



A Handbook

With Suggested Strategies and Guidelines for Operating With Coronavirus

Ver: May 12, 2020



Tennessee Paddlesports Association

Growing, Protecting, Supporting Tennessee's Paddlesports Businesses

Our Mission

To grow, protect and support Tennessee's paddlesports outfitting businesses by improving members' financial viability, ensuring a fair and reasonable regulatory environment and enhancing members' ease of doing business.

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A Handbook With Suggested Strategies and Guidelines for Operating With Coronavirus

If you have been in operation or chose to begin your operations upon expiration of Governor Lee's stay at home order on April 30, 2020, this handbook is designed to provide you with the best available information to reduce risks to your employees and customers. At the time of the publication of this Handbook, E.O. 35 issued by Governor Lee is the prevailing guidance for paddlecraft rental outfitters.

Eliminating the risks related to the coronavirus is simply not possible. This Handbook is designed to provide you with the resources to help you reduce those risks to the extent possible and help your employees and customer with their own risk reduction. We welcome your feedback on this document.

Authority for Operating.

It is important that you understand your rights in relation to the Governor's Executive Orders and take reasonable precautions to protect employees and guests.

Tennessee Governor Bill Lee's Executive Order No. 35 authorizes operations of businesses providing water sports activities under a set of Guidelines (See the full E.O. in the appendix).

Other than the venues defined or specifically listed in Paragraph 1 1 .a., entertainment, recreational, and other gathering venues that operate in the following manner may reopen: (1) All persons are in groups of less than ten (10) persons; and (2) Such persons and groups maintain at least

six (6) feet of separation from, and avoid physical contact with, other persons or groups of less than ten (10) persons outside of their own group. Examples of such venues that may be allowed to reopen, provided that such venues can and do operate in accordance with this Paragraph 11.b., include, but are not limited to:

- i. Bowling alleys;
- ii. Arcades;
- iii. Climbing gyms;
- iv. Water sports activities.
- v. Golf driving ranges and mini-golf facilities;
- vi. Shooting ranges;
- vii. Dance classes; or
- viii. Other similar activities and venues that can achieve and maintain the necessary capacity and proximity limitations.

All venues, businesses, and employers that reopen are expected to operate in accordance with, and to fulfill the spirit of, the Non-Contact Recreation Guidelines (e.g., Tennessee Pledge) issued by the Governor's Economic Recovery Group, <https://www.tn.gov/governor/covid-19/economic-recovery/recreation-guidelines.html>.

On April 24th Governor Lee announced Tennessee's Pledge, a plan which included plans to reopen restaurants and retail businesses.

Executive Order 30 provides additional instructions and guidelines.

Some local jurisdictions may have their own criteria: Those include: Knox, Davidson, Shelby, Madison, Hamilton and Sullivan Counties. Please check with your local jurisdiction to ensure you are following all guidelines.

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Executive Summary

Summary of Guidance Applicable to
Paddlecraft Rental Outfitters

Effective date: May 1, 2020

The following guidance is extracted from the Governor's Tennessee Pledge. It is not a complete Covid-19 operating guide but takes some of the guidance most applicable to paddlecraft rental operations from the various documents. See each document for details.

The handbook provides the following sections:

- General Guidance on Reopening for Employers
- Guidance for Employees
- Guidance for Food Service (Restaurants)
- Guidance for Retail (which should apply to your shops and premises)
- Premises sanitation
- [List of approved disinfectants](#)
- Disinfecting PFD's, paddles and equipment
- Transportation issues
- Liability clause for waivers

General Guidelines for Business



For All Businesses

The State is recommending safeguarding protocols for all businesses in Tennessee, including those that are re-opening and those essential businesses which have remained open during the Safer at Home order. These safeguarding protocols are based on the recommendations of the CDC and OSHA. To support the Pledge for Tennessee, all employers and employees should take steps to reopen safely, help other industries be able to open more quickly, and help Tennessee remain healthy and open for business.

Employers

1. Screen all employees reporting to work for COVID-19 symptoms with the following questions:
 - a. Have you been in close contact with a confirmed case of COVID-19?
 - b. Are you experiencing a cough, shortness of breath, or sore throat?
 - c. Have you had a fever in the last 48 hours?
 - d. Have you had new loss of taste or smell?
 - e. Have you had vomiting or diarrhea in the last 24 hours?
2. Temperature screening for employees:
 - a. Best practice: employers to take temperatures on site with a no-touch thermometer each day upon arrival at work.

