



**CHECKLIST FOR ALL EMPLOYERS AND EVENT ORGANIZERS**

***This checklist is for businesses and entities that fall into a category of business type without a more specific minimum standard health protocol on this website. Those businesses and entities should follow the protocols relevant to operations of the business or entity. All employees and customers must wear a face covering (over the nose and mouth) wherever it is not feasible to maintain six feet of social distancing from another individual not in the same household or, for those engaging in physical activities outdoors, wherever the individual is not able to maintain a safe physical distance from others not in the same household.***

*The following are the minimum recommended health protocols for all businesses and other entities choosing to operate in Texas. Employers may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees, contractors, and customers.*

*The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.*

*Please note, public health guidance cannot anticipate every unique situation. Employers should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Employers should also be mindful of federal and state employment and disability laws, workplace safety standards, and accessibility standards to address the needs of both workers and customers.*

**Health protocols for your employees and contractors:**

- Train all employees and contractors on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen employees and contractors before coming into the business:
  - Send home any employee or contractor who has any of the following new or worsening signs or symptoms of possible COVID-19:
 

– Cough	– Sore throat
– Shortness of breath or difficulty breathing	– Loss of taste or smell
– Chills	– Diarrhea
– Repeated shaking with chills	– Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
– Muscle pain	– Known close contact with a person who is lab confirmed to have COVID-19
– Headache	



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- Do not allow employees or contractors with new or worsening signs or symptoms listed above to return to work until:
  - In the case of an employee or contractor who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has *improvement* in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed *since symptoms first appeared*; or
  - In the case of an employee or contractor who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
  - If the employee or contractor has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- Do not allow an employee or contractor with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).
- Conduct temperature checks on all employees and contractors at the beginning of their shift, where feasible.
- Have employees and contractors wash or sanitize their hands upon entering the business.
- Have employees and contractors maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- As appropriate, stagger schedules for employees to minimize close contact:
  - Stagger break time schedules to minimize interactions between employees and/or contractors.
  - Stagger start and end times for employees and/or contractors in each shift.
- Continue to encourage individuals to work remotely if possible.
- If an employer provides a meal for employees and/or contractors, employers are recommended to have the meal individually packed for each individual.
- Employees should be instructed to understand that young children and persons who are unable to adjust or remove face coverings should not be regarded as suitable candidates for wearing face coverings. In this case, the decision is up to the individual or their parent, guardian or attendant.**

### Health protocols for your facilities:

- If 6 feet of separation is not available between employees, contractors, and/or customers inside the facility, consider the use of engineering controls, such as dividers between individuals, to minimize the chances of transmission of COVID-19



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- Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms.
- Disinfect any items that come into contact with customers.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees, contractors, and customers.
- Consider placing [readily visible signage](#) at the business to remind everyone of best hygiene practices.
- Contactless payment is encouraged. Where not available, contact should be minimized.
- Consider having an employee or contractor manage and control access to the facility, including opening doors to prevent patrons from touching door handles.
- Clean and sanitize the facility regularly, and at least daily.
- Limit the use of standard-size elevators to four individuals at a time, each located at a different corner of the elevator to avoid close contact. Masks should be worn in elevators. Utilize touchpoint cleaning and nanoseptic button covers if appropriate. For individuals not wishing to ride an elevator, ensure stairways are available for use. As appropriate, individuals subject to the Americans with Disabilities Act may ride the elevator alone or accompanied by the individual's caregiver.**
- For employers with more than 10 employees and/or contractors present at one time, consider having an individual wholly or partially dedicated to ensuring the health protocols adopted by the employer are being successfully implemented and followed.

### If you rent equipment:

- Disinfect all equipment before and after use.**
- To the extent an individual brings their own equipment to the business, the individual should disinfect the equipment before and after use.
- Provide equipment cleaning products throughout facility for use on equipment.**

### Limits on occupancy/group size:

- The number of customers/patrons inside any indoor facility is limited to 50% of the facility's total listed occupancy.
- There is no limit on the number of individuals who may be outside at your facility, provided they are following proper social distancing guidelines and comply with the outside events protocols on this website.
- Configure your facility such that customers or patrons are separated by at least 6 feet from others not within the individual's group while at the facility. The individual's group may not exceed 10 individuals who go to the facility together. A group is defined as no more than 10 persons including the members of the household and those persons who traveled together to the event or facility.



