LEGEND

- PROPERTY LINE
- ADJOINING PROPERTY LINE
- OVERHEAD ELECTRIC LINE
- CENTERLINE
- RIGHT-OF-WAY
- DELINEATED WETLAND
- PROPERTY CORNER
- GUY ANCHOR
- POWER POLE
- R/S REBAR SET
- R/W RIGHT-OF-WAY
- CC COMPUTED CORNER

SUBJECT PROPERTY REFERENCES

DEED: BOOK R2442 PAGE 2658
PLAT: BOOK R2441 PAGE 3928
PLAT: BOOK R2441 PAGE 3929

ADMINISTRATIVE SUBDIVISION FOR
RICHLAND COUNTY, SOUTH CAROLINA
TO BE CONVEYED TO
FAIRFIELD ELECTRIC COOPERATIVE, INC.
LOCATED WITHIN THE TOWN OF BLYTHEWOOD
AND RICHLAND COUNTY
RICHLAND COUNTY, SOUTH CAROLINA
JANUARY 10, 2019
SCALE: 1 INCH = 100 FEET

0' 100' 200' 300' 400' 500' 600'

SURVEYED BY GLENN ASSOCIATES SURVEYING, INC.
P.O. BOX 12 JENKINSVILLE, S.C. 29065 telephone (803) 345-5297

MICHAEL R. MILLS; S.C.P.L.S. # 11606
I HEREBY STATE THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

COUNCIL RULES OF RICHLAND COUNTY COUNCIL RULES

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RULES OF RICHLAND COUNTY COUNCIL

RULE I: MEETINGS

1.0 Authority

~~Pursuant to S.C. Code of Laws, 1976, Section 4-9-110 "... The council shall determine its own rules and order of business..." These rules comply with the provisions of the Home Rule Act.~~

These Rules are adopted pursuant to S.C.Code Ann. Section 4-9-110, which provides that, "[t]he council shall determine its own rules and order of business."

~~RULE I: MEETINGS~~

1.1 ~~Applicable Law~~ Purpose and Scope

~~All meetings are to be conducted in accordance with the general law affecting meetings of public bodies and such special laws pertaining to Richland County as remain applicable under South Carolina Law.~~

These Rules shall apply to all meetings of county council, including committee meetings to assist county council in conducting orderly meetings following parliamentary procedure.

1.2 Procedure

In all ~~particulars~~ **cases** not ~~determined~~ **covered** by these rules or by law, the Chair or other presiding officer shall be guided by "Robert's Rules of Order", **such rules as are set forth in the** most recent edition of *Robert's Rules of Order*.

1.3 Open Meetings

All meetings of Council, which include committee, subcommittee, and advisory committee meetings, shall be open to the public except as provided for in Section 30-4-10 et.seq. of the South Carolina Code of Laws, 1976, as amended. All regular and special called meetings of Council will be broadcast on the County's website, **unless circumstances make it impractical or impossible to broadcast such meeting. This could include technical issues, no access at a given meeting location (e.g., if a meeting is held someplace other than Council's normal**

meeting place) or other difficulty. All regular and special called meetings of Council will be video-recorded unless circumstances make it impractical or impossible to video-record such meeting.

Public notice of regularly scheduled meetings, special called meetings, and committee meetings will be given pursuant to ~~in accordance with S.C.Code Ann. Section 30-4-80 of the South Carolina Code of Laws, 1976, as amended,~~ “Notice of meetings of public bodies.”

1.4 Closed Meetings Executive Sessions.

~~The Council may go into executive session after a motion to do so is made, seconded, and receives a majority plus one vote of those members present, as provided for under the South Carolina Freedom of Information Act, as amended.~~

~~The Chair shall, in announcing executive sessions pursuant to Section 30-4-70(a) of the Code of Laws of South Carolina, cite the specific code section supporting the executive session. In preparing the agenda, the Chair shall cite the specific code section and shall announce the specific purpose of the executive session.~~

~~For the purposes of this section, “specific purpose” means a description of the matter to be discussed as identified in items (1) through (5) of subsection (a) of Section 30-4-70 of the South Carolina Code of Laws, in such terms that the public could identify the parties to a contract, the person being appointed to a public body, the location of any real property being sold or purchased, the parties and specific subject upon which legal advice is being received, and the subject matter of any administrative briefing. In no event shall the Chair announce the name of a classified employee whose employment is being discussed in executive session or the location of any security devices.~~

~~The County Council may hold executive sessions for the purpose of hearing from local and/or state development boards concerning the location of industry when neither the name of the industry nor the location of the property is to be revealed.~~

In accordance with the South Carolina Freedom of Information Act, “[a] public body may hold a meeting closed to the public” for any of the purposes set forth in S.C.Code Ann. Section 30-4-70. Pursuant to 30-4-70 (b), before going into executive session Council shall vote in public on the question and when the vote is favorable, the Chair or presiding officer shall announce the specific purpose of the executive session. No action may be taken in executive session except to (a) adjourn or (b) return to public session.

1.5 Dates/Times

- a) Regular Meetings- Regular Meetings of County Council shall be held on the first and third Tuesday of each month at 6:00 p.m., unless otherwise scheduled by the Chair for good cause, with the consent of a majority of the Council members present. “Good cause” includes, but is not limited to, consideration of County holidays, in which case Council may decide to adjust its meeting schedule accordingly.
- b) Special Meetings- Special Meetings may be called by the Chair or a majority of the members of Council provided that twenty-four (24) hours’ notice has been given to Council members and the public. The members of Council must be informed of the subject(s) to be discussed at a special meeting. While special called meetings, absent contrary authority, may be held for any purpose Council desires, two frequent reasons necessitating a special meeting include: 1) a special called meeting that is essentially the result of the rescheduling of a meeting that had been regularly scheduled but for whatever reason needs to be moved to a different date or time (i.e., a regular meeting held at a special time not originally scheduled); and 2) a special called meeting to take up a specific matter or matters (i.e.; a “limited purpose” meeting). A special called meeting that is in essence a regular meeting that has been moved to a time not originally scheduled should follow the agenda order set forth in Rule 1.7c) of these rules. A special called meeting that is for a “limited purpose” or “limited purposes” need not follow the agenda order set forth in Rule 1.7c) of these rules, but instead may follow an agenda that is as specific or general as may be necessary for Council to be informed of the purpose(s) of the limited meeting and to carry out the purpose(s) of the limited meeting.

Electronic Participation- During any Special Called meeting, not held in conjunction with a regularly scheduled Zoning Public Hearing and Planning Meeting, any Council member may participate in the meeting via electronic participation. ~~as present for the purposes of a quorum. Any Council member participation electronically shall not be allowed to participate in executive session matters. Should an executive session be held, a council member participating electronically may choose to abstain from a vote on the issue discussed in executive session.~~

No less than five Council members must be physically present to schedule a Special Called Meeting.

For the purposes of this section, “electronic” participation shall mean videoconferencing or teleconferencing which allows all persons participating in the meeting to hear each other at the same time (and, if videoconferencing, to see each other as well). Electronic participation shall only be allowed in a Special Called meeting of Council.

- c) Zoning Public Hearing Meetings- Zoning public hearing meetings shall be held on the fourth Tuesday of each month at 7:00 p.m., unless otherwise scheduled by the Chair for good cause, with the consent of a majority of the Council members present. “Good

cause” includes, but is not limited to, consideration of County holidays, in which case Council may decide to adjust its meeting schedule accordingly.

