



Stay Safe Against the Coronavirus



MAINTAIN PHYSICAL DISTANCE

Even if you feel well, stay at home as much as possible. In public, keep at least 6-feet distance from others. Avoid unnecessary appointments.



PRACTICE GOOD HYGIENE

Wear a face mask or covering in public. Cover your cough and sneezes. Avoid touching your eyes, nose and mouth.



PROTECT LOUISIANANS AT RISK

Take special caution to avoid exposing the elderly and people with underlying health conditions. Stay home when sick.

Phase 2 - Shopping Malls and Retail Stores

START DATE: June 5, 2020

UPDATED June 1, 2020

The Office of State Fire Marshal is providing you with this update in conjunction with the Office of the Governor and the Louisiana Department of Health to keep you up to date with additional information and/or changes as it becomes available during our battle with COVID-19. These notifications are issued automatically and immediately to those who sign up through "OpenSafely" (<https://opensafely.la.gov/>).

Every attempt is being made to **highlight** critical changes that have occurred since the previously published notification for your convenience. However, please read through this entire document in context as these changes do not stand on their own and all of the additional general information and clarifications made may not be highlighted.

Preface:

This phasing plan applies to those non-essential businesses that have been affected during the COVID-19 stay-at-home order. Essential (critical) infrastructure businesses are not further restricted by these new guidelines and may continue to operate under the current guidelines that are applicable to the specific business. Refer to: https://gov.louisiana.gov/assets/docs/covid/Essential-Infrastructure_fact-sheet.pdf for specific information regarding critical infrastructure businesses.

COVID-19 is a highly contagious and deadly disease. The fundamental concept of this phased opening plan is to slowly open businesses at reduced occupant capacities that will allow for social distancing and circulation to keep employees and patrons safe. Everyone's cooperation is critical to the success towards defeating this disease and revitalizing our economy.

The virus spreads primarily through person-to-person contact, from droplets that are formed by coughing, sneezing or other projections, or by touching infected surfaces and then touching one's eyes, nose or mouth. Individuals can carry the virus and be contagious for up to 14 days prior to having any symptoms. The guidelines outlined below for social distancing, face coverings and sanitation are proven methods of mitigating these modes of transmission. **THE MOST IMPORTANT FACT** to remember is that COVID-19 is still prevalent across the state. We must all continue to do our part to help slow the spread, protect the most vulnerable and continue to remain vigilant until a cure or vaccine is widely available to provide general immunity.

While not required, below are a few public health recommendations for businesses looking for ways to protect employees and staff:

- Strongly encourage customers to wear masks or face coverings (see LDH's downloadable "thank you for wearing a mask" poster options [1](#) and [2](#) for business storefronts);
- Screen customers for symptoms before entry;
- Move to reservation systems to discourage congregating in groups while waiting for service;
- Adopt sick leave policies that reduce the disincentive for employees to try to come to work sick; and
- Allow employees in high-risk groups or who directly live with/care for a high-risk individual to work in areas without direct public contact

Guidance:

Shopping malls and retail stores must adhere to moderate mitigation standards and social distancing measures to prevent the spread of COVID-19. Six feet of separation from other individuals not within the same household is recommended. Measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced. **Individuals 65 years or older, people of all ages with poor control of medical issues like high blood pressure, heart disease, obesity, or a weakened immune system are at a higher risk for getting very sick or dying from COVID-19 and should strictly adhere to all CDC guidelines, and are encouraged to stay at home as much as possible.** The specific requirements and guidelines for this service industry during this phase are listed below. These requirements and guidelines supplement and do

not replace any directives or guidance provided by other state agencies, boards and commissions, or other authorities having jurisdiction. Where conflicts occur, the stricter of the requirements will apply.

Limitations:

- Enclosed shopping **mall building** owners or managers shall submit a reopening plan to the State Fire Marshal prior to opening under the Phase 2 guidelines. The plan shall specifically identify the method of ensuring compliance with the “Occupant Capacity and Building Safety Rules,” management and staff requirements, and the cleaning requirements for the **mall building** that are outlined below:
 - When submitting your plan, provide the registration number for the **mall building** that is issued to you through “OpenSafely” (<https://opensafely.la.gov/>) with the request.
 - Operational plans are to be emailed to SFMDispatch@gmail.com for review and response.
 - The **mall building** includes the enclosed common access areas used to access the tenant spaces within it. Each tenant space does not need to submit a reopening plan, but they shall not open until the plan is approved.
 - An enclosed shopping **mall building** can only open and operate from 11 a.m. to 7 p.m., Monday through Saturday, and 12 p.m. to 6pm on Sunday.
 - The **mall building** is to be used only for pedestrian traffic to allow access to the tenant spaces within it.
 - Play areas and other common non-essential spaces within the **mall building** are to remain closed during this Phase 2 period. **Limited seating is allowed in Phase 2. (See additional notes below.)** Bathrooms are allowed to be open.
- **Retail stores** that are located within the **mall building** may reopen once the reopening plan referenced above is approved and under the conditions outlined below.
- Other tenant spaces that are allowed to open during the Phase 2 period, and are located within a **mall building**, may reopen once the reopening plan referenced above is approved and under the guidelines specific to the business.
- **Retail stores** with exterior entrances may open under the conditions outlined under the Occupant Capacity and Building Safety Rules section below.