- b. Minimum: Temperatures can be taken before arriving. Normal temperature should not exceed 100.4 degrees Fahrenheit.
3. Direct any employee who exhibits COVID-19 symptoms (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per CDC guidelines. Employers should maintain the confidentiality of employee health information.
4. Implement workplace cleaning and disinfection practices, according to CDC guidelines, with regular sanitization of high-touch surfaces at least every two hours.
5. Mitigate exposure in the workplace by implementing social distancing guidelines and modify scheduling.
6. Allow employees to work from home as much as possible.
7. Plan for potential COVID-19 cases, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities).
8. Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms.
9. Update the Employee Illness Policy to include the symptoms of “COVID-19” or create a COVID-19 specific policy. All staff should sign the policy, and the policy should be posted for confirmation.
10. Limit self-service options (customer samples, communal packaging, food/beverages, etc.).
11. Post extensive signage on health policies, including the following documents in the workplace to help educate building occupants on COVID-19 best practices:
 - a. CDC guidance to stop the spread of germs
 - b. CDC guidance on COVID-19 symptoms

Employees (Expected Behavior)

1. Stay home when feeling ill, when exposed to COVID-19 (e.g., positive household member case), or if diagnosed with a

confirmed case of COVID-19. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home.

2. Increase hygiene practices—wash hands more frequently, avoid touching face, practice good respiratory etiquette.
3. Wear a cloth face covering (not an N-95 or medical mask, which should be reserved for healthcare workers) while at work and in public to help protect against the spread of the virus.
4. Practice recommended social distancing to the greatest extent possible -“Further is safer.”
5. Abide by guidelines established by the employer, which may include the use of gloves, social distancing practices in the workplace, and increased sanitation

Businesses should follow guidance issued by the Centers for Disease Control and Prevention, as well as any applicable federal or regulatory requirements. In addition to these general guidelines for all Tennessee employers and employees, each employer and employee should refer to their industry-specific guidance, as set forth on the following pages. These industry-specific safeguarding protocols have been created with the input of private sector working groups in partnership with the Economic Recovery Group. Protocols are subject to change and may be released on a rolling basis. Companies doing business in Tennessee should follow Tennessee guidance and best practices outlined in this document.

Restaurant Industry Safeguarding Guidance



In addition to strict adherence to CDC guidelines, the State recommends restaurants put into place an assortment of measures to protect consumers and employees, including:

Employee Protection

1. Follow sanitation-frequency guidance contained in this document at all times.
2. Have dedicated face coverings and dedicated gloves (i.e., only used by one person) worn by all employees, at all times. Should not be N-95 or medical variety – these should be saved for use by healthcare workers.
3. Require all employees to report any symptoms of illness to supervisor and require notification of any COVID-19 positive case(s) in employee's household.
4. Provide ServSafe COVID-19 training for all food handlers as soon as possible

Consumer Protection

1. Limit the number of customers in the restaurant to 50% of seating capacity.
2. Tables should be spaced at least 6 feet apart.
3. Limit tables to no more than 6 guests per table.
4. Mark any indoor or outdoor waiting area so that social distancing standards are met (options can include a text system to alert guests of available seating, an intercom system, or only one member of a party being allowed to wait in the waiting area).
5. Bar areas should remain closed.
6. Live music should not be permitted.
7. Screen customers for illness upon their entry into the restaurant:
 - a. Best practice: Temperature checks for every customer. Customers with temperatures above 100.4 degrees Fahrenheit should not be permitted on premise.
 - b. Minimum: Question customers regarding COVID-19 symptoms:
 - i. Have you been in close contact with a confirmed case of COVID-19?
 - ii. Are you experiencing a cough, shortness of breath, or sore throat?
 - iii. Have you had a fever in the last 48 hours?

Business Process Adaptations

1. Place hand sanitizer stations in restaurant lobby and bathrooms, as well as at cashier stations.
2. Sanitize all front-of-house contact surfaces including door handles, screens, phones, pens, keyboards and other areas of hand contact every two hours, at a minimum.
3. Use menus that are disposable or sanitized between each use.
4. Use rolled silverware/napkins stored in sealed bins (gloves should be used by staff while rolling silverware in designated sanitary areas).