1.6 Quorum

A quorum for the transaction of official business of Council shall consist of six (6) members.

A quorum of a ~~Committee or Subcommittee shall consist of a simple majority of the members comprising said Committee or Subcommittee.~~ A quorum of a committee, subcommittee or advisory committee of Council shall consist of a simple majority of the fixed membership of the committee, subcommittee or advisory committee.

1.7 Agenda

- a) Compilation-The agenda for regular meeting of Council shall be compiled by the Clerk of Council on the Wednesday proceeding the first and third Tuesday of each month. Back-up documents for the agenda for all items must be received by the Clerk of Council by the close of business on the Thursday preceding the meeting at which the item is to be considered.
- b) Placing on Agenda (Methods) - Items for Council consideration is placed on the agenda by any of these methods:
 - 1) Committee action, or
 - 2) Any item defeated, tabled, or not acted on by committee within 90 days of that item having been placed on the committee’s agenda may be placed on the Council agenda when the Clerk’s Office has received a written request signed by ~~from~~ three members of Council ~~written request includes electronic mail or messaging~~), or
 - 3) Proclamation introduced by one member of Council presented to the Clerk prior to the agenda deadline, or
 - 4) Items authorized by ordinance (e.g. appointment and commissioning of Code Enforcement Officers), or
 - 5) The item consists of a notice given to the governing body concerning the location of a proposed home for 9 or fewer mentally or physically handicapped persons, or

- 6) In the case of a resolution honoring or recognizing a citizen or organization, the same by unanimous consent may be placed on the agenda and voted on during Council's motion period, or

[PROPOSED NEW RULE]

- 7) Administrator's Nomination—this method of placing an item on Council's agenda recognizes that as the County's chief executive officer, the Administrator may from time-to-time have a matter that needs to come before Council that requires action, the delay of which might prejudice the County's interest in a discernable way. In such instances, the Administrator may nominate an item for placement on Council's agenda, and Council may decide to include such item at its pleasure during the adoption of its agenda, or the re-adoption of its agenda should re-adoption be necessary. Any item nominated under this rule:
 - a) must include a representation by the Administrator, orally or in writing, that the item is time sensitive, exigent or of such immediate importance that taking it up later would or could prejudice the County;
 - b) in addition to "a," the Administrator shall provide an explanation as to why the item could not be routed to Council through the committee process or any of the other methods of placement on Council's agenda set forth in 1.7b) 1-6, or, as to 1.7b)1), why committee consideration is not necessary;
 - c) must meet the notice requirements of the South Carolina Freedom of Information Act; and
 - d) must be consented to by two-thirds of those members of Council present at the meeting.
- c) Order- the agenda for regular meetings of Council (and those special called meetings that are the result of the rescheduling of a meeting that had been regularly scheduled, as provided for in Rule 1.5b) of these rules) shall consist of the following categories of business, to be taken up by the Chair in the order listed.
 - 1) Invocation.
 - 2) Pledge of Allegiance.
 - 3) Approval of minutes of previous meetings: a simple majority vote of Council is required to approve minutes. If there are corrections or amendments to the minutes, they may be approved as corrected or amended. Motions to reconsider, rescind, or expunge from the record any previous action must be made prior to adoption of the relevant minutes and any such motion will be placed on the Agenda's Motion Period for debate. Only when an item is

expunged can it be reconsidered during the Motion Period. The adopted minutes shall note the motion to reconsider, rescind, or expunge.

- 4) Adoption of agenda: a two-thirds majority vote, of those present, is required to adopt the agenda.
- 5) First County Attorney's Report of Executive Session items: The County Attorney shall report only on those Executive Session items in which the County is represented by outside counsel or in which the County has retained the services of a consultant **who is charging the County for services by the hour. In such cases, if it would save the County money to dispose of matters involving outside counsel or consultants at or near the beginning of its meeting, Council may take up such matters during this first Report of Executive Session items. No action shall be taken in executive session.** ~~- Council shall move to take action or to receive as information each item that has been discussed in executive session.~~
- 6) Citizen input:

(a) Agenda Items--Each person ~~citizen~~ who has signed the Agenda Items Input List to speak before Council may do so for up to 2 minutes; provided, however, the entire Agenda Items citizen input time shall not exceed 30 minutes, **except by leave of Council.** The Clerk shall be responsible for keeping the time for each speaker, and the timer shall not be started until after the speaker has stated his or her name and address. **Anyone who wishes to speak but did not sign up to speak, or signed up to speak on the wrong Input List, may be allowed to speak at Council's discretion.** Input must pertain to items on the agenda for which no public hearing is required or has been scheduled. Individual members of Council shall not be referred to by name, but instead input should be directed to the full Council. Any material that a **speaker would like** ~~citizen intends~~ to present to Council, including audio and visual presentations, **should be provided to** ~~must be approved by~~ the Clerk of Council prior to the meeting. Exceptions may be made with the consent of a simple majority of those Council members present. ~~The Chair will request that in the event a citizen who has signed up to speak intends to speak, or does speak, on behalf of any group, association, community or anyone besides or in addition to himself or herself, that the speaker advise Council during his or her citizen input of that fact, and name or identify anyone else for whom the citizen is speaking or represents.~~ The Clerk will have available Council members' contact information as listed on the County's website. The Chair may advise **speakers** ~~citizens~~ to **coordinate** ~~speakers~~ with or contact County staff as may be appropriate to the issue(s) raised by the speaker. **Rule 2.2, Preservation of Order, applies during Citizens Input. In addition, if it becomes clear that the item addressed or the speaker's input bear no reasonable relationship to any matter over which Richland County has responsibility, the Chair may discontinue that input prior to the running of the time limit for speakers set forth herein.**

(b) Non-Agenda Items Input: ~~Anyone~~ citizen who wishes to speak on an item not on the agenda or ~~introduce an item for consideration not currently under Council's consideration or~~ bring a concern to Council's attention may speak for no more than two minutes; provided, however, the entire Non-Agenda Items citizen input time shall not last longer than 30 minutes, **except by leave of Council.** The Clerk shall be responsible for keeping the time for each speaker, and the timer shall not be started until after the speaker has stated his or her name and address. **Anyone who wishes to speak but did not sign up to speak, or signed up to speak on the wrong Input List, may be allowed to speak at Council's discretion.** Input must pertain to items on the agenda for which no public hearing is required or has been scheduled. Individual members of Council shall not be referred to by name, but instead input should be directed to the full Council. Any material that a **speaker would like to** ~~citizen intends to~~ present to Council, including audio and visual presentations, **should be provided to** ~~must be approved by~~ the Clerk of Council prior to the meeting. Exceptions may be made with the consent of a simple majority of those Council members present. Items for which a public hearing is required or has been scheduled cannot be addressed at this time. Exceptions may be made with the consent of a simple majority of those Council members present. ~~The Chair will request that in the event a speaker citizen who has signed up to speak intends to speak, or does speak, on behalf of any group, association, community or anyone besides or in addition to himself or herself, that the speaker advise Council during his or her citizen input of that fact, and name or identify anyone else for whom the speaker citizen is speaking or represents.~~ The Clerk will have available Council members' contact information as listed on the County's website. The Chair may advise speakers to coordinate ~~citizens to speak with or~~ contact County staff as may be appropriate to the issue(s) raised by the speaker. Rule 2.2, Preservation of Order, applies during Citizens Input. In addition, if it becomes clear that the item addressed or the speaker's input bear no reasonable relationship to any matter over which Richland County has responsibility, the Chair may discontinue that input prior to the running of the time limit for speakers set forth herein.

