ALL TOGETHER NEW MEXICO

COVID-SAFE PRACTICES FOR INDIVIDUALS AND EMPLOYERS

SEPTEMBER 17, 2020

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MESSAGE FROM
GOV. MICHELLE LUJAN GRISHAM

Dear New Mexico,

The unprecedented public health emergency caused by the novel Coronavirus has created tremendous challenges for all New Mexicans, but most of all for those who have lost a family member to the terrible disease we now know as COVID-19. We hold these New Mexicans in our thoughts and prayers and we stand in solidarity with them.

Nearly all of us have been affected in other ways. Sheltering in place has made it harder to stay connected. Families who have lost income struggle to meet their basic needs. Home-grown businesses are reeling and, in some cases, closing permanently.

I want to thank those of you who understand the 'why' behind all the difficult decisions we've made—that we need to protect our neighbors, our courageous health care workers and first responders and of course the most vulnerable among us—our parents and grandparents who sacrificed so much for us.

As we carefully move forward and get back to work, we will continue to balance the need for a strong, thriving economy with the hard realities imposed on us by this virus. Science will continue to guide our decision-making.

It will be up to all New Mexicans working together to make the coming months successful by learning how to live in a COVID-positive world. Until a vaccine is discovered and most of the global population is vaccinated, which is not anticipated to occur for another 12-18 months, life and work will be very different. Masks will be the norm. Large gatherings of hundreds of people to attend a concert or celebrate a community event will simply not be possible. And workplaces will be transformed, with teleworking the standard wherever possible, and on-premise work tightly restricted to minimize in-person interactions and the risk of transmission. The requirements and best practices you'll find in this report are a first step toward that new workplace environment that we must build together.

Sincerely,

Michelle Lujan Grisham

Governor Michelle Lujan Grisham

LIVING IN A COVID-POSITIVE NEW MEXICO

THE SOCIAL CONTRACT

As New Mexico gradually returns to the new normal of living in a COVID-positive world, every one of us must accept the responsibility to protect ourselves, our families, our neighbors and especially the most vulnerable in our communities. In some ways, this will be even harder than sheltering in place.

To get New Mexico moving again, and keep it moving, we must do our part. That means:

Be Responsible. Wear a face covering when you are around other people. Stay 6 feet away from anyone not in your own household. Wash your hands – a lot. Cover your cough or sneeze.

Be Patient. Access to your favorite businesses and recreation will be limited. It may take you longer than usual to get an appointment with your doctor, salon and other service providers.

Be Prepared. Plan and call ahead. Don't leave the house without your face covering and hand sanitizer.

Be Educated. Know what it takes to keep you and others safe. Visit cv.nmhealth.org for expert guidance.

STAY HOME. If you do not need to go out, don't. Every outing creates risk for your family and your community.

Once we meet the public health milestones that allow the state to gradually reopen, workplaces will have to abide by guidelines from the federal Centers for Disease Control and Prevention and OSHA, as well as the New Mexico COVID-Safe Practices in this document in order to open and remain open.

LIVING IN A COVID-POSITIVE NEW MEXICO

ABOUT THE ECONOMIC RECOVERY COUNCIL

In mid-April, Gov. Michelle Lujan Grisham reached out to 15 business and labor leaders from different industries around the state to advise her on how to safely reopen New Mexico for business and recreation. The group worked closely with the Governor's Medical Advisory Team and with subcommittees composed of representatives from about two dozen industries.

A message from Co-Chairs Brian Moore and Christina Campos:

> *We heard from business owners and ordinary New Mexicans from all over the state. Some urged us to move quickly; others implored us to be cautious. Many had thoughtful ideas of how to move forward safely.*
>
> *The practices laid out in this report represent the hard work of dozens of people from the private sector and state government. The standards they came up with are rigorous and practical. If we all do our part and abide by this new way of living and doing business, we'll be able to move forward safely together.*

MEMBERS OF THE ECONOMIC RECOVERY COUNCIL

Christina Campos, Co-Chair - *Guadalupe County Hospital*

Brian Moore, Co-Chair - *Ranch Market*

Allen Affeldt - *Historic Plaza Hotel*

Vince Alvarado - *New Mexico Federation of Labor/ AFL-CIO*

Mark Fidel - *RiskSense*

Staale Gjervik - *XTO Energy*

Jason Harrington - *HB Construction*

Liddie Martinez - *Enterprise Bank & Trust*

Brian O'Leary - *NBCUniversal*

Carri Phillis - *The Salt Yard; Effex Nightclub*

Jason Sandel - *Aztec Well Family of Companies*

Sally Stahmann-Solis - *Stahmann Farms*

Phoebe Suina - *High Water Mark*

Peter Trevisani - *New Mexico United*

Jeremy Turner - *Pattern Energy*

COMPLIANCE
WITH COVID-SAFE PRACTICES

The virus that causes COVID-19 will continue to spread, but it can be managed if New Mexicans work together as a team. The steps outlined in this document will help to keep New Mexicans healthy, but only if individuals and businesses actually follow them.

Voluntary adoption of COVID-safe practices will be key. Most businesses owners understand the need to keep their customers and employees safe and are already taking necessary steps.

In that spirit, the State of New Mexico is partnering with local governments to educate their citizens on safe practices and to help ensure that they are put to use.

Complaints about violations of the required COVID-safe practices or the ban on mass gatherings can be made to your local police or sheriff's department.

Violations may also be reported to covid.enforcement@state.nm.us or online at NewMexico.gov.

COVID-SAFE PRACTICES FOR ALL NEW MEXICANS

Living in a COVID-positive world requires discipline from all of us. In order for the rate of spread of COVID-19 to decrease enough for businesses to safely reopen, it is imperative that New Mexicans stay home as much as possible.

Stay Home:

- ☐ In general, stay at home: avoid unnecessary travel and always stay at home when you are sick (except for medical emergencies).
- ☐ Wash your hands frequently.
- ☐ Avoid touching your eyes, nose, and mouth with unwashed hands.
- ☐ Provide for all meetings to take place remotely whenever possible.
- ☐ Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- ☐ Clean and disinfect frequently touched objects and surfaces.
- ☐ Watch for symptoms of COVID-19:

☐ Fever	☐ Sore throat	☐ Chills
☐ Cough	☐ Headache	☐ Repeated shaking with chills
☐ Shortness of breath	☐ Muscle pain	☐ Loss of taste or smell

If You Must Go Out:

- ☐ Individuals are required to wear a face covering or mask in public spaces except when eating or drinking, or unless otherwise advised by a health care provider.
- ☐ Maintain a 6-foot distance from others.
- ☐ Avoid gatherings.
- ☐ Protect vulnerable populations by finding ways to connect without face-to-face contact.

COVID-SAFE PRACTICES FOR ALL NEW MEXICANS

SPECIAL GUIDANCE FOR VULNERABLE INDIVIDUALS

COVID-19 is a serious illness for anyone who tests positive, but can be particularly dangerous for vulnerable individuals such as older adults, individuals who live in a nursing home or long-term care facility, and individuals of any age with serious underlying medical conditions.

Vulnerable individuals should follow these additional guidelines:

- Stay at home as much as possible
- Make sure you have access to several weeks of medications, groceries and supplies in case you need to stay home for prolonged periods of time
- When you go out in public, keep away from others who are sick, wear a mask, limit close contact and wash your hands often
- Avoid crowds

If you are sick, contact the Department of Health by dialing the coronavirus hotline at 1-855-600-3453.

Additional Resources

- Centers for Disease Control and Prevention (CDC): What To Do If You Are Sick
- CDC: Caring for Someone at Home

COVID-SAFE PRACTICES FOR ALL EMPLOYERS

Our businesses leaders have shown great determination and leadership in the face of the extraordinary hardship caused by COVID-19. As the economy reopens, we are asking for your help to ensure all New Mexicans—your customers, employees, and families—take precautions to remain safe when entering a place of business. Please help us set the highest standards for living with COVID-19 by enacting these requirements and additional best practices.

Required

- ☐ Limit operations to remote work to the greatest extent possible.
- ☐ Arrange workplace to provide for 6 feet of distance between individuals wherever possible.
- ☐ Close common areas where personnel are likely to congregate wherever possible or modify them to minimize contact.
- ☐ Provide for all meetings to take place remotely whenever possible.
- ☐ Ensure all employees have face coverings or masks and wear them in the workplace at all times when in the presence of others, except when eating or drinking, or unless otherwise advised by a health care provider.
- ☐ Train all employees on daily cleaning and disinfecting protocol, hygiene, and respiratory etiquette (e.g., covering coughs).
- ☐ Make handwashing, sanitizer, and other hygiene support available to employees. **Note**: the use of gloves is not a substitute for frequent handwashing.
- ☐ Screen employees before they enter the workplace each day (verbally or with a written form or text-based or other app). Send employees home who are experiencing the following COVID-19 symptoms related to COVID-19 and direct them to obtain free testing through the Department of Health.