5. Sanitize all tabletop items, including condiments, after each table turns (or use disposables).
6. Sanitize chairs, especially where contact occurs, after each table turns.
7. Do not offer self-serve buffets, condiments on a counter for use by multiple tables, or beverage station re-use.

Retail Industry Safeguarding Guidance

In addition to strict adherence to CDC guidelines, the State recommends retail industries put into place an assortment of measures to protect consumers and employees, including:

Employee Protection

1. Staff should wear face coverings (not N-95 or medical masks, which should be reserved for healthcare workers) and other personal protection items as recommended by the CDC.
2. Provide training on personal protective equipment based on CDC guidelines.
3. Provide a sanitizing station such as a wash basin with soap and/or bottle of hand sanitizer.
4. Stagger shifts, breaks, and meals, in compliance with wage and hour laws and regulations, to maintain social distancing.
5. Provide regular updates and training for employees about personal COVID-19 mitigation and store safeguards, based on CDC guidelines
6. Require all employees to report any illness to their supervisor and require notification of COVID-19 positive case(s) in employee's household.
7. Prohibit congregating in break rooms or common areas and limit capacity of such areas to allow for safe social distancing, a minimum of six feet whenever possible.

Consumer Protection

1. Limit the number of customers inside a store at a given time, excluding employees and representatives of third-party delivery companies, to 50 percent or less of store occupancy based on Tennessee's Building and Fire Code.
2. Customers should wear face coverings inside the store.

3. Consider dedicated shopping hours or appointment times for the elderly, medically vulnerable, and health care workers.
4. Establish one-way aisles and traffic patterns for social distancing.
5. Increase curbside, pickup, and delivery service options to minimize contact and maintain social distancing.
6. Assign dedicated staff to prompt customers regarding the importance of social distancing.
7. Add social distancing “reminder” signs, personal stickers, floor decals, and audio announcements.

Business Process Adaptations

1. Establish enhanced cleaning protocols that follow CDC guidelines including sanitizing shared resources (such as carts) after each use, and sanitizing all high traffic / high touch areas (such as counters check-out lanes, keypads, break rooms, dressing rooms, rest rooms) every two hours and when visibly dirty.
2. Use a clearly designated entrance and a separate clearly designated exit to maintain social distancing.
3. Use plastic shields or barriers between customers and clerks at service counters, and clean them frequently (every 2 hours and when visibly dirty).
4. Adjust store hours to allow time for enhanced cleaning.
5. Prohibit the use of reusable bags (reusable bags may carry COVID-19).
6. Suspend the sampling of food and personal hygiene products.
7. Assign management-level employees within a store to monitor compliance





Recommended Operation Guidelines for Paddlecraft Rental Operations under E.O. 30 ¹

The following are guidelines for paddlecraft rental operations.

1. Prior to operation, disinfect building and premises, including employee-only areas following CDC guidelines.
2. Screen all employees reporting to work for COVID-19 symptoms according the ERG guidelines.
3. Operations should have plans and signage to disperse customers throughout the property to avoid congregations and backups at registers. Reservations are encouraged. With dispersal of customers, businesses may accommodate more than 10 customers and employees on the property at any one time. Customers will be encouraged but not required to wear masks or face coverings when in groups, as many customer waiting areas are in parking lots or out of doors. Groups should be limited to 10 or less and dispersed throughout the property to the extent feasible.
4. Implement workplace cleaning and disinfection practices, according to CDC guidelines, with regular sanitization of high-touch surfaces, such as touch screens and card processors, every two hours.

¹ These protocols will expire with E.O. 30. When restrictions are relaxed these protocols will no longer apply except for those consistent with subsequent Executive Orders.

5. Mitigate exposure in the workplace by implementing social distancing guidelines and modify scheduling.
6. Allow certain employees to work from home as much as possible.
7. Plan for potential COVID-19 cases, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities after infections).
8. Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act.
9. Update the Employee Illness Policy to include the symptoms of “COVID-19” or create a COVID-19 specific policy. All staff should sign the policy. The policy should be posted for confirmation.
10. Limit self-service options (customer samples, communal packaging, food/beverages, etc.).
11. Post signage on health policies, including the following documents in the workplace to help educate building occupants on COVID-19 best practices:
 - a. CDC guidance to stop the spread of germs
 - b. CDC guidance on COVID-19 symptoms
12. Follow TN Paddlesports Association suggested protocols for disinfecting equipment and PFDs, when possible.
13. Designate someone to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.