- 7) Report of County Administrator: The County Administrator shall make recommendations or announcements concerning county affairs. **Items for action shall be taken under this section only upon compliance with Rule 1.7b)7).**; ~~but no action shall be taken on any item without proper notice, except in case of extreme emergency.~~
- 8) Report of Clerk of Council: The Clerk of Council shall make announcements, if any, concerning county affairs. **In the event the Clerk recommends or requests an item for action during this section of the agenda, the Administrator may nominate the same for action in accordance with Rule 1.7b).**
- 8.59) Report of the Chair: The Chair of Council shall make announcements if any, concerning county affairs. **In the event the Chair recommends or requests an**

item for action during this section of the agenda, the Administrator may nominate the same for action in accordance with Rule 1.7b).

- 910) Presentations: The party requesting to make the presentation shall set forth a written request that includes 1) the name of the person, group, association or entity making the presentation, 2) the name and contact information for the presenter(s) or spokesperson(s) thereof, and 3) the purpose and nature of the presentation. ~~Absent unusual circumstances, †~~The request should be succinct but have enough information to meaningfully inform Council and the public of the substance of the presentation, and submitted to the Clerk of Council in no more than one page in length and should be timely submitted (i.e., in advance of the agenda deadline for the meeting where in the matter is intended to appear as a presentation is intended to be made. The presentation request shall be included in the agenda packet. ~~“request”~~) to the Clerk’s Office. Presentations shall be limited to five (5) minutes per presentation, and shall be heard on the third Tuesday of the month, except by leave of Council. Presentations of time sensitive matters, as determined by the Chair or Vice Chair in the Chair’s absence, of Council may be heard at any regular or special called meeting of Council. All presentations, regardless of topic, shall be approved by the Chair before placement on any Council agenda. No presentation shall be heard which is not on the Council agenda prior to the start of the meeting. No more than three presentations will be allowed at each meeting. The purpose of this rule is so that Council may plan its meetings accordingly, given the variety of presentations and lengths thereof, and to assess the merits of a given presentation. Presentations shall not be used to request funding or resources support from the County.
- 1011) Public Hearings: Each person citizen who has “signed up” signed up may speak to Council for up to two (2) minutes concerning an item for which there is a public hearing for up to 2 minutes; provided, however, the entire public hearing time for any one item shall not exceed 30 minutes, except by leave of Council.

Any material that a speaker citizen intends to present to Council, including audio and visual presentations, must be submitted to approved by the Clerk of Council prior to the meeting. Exceptions may be made with the consent of a simple majority of those Council members present. The Chair will request that in the event someone a citizen who has signed up to speak intends to speak, or does speak, on behalf of any group, association, community or anyone besides or in addition to himself or herself, that the speaker advise Council during his or her public hearing input of that fact, and name of identify anyone else for whom the citizen is speaking or represents. The Clerk shall be responsible for keeping the time for each speaker, and the timer shall not be started until after the speaker has stated his or her name and address.

Anyone who wishes to speak but did not sign up to speak, or signed up to speak on the wrong public hearing list, may be allowed to speak at Council’s discretion. Individual members of Council shall not be referred to by name,

but instead input should be directed to the full Council. Any material that a speaker would like to present to Council, including audio and visual presentations, should be provided to the Clerk of Council prior to the meeting. Exceptions may be made with the consent of a simple majority of those Council members present. Rule 2.2, Preservation of Order, applies during Public Hearings. In addition, if it becomes clear that the speaker's input bears no reasonable relationship to the item subject to the Public Hearing, the Chair may discontinue that input prior to the running of the time limit for speakers set forth herein.

- 412) Consent items: Items shall consist of those matters that do not require further discussion by Council that have been forwarded to Council by the unanimous vote of the Committee; provided, however, that an item forwarded to Council by Committee without recommendation shall not be listed as Consent Agenda item. Any member of Council can remove an item from the Consent Agenda prior to adoption of the agenda. The Chair has the discretion to place items on the Consent Agenda, if in the judgment of the Chair; those items are unlikely to be debated.
- 413) Third reading: final approval of Ordinances.
- 414) Second reading.
- 415) Requests by Council members: items may include those that were defeated (or deferred beyond 90 days) by committee and reintroduced by three members of Council Members' signatures.
- 416) Second County Attorney's Report of Executive Session items: The County Attorney shall report on the remaining Executive Session items. **No action shall be taken in executive session.** ~~Council shall move to take action or to receive as information each item that has been discussed in executive session.~~
- 417) Motion period/Announcements: Any Council member may make an announcement or introduce an item (excluding resolutions) for referral to a Committee. However, any Council member wishing to make a motion during the "motion period" must have transmitted a written request to the Clerk's Office by the deadline for posting the agenda of a regularly scheduled meeting of Council in accordance with the South Carolina Freedom of Information Act (i.e., twenty-four hours prior to such meeting) so that the nature of the motion appears on the agenda. Motions for resolutions and ordinances may be referred to a Committee for further deliberation or, by unanimous consent, the resolution shall be deemed adopted or the ordinance may be sent forward for second reading. Further, any Council member may **use this time to inform Council, Administration and County staff of upcoming matters or items likely to come before Council, to orient Administration and staff thereto and to request information or the commencement of research in the ordinary course of Council-Administrator dealings.** ~~make a motion directing the county~~

~~administrator to take action on a county-related matter; and upon approval of a majority of members present and voting, the county administrator shall act upon the directive given.~~

When referring an item to committee, a Council Member must specify the intent of his or her motion. The Council Member may request, among other things, that an item be referred to committee for:

- a) ~~Refer an item to a committee for a~~AAction;
- b) ~~Refer an item to a committee for d~~DDiscussion;
- c) ~~Refer an item to committee for t~~The purpose of receiving information or an update from staff and/or legal; or
- d) ~~Refer an item to committee for a~~ A presentation.
- e) ~~Any Council member may make a motion directing the county administrator to take action on a county-related matter; and upon approval of a majority of members present and voting, the county administrator shall act upon the directive given.~~

If a Council Member does not specify the intent of his or her motion, the Chair shall ask the maker of the motion for clarification. Immediately following each motion, the Chair shall determine the committee to which the item will be referred, according to the guidelines established in Rule 4.1.

Motions for resolutions and ordinances shall generally be referred to a Committee for further deliberation; however, by unanimous consent of council, a resolution shall be deemed adopted or f an ordinance placed on the agenda 24 hours prior to the meeting may be given first reading and sent forward to Council for second reading.

~~1718)~~ Pending Items: Issues that have been raised by a Council member wherein a response is expected from staff shall be listed on the agenda along with a time frame in which a response from staff will be provided. These items shall be for information only. ~~and no discussion shall take place relative to matters listed under Pending Items other than for staff to seek guidance on responding to a Council member's stated issue and for setting a reasonable time frame in which to respond.~~

~~1819)~~ Adjourn.