☐ Fever	☐ Sore throat	☐ Chills
☐ Cough	☐ Headache	☐ Repeated shaking with chills
☐ Shortness of breath	☐ Muscle pain	☐ Loss of taste or smell

- ☐ Prohibit employees with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until authorized by the Department of Health.
- ☐ Minimize non-essential travel. Adhere to CDC guidelines and state orders regarding isolation following out-of-state travel.
- ☐ Adhere to all CDC and OSHA guidelines.

Best Practices

- ☐ Develop a COVID-19 communication plan and provide a forum for answering employee questions and addressing concerns.
- ☐ Appoint a COVID-Safe Practice leader or team to enact safe practices in the workplace.
- ☐ Review employee leave policies and modify as needed to ensure compliance with the Families First Coronavirus Response Act.
- ☐ 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).
- ☐ To support contract tracing, offer all customers who visit the establishment with the opportunity to record their name and phone number or email address, along with the date and time of their visit, and retain such records for no less than four weeks from the date of collection.
- ☐ Follow all heating, ventilation and air conditioning (HVAC) preventative maintenance as required by the manufacturer on prescribed schedules. When possible, consult with an HVAC engineer to improve ventilation and minimize the potential for worker exposure.

Additional Resources

- ☐ Occupational Safety and Health Administration (OSHA): Guidance on Preparing Workplaces for COVID-19
- ☐ CDC: Guidelines for Cleaning and Disinfection Community Facilities
- ☐ Environmental Protection Agency (EPA): List N: Disinfectants for Use Against SARS-CoV-2
- ☐ CDC Print Resources in multiple languages
- ☐ CDC Frequently Asked Questions
- ☐ CDC General Business FAQ
- ☐ COVID-19 Emergency Supply Collaborative

COVID-SAFE PRACTICES:
RETAIL

Retail establishments providing essential goods and services have remained open in limited capacities during the public health emergency, requiring their courageous employees to be on the front lines. We've learned important lessons below from these businesses and employees on how to keep safe while servicing customers, which are embodied in the requirements and best practices below.

Required

- ☐ Adhere to Required COVID-Safe Practices for All Employers (p. 9).
- ☐ Adhere to maximum occupancy limits per the State's Public Health Order.
- ☐ Utilize signs, stanchions and/or floor decals to support 6-foot social distancing, including one-way aisle traffic and separate entry/exit wherever possible.
- ☐ Utilize signage to communicate occupancy limits and encourage customers to wear face coverings.
- ☐ Maintain a schedule of stringent daily cleaning and sanitizing.
- ☐ Once every two hours (or more frequently), clean and disinfect high-touch items such as doors, fitting rooms and credit card terminals.
- ☐ Establish safety protocols to allow for contactless curbside pickup and home delivery wherever possible.

Best Practices

- ☐ Employ a greeter to communicate safety restrictions and protocols.
- ☐ Install large plexiglass sneeze guards at cash registers wherever possible.
- ☐ Arrange for contactless payment and receipt options to the greatest extent possible.
- ☐ Screen employees and customers with a no-contact thermometer; individuals with a temperature reading above 100.4°F should be denied entry.
- ☐ Offer face coverings and gloves to customers.
- ☐ Provide alternative shopping times to vulnerable individuals at higher risk of severe illness.

COVID-SAFE PRACTICES:
RESTAURANTS

Before COVID-19, restaurants and food service employees kept our restaurants clean and food safe for customers. They are doing the same now, *plus* enhanced work practices recommended by the Food and Drug Administration and the Centers for Disease Control and Prevention.

When permitted by the State's Public Health Order, restaurants will be allowed to offer dine-in service under the following requirements.

Required

- ☐ Adhere to Required COVID-Safe Practices for All Employers (p. 9).
- ☐ Adhere to Required COVID-Safe Practices for Retail Establishments (p. 11).
- ☐ Discontinue service stations that require customers to congregate in certain areas or use common utensils/dispensers, including salad bars, buffets and beverage and coffee stations.
- ☐ Comply with state Public Health Order limitations on bar and counter seating and non-seated service; and, if otherwise permitted, ensure that six feet or more distance is maintained between customers.
- ☐ Discontinue gaming areas and other such areas of the restaurant where customers may congregate for extended periods of time and/or surfaces that are repeatedly touched and cannot be cleaned and disinfected between each use.
- ☐ Employees that handle items used or provided by customers must properly wash their hands or change gloves before serving another customer (e.g. tableware, cutlery, glasses, credit cards, cash, pens, etc.).
- ☐ Discontinue allowing pets, excluding service animals, inside the establishment, onto patios, into stores or other such areas.
- ☐ Clean and sanitize reusable items such as menus and condiment containers left on tables after each use. If items cannot be cleaned and sanitized after each use, offer single-use items.
- ☐ To support contract tracing, provide all customers who visit the establishment the opportunity to record their name and phone number or email address, along with the date and time of their visit, and retain such records for no less than four weeks from the date of collection.

Additional Requirements for Outdoor Dining Modifications

- ☐ Expansions of outdoor service areas must be approved by the appropriate local government agency. If service includes a liquor licensed premises, complete an application for approval through the Alcohol and Beverages Control (ABC) Division, which can be found on their website (rld.state.nm.us/abc).
- ☐ The area must be open on at least three sides when in use for outdoor dining. Tent sidewalls may be added for security when the facility is not in use.
- ☐ Tents may be utilized if approved by the appropriate local government agency.
- ☐ Opening a garage door or all windows does not constitute an outdoor dining area.

Best Practices

- ☐ Consider accepting customers on a reservation-only basis.
- ☐ When scheduling staff to cover shifts, consider additional breaks to provide for frequent handwashing, more frequent and longer time frames to sanitize equipment, etc.
- ☐ Provide single-use items such as plates, cutlery, and napkins to customers and do not leave them in common areas or on tables for self-service.
- ☐ Install large plexiglass sneeze guards at cash registers wherever possible.
- ☐ Arrange for contactless payment and receipt options to the greatest extent possible.
- ☐ Screen employees and customers with a no-contact thermometer; individuals with a temperature reading above 100.4°F should be denied entry.

Additional Resources

- ☐ Food and Drug Administration: Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic
- ☐ New Mexico Food Establishment Reopening Checklist
- ☐ New Mexico Food Program
- ☐ New Mexico Restaurant Association

COVID-SAFE PRACTICES:
OFFICE AND CALL CENTERS

Required

- ☐ Adhere to Required COVID-Safe Practices for All Employers (p. 9).
- ☐ Adhere to maximum occupancy and staffing limits per the State's Public Health Order.
- ☐ If establishment also operates a space that provides in-person services to the public, adhere to Required COVID-Safe Practices for Retail Establishments (p. 11).
- ☐ Utilize signs, stanchions and/or floor decals to support 6-foot social distancing, including one-way traffic and separate entry/exit wherever possible.
- ☐ Maintain a schedule of stringent daily cleaning and sanitizing. Clean and sanitize shared workstations between shifts.
- ☐ Restrict use of communal dishware and provide single-use items in break rooms and cafeterias.

Best Practices

- ☐ Install large plexiglass sneeze guards where regular interaction is common.
- ☐ Install large dividers between workstations.
- ☐ Provide face coverings and gloves to visitors.
- ☐ For employees who cannot work entirely remotely, stagger work schedules to lower workplace density. Divide employees into static teams and arrange for each team to be in the office one week and working remotely for the following two weeks, for example. Avoid in-person interaction between teams.

Additional Resources

- ☐ CDC: Stop the Spread of Germs Poster (English and Spanish)

COVID-SAFE PRACTICES:
GROCERY STORES & FARMERS' MARKETS

Before COVID-19, grocery store and farmers' market employees kept these establishments clean and food safe for customers. They are doing the same now, *plus* enhanced work practices recommended by the Food and Drug Administration and the Centers for Disease Control.

Required

- ☐ Adhere to Required COVID-Safe Practices for All Employers (p. 9).
- ☐ Adhere to Required COVID-Safe Practices for Retail Establishments (p. 11).
- ☐ Adhere to maximum occupancy limits per the State's Public Health Order.
- ☐ If food service is provided onsite, adhere to COVID-Safe Practices for Restaurants (p. 12)
- ☐ Discontinue service stations that require customers to congregate in certain areas or use common utensils/dispensers, including food samples, bulk bins, beverage stations, etc.
- ☐ Prohibit the refilling of customer-supplied, reusable containers (e.g. coffee cups and water bottles).
- ☐ Require customers who bring reusable bags to bag their own purchases.
- ☐ Clean and sanitize equipment, including pallet jacks, ladders and supply carts, between each use.
- ☐ For deliveries:
  - ☐ Temporarily suspend truck drivers from entering the sales floor unless as a customer or to use the restroom.
  - ☐ Arrange for contactless signatures for deliveries.
  - ☐ Expand store delivery times to spread out deliveries and prevent overcrowding.
  - ☐ Vendors required to enter the business must follow employee protocols for personal protective equipment and social distancing.