Guidance for Operation of Vans and Buses and Transportation of Customers

1. For the interim period, beginning May 1st, buses and vans should be operated to implement social distancing whenever possible. When possible, passengers should occupy every other seat. Groups arriving in the same vehicle may sit together. Some outfitters require face coverings for passengers when social distancing is not possible.

2. Consider giving employees a wristband (or other distinctive item) when they have cleared daily screening process and only allow them in facilities if wearing a wristband.
3. Equip employees, vehicles, and workspaces with gloves, alcohol-based wipes or spray (at least 60% alcohol), and dry paper towels for spot-disinfection, as described throughout this document.
4. Designate someone to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
5. All drivers should wear masks and customers should be encouraged to use face coverings.
6. Passengers (and operators) with known or suspected COVID-19 should not ride in outfitter vehicles.
7. Drivers should have access to disposable sanitizing wipes to use on any surface with which they have regular contact. Surfaces should be wiped regularly. Alcohol spray on paper towels is an alternative to wipes.
8. Always use wet methods to clean vehicles; avoid dry sweeping.
9. Make sanitizer available to riders:
 - a. Make hand sanitizer available by stationing personnel at the entry point for the vehicle, squirting hand sanitizer on the hands of each passenger, or place alcohol-based hand sanitizer (ABHS) units at the entrance of vehicles and stations. Ideally touchless units.
 - b. Regularly clean/disinfect frequently touched surfaces, including handles, seat rails, overhead handholds, and other surfaces.

Develop protocol for cleaning and disinfecting a vehicle after a person with COVID-19 was known to be in the space:

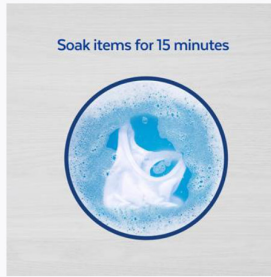
1. Designate special “quarantine” parking zones for any vehicles that have had suspected or known exposure to the virus. If operator is still in a vehicle immediately after known exposure, ask the operator to perform the following steps, which allow for sufficient air changes to remove potentially infectious particles:

2. Park the vehicle in designated area.
3. Leave the engine running and turn on HVAC to maximum fan speed.
4. Open windows (if possible) and vehicle door(s).
5. Use lockdown procedures to ensure nobody can enter/exit vehicle while quarantined; this could include additional steps such as license plate removal and placing caution/warning signs on the vehicle. Based on CDC guidance for cleaning/disinfecting vehicles, as long as air changes are occurring in vehicle as described above (or via continuous running of HVAC and/or opened windows while vehicle is in use), personnel can enter the vehicle for cleaning/disinfection after approximately 30 minutes.
6. Clean and disinfect vehicle using the appropriate disinfectants approved by the EPA for effectiveness against SARS-CoV-2, appropriate PPE, and other instructions required by the manufacturer of the disinfectant.
7. Replace vehicle filter(s). •See Alternative PPE section below if required PPE is unavailable.

Pre-Soaking to Disinfect and Kill 99.9% of Viruses



Pour 2 capfuls into 1 gallon of cold water



Soak items for 15 minutes



Rinse thoroughly with clean water or machine wash as directed

Disinfecting PFDs and Equipment (provided by Higher Pursuits)

Lifejacket Disinfection

Four options:

1. Lysol Laundry Sanitizer –We are currently looking at this as our preferred method. I found this product on the EPA website for products that disinfect against coronavirus. According to the product instructions you can soak an item for 15 minutes in cold water and the product will kill 99.9% of all viruses. [This was rated on the EPA website for killing the virus on porous surfaces. EPA Number 777-128.](#) All products approved by EPA will have a registration number.
2. Spraying PFDs with a liquid alcohol spray and placing them in sunlight to dry may also be effective. TPA has arranged for bulk quantities of liquid sanitizers at 80% alcohol level from Old Forge Distillery in Pigeon. Because of the flammable nature of the product, UPS and Fed Ex will not deliver it. This option would be expensive for a large number of jackets sprayed down daily but might work for smaller volumes. Contact TPA to coordinate delivery of the sanitizer from Old Forge.
3. USBC Germicidal Lamp UVCC (20 to 50 watts) –This type of light is used in meat packing plants. The entire surface must be exposed to the light for 30 minutes. If you use sink the stink on your lifejackets you must use the lamp before dunking PFDs in sink the stink because the Germicidal Lamp will also kill the microbes

