



LOUISIANA DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS  
PUBLIC SAFETY SERVICES



H. "BUTCH" BROWNING, JR.  
STATE FIRE MARSHAL

OFFICE OF STATE FIRE MARSHAL



## UPDATED May 14, 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 by closures 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](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 without encroaching upon others. Everyone's cooperation is critical to the success towards defeating this disease and revitalizing our economy.

## Phase 1 – Other Businesses or Organizations Not Prohibited from being Open to the Public

**START DATE: May 15, 2020**

Businesses and organizations must adhere to strict mitigation standards to prevent the spread of COVID-19. When possible, maintain at least 6 feet of separation from other individuals not within the same household. In addition, other measures such as face covering, hand hygiene, cough etiquette, cleanliness,

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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 these businesses and organizations 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.

### **Occupant Capacity and Building Safety Rules:**

The maximum building capacity during the Phase 1 period is limited to 25% of the normal established capacity and is limited by social distancing requirements of 6 feet as outlined below. Please note that capacity restrictions should be applied down to the individual room, not just overall facilities.

- Do not exceed the maximum building capacity of 25%:
  - One person per 300 square feet of gross area; or
  - 25% of the posted capacity by order of the State Fire Marshal.
  - Exception: Where the two above factors reduce your capacity to below 10 persons, a 10-person minimum is allowed.
- Make arrangements to allow for the minimum of 6 feet distance between occupants.
- Reduce employee area capacity to allow for 6-foot distancing between employees.
- Do not allow physical contact between employees and clients.
- One occupant per private individual office is allowed.
- Open office areas shall be arranged such that a minimum of 6 feet distance between other persons is maintained.
- Conference rooms shall be limited to a maximum of 10 persons. A 6-foot distance shall be maintained within the conference room between unrelated small groups.
- Break rooms shall be limited to temporary access by one employee at a time.
- Teleworking of employees should continue wherever and whenever possible.
- Do not permit interior waiting areas. Waiting may be provided outside of the facility while following social distancing guidelines or persons shall wait in cars.
- Avoid gatherings in the building while entering, exiting, or moving about.



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### **Checklist for Management**

- Actively enforce the capacity and social distancing requirements and manage the clients' movements.
- Ensure the exterior waiting areas are not blocked.
- 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 items you touch often.
- Clean and sanitize desks and counters, as well as surfaces that clients touch often, like doorknobs, handles, plates, light switches, countertops, refrigerators and freezer 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>

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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**

1. First, clean the area or item with soap and water or another detergent if it is dirty.
2. 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>



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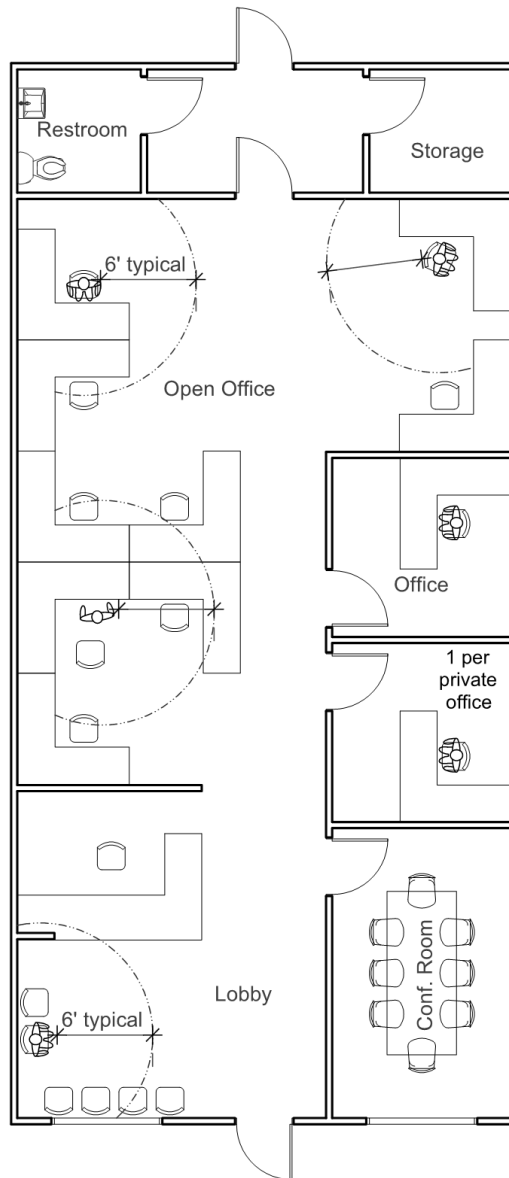


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### Sample Spacing Layout

Normal maximum capacity = 24 → Phase 1 maximum capacity = 6 (25%)



### 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)