Additional Requirements for Farmers' Markets

- ☐ Farmers, vendors, market staff and volunteers must wear food grade gloves, with frequent changes between customers or when they become soiled or contaminated.

- ☐ Increase the numbers of hand-washing stations available within the market, along with signage to encourage customers to frequently wash their hands.
- ☐ Require farmers to bring hand-washing supplies and hand sanitizers, for frequent use within their own booth space.
- ☐ Restrict customers from touching any produce or products until after they have purchased.
- ☐ Configure stands so that customers will request products and staff will bag produce.
- ☐ Suspend cooking demonstrations and sampling.
- ☐ Suspend social programs and remove seating areas that promote customers to congregate in the market.

Best Practices

- ☐ To the maximum extent possible, pre-package produce and other such products to avoid excess handling by customers and employees.
- ☐ When scheduling staff to cover shifts, consider additional breaks to provide for frequent handwashing, more frequent and longer time frames to sanitize equipment, etc.
- ☐ Install large plexiglass sneeze guards at cash registers wherever possible.
- ☐ Arrange for contactless payment and receipt options to the greatest extent possible.
- ☐ Screen employees and customers with a no-contact thermometer; individuals with a temperature reading above 100.4°F should be denied entry.

Additional Resources

- ☐ Food and Drug Administration (FDA): Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic
- ☐ New Mexico Food Program

COVID-SAFE PRACTICES:
YOUTH SPORTS AND PROGRAMS

Required

- ☐ Establish and continue communication with local and state authorities to determine current mitigation levels in your community. Check state and local health department notices daily about transmission in the area and adjust operations accordingly.
- ☐ Follow Center for Disease Control's (CDC) Guidance for Schools and Childcare Programs.
- ☐ In-person programs and sports must be restricted to no more than 10 individuals, including coaches, staff, and parents, and limited to youth who live in the local geographic area only (within a 50-mile radius).
- ☐ Limit activities to only those that maintain 6 feet distancing. For sports activities, prohibit congregation of players during warm-up, while at rest or hydration breaks, or when entering or leaving the practice site.
- ☐ Sports activities must be restricted to conditioning and skills development. Competitive play and scrimmaging are not permitted.
- ☐ Ensure that student and staff groupings are as self-contained as possible by having the same group of children stay with the same staff. Restrict mixing children between groups.
- ☐ Inform high risk staff and children on the need for additional actions (such as not attending or having additional restrictions). This should include contact with high risk family members.
- ☐ 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.
- ☐ Clean and disinfect frequently touched surfaces at least daily (e.g., playground equipment, door handles, sink handles, drinking fountains). Doors should be kept open when possible. Restrooms require additional cleaning protocols.
- ☐ 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.
- ☐ Provide COVID-19 testing to all staff prior to the start of the program. Retest as needed throughout the duration of the program.
- ☐ Conduct staff trainings regarding the proper use and disposal of PPE as well as COVID-19 safety and cleaning protocols before the program begins and throughout the program as needed.
- ☐ Conduct trainings for children regarding hygiene and safety protocols including proper hand washing, touching of face, covering mouth and nose when coughing/sneezing and social distancing.
- ☐ Space seating/desks to at least six feet apart.
- ☐ Masks are required for adults and children three and older in public settings, with exceptions for eating or drinking and medical requirements. The general principle is that masks are used to limit potential harm to others by helping reduce their risk of infection (and they may have a secondary benefit to the wearer as well).
- ☐ Temperatures of children and staff should be taken daily with a touchless thermometer. Individuals with elevated temperatures (above 100.4 F) or with COVID-19 related symptoms should stay home.
- ☐ Avoid field trips, inter-group events, and extracurricular activities or group gatherings greater than 6 people.
- ☐ Restrict group transportation including carpooling.
- ☐ Restrict nonessential visitors, volunteers, and activities involving outside groups.
- ☐ Close communal use spaces such as cafeterias and playgrounds. If not possible, stagger use and disinfect in between use. During meals maintain same groups of students and adults.
- ☐ Have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of food, drinks and utensils.
- ☐ Stagger arrival and drop-off times and locations. Establish protocols to limit direct contact with parents as much as possible. Children waiting to be picked up should be kept within their small groups and kept 6 feet apart.
- ☐ 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 (art supplies, sports equipment, etc.). Assign equipment to a single individual or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

- ☐ 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.
- ☐ Plan for when a staff, child, or visitor becomes sick. Provide a child or staff member who is sick with the CDC COVID-19 handout. Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation. Provide information on how to prevent infecting other family members and when their children can return.
- ☐ Children that become sick should be picked up immediately. For emergency situations, camp staff should call 911.
- ☐ If a camp staff member or child becomes sick with COVID-19, notify the NM Department of Health so they can implement contact tracing.
- ☐ Notify staff and families based on advice from the NM Department of Health for potential risk of exposure and information on the next steps.
- ☐ Individuals who test positive for COVID-19 should be retested before returning.
- ☐ Work with program administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms. Nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See the CDC's What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.
- ☐ 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, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- ☐ 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.
- ☐ Implement flexible sick leave policies and practices, if feasible.
- ☐ Develop a COVID-19 communication plan and provide a forum for staff, children and parents for answering questions and addressing concerns.
- ☐ Appoint a COVID-Safe Practice leader or team to enact safe practices in the workplace.

Additional Resources

- All Together New Mexico – COVID-19 Safe Practices Guidance
- New Mexico Department of Health COVID Hotline: 1-855-600-3453 (Available 24/7 in English and Spanish)
- State of New Mexico COVID-19 website
- New Mexico Department of Health
- Centers for Disease Control and Prevention (CDC) COVID-19 website
- Occupational Safety and Health Administration (OSHA): Guidance on Preparing Workplaces for COVID-19
- Centers for Disease Control and Prevention (CDC) Cleaning and Disinfection Guidelines: Guidelines for Cleaning and Disinfection Community Facilities
- Environmental Protection Agency (EPA): List N: Disinfectants for Use Against SARS-CoV-2
- Mask guidance for children and youth
- Other Centers for Disease Control and Prevention (CDC) Resources:
  - CDC Print Resources in multiple languages
  - CDC Frequently Asked Questions
- List of Suppliers: COVID-19 Emergency Supply Collaborative
- Frequently Asked Questions: Children and COVID-19
- Frequently Asked Questions: Summer Youth Programs

COVID-SAFE PRACTICES: MANUFACTURING, WAREHOUSE & FOOD PRODUCTION

Required

- ☐ Adhere to Required COVID-Safe Practices for All Employers (p. 9).
- ☐ Adhere to maximum occupancy limits per the State's Public Health Order.
- ☐ Utilize signs, stanchions and/or floor decals to support 6-foot social distancing, including one-way traffic and separate entry/exit wherever possible.
- ☐ Where arranging for 6 feet of distance between employees is not tenable, maximize distance between employees and take other steps to minimize the potential transmission by using personal protective equipment.
- ☐ Maintain a schedule of stringent daily cleaning and sanitizing. Clean and sanitize shared workstations between shifts.
- ☐ Arrange for contactless signatures for deliveries.
- ☐ Vendors required to enter the business must follow employee protocols for personal protective equipment and social distancing.
- ☐ Restrict use of communal dishware and provide single-use items in break rooms and cafeterias.

Best Practices

- ☐ Install large plexiglass sneeze guards where regular interaction is common.
- ☐ Stagger work schedules to support social distancing, and stagger employee arrival and departure times, including lunch and break times, to avoid congregations of workers in parking areas, locker rooms, and near time clocks.
- ☐ When scheduling staff to cover shifts, consider additional breaks to provide for frequent handwashing, more frequent and longer time frames to sanitize equipment, etc.

Additional Resources

- ☐ CDC: Guidance for Cleaning Truck Cab
- ☐ CDC: Stop the Spread of Germs Poster (English and Spanish)
- ☐ New Mexico Food Program

COVID-SAFE PRACTICES:
HOTELS, RESORTS & LODGING

Required

- ☐ Adhere to Required COVID-Safe Practices for All Employers (p. 9).
- ☐ Adhere to Required COVID-Safe Practices for Retail Establishments (p. 11).
- ☐ Adhere to maximum occupancy limits per the State's Public Health Order.
- ☐ Limit the allowance of multiple guests per room to "same households" only (individuals who live within the same place of residence).
- ☐ Utilize signage in front-of-house and back-of-house to communicate occupancy limits and health, hygiene and safety procedures.
- ☐ If food service is provided onsite, adhere to Required COVID-Safe Practices for Restaurants (p. 12).
  - ☐ Room service must be encouraged as a first option for guests who would like food service. Hotels must minimize contact with guests by leaving food carts at guest's door.
  - ☐ Close access to self-serve food bars.
  - ☐ Remove self-serve refreshments such as water, ice, coffee, etc. Hotel staff can provide those services upon request.
- ☐ Suspend the use of valet service.
- ☐ Pool operations must adhere to maximum occupancy limits per the Public Health Order.
- ☐ Discontinue use of communal hot tubs, saunas and exercise rooms.
- ☐ Private hot tubs and saunas are required to be cleaned and disinfected after each client use.
- ☐ Provide information to guests on health, hygiene and safety procedures with guest check-in packets and/or through digital reservation confirmations.
- ☐ Directions to stairwells must be prominently displayed for guests who wish to avoid elevator usage.
- ☐ Maintenance of guest rooms:
  - ☐ Adhere to enhanced cleaning procedures outlined by the American Hotel & Lodging Association's Safe Stay Enhanced Industry-wide Hotel Cleaning Standards.
  - ☐ Remove unnecessary items such as paper, pens, booklets, extra towels, decorative bedding, etc.