that are in sink the stink. Using 303 Protectant on your lifejackets before exposing to the UV light will help prevent damage to the material. <https://xsterilize.com/> This is one example of a UV light sterilizer. UV radiation is damaging to skin so it has be used when humans are not present. The product produces UV-C radiation, which has been found to kill coronavirus, however, it has not been specifically tested to our knowledge.

4. Follow Coast Guard guidelines for disinfecting PFDs:

1. **CLEANING AND STORING YOUR PFD:** Rinse your PFD with clean water and hang to dry on a plastic coat hanger. Do not dry-clean, use chlorine bleach, or apply direct heat. Always store your fully dried PFD in a warm, dry, well ventilated place out of direct sunlight.
2. Inherently buoyant PFDs (foam) are cleaned in the same manner except they may be fully submerged.
3. If you must reuse your product within 72 hours, the following precautionary guidance is provided.
 - a. COVID-19 virus may exist three days on, or in, clothing. Virus can exist longer on porous surfaces.
 - b. Synthetic fabrics, plastic and metal surfaces may harbor the virus longer.
 - c. Buckles, zippers, other hardware and hook/loop fasteners (e.g. Velcro®) are hard to clean due to crevasses and metal/plastic construction.
 - d. Using 70 – 90% solutions of alcohol sprayed/ wetted on these components is acceptable.
 - e. Avoid spraying inflatables with specific disinfectants that are detrimental to the fabric. e.g. bleach-based products.
 - f. Do not machine launder life jackets.
 - g. Life jackets should be hand-washed with gloved hands – wash as hot as possible (< 60C or 140F) to kill virus.
 - h. Ensuring complete drying is critical, heated air drying is encouraged <60C or 140F

- i. Virus likes moisture and can survive in cold – virus dies by drying out and by heat, which some fibers can enhance.
- j. This pandemic is a new challenge and it is truly not known how all materials and the virus respond to laundry.
- k. If hung to air dry, allow 72 hours (three days) before reuse. (This recommendation is under review since a DHS study found sunlight and high humidity kills coronavirus in minutes)

Paddles and equipment

Paddles may be placed handle down in large tubs or metal cans of bleach solution. Touched surfaces on boats may also be sprayed with a bleach solution. You may also use liquid alcohol-based sanitizers to wipe down handles.

Prepare a bleach solution by mixing:

- 1 cup per 3 gallons of water or
- 5 tablespoons (1/3 cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water

Hand Sanitizer

Old Forge Distillery, 170 Old Mill Avenue, Pigeon Forge, TN 37868 Direct: 865-696-9063. Distillery Phone: 865-774-4126. Mention TN Paddlesports Association to get a special \$25/gallon price or \$125 for a 5-gallon bucket.



General Guidance

OSHA has a 35-page guide on covid-19 in the workplace.

<https://www.osha.gov/Publications/OSHA3990.pdf>

Some key language from this guide (page 11) under the section titled Prepare to implement basic infection prevention measures:

“

Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, employers should consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.





Summary

The Guidelines provided in this document are current as of May 12, 2020. As the response to the COVID-19 Pandemic evolves and local conditions change, these guidelines will change. Therefore, you should monitor state authorities and consult with your local health department regarding updated and local guidance. Any time an active case of coronavirus has entered your facilities or vehicles, notify your county health department immediately and take the action recommended by those authorities.

Prepare your Small Business and Employees for the Effects of COVID-19

During an infectious disease outbreak, such as the current outbreak of COVID-19, small business owners must prepare for disruption in their business as well as prepare to protect their employees' health and safety in the workplace.

These steps are recommended to protect employees and prepare your business for disruption:

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. It spreads between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes. **Symptoms** (<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>) can include fever, cough, or difficulty breathing, which may appear 2-14 days after exposure.

Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.

Examine policies for leave, telework, and employee compensation.

- Leave policies should be flexible and non-punitive, and allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
- When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet or 2 meters) between employees and others, especially if social distancing is recommended by state and local health authorities.