Occupant Capacity and Building Safety Rules:

- The maximum capacity during the **Phase 2** period is limited to **50%** of the total capacity of the **mall building**, 50% of the total capacity of each individual **retail store**, and is subject to the social distancing requirements as outlined below:
 - **One person per 60 square feet** of the **mall building** area;
 - **One person per 60 square feet** of individual **retail store** area; or
 - 50% of the posted capacities by order of State Fire Marshal.
 - Note: The maximum capacity includes both employees and customers.
- Other requirements include:
 - Make arrangements to allow for the minimum of 6 feet distance between unrelated shoppers.
 - Seating areas and food court seating areas may operate under the guidance provided for Restaurants, Cafes, and Coffee Shops, using the **Option 3** seating arrangements outlined in that document.
 - Common areas used for congregations and gatherings may open to the extent that will allow for a 6-foot distance to be maintained between unrelated small groups.
 - Reduce employee area capacity to allow for 6-foot distancing between employees.
 - Do not allow contact between employees and customers.
 - Interior waiting areas may open to the extent that will allow for a 6-foot distance to be maintained between unrelated small groups. Waiting may be provided outside of the facility while following social distancing guidelines or shall be in cars.
 - Avoid gatherings in the building while entering, exiting, or moving about.
- Shopping mall stores that are identified as “essential” or “critical” under the CISA guidelines (<https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>) are not subject to the 50% capacity restriction provided above.

Checklist for Management:

- Strongly encouraged to assess customers for the signs and symptoms of COVID-19, including fever and respiratory symptoms.
- Actively enforce the capacity and social distancing requirements and manage the visitors’ movements.
- One crowd manager for the **mall building** shall be provided for every 10 tenant spaces that are open.
- Ensure all exits are open and accessible.

- ☑ Maintain social distancing requirements explained in this document.

- ☑ EPA recommends that building owners and managers take proactive steps to protect public health by minimizing water stagnation during closures and taking action to address building water quality prior to reopening: <https://www.epa.gov/coronavirus/information-maintaining-or-restoring-water-quality-buildings-low-or-no-use>

Checklist for All Staff:

- ☑ Check for fever or respiratory symptoms daily.

- ☑ Keep at least 6 feet from other employees and clients.

- ☑ Wear face coverings.

- ☑ Frequent handwashing is the most important hand hygiene that can be done to stop the spread of COVID-19. Gloves are recommended when touching products, goods, money and credit cards, but are otherwise not recommended for tasks that do not normally require gloves. If gloves are worn:
 - Hands should be washed before putting gloves on and after removing gloves.
 - Gloves should be changed often, changed between tasks, changed when they are obviously soiled, and changed after each interaction with a new individual.

- ☑ If gloves are not available, use hand sanitizer between each task and after client interaction.

- ☑ Clean and sanitize carts and counters.

- ☑ Clean and sanitize surfaces that customers touch often, like doorknobs, handles, plates, light switches, countertops, refrigerator and freeze door handles, etc. Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces, as well as high-touch surfaces, followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings. Follow the CDC guidance for proper cleaning and disinfecting. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

- ☑ Clean and disinfect the restrooms regularly.

- ☒ Do not touch the clients.

Face Covering Guidance:

Refer to Louisiana Department of Health guidance here:

<http://ldh.la.gov/assets/oph/Coronavirus/resources/CDC-DIY-cloth-face-covering-instructions.pdf>

Steps for Cleaning Areas and Other Items:

15. First, clean the area or item with soap and water or another detergent if it is dirty.

16. Then, use disinfectant.

- If possible, use [EPA-registered household disinfectant](#).
- Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surfaces wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Diluted household bleach solutions may also be used if appropriate for the surface.

Check the label to see if your bleach is intended for disinfection and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfection.

- Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
- Leave the solution on the surface for at least 1 minute.

To make a bleach solution, mix:

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

Alcohol solutions with at least 70% alcohol may also be used.

The CDC offers this additional guidance for cleaning: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Referenced Documents:

- ❑ Essential (Critical Infrastructure) Services remain operational with guidelines in place. See: [https://gov.louisiana.gov/assets/docs/covid/Essential-Infrastructure fact-sheet.pdf](https://gov.louisiana.gov/assets/docs/covid/Essential-Infrastructure%20fact-sheet.pdf)
- ❑ Face mask sign option 1: <http://ldh.la.gov/assets/oph/Coronavirus/resources/Face-Mask-Sign-Option-1.pdf>
- ❑ Face mask sign option 2: <http://ldh.la.gov/assets/oph/Coronavirus/resources/Face-Mask-Sign-Option-2.pdf>

Signage Samples:

COVID-19 DAILY SELF CHECKLIST

Review this COVID-19 Daily Self Checklist before entering this establishment.

HAVE YOU EXPERIENCED ANY OF THE FOLLOWING SYMPTOMS?

- Fever (temperature over 100.4°F) without having taken any fever reducing medications
- Loss of smell or taste
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea/vomiting, diarrhea, loss of appetite
- Asked to self-isolate or quarantine by a medical professional or by a local public health official

SYMPTOMS MAY APPEAR 2-14 DAYS AFTER EXPOSURE TO THE VIRUS.

If you answered yes to any of the above symptoms in the checklist, please do not enter this establishment and seek medical advice immediately.

For more information, please visit: <http://ldh.la.gov/coronaviurs> or <http://cdc.gov>.



THANK YOU FOR WEARING A MASK.

Wearing a mask or face covering can help stop the spread of the coronavirus. Thank you for doing your part to keep our staff and customers safe.



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