- Comfort items and appliances such as coffee machines, irons, hair dryers, extra blankets, etc., may be provided for guests upon request. If requested, items must be cleaned per CDC or AHLA cleaning standards before provided to guests.
- Room service menus should be disposed after each guest has checked out.
- Housekeeping shall only provide cleaning service during a guest's stay upon request by the guest.
- All bed linen and towels must be changed only after the guest has concluded their stay or upon guest request.
- In the event of a presumptive case of COVID-19, the property will adhere to guidelines outlined by the CDC on disinfecting rooms of an infected individual.

- For laundry, adhere to the CDC guidelines, outlined as follows:
  - Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
  - Wear disposable gloves when handling dirty laundry from a person who is sick.
  - Do not shake dirty laundry.
  - Clean and disinfect clothes hampers according to guidance above for surfaces.
  - Remove gloves, and wash hands right away.
- For meetings, events and conventions, adhere to Mass Gathering limitation in the State's Public Health Order.

Best Practices

- When scheduling staff to cover shifts, consider additional breaks to provide for frequent handwashing, more frequent and longer time frames to sanitize equipment, etc.
- Install large plexiglass sneeze guards at reception desks wherever possible.
- Arrange for contactless payment and receipt options to the greatest extent possible.
- Arrange for mobile check-in and paperless check-out to the greatest extent possible.

- Screen employees with a no-contact thermometer; individuals with a temperature reading above 100.4°F should be denied entry.
- Pet-friendly alternative lodging properties should limit guests to keeping pets within private lodging areas only.

Additional Resources

- American Hotel & Lodging Association: Safe Stay Enhanced Industry-wide Hotel Cleaning Standards
- Food and Drug Administration (FDA): Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic

COVID-SAFE PRACTICES:
GOLF COURSES

Required

- ☐ Adhere to Required COVID-Safe Practices for All Employers (p. 9).
- ☐ Limit tee times to 15-minute intervals.
- ☐ Tee times must be pre-scheduled; golfers without a reservation prior to arrival are not permitted.
- ☐ The following reservation formats are allowable:
  - ☐ Twosomes
  - ☐ Threesomes under the following scenarios:
    - ☐ three individuals of the same household (individuals who live within the same place of residence
    - ☐ two individuals of the same household + 1 other booked together
    - ☐ three individuals booked together, however a maximum of two power carts
  - ☐ Foursomes under the following scenarios:
    - ☐ four individuals of the same household
    - ☐ two individuals of the same household + two individuals of a second same household, booked together, with a maximum of two carts
    - ☐ two individuals of the same household + two individuals, booked together, with a maximum of two power carts (one or two individuals must walk)
    - ☐ four individuals walking
- ☐ Limit one rider per cart, unless two individuals share the same household.
- ☐ Limit of 144 players at any time on the course (four on the tee and four on the green for all 18 holes).
- ☐ For all food and beverage service, adhere to COVID-Safe Practices for Restaurants (p. 12) and limitations on restaurant capacity and seating per the State's Public Health Order.
- ☐ Configure practice facilities such that there is at least six feet of spacing between golfers.
- ☐ Maintain a schedule of stringent daily cleaning and sanitizing, specifically carts and other high-touch places.

COVID-SAFE PRACTICES FOR GOLF COURSES

- ☐ Remove or close off access to rakes, ball washers, sand/seed containers and other high-touch objects.
- ☐ Flagsticks must remain in hole and plugs must be attached so that balls do not drop to bottom of cup.
- ☐ Provide disinfectant bottles in all carts and teeing grounds.
- ☐ Pro shops and other retail sites must adhere to COVID-Safe Practices for Retail Establishments and limitations on capacity per the State's Public Health Order.
- ☐ Eliminate bag services, club storage and club rentals.
- ☐ Utilize signage to communicate occupancy limits and above safety restrictions that affect normal play.

Best Practices

- ☐ Employ a greeter to communicate safety restrictions and protocols.
- ☐ Employ additional course marshals to monitor rate of play.
- ☐ Install plexiglass sneeze guards at cash registers wherever possible.
- ☐ Arrange for contactless payment and receipt options to the greatest extent possible.
- ☐ Screen employees and customers with a no-contact thermometer; individuals with a temperature reading above 100.4°F should be denied entry.

COVID-SAFE PRACTICES:
TOUR OPERATORS

The following COVID-Safe Practices apply to the operation of tours and guided outdoor recreation, such as horseback riding, guided fishing and hunting and similar services. Certain outdoor guided activities may be prohibited. Operators should consult the state Public Health Order for specific prohibitions.

Required

- ☐ Adhere to Required COVID-Safe Practices for All Employers (p. 9).
- ☐ Tour operators with brick-and-mortar locations must adhere COVID-Safe Practices for Retail Establishments (p. 11).
- ☐ Organize every aspect of tour to provide for 6 feet of distance between individuals wherever possible.
- ☐ Limit capacity and stagger seating in shared vehicles (busses, shuttles, trains, trams, ski lifts, etc.) to support social distancing. Private groups consisting exclusively of "same household" individuals may be seated in excess of capacity and social distancing limitations.
- ☐ Hot air balloons: for guests/groups who are not "same household" individuals, hot air balloon operators must implement barriers of clear vinyl within the basket to create separation between all individuals within the basket.
- ☐ Arrange for electronic ticketing and contactless scanning of tickets.
- ☐ Waiver forms must be updated to reflect sanitation and safety procedures the tour operator has implemented in response to COVID-19 and to reflect new procedures guests are expected to follow in respect to the safety of themselves, fellow guests and tour operator staff.
- ☐ Operator must deliver waiver forms electronically, and customers must complete and submit waiver forms electronically.
- ☐ Upon conclusion of the tour, all vehicles and equipment included in the tour must be cleaned and sanitized before use by another person.
- ☐ All COVID-Safe Practices must be in compliance with Federal Motor Carrier Safety Administration, United States Department of Transportation, and New Mexico Department of Transportation guidelines.

Best Practices

- ☐ Install plexiglass shields in shared vehicles to separate passenger space and driver/pilot/conductor space.
- ☐ If the tour requires physical effort, takes place in the heat or features water-based activities, requires guests bring their own towel to prevent potential spread through perspiration.
- ☐ Offering face coverings to customers and require their use while on the tour.

Additional Resources

- ☐ CDC: Guidance for Bus Transit Operators
- ☐ United States Tour Operator Association COVID-19 Resource Guide
- ☐ Federal Motor Carrier Safety Administration
- ☐ United States Department of Transportation

COVID-SAFE PRACTICES:
HOUSES OF WORSHIP

Required

- ☐ Adhere to Required COVID-Safe Practices for All Employers (p. 9).
- ☐ Adhere to Required COVID-Safe Practices for Retail Establishments (p. 11).
- ☐ Adhere to maximum occupancy limits per the State's Public Health Order. Adjust seating capacity and stage setting to meet occupancy guidelines and 6 feet of distance between individuals and performers.
- ☐ Provide drive-in and online services to the greatest extent possible.
- ☐ Communicate to attendees to take the following precautions:
  - ☐ Those with known close contact to a person who is lab-confirmed to have COVID-19 must not attend in-person services until the end of the 14-day self-isolation period, as recommended by the Department of Health.
  - ☐ Perform temperature checks at home on all persons. Individuals who are ill or who have fevers must not attend in-person services.
- ☐ Children's programming, public programs and special events must comply with all State Public Health Orders regarding maximum occupancy limits.
- ☐ Review the State Public Health Order and all COVID-Safe Practices with guest musicians and guest worship leaders to ensure compliance.
- ☐ All touring artists, performers, tech crews, etc., are subject to the State's Public Health Orders.
- ☐ Attendees must remain separated from backstage technical personnel and worship leaders at all times.
- ☐ Prohibit shared use of service-related materials and literature. Materials and literature must be distributed contactless (e.g. in an accessible stack) or by a person wearing gloves and a mask.
- ☐ If nurseries and childcare facilities are utilized, they must comply with CDC Guidance for Child Care Programs.
- ☐ Collect tithes and offerings in collection boxes only and encourage online giving.
- ☐ Use disposable, one-time use packages for elements used in religious practices (e.g. Christian communion, palm branches, anointing oil, etc.)