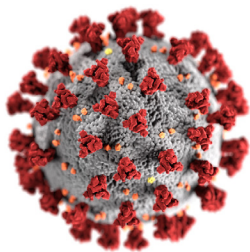
Review your leave policies with all employees and provide information about available employee assistance services. Share information on steps they can take to protect themselves at work and at home, and any available.

Identify essential employees and business functions, and other critical inputs such as raw materials, suppliers, subcontractor services/products, and logistics required to maintain business operations. Explore ways you can continue business operations if there are disruptions.

Prepare business continuity plans for significant absenteeism, supply chain disruptions, or changes in the way you need to conduct business.

Establish an emergency communications plan. Identify key contacts (with back-ups), chain of communications (including suppliers and customers), and processes for tracking and communicating about business and employee status.

Share your response plans with employees and clearly communicate expectations. It is important to let employees know plans and expectations if COVID-19 occurs in communities where you have a workplace.



cdc.gov/coronavirus



Top 10 Tips to Protect Employees' Health

Healthy employees are crucial to your business. Here are 10 ways to help them stay healthy.

- **Actively encourage sick employees to stay home.** Develop policies that encourage sick employees to stay at home without fear of reprisals, and ensure employees are aware of these policies.



- **Develop other flexible policies for scheduling and telework (if feasible) and create leave policies** to allow employees to stay home to care for sick family members or care for children if schools and childcare close.



- **Promote etiquette for coughing and sneezing** (https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html) and **handwashing** (<https://www.cdc.gov/handwashing/index.html>). Provide tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.



- **Perform routine environmental cleaning.** Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs. Discourage sharing of tools and equipment, if feasible.



- **Provide education and training materials** in an easy to understand format and in the appropriate language and literacy level for all employees, like **fact sheets and posters** (<https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html>).



- **Have conversations with employees about their concerns.** Some employees may be at higher risk for severe illness, such as **older adults** (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html>) and those with chronic medical conditions.



- **Talk with companies that provide your business with contract or temporary employees about their plans.** Discuss the importance of sick employees staying home and encourage them to develop non-punitive "emergency sick leave" policies.



- **Plan to implement practices to minimize face-to-face contact between employees if social distancing is recommended by your state or local health department.** Actively encourage flexible work arrangements such as teleworking or staggered shifts.



- **Consider the need for travel and explore alternatives.** Check CDC's **Travelers' Health** (<https://wwwnc.cdc.gov/travel>) for the latest guidance and recommendations. Consider using teleconferencing and video conferencing for meetings, when possible.



- **If an employee becomes sick while at work,** they should be separated from other employees, customers, and visitors and sent home immediately. Follow CDC guidelines for **cleaning and disinfecting** (<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>) areas the sick employee visited.



For more tips and information see the **CDC Interim Guidance for Businesses and Employers** (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>) and the **OSHA Guidance for Preparing Workplaces for COVID-19** (<https://www.osha.gov/Publications/OSHA3990.pdf>).

Quick BENEFITS TIPS FROM DOL

How much paid leave can employees take?

In general, applies to you if you are an employee of either a private employer with fewer than 500 employees or a covered public sector employer



You are following a federal, state, or local quarantine or stay-at-home order or are quarantined by a health care provider

OR

You have COVID-19 symptoms and are seeking a diagnosis

TIME OFF

Up to two weeks or 80 hours of paid sick leave at higher of regular rate or minimum wage*



You must care for someone under a federal, state, or local quarantine or stay-at-home order or are quarantined by a health care provider

OR

You must care for your child whose school, child care provider, or place of care is unavailable due to COVID-19

TIME OFF

Up to two weeks or 80 hours of paid sick leave at higher of 2/3 regular rate or minimum wage*



You must care for your child whose school, child care provider, or place of care is unavailable due to COVID-19

AND

You've been employed at least 30 calendar days

TIME OFF

Up to 10 additional weeks of family leave paid at 2/3 regular rate*

*Paid leave is capped at specific maximum amounts per worker

Learn more at dol.gov/FFCRA



EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2. has been advised by a health care provider to self-quarantine related to COVID-19; 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none"> 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