- d) Additions - ~~A request to add items to the agenda requires a two-thirds vote of those Council members present.~~ Pursuant to S.C.Code Ann. Section 30-4-80, "Once an agenda for a regular, called, special, or rescheduled meeting is posted pursuant to this subsection, no items may be added to the agenda without an additional twenty-four hours notice to the public, which must be made in the same manner as the original posting. After the meeting begins, an item upon which action can be taken only may be added to the agenda by a two-thirds vote of the members present and voting; however, if the item is one upon which final action can be taken at the meeting or if

the item is one in which there has not been and will not be an opportunity for public comment with prior public notice given in accordance with this section, it only may be added to the agenda by a two-thirds vote of the members present and voting and upon a finding by the body that an emergency or an exigent circumstance exists if the item is not added to the agenda. Nothing herein relieves a public body of any notice requirement with regard to any statutorily required public hearing.”

RULES II: THE CHAIR

2.1 Call to Order

The Chair shall call Council meetings to order at **their posted times** ~~6:00 p.m.~~ or as soon thereafter as practical on the first and third Tuesday of each month and, if a quorum is present, proceed to the meeting agenda.

2.2 Preservation of Order

The Chair shall preserve order and decorum and, in case of disturbance or disorderly conduct in the Chamber or the lobby, may cause the same to be cleared. The members of Council, ~~and the public who participate in meetings,~~ agree to, and **all of those attending Council’s meetings are expected to,** adhere to the following “Code of Conduct”:

“I pledge that I may disagree, but will be respectful of all. I will direct all comment to the issues. I will refrain from personal attacks.”

2.3 Transgressions of Order

If any member, in speaking or otherwise, transgresses the Rules of the Richland County Council, the Chair shall call ~~him/her~~ **such member** to order, ~~or any member may call such transgressions to the attention of the Chair who shall call the transgressor to order.~~ If repeated cries of order are ineffective, the Chair may call a member by name, and if the Chair deems it necessary, shall state the offense committed. The member may be heard in **response.** ~~self-defense and shall withdraw from the issue, and the Council shall consider any further proceeding to be had.~~

[PROPOSED NEW RULE]

2.4 Censure

Recognizing the value and contributions of each member of Council, and that each member is elected by the people of a defined district and accountable to the people thereof, subject to removal only by the governor as provided for by State law, while at the same time realizing that the functioning of Council depends on the professionalism and civility of each member,

in rare circumstances where a member's conduct so thoroughly transgresses Council's Code of Conduct described in Rule 2.2, Council may censure a member.

Prior to censuring one of its members, Council must pass a motion to commence censure proceedings. A motion to commence censure proceedings, having been made and properly seconded, requires a two-thirds vote of the full Council (i.e., at least 8 of Council's 11 members, whether a full Council has been seated or not, must vote to censure a member).

If a motion to commence censure proceedings passes, Council shall hold a hearing on censure of the member named in the motion. The hearing shall be held at the next regular or special called meeting of Council, provided that a period of at least ten (10) days has elapsed from the date the motion to commence censure proceedings was adopted to the censure proceeding itself. In no event shall the hearing be held at the same meeting, or on the same day, as the adoption of the motion to commence censure proceedings.

At the hearing the Chair shall state the basis for censure, or may call upon any member who voted to commence censure proceedings to state the basis for censure if the basis is unknown to the Chair. Any member may then speak during the censure proceeding for up to five (5) minutes. No member may speak more than twice during the censure proceeding absent leave of the Chair. The member subject to the censure proceedings shall have up to fifteen (15) minutes to speak in reply.

At the conclusion of Council input as provided for herein, any member who believes censure is in order may make a motion to censure the member. If that motion does not receive a second, or, if seconded, it does not pass by a two-thirds vote of the full Council (i.e., at least 8 of Council's 11 members, whether a full Council has been seated or not), the matter is concluded and there shall be no reference in the record to the member having been censured. If a motion to censure is made and properly seconded, and receives at least eight (8) votes, the member shall be censured and the records of County Council shall so reflect. Once a member is censured on a matter, no other action is in order with respect to the same matter.

2.42.5 Points of Order. Appeal.

~~The Chair shall decide all points of order, subject to an appeal by any member. The Chair may require the member raising a point of order to cite the Rule or other authority in support of the question. Upon appeal, no member shall speak more than once and for no longer than ten minutes each, except by permission of the Council.~~

a) Point of Order [Motion to Raise a Question of Order].

The Point of Order takes precedence over any question from which it arose. It yields to any privileged motion and a motion to lay the underlying question on the table. The Point of Order is not debatable (except that the chair may ask the member raising the point to explain it), is not amendable, and cannot be reconsidered. It does not require a second. The Point of Order is in order when another person has the floor and can interrupt a person speaking if the point genuinely requires attention at the time it is raised. The Chair shall decide all points of order, subject to an appeal by any member.

b) Appeal.

The duties of the Chair include making rulings on questions of parliamentary procedure. An Appeal is the vehicle available to members of council who believe that the Chair's ruling was erroneous. The Appeal is in order when another has the floor, but must be taken immediately after the ruling and is out of order if other business has intervened. It is debatable unless the underlying question is not debatable or if the Appeal relates to decorum or priority of business; it is not amendable.

The decision of the Chair stands unless reversed by a majority of the members; the Chair may vote to create a tie and thus sustain the ruling. An Appeal takes precedence over any pending question at the time the Chair makes the ruling.

If debatable, each member may speak only once and for no longer than ten minutes each, except by permission of the Council. An Appeal can be reconsidered.

2.52.6 Participation

The Chair shall vote in all cases (except when the Chair may be personally or pecuniarily interested) **in accordance with Rule 5.21**. ~~If a member does not cast a negative vote or declare his abstaining vote, he shall be recorded as voting in the affirmative. A member may not vote by proxy. If with the vote of the Chair, the Council were equally divided, the question shall be decided in the negative. The presiding officer may give information or explain any matter before the Council, and may speak on points of order in preference to any other member, as often as she/he may deem necessary. The Chair may enter into the debate of the Council, but should not use the office of the Chair to wield influence over the other members.~~

2.62.7 Election

The Chair shall be elected at the first regular **or special called** meeting of the Council in January, or as soon thereafter as may be practical, by the membership of the Council. The Chair shall serve continuously until the following January unless removed by a two-thirds majority vote of the full Council.

2.72.8 Vice Chair

The Vice Chair shall be elected either at the first regular **or special called** Council meeting in January or as soon thereafter as may be practical. The Vice Chair shall preside in the absence of the Chair.

2.82.9 Signatures

The Chair shall sign all ordinances, resolutions and other documents **approved or** authorized by the Council. In the absence of the Chair, the Vice Chair is authorized to sign official documents of the County.

~~The Assistant to the Clerk of Council and the Deputy shall serve as Acting Clerk of Council are authorized to sign or attest to official documents of the County. in the absence of the Clerk for the purpose of signing official documents.~~

RULE III: MEMBERS AND MEMBERSHIP

3.1 Seating

At the first meeting **in which** ~~January after the election and seating of the Chair and Vice Chair Council are elected as provided for in Rules 2.7 and 2.8, respectively, and immediately after such elections and seating of the Chair and Vice Chair,~~ Council members shall select their seats based first on seniority in years of continuous service and then in alphabetical order.

3.2 Attendance

~~Each member shall be within the Council Chambers during its meetings unless excused or necessarily prevented. The Chair, if notified prior to the meeting, may excuse any member from attendance at meetings of the Council and its committees for any stated period upon reason shown, and such excused absence shall be noted in the minutes.~~ **Subject to the rule for electronic participation set forth herein, each member is expected to be within the Council Chambers during Council's meetings, or within the meeting room of any alternate location of a Council meeting. The Chair may note for the record any member's absence and the circumstances therefor as appropriate, and such absence and the circumstances therefor, if known, shall be noted in the minutes.**

3.3 Call to Order

When the Council is called to order, ~~every~~ **each** member shall take his/her ~~respective seat~~ **place on the dais** and shall act with decorum.