- All religious gatherings that take place in homes are also required to adhere to COVID-Safe Practices for All Employers.
- Discontinue choir or congregation singing or chanting.

Best Practices

- Install large plexiglass sneeze guards at information desks and welcome centers.
- Discourage vulnerable individuals from attending in-person services.
- Discourage attendees from engaging in hand shaking or other physical contact.
- Offer face coverings to attendees.
- Erect barriers to create controlled entry/exit for crowd control. Consider metered seating and provide special arrival times and other accommodations for vulnerable populations.

Additional Resources

- CDC: Guidance for Community and Faith-Based Organizations

COVID-SAFE PRACTICES:
FARM, RANCH, DAIRY PRODUCERS & PROCESSORS

Required

- ☐ Adhere to Required COVID-Safe Practices for All Employers (p. 9).
- ☐ Maintain a schedule of stringent daily cleaning and sanitizing.
- ☐ Once every two hours (or more frequently), clean and disinfect high-touch items such as hose bibs, inside of vehicles, door handles, etc.
- ☐ Place hygiene supplies in equipment, shops and other shared areas.
- ☐ Prohibit sharing of food and beverage containers.
- ☐ Promote curbside service as much as possible. When appropriate, encourage owners to drop the animal off with an employee.
- ☐ Arrange for contactless deliveries whenever possible.

Best Practices

- ☐ Screen employees and customers with a no-contact thermometer; individuals with a temperature reading above 100.4°F should be denied entry.
- ☐ Limit the number of visitors to your operation to essential personnel and communicate with them prior to allowing access to farm. Establish appointments when possible.
- ☐ Stagger work schedules to support social distancing, and stagger employee arrival and departure times, including lunch and break times, to avoid congregations of workers in parking areas, locker rooms, and near time clocks.
- ☐ Where arranging for 6 feet of distance between individuals is not possible, install a temporary partition between workstations.
- ☐ Review labor contractors' safety procedures. When possible, include COVID-Safe Practices in contracts and ensure they are enforced for contract/seasonal employees when working for your operation.

Additional Resources

- Purdue University: Management of Farm Labor During COVID-19 Pandemic
- Purdue University: Recommendations for Livestock Sales During COVID-19 Pandemic
- National Milk Producers Federation
- International Dairy Foods Association
- CDC: Stop the Spread of Germs Poster (English and Spanish)

COVID-SAFE PRACTICES:
VETERINARIANS & PET CARE FACILITIES

Required

- ☐ Adhere to Required COVID-Safe Practices for All Employers (p. 9).
- ☐ Adhere to Required COVID-Safe Practices for Retail Establishments (p. 11).
- ☐ Retrain employees on the proper use of personal protective equipment (PPE).
- ☐ Promote the use of telemedicine/teleconferencing as much as possible when compliant with state regulatory statutes.Instruct customers to wait outside and call upon arrival. A single employee will come outside to greet them when available.
- ☐ Accept customers on an appointment-only basis except for emergencies.
- ☐ Promote curbside service as much as possible. When appropriate, encourage owners to drop the animal off with an employee.
- ☐ All runs, cages, exam tables, tubs, instruments, equipment, etc., are to be disinfected between uses.
- ☐ Arrange for house call appointments only if absolutely necessary. Requirements include:
  - ☐ Enter the home only if absolutely necessary.
  - ☐ Examine small animals in your vehicle if appropriate.
  - ☐ Wear masks at all times when in a client home.
  - ☐ Disinfect all instruments used during the visit prior to being placed back into the vehicle.
- ☐ For Animal Shelters and Rescues:
  - ☐ Avoid out of state transfers of animals until travel restrictions are lifted per the Public Health Order.
  - ☐ If an animal from a known COVID-19 positive household enters a shelter, the American Veterinary Medical Association (AVMA) recommendations should be followed, currently summarized as:
    - ☐ Utilize gloves and personal protective equipment when handling exposed animals.
    - ☐ Bathing is not necessary, as there is no evidence to support animals can be fomites.
    - ☐ Hold known exposed animals for 14 days prior to adoption or foster.
    - ☐ House exposed animals separately from general population out of an abundance of caution.

- Allow dogs to be walked outside for exercise and elimination. Remove organic waste immediately and sanitize area in accordance with normal process. Any waste (urine, feces, blood, saliva, nasal discharge or vomit) should be handled as medical waste.
- Limit close contact of exposed pets with humans during the segregation period.
- Avoid direct contact with other animals during the segregation period.
- During the segregation, spot cleaning is preferred to minimize handling.
- Sanitation of the area is as recommended for routine cleaning and disinfection of kennel areas.
- Animals demonstrating clinical signs and exposure to SARS-CoV-2 should be evaluated and discussed with the NM State Veterinarian. Any testing for SARS-CoV-2 in animals must be approved by the NM State Veterinarian.

- For Equine and Canine Training Facilities:
  - Adhere to maximum occupancy limits per the State's Public Health Order.
  - In-person consultations or training sessions shall be conducted either outdoors or in the training facility while practicing social distancing. In-home training or consultations are prohibited.
  - Participants under 18 years of age are allowed one guardian who must remain in a designated area.
  - Client appointments must not overlap.
  - Instruct clients to arrive no more than 15 minutes prior to appointed time and depart immediately after.
  - Training tools are to be disinfected between classes. Class participants are encouraged to maintain and use their own tools.
  - No hosting of camps or child day care.

COVID-SAFE PRACTICES FOR VETERINARIANS & PET CARE FACILITIES

Best Practices

- ☐ Install plexiglass sneeze guards at cash registers wherever possible.
- ☐ Arrange for contactless payment and receipt options to the greatest extent possible.
- ☐ Screen employees and customers with a no-contact thermometer; individuals with a temperature reading above 100.4°F should be denied entry.
- ☐ Offer face coverings and gloves to customers.

Additional Resources

- ☐ American Veterinary Medical Association
- ☐ New Mexico Board of Veterinary Medicine
- ☐ CDC: Recommendations for Pet Stores, Pet Distributors, and Pet Breeding Facilities

COVID-SAFE PRACTICES:
CONSTRUCTION & FIELD OPERATIONS

The following COVID-Safe Practices apply to construction, energy and field operations. This includes, but is not limited to, vertical construction and maintenance, horizontal construction and maintenance, energy field operations and administration.

Required

- ☐ Adhere to Required COVID-Safe Practices for All Employers (p. 9).
- ☐ Provide all employees with appropriate personal protective equipment (PPE) based on their position functions and likelihood of interaction with co-workers, customers and the public.
- ☐ Utilize signage on the primary site to inform employees and contractors of COVID-Safe Practices, including use of appropriate PPE, social distancing, hand hygiene and respiratory etiquette (e.g. covering coughs).
- ☐ Prohibit non-essential visitors, vendors or contractors from entering the site.
- ☐ Mandate that only necessary personnel should enter work/supply trailers or jobsite office areas.
- ☐ Arrange for contactless deliveries of materials and supplies.

Best Practices

- ☐ Screen employees and visitors with a no-contact thermometer; individuals with a temperature reading above 100.4°F should be denied entry.
- ☐ Stagger work schedules to support social distancing, and stagger employee arrival and departure times, including lunch and break times, to avoid congregations of workers in parking areas, locker rooms, and near time clocks.
- ☐ Divide crews/staff into two (2) or more groups whenever possible so that projects can continue in the event of a quarantine. Keep employees in the same work group each day/week/month whenever practicable to avoid a contagious employee infecting people outside the original group.
- ☐ Encourage employees to minimize ridesharing. If not possible, ensure use of face coverings while in vehicle and adequate ventilation.
- ☐ Tools, equipment and vehicles should not be shared whenever possible. Always sanitize items after use, especially before and after any shift change.

- When performing construction and maintenance activities within occupied buildings, these work locations present unique hazards with regards to COVID-19 exposures. All such workers must evaluate the specific hazards when determining best practices related to COVID-19. Employees should ask other occupants to keep a personal distance of at least 6 feet. Employees should wash or sanitize hands immediately before starting and after completing the work.