WH1422 REV 03/20



STATE OF TENNESSEE
EXECUTIVE ORDER
BY THE GOVERNOR

No. 35

**AN ORDER AMENDING EXECUTIVE ORDER NO. 30 TO ALLOW REOPENING OF
SMALL GROUP, NON-CONTACT ENTERTAINMENT AND RECREATIONAL
VENUES PURSUANT TO NEW SAFETY GUIDELINES**

WHEREAS, on April 28, 2020, I issued Executive Order No. 30, which replaced Executive Order Nos. 17, 21, 22, 23, 27, and 29 and allowed many Tennesseans to return to work by lifting the stay-at-home order and allowing the reopening of many businesses, subject to business safety guidelines, while strongly urging Tennesseans to continue to refrain from non-essential activities and to stay at home as much as possible; and

WHEREAS, Executive Order No. 30 provided that additional business guidelines were forthcoming that would allow for reopening additional businesses safely, at which time that Order would be amended accordingly; and

WHEREAS, on May 6, 2020, the Governor's Economic Recovery Group issued guidelines for the safe operation of small group, non-contact recreation businesses, such as bowling alleys and arcades, to allow such businesses to reopen at limited capacity in at least 89 of Tennessee's 95 counties beginning on May 8, 2020; and

WHEREAS, with guidelines providing for the safe operation of small group, non-contact recreation businesses, it is important to allow these Tennesseans to return to work to support their families and communities while trusting and expecting them to serve their customers in a safe way; and

WHEREAS, in addition to the other emergency management powers granted by law, Tennessee Code Annotated, Section 58-2-107(e), provides that during a state of emergency, the Governor is authorized to suspend laws and rules regarding the conduct of state business if necessary to cope with the emergency, order evacuations from certain areas, make orders concerning entry and exit and the occupancy of premises within an emergency area, and take measures concerning the conduct of civilians and the calling of public meetings and gatherings, among other things; and

WHEREAS, the temporary suspension of selected state laws and rules and the other measures contained herein are necessary to facilitate the response to the current emergency.

NOW THEREFORE, I, Bill Lee, Governor of the State of Tennessee, by virtue of the power and authority vested in me by the Tennessee Constitution and other applicable law, do hereby declare that a state of emergency continues to exist in Tennessee and order the following:

Reopening of Small Group, Non-contact Recreation Businesses. Effective at 12:01 a.m., Central Daylight Time, on May 8, 2020, Paragraph 11 of Executive Order No. 30, dated April 28, 2020, is hereby deleted in its entirety and the following language is substituted instead, the effect of which is that small-group, non-contact entertainment, recreational, and other gathering venues are no longer required to be closed, unless, pursuant to Paragraph 13.c., a locally run county health department in Davidson, Hamilton, Knox, Madison, Shelby, or Sullivan County has issued an order or measure requiring that such businesses or organizations in that county remain closed:

11. Continued closure of some businesses, organizations, or venues.

- a. The following venues shall continue to be closed to members or to the public, for the time being: Entertainment, recreational, and certain other gathering venues where operation is likely to result in persons: (1) Being in groups of ten (10) or more; or (2) Coming in close proximity (less than six feet of separation) to other persons outside of their household or small group of less than ten (10) persons. Examples of such venues that shall continue to be closed include, but are not limited to:
 - i. Bars, night clubs, and live performance venues; provided, that limited service restaurants, as defined in Tennessee Code Annotated, Section 57-4-102(22), may serve food to customers seated at tables but must follow the Economic Recovery Group Guidelines (e.g., Tennessee Pledge) for restaurants in doing so, which are set forth at the following web address: <https://www.tn.gov/governor/covid-19/economic-recovery/restaurant-guidelines.html>; and further provided, that such establishments may offer drive-through, pickup, carry-out, or delivery service for food or drink, and persons are highly encouraged to use such drive-through, pickup, carry-out, or delivery options to support such businesses during this emergency;
 - ii. Concert venues;
 - iii. Sporting event venues;
 - iv. Theaters, auditoriums, performing arts centers, and similar facilities;
 - v. Racetrack spectator venues;
 - vi. Indoor children's play areas;
 - vii. Adult entertainment venues;
 - viii. Amusement parks;
 - ix. Senior centers or equivalent facilities; or
 - x. Roller or ice skating rinks.
- b. Other than the venues defined or specifically listed in Paragraph 11.a., entertainment, recreational, and other gathering venues that operate in the following manner may reopen: (1) All persons are in groups of less than ten (10) persons; and (2) Such persons and groups maintain at least six (6) feet of separation from, and

avoid physical contact with, other persons or groups of less than ten (10) persons outside of their own group. Examples of such venues that may be allowed to reopen, provided that such venues can and do operate in accordance with this Paragraph 11.b., include, but are not limited to:

- i. Bowling alleys;
- ii. Arcades;
- iii. Climbing gyms;
- iv. Water sports activities;
- v. Golf driving ranges and mini-golf facilities;
- vi. Shooting ranges;
- vii. Dance classes; or
- viii. Other similar activities and venues that can achieve and maintain the necessary capacity and proximity limitations.