3.4 Speaking

~~The Chair, when duly addressed by a member, shall hear from the members desiring to -who, in the opinion of the Chair, shall speak first, by identifying the member. Members Every member, when about to speak, shall respectfully address the Chair and shall avoid disrespect to the Council, and all personalities, and shall confine all remarks to the question under~~

consideration. No member shall speak more than twice on the same question without leave of Council, except merely to explain meaning. Each member shall be allowed to speak no more than five minutes for debate on any one issue before Council. If a member has the floor and is addressing the body, that member ~~she/he~~ shall not lose the floor by asking a question of any member of the body. If a member shall be called to order while speaking, such member ~~she/he~~ shall immediately forfeit the floor until the question of order is decided, ~~unless allowed to proceed, if otherwise, she/he shall not proceed without leave of the Council; and if the case requires it, she/he shall be liable to such other proceedings as the Council may take.~~

3.5 Original Papers

Any member leaving a meeting of Council or its committees who possesses original papers relating to the business of the Council (**signed ordinances, contracts, etc.**), shall leave original papers with the Clerk before departing.

RULE IV: COMMITTEES

4.1 Standing Committees

The Chair of County Council shall appoint members of the following standing committees ~~no later than~~ **by** the first regular meeting in February each year **or as soon thereafter as practical**:

- a) **Administration and Finance Committee**, consisting of five (5) members, functions as a committee of ways and means to which matters dealing with general-administration and with the budget, capital improvements, taxation, and bond issues should be referred.
- b) **Development and Services Committee**, consisting of five (5) members, functions in the area(s) of general operational matters, ~~economic development~~, and those matters relating to the functions and activities of the County Department of Public Works and Engineering.
- c) **Rules and Appointments**, consisting of three (3) members, functions as a review, oversight, and advisory body on the rules of County Council concerning appointments to County boards, commissions and committees. The Committee meets on an as needed basis.

The vacancy on a County board, commission, or committee shall be announced at least two meetings prior to Council making the appointment. Such vacancy will be advertised in a local newspaper. Any individual who wishes to apply for service on a County board, commission, or committee must submit an application to the Clerk of Council. The Clerk of Council shall supply the application form. The Clerk shall, on the date designated by the Rules and Appointments Committee, submit all applications to the County Council for its consideration. The County Council shall then, by majority vote, elect an individual to fill the vacancy or vacancies, which exist at that

time. After an appointment(s) has been made, applications shall be retained by the Clerk of Council for one (1) year and may be considered upon the request of the applicant whenever a vacancy occurs within that one (1) year period of time.

- d) **Rules and Appointments**, consisting of three (3) members, functions as a review, ~~oversight~~, and advisory body on the rules of County Council and serves as an interviewing and screening body for applicants to ~~concerning appointments to~~ County boards, commissions and committees created by or whose membership consists in whole or in part in County Council appointments. The Committee meets on an as needed basis.

The vacancy on a County board, commission, or committee shall be announced at least two meetings prior to Council making the appointment. Such vacancy will be advertised in a local newspaper. Any individual who wishes to apply for service on a County board, commission, or committee must submit an application to the Clerk of Council. The Clerk of Council shall supply the application form. The Clerk shall, on the date designated by the Rules and Appointments Committee, submit all applications to the County Council for its consideration. The County Council shall then ~~by majority vote~~, elect an individual to fill the vacancy or vacancies, which exist at that time **in accordance with the voting procedures set forth in Rule 5.19**. After an appointment(s) has been made, applications shall be retained by the Clerk of Council for one (1) year and may be considered upon the request of the applicant whenever a vacancy occurs within that one (1) year period of time.

- d) **Economic Development Committee**, consisting of four (4) members through December 31, 2001, and thereafter consisting of three (3) members, serves to consider economic development matters brought before them and make recommendations to the full Council. The Committee meets on an as needed basis.

Absent exigent circumstances, no meeting of a standing committee of council shall be scheduled at the same time as another meeting of a standing committee of council.

4.2 Organization

Each of the above-referenced committees **committee of Council** shall select a Chair and function primarily as an ~~legislative~~ advisory committees **to the full Council**. Once appointed for the year, no member of a committee may be removed by the Chair of Council without the approval of Council. During the remainder of the year, any vacancy occurring on these committees shall be filled in a similar manner as soon as it may reasonably be accomplished. Any member of Council may attend any meeting of the committee, provided, however, only members of the particular committee may vote on matters before that committee.

The Chair of County Council shall be an ex-officio member of the Rules and Appointments Committee and Economic Development Committee.

4.3 Jurisdiction

Unless otherwise ordered, committees shall have jurisdiction only over matters pertaining to the subjects indicated by the names of the respective committees. Personnel matters shall be discussed by the full Council and not by standing or special committees, **except in the case of ad hoc search or other committees specifically appointed to assist in matters related to any County official the Council hires directly.**

4.4 Agendas

Appropriate written backup material for all items of business that are to be included in the Administration and Finance or Development and Services Committee agendas must be delivered electronically to the County Administrator's Office no later than 5:00 p.m. on the date two weeks prior to the committee's scheduled meeting date.

In exceptional circumstances, time-sensitive items received after the deadline may be added to a committee's agenda at the discretion of the committee's Chairperson, provided the addition is made before agendas are printed and distributed. In the event that the Chair of the committee cannot be reached before agendas are printed, then such items may be added with the consent of a majority of the committee's members. If a majority of the committee's members cannot be reached, the Chair of County Council shall have the discretion to add such items. Once the committee agendas have been printed and distributed publicly, changes to the agenda may only be made by the unanimous consent of the committee during the committee meeting.

Agendas with backup information shall be provided to all members of Council on or before the Friday prior to the committee meeting.

4.5 Meetings

Committees shall meet regularly in a ~~room~~ **location** designated by the Committee Chair. No committee shall meet while the Council is meeting without special leave. No committee shall sit unless a quorum is present. No Council member shall be allowed under any circumstances to vote by proxy. Members of Council, whenever possible, shall make inquiries and requests for information at the Committee meetings. Members of the public may address a Committee with the permission of the Committee Chair and with the consent of the Committee; however, any material that a citizen intends to present, including audio and visual presentations, must be approved by the Clerk of Council prior to the Committee meeting, **except by leave of the Committee.**

4.6 Legislative Action

Items referred to a committee for consideration shall be listed under one of the following categories: "Items for Action" or "Items for Information, Discussion, ~~and~~ or Preliminary

Action.” Additional agenda categories (including, but not limited to, “Presentations,” “Notifications,” and “Items Pending Analysis”) may be added to the agenda as needed for items not requiring immediate committee action.

- a) ITEMS FOR ACTION-For all items requiring action, the committee shall take one of the following actions by majority vote:
 - 1) Recommend that Council approve the item, which may or may not include amendments or modifications to the original request;
 - 2) Recommend that Council deny the item;
 - 3) Forward the item to Council without a recommendation;
 - 4) Defer consideration of the item to a future committee meeting;
 - 5) Refer the item to another committee or commission; or
 - 6) Table the item.