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- As appropriate, consider utilizing remote ticketing options to help manage capacity limitations.
- As appropriate, modify entry and exit procedures to ensure individuals are able to maintain 6 feet separation from individuals outside their group while entering and exiting the facility.
- No tables of more than 10 individuals.
- For theater-style seating, ensure proper spacing between patrons by choosing one of these methods to achieve 6 feet social distancing between groups of patrons and to not exceed 50% of the facility's indoor occupancy limits:
  - For facilities that configure seating arrangements that are not in rows, ensure at least 6 feet of separation between other groups. No tables of more than 10 people.
  - For facilities that configure seating arrangements in rows, maintain at least two empty seats (or six feet separation) between groups in any row, except as follows:
    - Two or more members of the same household can sit adjacent to one another, with two seats (or six feet separation) empty on either side.
    - Two individuals who are not members of the same household but who are attending together can sit adjacent to one another, with two seats (or six feet separation) empty on either side.
    - Alternate rows between patrons (every other row left empty), as appropriate.
- If the facility has outdoor seating, individuals should avoid being in groups larger than 10 individuals. Within these groups, individuals should, to the extent possible, minimize in-person contact with others not in the individual's household. Minimizing in-person contact includes maintaining 6 feet of separation from individuals. When maintaining 6 feet of separation is not feasible, other methods should be utilized to slow the spread of COVID-19, such as wearing a face covering or mask, washing or sanitizing hand frequently, and avoiding sharing utensils or other common objects.

### If you serve food and/or beverages:

- For waiter-provided food service:
  - Do not leave condiments, silverware, flatware, glassware, or other traditional table top items on an unoccupied table.
  - Provide condiments only upon request, and in single use (non-reusable) portions or in reusable containers that are cleaned and disinfected after each use.
  - Clean and disinfect the area used for dining (table, etc.) after each group of customers depart the theater.
  - Use disposable menus (new for each patron), or clean and disinfect reusable menus after each use.
  - If you allow customers to write down their food orders, provide take-home pencils and notepads that cannot be used by other customers.
  - Have wait staff sanitize or wash hands between interactions with customers.



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- For counter food service:
  - Provide condiments or flatware only in single use, individually-wrapped items, and provide condiments only upon request or in reusable containers that are cleaned and disinfected after each use.
  - Have employees and contractors follow proper food-handling protocols.
  - Disinfect any items that come into contact with customers.
- Clean and disinfect the area used for dining (table, etc.) after each group of customers depart, including the disinfecting of tables, chairs, stalls, and countertops.

### If you provide valet parking services:

- Utilize the following personal protective equipment for employees and contractors:
  - Cloth face coverings over the nose and mouth, or, if available, non-medical grade face masks over the nose and mouth
  - Single-use disposable gloves that are changed between every interaction with customers and/or vehicles
- Vehicle door handles, ignition switch, steering wheel, and shift knob should be wiped with disinfectant as the valet employee enters and exits the vehicle.
- All workstations and work equipment should be cleaned at the start and the end of each shift, as well as every hour during the shift. These workstations should include the valet podium, key storage locker, tablets, fee computers, receipt printers, etc.
- Valet parking operators should employ contactless payment whenever possible.
- For high volume operations, appropriate physical distancing indicators should be established to ensure customers maintain at least six feet of distance as they wait for their vehicle.
- Where possible, alternative parking options should be provided for customers who are uncomfortable with valet parking.

### If you have video game equipment or other interactive amusements:

- Assign at least one employee or contractor full time to disinfect the video games and other interactive amusements. **Continuous disinfecting is needed to protect customers.**
- Disinfect all gaming equipment before and after customer use, if possible.
- Provide equipment disinfecting products throughout facility for use on equipment.
- Ensure only one player can play a game at a time.
- Provide for at least 6 feet of separation between games.
- Provide hand sanitizer throughout the video game or interactive amusement area.