All venues, businesses, and employers that reopen are expected to operate in accordance with, and to fulfill the spirit of, the Non-Contact Recreation Guidelines (e.g., Tennessee Pledge) issued by the Governor's Economic Recovery Group, which are available at the following web address and may be periodically updated: <https://www.tn.gov/governor/covid-19/economic-recovery/recreation-guidelines.html>.

Notwithstanding this Paragraph 11, businesses and employers that are closed shall be permitted to: (1) operate or utilize their facilities in a manner permitted under Executive Order No. 30, including allowing use by employees or other persons so long as no more than ten (10) persons are present within the premises at a time; or (2) engage in the minimal activities required to maintain such businesses, organizations, and venues, including such activities as maintaining inventory; preserving physical plant, premises, and equipment; ensuring the security of the business or organization; processing mail, payroll, and employee benefits; facilitating employees of the business or organization being able to work remotely from home; or conducting any functions related to such activities.

IN WITNESS WHEREOF, I have subscribed my signature and caused the Great Seal of the State of Tennessee to be affixed this 7th day of May, 2020.


GOVERNOR

ATTEST:


SECRETARY OF STATE



(For incorporation into your existing waiver. Please consult your legal counsel before implementing this provision).

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

I expressly acknowledge that naturally occurring disease processes (including but not limited to the currently widespread coronavirus) occur in all environments in which this activity takes place. I acknowledge that, while (your company name), has taken reasonable measures to avoid contact, transmittal or contamination of the virus between people (including guests/participants, employees, and other third parties) that it is ultimately my responsibility to safeguard myself and others. I understand and agree that, if I choose to participate in the activity, (your company name), cannot and will not have any legal liabilities toward me if I contract the virus.

Signature

PLEASE PROTECT YOURSELF AND COWORKERS FROM COVID-19



Stay home if you have any of these symptoms:

fever OR **shortness of breath** OR **cough**



Other symptoms:

- chills
- repeated shaking with chills
- muscle pain
- headache
- sore throat
- loss of taste or smell

Wash your hands often for 20 seconds.



This is about as long as singing the "Happy Birthday Song" twice.

DO wear a fabric mask safely.



Tighten the loops or ties so it's snug around your face, without gaps.



Mask should cover from just under the bridge of your nose to under your chin.

- ✓ Always wash your hands before and after wearing a mask.
- ✓ Use the ties or loops to put your mask on and pull it off.
- ✓ Don't touch the front of the mask, especially when you take it off.
- ✓ Put on and remove your mask while inside your home. Public transportation, elevators and stairwells can be high-contamination areas.
- ✓ Wash and dry your cloth mask daily and keep it in a clean, dry place.
- ✓ Remember that masks offer only limited protection and work best in combination with hand washing and physical distancing.



DON'T:
Wear the mask below your nose.



DON'T:
Leave your chin exposed.



DON'T:
Wear your mask loosely with gaps on the sides.



DON'T:
Wear your mask so it covers just the tip of your nose.



DON'T:
Push your mask under your chin to rest on your neck.

WE'RE PROTECTING OUR CUSTOMERS FROM COVID-19



In response to Public Health direction, we:

- ✓ Screen employees daily for fever, cough, and shortness of breath.



- ✓ Ensure sick employees stay home.



- ✓ Make hand washing and hand sanitizer available.

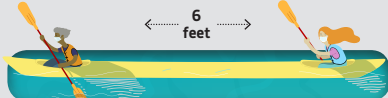


- ✓ Clean and sanitize surfaces frequently.



Please help in protecting our community:

- Stay home if you're feeling sick.
- Keep social distance (two arms-length from others).
- Book and pay online or by phone to limit handling of cash.





tnpaddlesports.com