- b) ITEMS FOR INFORMATION, DISCUSSION ~~AND/OR~~ PRELIMINARY ACTION-For items on the agenda for information, discussion and/or preliminary action, the committee shall take one of the following actions by majority vote:
 - 1) Direct the administrator to bring the item back for action at a specified committee meeting;
 - 2) Defer consideration of the item until a specified committee meeting; or
 - 3) Receive the item for information or discussion purposes only, and dispose the item from the committee agenda;
 - 4) Items so removed will be reported as such by the committee to Council.
 - 5) Notwithstanding items 1 through 4 in this subsection, any item on the Administration and Finance (A&F) or the Development and Services (D&S) Committee agendas listed as an “Item Pending Analysis” must be resolved, tabled or otherwise disposed of within 100 days of that matter’s referral to the A&F or D&S Committee.

4.7 Reports

All committee recommendations requiring formal action by Council shall be included in the agenda and distributed to all members of Council prior to consideration and adoption by Council, provided that if any matter is considered by the majority of any committee to be **time sensitive or** an emergency, copies of such reports may be furnished to each member of Council at the time of said Council meeting.

All items presented to Council by a committee must carry the committee’s disposition of the item, whether that disposition is a recommendation for approval, a recommendation for denial, no recommendation or to make any other disposition with respect to the item.

Any item not reported out to the full council by a committee within 90 days of that item having first appeared on the committee’s agenda may be placed on the Council agenda when the

Clerk's Office has received a written request ~~signed by~~ **from** three members of Council, not less than 24 hours prior to the scheduled meeting.

~~A minority report may be made if requested.~~ Presentation of the committee's motion at the regular Council meeting does not require a second.

4.8 Recommitting

Any item **coming**, ~~which may come~~ before the Council may be referred to a committee ~~committed~~ or recommitted **to a committee of Council** before a final decision **by the full Council** thereon. ~~Provided, however once a motion or matter is forwarded to full Council from committee, that motion or matter may not be returned to committee other than as directed by Council.~~

4.8.9 Budget Work Sessions

The Council shall meet as a Committee of the Whole for budget work sessions prior to first reading of the budget.

4.9.10 Motions Forwarded to a Committee

Any motion forwarded to a committee by the Chair, or in the Chair's absence, the Vice Chair, or in the Vice Chair's absence, the acting chair, will appear on that committee's agenda. Any item forwarded to a committee that is not completed will be listed at the end of the committee's subsequent agenda(s) under, "Items Pending Analysis." ~~and the reason the item remains pending.~~

RULE V: LEGISLATIVE ACTION

5.1 Emergency Ordinances

To meet public emergencies affecting life, health, safety or the property of the people, emergency ordinances may be adopted upon a two-thirds affirmative vote of the Council members present. Such an ordinance is effective immediately upon its enactment without regard to any public hearing, reading, publication, or notice requirements. It automatically expires after 60 days. Every emergency ordinance shall be designated as such and shall contain a declaration that an emergency exists and describe the emergency.

Emergency ordinances shall not levy taxes, grant, renew, or extend a franchise, or impose or change a service rate.

5.2 Other Ordinances-Required Readings

With the exception of emergency ordinances, all ordinances, including those making supplemental appropriations, shall receive approval at three public meetings of Council on three separate days with an interval of not less than seven days between the second and third readings. An ordinance shall be deemed passed upon third reading approval and thereafter can be rescinded only by a motion to reconsider or rescind that is made prior to approval of the minutes.

~~If an ordinance does not receive the three (3) readings required within a twelve-month period, it is dead. If the ordinance is reintroduced after the twelve-month period, it must be submitted to the three-reading process.~~ Any ordinance that does not receive three reading approval by Council may not be reintroduced for twelve (12) months from the date the minutes reflecting its denial (i.e., the final time the ordinance was read and did not pass) were approved, absent consent of two-thirds of the full Council.

5.3 Levying Tax/Incurring Debt/Amending Budget

Ordinances levying a tax or incurring indebtedness shall not be passed unless voted for on each reading by at least six (6) members in Council assembled and with appropriate back up material provided for each reading. An amendment to the budget shall require **at least a majority plus one vote [i.e., at least seven (7) members of Council]**.

5.4 Public Hearings

~~Public hearings, after not less than 15 days' notice of the time and place of such hearings published in at least one newspaper of general circulation in the County, shall be held before final Council action is taken to:~~

- ~~a) adopt annual operational and capital budgets,~~
- ~~b) make appropriations, including supplemental appropriations,~~
- ~~c) adopt building, housing, electrical, plumbing, gas and all other regulatory codes involving penalties,~~
- ~~d) adopt zoning and subdivision regulations,~~
- ~~e) levy taxes, and~~
- ~~f) sell, lease, or contract to sell or lease real property owned by the County.~~

Public hearings shall be held before final action is taken to:

- a. Adopt annual operational and capital budgets;**
- b. Make appropriations, including supplemental appropriations;**
- c. Adopt building, housing, electrical, plumbing, gas and all other regulatory codes;**
- d. Adopt zoning and subdivision regulations;**
- e. Levy taxes;**
- f. Sell, lease or contract to sell or lease real property owned by the county;**
- g. Impose ad valorem property taxes upon a fire service area; or**

- h. Provide for the distribution of assets following the abolishment of a special purpose district.

Final action for any of the first six matters must be in the form of an ordinance. A minimum of 15 days' notice of the time and place of the hearing must be published in at least one newspaper of general circulation in the county, prior to conducting a public hearing for any of the above categories of ordinances.

Notice for item g. must be provided once a week for three successive weeks in a paper of general circulation in the county, and the hearing must not occur fewer than 16 days following the first notice. Item h. requires at least two public hearings with ten days prior notice published in a newspaper of general circulation prior to each meeting.

Following the abolishment of a special purpose district located within the county, two public hearings are required prior to distributing assets and/or refunding taxes.

5.5 Second Reading

Upon the second reading of an ordinance, the ordinance ~~after all amendments and privileged motions have been disposed of, the question shall be~~ placed on Council's agenda ~~the passage of the ordinance. Upon a decision in the affirmative, the ordinance shall take its place on the agenda~~ for third reading ~~at its next meeting or at other time as scheduled by Council.~~

Each ordinance affecting the expenditure of money by the County shall receive the affirmative vote of Council on each reading, ~~noting that and prior to receiving second reading;~~ the County Administrator's comment shall inform Council regarding its effect on the finances of the County, ~~unless this requirement is waived by Council or the financial effect is evident on the face of the ordinance.~~

~~. Provided, however, this rule may not be invoked where the amount is shown in the ordinance.~~

5.6 Third Reading

Full debate and amendments shall be allowed on third reading.

5.7 Debate

Debate among members of Council is in order only after a motion has been stated by the Chair and has been seconded. Any motion shall, if desired by the Chair or any other member, be reduced to writing and delivered to the Chair and read before it shall be debated.