Additional Resources

- American Public Power Association (APPA)
- American Gas Association (AGA)
- American Petroleum Institute (API)
- Associated General Contractors of America
- Edison Electric Institute (EEI)
- Electric Power Research Institute (EPRI)
- Electricity Subsector Coordinating Council (ESCC)
- International Association of Drilling Contractors (IADC)
- Interstate Natural Gas Association of America (INGAA)
- National Rural Electric Cooperatives (NRECA)
- OSHA: Guidance for the Construction Workforce
- Petroleum Marketers Association of America (PMAA)

COVID-SAFE PRACTICES:
AUTOMOBILE DEALERS & SERVICES

Required

- ☐ Adhere to Required COVID-Safe Practices for All Employers (p. 9).
- ☐ Adhere to Required COVID-Safe Practices for Retail Establishments (p. 11).
- ☐ Accept sales customers on an appointment-only basis. Service may be performed with or without an appointment if social distancing protocols allow.
- ☐ Accept sales and service customers from one household at a time and as few household members as possible with one employee.
- ☐ Instruct customers to wait outside and call upon arrival. A single employee will come outside to greet them when available.
- ☐ Instruct customers to cancel their sales or service appointment if they experience COVID-19 symptoms or if they have had contact with a person who has tested positive for COVID-19.
- ☐ Disinfect meeting areas between customers.
- ☐ Do not offer refreshments other than factory-sealed food and beverages.
- ☐ Retain a daily log for at least four weeks including the date, name, phone number and email address of all customers and employees.
- ☐ For sales appointments:
  - ☐ Arrange for vehicles to be viewed outdoors.
  - ☐ Employees will wear face coverings and gloves for vehicle test drives and ride in a seat as far away from customers as possible. Customers must be offered face coverings and hand washing or hand sanitizer prior to and after test drives.
  - ☐ Disinfect vehicle interior and exterior touch points prior to and after each sales appointment use.

- For service visits:
  - If vehicle is keyless ignition, place customer's key in a plastic bag upon customer arrival and through duration of vehicle service; if vehicle ignition requires key, sanitize key before and after performing service. Disinfect entire vehicle interior and any exterior touch points prior to and after performing vehicle service.
  - Employees must wear face coverings and gloves when inside any customer vehicle and use steering wheel and seat covers.
  - Limit courtesy shuttles to one appointment's customers per trip and disinfect courtesy vehicle touch points after each use. Courtesy shuttle drivers must wear face coverings while in courtesy shuttle. Customers must be offered face coverings upon entry of a courtesy shuttle.

COVID-SAFE PRACTICES:

SALONS, SPAS, TATTOO PARLORS & RELATED SERVICES

Required

- ☐ Adhere to COVID-Safe Practices for All Employers (p. 9).
- ☐ Adhere to Required COVID-Safe Practices for Retail Establishments (p. 11).
- ☐ Adhere to maximum occupancy limits per the State's Public Health Order.
- ☐ Workstations and equipment must be cleaned and sanitized after each client use.
- ☐ Accept clients on an appointment-only basis.
- ☐ Prohibit clients from remaining in waiting areas before or after appointments. Clients must remain outside the establishment and adhere to social distancing. *Caregivers of clients may remain inside the establishment during the appointment*.
- ☐ Remove all unnecessary items from reception and waiting areas, such as magazines, newspapers, service menus, etc.
- ☐ Discontinue use of paper appointment books or cards.
- ☐ Discontinue use of communal pools, hot tubs and saunas.
- ☐ Private hot tubs and saunas are required to be cleaned and disinfected after each client use.
- ☐ For laundry, adhere to the CDC guidelines, outlined as follows:
  - ☐ Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
  - ☐ Wear disposable gloves when handling dirty laundry from a person who is sick.
  - ☐ Do not shake dirty laundry.
  - ☐ Clean and disinfect clothes hampers according to guidance above for surfaces.
  - ☐ Remove gloves, and wash hands right away.
- ☐ To support contract tracing, provide all customers who visit the establishment the opportunity to record their name and phone number or email address, along with the date and time of their visit, and retain such records for no less than four weeks from the date of collection.

COVID-SAFE PRACTICES FOR SALONS, SPAS, TATTOO PARLORS & RELATED SERVICES

Best Practices

- ☐ Arrange for contactless payment and receipt options to the greatest extent possible
- ☐ Arrange for telephonic, text, email or online scheduling to the greatest extent possible
- ☐ Screen employees and customers with a no-contact thermometer; individuals with a temperature reading above 100.4°F should be denied entry.
- ☐ Consider using face shields in addition to appropriate face coverings by those employees providing shampoo services other services requiring face-to-face interaction.
- ☐ Stagger work schedules to lower workplace density.

Additional Resources

- ☐ American Association of Cosmetology Schools
- ☐ International Association of Nail Salon Owners
- ☐ Covid-19 Resources for Nail Salon Owners and Staff in Vietnamese and English

COVID-SAFE PRACTICES:
GYMS

The following COVID-Safe Practices apply to the operation of gyms, fitness centers, yoga studios, martial arts studios and similar services and establishments. The publication of these requirements and best practices does not constitute permission to operate. All establishments must consult the Department of Health's Public Health Order to determine whether they may legally operate.

Required

- ☐ Adhere to COVID-Safe Practices for All Employers (p. 9).
- ☐ Adhere to Required COVID-Safe Practices for Retail Establishments (p. 11).
- ☐ Adhere to maximum occupancy limits per the State's Public Health Order.
- ☐ Comply with State Public Health Order limitations on group fitness classes.
- ☐ Facility staff must be present at all times when an establishment is in operation.
- ☐ Prohibit clients from remaining in waiting areas before or after training appointments. Clients must remain outside the establishment and adhere to social distancing.
- ☐ Prohibit person-to-person contact training, such as sparring, grappling, or wrestling of any form.
- ☐ Require clients to bring their own individual-use fitness equipment, such as workout mats, belts and straps, gloves, or similar items.
- ☐ Require clients to clean communal equipment after each use.
- ☐ Maintain a stringent hourly schedule of cleaning and disinfecting all locker rooms and dressing rooms. Discontinue use of locker room showers.
- ☐ Pool operations must adhere to maximum occupancy limits per the Public Health Order.
- ☐ Discontinue use of communal hot tubs and saunas.
- ☐ Private hot tubs and saunas are required to be cleaned and disinfected after each client use.

- For laundry, adhere to the CDC guidelines, outlined as follows:
  - Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
  - Wear disposable gloves when handling dirty laundry from a person who is sick.
  - Do not shake dirty laundry.
  - Clean and disinfect clothes hampers according to guidance above for surfaces.
  - Remove gloves, and wash hands right away.
- To support contract tracing, provide all customers who visit the establishment the opportunity to record their name and phone number or email address, along with the date and time of their visit, and retain such records for no less than four weeks from the date of collection.

Best Practices

- Arrange for contactless payment and receipt options to the greatest extent possible.
- Arrange for telephonic, text, email or online scheduling to the greatest extent possible.
- Screen employees and customers with a no-contact thermometer; individuals with a temperature reading above 100.4°F should be denied entry.

Additional Resources

- The Association of Fitness Studios (AFS) Coronavirus Resource Center

COVID-SAFE PRACTICES:
DRIVE-IN EVENTS

Event organizers will need to find creative contactless solutions to make meaningful connections in a COVID-positive world. The following COVID-Safe Practices for Drive-In Events provide requirements and best practices for one such solution.

Required

- ☐ Adhere to COVID-Safe Practices for All Employers (p. 9).
- ☐ Adhere to Required COVID-Safe Practices for Retail Establishments (p. 11).
- ☐ Adhere to maximum occupancy limits per the State's Public Health Order.
- ☐ Arrange parking facilities to provide for at least six feet of distance between vehicles. For open air vehicles, such as golf carts and convertibles, facilities must be arranged to provide for at least 18 feet, or the width of two standard parking spaces, between vehicles.
- ☐ Require patrons to remain in vehicles except when using facilities, such as restrooms and concessions. Patrons may remain immediately outside their vehicles only if parking facilities are arranged to provide for at least 18 feet between vehicles.
- ☐ All food and beverage services must adhere to the COVID-Safe Practices for Restaurants (p. 12). Dine-in service and buffet-style service are not permitted.
- ☐ Close off access to areas where patrons are likely to congregate.
- ☐ Access and Ticketing
  - ☐ Access to event space shall be strictly monitored to maintain capacity.
  - ☐ Arrange for contactless scanning of tickets.

COVID-SAFE PRACTICES FOR DRIVE-IN EVENTS

Best Practices

- ☐ Employ a greeter to communicate safety restrictions and protocols.
- ☐ Install large plexiglass sneeze guards where regular interaction is common.
- ☐ Arrange for contactless payment and receipt options to the greatest extent possible.
- ☐ Screen employees and customers with a no-contact thermometer; individuals with a temperature reading above 100.4°F should be denied entry.
- ☐ For attendees that demonstrate symptoms of COVID-19 and require further testing, designate a private area to conduct testing by a medical professional on the individual.
- ☐ If crowd surges and lines are likely to occur at concessions, assign arrival times for attendees.

Additional Resources

- ☐ CDC: Gatherings and Community Events
- ☐ CDC: Event Planning and COVID-19: Questions and Answers
- ☐ CDC: Get Your Mass Gatherings or Large Community Events Ready
- ☐ ASM Global VenueShield

COVID-SAFE PRACTICES:
MUSEUMS AND CULTURAL INSTITUTIONS

The following COVID-Safe Practices apply to the operation of certain museums and cultural institutions with static exhibits. Certain facilities may be required to remain closed. Operators should consult the state Public Health Order for specific prohibitions.