5.8 Motions During Debate

When a motion has been stated and seconded and debate has begun, **the following motions** ~~no motion except the following~~ shall be in order:

- 1) ~~to adjourn or recess~~ recede,
- 2) ~~to continue,~~
- 3) ~~to table,~~
- 4) ~~for the previous question,~~
- 5) ~~to postpone indefinitely,~~
- 6) ~~to postpone to a certain day,~~
- 7) ~~to recur to the agenda,~~
- 8) ~~to substitute a motion germane to the matter at hand, and~~
- 9) ~~to amend.~~

- a) To **approve** (the matter under consideration);
- b) To **deny**;
- c) To **amend**;
- d) To **substitute** one motion (related to the matter) for another;
- e) To **adjourn**;
- f) To **recess**;
- g) To **continue or postpone the matter to a date certain**;
- h) To **continue or postpone the matter indefinitely**;
- i) To **return to the agenda** if the item under consideration has been taken out of turn;
- j) To **table** the matter;
- k) To **call for the question** (“close debate,” or move “for the previous question”);
- l) To raise a question of **privilege**;
- m) To convene an **executive session**;
- n) To **refer the matter to a committee** (or “to commit”);
- o) To **recommit** a matter (send back to a committee);
- p) To **divide the question**;
- q) To **strike** some or all of the matter (similar to substitute motion or amendment); and

- r) To seek information of “clarification” on an aspect of the matter under debate.

5.9 Substitute Motions

No more than two (2) motions may be received in substitute for the motion on the floor. Any substitute motion defeated by vote of Council shall be counted as one of two (2) permissible substitute motions, but any substitute motion, which fails for lack of a second, shall not be so counted.

5.10 Amendments

A proposed amendment shall be in order regardless of the number of changes proposed therein to the matter under debate, provided such amendment is otherwise in order, and shall be considered in the order in which it is received.

5.11 Closing Debate

~~Upon the proper motion, a second, and an affirmative vote on a motion for the previous question, which requires a two thirds vote, the amendment then upon the desk shall be considered, but no further amendment shall be allowed. The sponsor of an amendment shall be allowed an opportunity to make a short explanation of the amendment.~~

5.125.11 Withdrawing Motions

The member who introduced a motion may withdraw it before decision on it or on any amendment to it, so long as the member seconding the motion shall not object, provided, however, that no motion may be withdrawn after the previous question has been called.

5.12 Privileged Motions

Motions to adjourn, or to recess, or to raise a question of privilege, or to convene an executive session, or to return to the agenda if an item is taken out of turn, ~~to recede, and to recede subject to the call of the Chair,~~ shall always be in order except while the Council is actually engaged in deciding a question. A motion to adjourn or to take a recess, having been defeated, no new motion to adjourn or take a recess shall be in order until fifteen (15) minutes shall elapse from the decision of the former motion even though such motion to ~~recede~~ **recess** might be to ~~recede~~ **recess** to a different time.

5.13 Nondebatable Motions

~~Certain parliamentary motions must be decided without formal debate. These are~~ **These motions are not debatable:**

- ~~1) to adjourn or recess recede,~~
- ~~2) to continue,~~
- ~~3) to lay on the table,~~
- ~~4) to postpone indefinitely or to a day certain,~~
- ~~5) to suspend or depart from the agenda, or to return to it, and~~
- ~~6) for the previous question.~~

- a) **To adjourn;**
- b) **To recess;**
- c) **To continue or postpone the matter to a date certain;**
- d) **To continue or postpone the matter indefinitely;**
- e) **To return to the agenda** if the item under consideration has been taken out of turn;
- f) **To table** the matter;
- g) **To call for the question** (“close debate,” or move “for the previous question”);
- h) **To refer the matter to a committee** (or “to commit”); and
- i) **To recommit** a matter (send back to a committee).

~~Immediately after receiving a nondebatable motion, and at other times when no motion is on the floor, the Chair may allow such conversation as she/he deems appropriate, but all such informal discussion remains subject to his/her discretion; she/he may call for the vote on the matter at hand or terminate discussion at any time, and in such instances, his/her decision may not be appealed.~~

5.14 Suspending Motions

The following instances may suspend any matter before Council, temporarily:

- 1) Point of order;
- 2) Point of personal privilege;
- 3) Point of information;
- 4) Question of recess; and
- 5) Other incidental questions, such as of reading papers, dividing a question, withdrawing a motion, or excusing a member from voting.

5.15 Motion to Recess

A motion to recess may state the time for reconvening. In the absence of such stated time, reconvening shall be at the call of the Chair.

5.16 Motion to Strike

~~A motion to strike out the enacting words of an ordinance or resolving words of a resolution shall have precedence of a motion to amend, and, carried, shall be considered as equivalent to rejection.~~

5.17 Rejected Motions

~~Once one of the following motions has been made and rejected during a meeting of the County Council, no motion of the same effect shall again be allowed with regard to the same question:~~

- ~~a) Motion to continue,~~
- ~~b) Motion to postpone,~~
- ~~c) Motion to defer, and~~
- ~~d) Motion to table.~~

5.195.16 Delays

The Chair shall entertain no motion ~~to~~ **that would** have the effect of ~~which will be~~ unnecessarily to **delaying** the business of Council.

5.205.17 Defeated Actions

Once an action of any kind has been proposed and defeated twice during two separate regular or called meetings of Council, within a period of sixty (60) days, no motion of the same effect may be allowed with regard to the same question for a period of one year from the date of initial motion, without the consent of a majority plus one of the entire Council. The names of the consenting Council members shall be presented to the Chair prior to the listing of the item on the agenda.

5.215.18 Voting

Each member shall vote on each question put, except that no member shall be permitted to vote on any question in which that member has a direct personal or pecuniary interest, or in which that member perceives that he or she has a direct personal or pecuniary interest, or in

which his or her participation might create an appearance of impropriety in that member's estimation.

If a member does not cast a vote on the question put, such member will not be considered to have voted with either the prevailing or the non-prevailing side, ~~but instead shall not have his or her vote recorded at all, other than as an abstention if the member declares an abstention as provided for herein.~~

~~A Council member must be at his/her seat in order to vote for those at the dais.~~

~~If a member does not declare a vote or an abstention, his/her vote shall be recorded with the prevailing side.~~

In the case of a tie vote, the prevailing side is the side that voted against approval of the matter voted upon (e.g., if the matter before Council is a vote to continue an item until the next meeting, and the vote on that question is 5-5, the motion did not pass, the item is not continued and the side prevailing as to the motion is the side that voted not to have continued the item).

If voting an abstention, a reason for the abstention must be stated and recorded in the minutes. No member shall, under any circumstances be permitted to vote after a decision has been announced by the Chair. After the decision of the question, an absent member may be permitted to declare ~~record~~ the vote she/he would have given if present, but such vote shall not affect the previous question.

Voting shall be by electronic means (i.e., via the electronic voting system) unless conditions at the time of a given vote do not permit use of the electronic voting system (e.g., it is inoperable, not working properly, there is a power failure, Council is holding its meeting in a location that does not have or accommodate electronic voting, or other condition prohibiting electronic voting). In such a case, voting by a show of hands shall be in order. ~~Also, nothing in this rule prohibits a voice vote or vote by show of hands for matters where there reasonably appears to be no opposition, such as a vote to adjourn, or a vote for unanimous consent to issue a resolution in honor of a citizen, group, achievement or the like; provided, however, that any member may call for an electronic vote on any matter for which a vote is required or called for, if any member shall feel that a voice vote or vote by show of hands is not sufficient; further provided that the electronic voting system is operable at the time of the call for an electronic vote.~~

Votes shall be recorded in the minutes.

[PROPOSED NEW RULE]

5.19 Voting for Board and Committee Appointments

This method of voting is based upon Chapter XIII, Section 45, Robert's Rules of Order, 11th Edition, and is to be used solely in circumstances where Council is called upon to vote on the appointment of members of boards, commissions or similar entities where there are more nominees under consideration than there are vacancies to fill.