Required

- ☐ Adhere to COVID-Safe Practices for All Employers (p. 9).
- ☐ Adhere to COVID-Safe Practices for Retail Establishments (p. 11).
- ☐ For all food and beverage service, adhere to COVID-Safe Practices for Restaurants (p. 12) and limitations on restaurant capacity and seating per the State's Public Health Order.
- ☐ Adhere to maximum occupancy limits per the State's Public Health Order.
- ☐ For theaters, auditoriums, and related spaces, adhere to restrictions per the State's Public Health Order.
- ☐ Discontinue interactive exhibits and attractions.
- ☐ Discontinue use of rental equipment, such as headsets, portable speakers, and strollers, unless required for ADA accessibility.
- ☐ Discontinue coat check areas, lockers, backpack and purse storage, and related storage services for public use.
- ☐ Limit access to areas where patrons are likely to congregate.
- ☐ Group visits, guided tours, public programs, and special or private events must comply with all State Public Health Orders regarding mass gatherings.

COVID-SAFE PRACTICES FOR MUSEUMS AND CULTURAL INSTITUTIONS

Best Practices

- ☐ Consider accepting customers on a reservation-only basis.
- ☐ Employ a greeter to communicate safety restrictions and protocols.
- ☐ To support contract tracing, provide all customers who visit the establishment the opportunity to record their name and phone number or email address, along with the date and time of their visit, and retain such records for no less than four weeks from the date of collection.
- ☐ Arrange for contactless payment and receipt options to the greatest extent possible.
- ☐ Provide digital visitor guides, maps, etc.

Additional Resources

- ☐ American Alliance of Museums: Consideration for Museum Reopenings

COVID-SAFE PRACTICES:
YOUTH LIVESTOCK SHOWS

Livestock projects are offered through 4-H and Future Farmers of America to teach youth responsibility and animal husbandry. The following requirements and best practices will ensure that families remain safe while continuing this valuable tradition in which youth gain communication and sportsmanship skills while making lifelong friendships.

Certain activities often associated with livestock shows may be prohibited. Event organizers should consult the state Public Health Order for specific prohibitions.

Required

- ☐ Adhere to COVID-Safe Practices for All Employers (p. 9).
- ☐ Adhere to Required COVID-Safe Practices for Retail Establishments (p. 11).
- ☐ Conduct events virtually to the greatest extent possible.
- ☐ All food and beverage services must adhere to the COVID-Safe Practices for Restaurants (p. 12). Buffet-style food and beverage service is not permitted.
- ☐ Discontinue all merchant and retail vendors.
- ☐ Entering and Exiting of Livestock:
  - ☐ Permit only one trailer for loading/unloading in an area at a time
  - ☐ Allow for extra pen spacing between livestock
  - ☐ Limit tack to minimum
  - ☐ Exiting must be coordinated to support social distancing
- ☐ Conducting Shows
  - ☐ Limit attendance to individuals that are participating and their immediate families
  - ☐ Livestock should be on grounds no longer than necessary
  - ☐ Limit class size to support social distancing
  - ☐ No hand shaking or personal contact with other exhibitors, judge or ring help

COVID-SAFE PRACTICES FOR YOUTH LIVESTOCK SHOWS

Access and Ticketing

- ☐ Access to event space or venue shall be strictly monitored to maintain capacity.
- ☐ For events that do not have controlled entry/exit, barriers must be erected to create controlled entry/exit for crowd control.
- ☐ All events must administer a ticketing, RSVP or invitation process to monitor crowd control.

Best Practices

- ☐ Establish remote options for livestock sales.
- ☐ Employ a greeter to communicate safety restrictions and protocols.
- ☐ Install large plexiglass sneeze guards at cash registers wherever possible.
- ☐ Arrange for contactless payment and receipt options to the greatest extent possible.
- ☐ Screen employees and customers with a no-contact thermometer; individuals with a temperature reading above 100.4°F should be denied entry.
- ☐ For attendees that demonstrate symptoms of COVID-19 and require further testing, designate a private area to conduct testing by a medical professional on the individual.
- ☐ If crowd surges and lines are likely to occur, assign arrival times or sessions for attendees. Event hosts must also institute staggered exit procedures to avoid crowds upon conclusion of the event.

Additional Resources

- ☐ Purdue University: Recommendations for Livestock Sales During COVID-19 Pandemic
- ☐ CDC: Considerations for Animal Activities at Fairs, Shows, and Other Events
- ☐ CDC: Gatherings and Community Events
- ☐ CDC: Event Planning and COVID-19: Questions and Answers
- ☐ CDC: Get Your Mass Gatherings and Large Community Events Ready

COVID-SAFE PRACTICES:
AGRITOURISM ESTABLISHMENTS

The following COVID-Safe Practices apply to the operation of agritourism establishments, including seasonal operations such as pumpkin patches. Certain facilities may be required to remain closed. Operators should consult the state Public Health Order for specific prohibitions.

Required

- ☐ Adhere to COVID-Safe Practices for All Employers (p. 9).
- ☐ Adhere to COVID-Safe Practices for Retail Establishments (p. 11).
- ☐ Adhere to maximum occupancy limits per the State's Public Health Order.
- ☐ All food and beverage services must adhere to COVID-Safe Practices for Restaurants (p. 12) and maximum occupancy limits and seating restrictions per the Public Health Order.
- ☐ All places of lodging must adhere to COVID-Safe Practices for Hotels, Resorts & Lodging (p. 22).
- ☐ Discontinue gaming areas and other such activities where customers may congregate for extended periods of time and/or where surfaces are repeatedly touched and cannot be cleaned and disinfected between each use.
- ☐ Require patrons to wear face coverings as a condition of entry and patronage.

Access and Ticketing

- ☐ Access shall be on a reservation-only basis and must be strictly monitored to maintain capacity and social distancing standards.
- ☐ Group reservations may not exceed the mass gathering limit per the Public Health Order.
- ☐ Arrange for contactless scanning of tickets.

Tours and Attractions

- ☐ Discontinue haunted houses and similar attractions.
- ☐ Discontinue hayrides and other group transportation.
- ☐ Petting zoos are not permitted. However, view-only animal exhibits may be hosted.

- Access to attractions such as corn mazes shall be on a reservation-only basis and must be strictly monitored to maintain capacity and social distancing standards.
- Unless otherwise prohibited hereunder, all tours and attractions must adhere to COVID-Safe Practices for Tour Operators (p. 27).
- Tour groups may not exceed mass gathering restrictions and must adhere to mask wearing requirements at all times per the Public Health Order.

Best Practices

- To support contract tracing, provide all customers who visit the establishment the opportunity to record their name and phone number or email address, along with the date and time of their visit, and retain such records for no less than four weeks from the date of collection.
- Employ a greeter to communicate safety restrictions and protocols.
- Install large plexiglass sneeze guards where regular interaction is common.
- Arrange for contactless payment and receipt options to the greatest extent possible.
- Screen employees and customers with a no-contact thermometer; individuals with a temperature reading above 100.4°F should be denied entry.

Additional Resources

- CDC: Gatherings and Community Events

COVID-SAFE PRACTICES:
MEDICAL PROVIDERS, CHILDCARE CENTERS & OTHER INDUSTRIES

Additional COVID-Safe Practices for medical practices, such as dental care and general medical office settings, are developed by the state's Medical Advisory Team. These practices can be accessed here.

Early Childhood Education and Childcare centers must adhere to COVID-Safe Practices for All Employers. Additional CSPs can be found at NewMexicoKids.org here.

Additional industry-specific COVID-Safe Practices are under development and will be released in future versions of this document, including:

- Casinos
- Film & Television

APPENDIX

Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

Coronavirus Disease 2019 (COVID-19)

Cleaning and Disinfection for Community Facilities

Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19)

Summary of Recent Changes

Revisions made on 4/1/2020:

- Added guidance on the timing of disinfection after a suspected/confirmed COVID-19 case

Revisions made on 3/26/2020:

- Updated guidance for cleaning and disinfection of soft (porous) surfaces
- Updated links to EPA-registered disinfectant list
- Added guidance for disinfection of electronics
- Updated core disinfection/cleaning guidance

Background

There is much to learn about the novel coronavirus (SARS-CoV-2) that causes coronavirus disease 2019 (COVID-19). Based on what is currently known about the virus and about similar coronaviruses that cause SARS and MERS, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets, but disease transmission via infectious aerosols is currently uncertain. Transmission of SARS-CoV-2 to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus in general occurs much more commonly through respiratory droplets than through fomites. 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 followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

It is unknown how long the air inside a room occupied by someone with confirmed COVID-19 remains potentially infectious. Facilities will need to consider factors such as the size of the room and the ventilation system design (including flowrate [air changes per hour] and location of supply and exhaust vents) when deciding how long to close off rooms or areas used by ill persons before beginning disinfection. Taking measures to improve ventilation in an area or room where someone was ill or suspected to be ill with COVID-19 will help shorten the time it takes respiratory droplets to be removed from the air.

Purpose

This guidance provides recommendations on the cleaning and disinfection of rooms or areas occupied by those with suspected or with confirmed COVID-19. It is aimed at limiting the survival of SARS-CoV-2 in key environments. These recommendations will be updated if additional information becomes available.

These guidelines are focused on community, non-healthcare facilities such as schools, institutions of higher education, offices, daycare centers, businesses, and community centers that do, and do not, house persons overnight. These guidelines are not meant for cleaning staff in healthcare facilities or repatriation sites, households, or for others for whom specific guidance already exists.

Definitions

- *Community facilities* such as schools, daycare centers, and businesses comprise most non-healthcare settings that are visited by the general public outside of a household.
- *Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- *Disinfecting* works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility

Timing and location of cleaning and disinfection of surfaces

- At a school, daycare center, office, or other facility that **does not house people overnight**:
  - Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
  - **Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons**, focusing especially on frequently touched surfaces**.**
- At a facility that **does house people overnight**:
  - Follow Interim Guidance for US Institutions of Higher Education on working with state and local health officials to isolate ill persons and provide temporary housing as needed.
  - Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
  - In areas where ill persons are being housed in isolation, follow Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019. This includes **focusing on cleaning and disinfecting common areas where staff/others providing services may come into contact with ill persons but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons to as-needed.**

  - In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

How to Clean and Disinfect

Hard (Non-porous) Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
  - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available here . Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
  - Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.
    - Prepare a bleach solution by mixing:
      - 5 tablespoons (1/3 cup) bleach per gallon of water or
      - 4 teaspoons bleach per quart of water

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
    - Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces

Electronics

- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
  - Follow the manufacturer's instructions for all cleaning and disinfection products.
  - Consider use of wipeable covers for electronics.
  - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, Clothing, and Other Items That Go in the Laundry

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.

- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene

- **The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash**.
  - Gloves and gowns should be compatible with the disinfectant products being used.
  - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.
  - If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- **Cleaning staff and others should clean hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
  - Additional key times to clean hands include:
    - After blowing one's nose, coughing, or sneezing.
    - After using the restroom.
    - Before eating or preparing food.
    - After contact with animals or pets.
    - Before and after providing routine care for another person who needs assistance such as a child.

Additional Considerations for Employers

- Employers should work with their local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19.
- Employers should educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor and the

local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken.

- Employers should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Employers must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200).
- Employers must comply with OSHA's standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132).

Additional Resources

- OSHA COVID-19 Website
- CDC Home Care Guidance
- CDC COVID-19 Environmental Cleaning and Disinfection Guidance for Households
- CDC Home Care Guidance for People with Pets
- Find Answers to Common Cleaning and Disinfection Questions
- EPA's 6 Steps for Safe and Effective Disinfectant Use

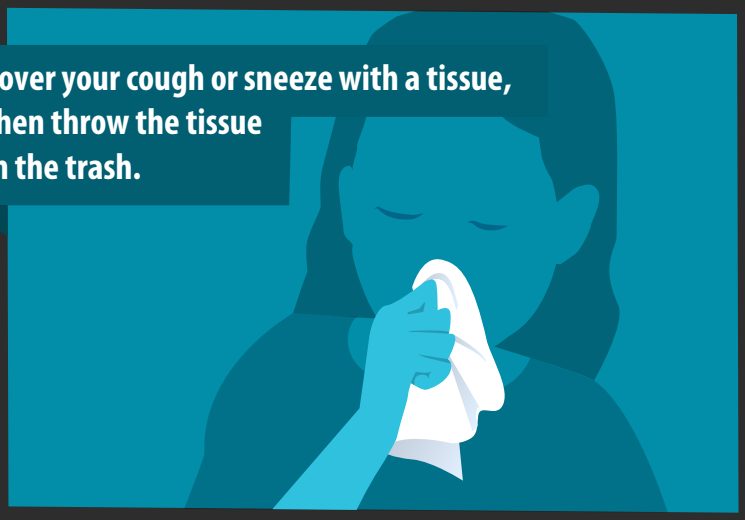
Page last reviewed: May 7, 2020
Content source: National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.

When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

DEPARTMENT OF HEALTH & HUMAN SERVICES · USA

CDC

cdc.gov/coronavirus

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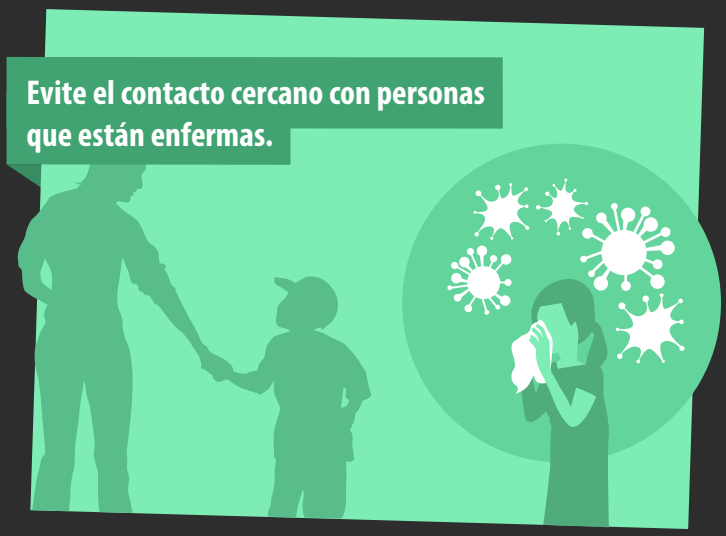
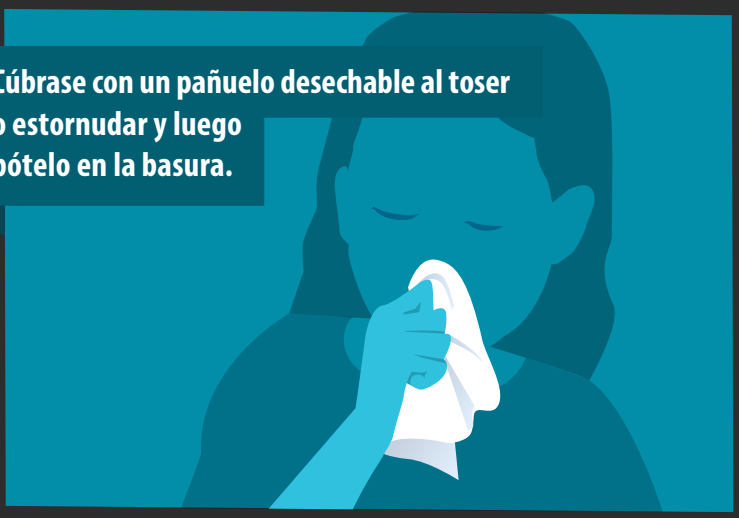
Detenga la propagación de gérmenes

Ayude a prevenir la transmisión de enfermedades respiratorias como el COVID-19



Evite el contacto cercano con personas que están enfermas.



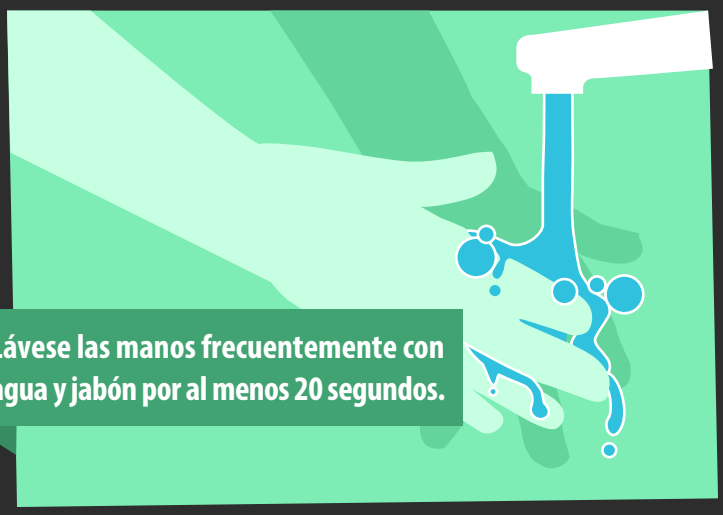
Cúbrase con un pañuelo desechable al toser o estornudar y luego bótelo en la basura.

Evite tocarse los ojos, la nariz o la boca.

Cuando esté en un lugar público, use una cubierta de tela para la cara sobre su nariz y boca.

Limpie y desinfecte los objetos y superficies de contacto frecuente.

Quédese en casa cuando esté enfermo, excepto para recibir atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.

cdc.gov/coronavirus

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