This rule combines a recognition of the fact that plurality voting may be unavoidable in the initial stages of voting when considering a greater number of nominees than there are vacancies to fill, and majority voting once the number of nominees is drawn down to equal the number of vacancies by virtue of the voting process set forth herein.

Due to the complexity of this unusual but not unforeseeable situation, an example may be instructive.

Ex. If there are two (2) vacancies on a County board, and there are five (5) nominees, each Council member would be permitted to cast a vote for two (2) of the five (5) nominees to fill the two (2) vacancies.

In this event, the voting procedure shall be as follows.

- a) Each Council member shall be allowed to cast the same number of votes as there are vacancies to be filled. By way of further example, if three (3) vacancies exist, then each Council member would be permitted to vote for up to three (3) nominees, regardless of the total number of nominees.
- b) The Clerk to Council shall tabulate the votes.
- c) The nominee with the fewest votes will be removed from the slate of nominees, and the remaining nominees will be voted upon in what would be the next round of voting, with rounds to continue until enough nominees have been eliminated from consideration so that the number of nominees remaining equals the number of vacancies to be filled.
- d) If there is a tie among those with the fewest votes, then all nominees who are so tied will be removed from the slate of nominees, and the remaining nominees will be voted upon in what would be the next round of voting. Provided, however, if so many of the nominees are tied for the least votes, and dropping all of them from the remaining slate of nominees would result in not having enough nominees to fill all of the vacancies, then there shall be a runoff among all of the nominees so tied for fewest votes. The candidate with the fewest votes in the runoff will be dropped from the slate of nominees that had been tied for fewest votes. Once at least one of the originally tied nominees for fewest votes is eliminated by runoff among the fewest vote-getters, those remaining among the originally tied voters will be placed back among the nominees who did not receive the fewest votes, and voting shall continue in this fashion by round until there are the same number of nominees as there are vacancies. [*E.g.*, three (3) nominees remaining for three (3) vacancies].
- e) Once Council arrives at a “slate” of nominees corresponding to the number of vacancies to be filled, it is in order for any member of Council to “nominate the slate” of nominees, which shall then be voted upon by Council in the form of a motion to approve the slate by “yea” or “nay,” recorded electronically unless the electronic voting system is then inoperable or it is impractical to so vote. In this

case, voting by show of hands shall be in order. The slate of nominees shall be approved by majority vote of Council members present and voting.

5.225.20 Dividing Question

~~Any member may call for the division of a question. Council may then divide it if the question can be so comprehended that, one part being taken away, the rest can stand entire for decision. A motion to divide the question shall require a second and shall be effective upon the vote of a majority of members present and voting. Provided, however, that a motion to “strike out and insert” may not be divided, but that rejection of a motion to “strike out” shall not preclude a motion to “strikeout and insert.”~~

Any member may call for the division of a question. Council may then divide the question if it can be so comprehended that, one part being taken away, the rest can stand for decision. A motion to divide the question shall require a second and shall be effective upon the vote of a majority of members present and voting.

5.235.21 Reconsideration

After a question has been decided, any member who voted with the prevailing side may move for a reconsideration, and any member may second such a motion. However, if Council either shall refuse to reconsider or shall affirm its first decision, then no further reconsideration shall be in order except by unanimous consent. The motion to reconsider shall have precedence over all other main motions, but it may be introduced only on the day of the decision in question or during the next succeeding session of Council prior to the approval of the minutes. Any subsequent proposal to alter the decision of Council must take the form of a main motion to rescind.

5.245.22 Public Inspection

After adoption, the full ordinance shall be made available for public inspection at ~~at~~ through the Office of the Clerk of Council.

5.255.23 Resolutions

Council may adopt Resolutions to formally express its opinions or desires. Upon adoption, the Chairperson shall execute the document on behalf of the entire Council.

5.265.24 Proclamations

An individual council member may issue a Proclamation as an expression of his or her personal opinion or desire. The Proclamation shall be signed by the initiating council member and by the Chairperson, and shall not require action by the Council.

RULE VI: RULE CHANGES

6.1 Suspension/Amendments

~~None of the foregoing rules shall be rescinded, suspended, or altered without unanimous consent, if without twenty-four (24) hours' notice, or without the concurrence of two-thirds of the members of the whole (e.g. eight out of eleven members) after previous notice of motion to rescind, suspend, or alter has been given at a prior meeting, and such alteration, suspension, or rescission shall be made only by written resolution.~~

~~These rules may be amended from time to time, as needed, at the discretion of the County Council upon approval by two-thirds of the members of the whole (e.g. eight out of eleven members) at a regularly scheduled Council meeting.~~

These rules may be suspended by unanimous consent.

Absent unanimous consent, these rules may be suspended 1) with the concurrence of two-thirds of the members of the whole (e.g. eight out of eleven members) 2) after twenty-four (24) hours' notice of suspension of the rule or rules in question has been given in accordance with the South Carolina Freedom of Information Act.

These rules may be amended at the discretion of the County Council upon approval by two-thirds of the members of the whole (e.g. eight out of eleven members) after twenty-four (24) hours' notice of the proposed amendment of the rule or rules in question has been given in accordance with the South Carolina Freedom of Information Act.

~~RULES VII: OFFICIALS TO SERVE THE COUNCIL~~

~~7.1 Administrator and Clerk of Council~~

~~The Council shall appoint or elect a County Administrator and a Clerk of Council.~~

In theory and in practice, a government could adopt an ordinance that contains nothing but a title. In practice, the key is that the ordinance text, assuming there will be any, should be available before the public hearing on the ordinance. There is no prohibition on giving first reading to an ordinance by title only. Whether or not that is a desirable practice is a policy decision.

STATE OF SOUTH CAROLINA
COUNTY COUNCIL FOR RICHLAND COUNTY
ORDINANCE NO. ____-20HR

AN ORDINANCE AUTHORIZING THE TEMPORARY WAIVER OF LATE FEES OR PENALTIES ON THE PAYMENT OF HOSPITALITY TAX, TOURISM DEVELOPMENT FEES, AND BUSINESS LICENSE FEES.

Pursuant to the authority by the Constitution of the State of South Carolina and the General Assembly of the State of South Carolina, BE IT ENACTED BY RICHLAND COUNTY COUNCIL:

SECTION I. Due to the extraordinary circumstances surrounding the Covid-19 virus, the Richland County Council hereby suspends the imposition, payment, and collection of late fees or penalties on payments due from the Hospitality Tax (Chapter 23, Article 6), the Tourism Development Fee (012-08HR) and the Business License Fee (Chapter 16, Article I). This temporary waiver shall automatically expire on the 61st day after the Effective Date.

SECTION II. Severability. If any section, subsection, or clause of this ordinance shall be deemed to be unconstitutional or otherwise invalid, the validity of the remaining sections, subsections, and clauses shall not be affected thereby.

SECTION III. Conflicting Ordinances Repealed. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION IV. Effective Date. This ordinance shall be effective retroactively from and after April 7, 2020. The ordinance shall only be effective for 60 days from the Effective Date and shall then immediately expire.

RICHLAND COUNTY, SOUTH CAROLINA

By: _____
Paul Livingston, Chair
Richland County Council

ATTEST THIS ____ DAY OF
_____, 2020

Michelle Onley
Deputy Clerk to Council

RICHLAND COUNTY ATTORNEY'S OFFICE

Approved As To LEGAL Form Only
No Opinion Rendered As To Content

Date of First Reading:
Date of Second Reading:
Date of Public Hearing:
Date of Third Reading: