

# Billings City Administrator Weekly Report

May 22, 2020

1. **Wednesday's COVID-19 Update** – update will be given by the Yellowstone County Unified Incident Management Team.

**Phase 2 Council Meetings** – please provide feedback on when and where the Council would like to begin in-person meetings. Phase 2 of Montana Re-Opening begins June 1. Phase 2 moves the group size from 10 to 50 allowed to gather. Our Council Chambers are not very flexible. As you recall, we held one in-person meeting attempting to exercise social distancing at City Hall before the Governor's Stay-at-Home order. We have contacted School District 2 (SD2) and they are willing to let us use their School Board Room. The SD2 room is much more flexible for seating the Council and public and is fully wired for our Community Access Channel to stream, televise and record. We are making the necessary improvements to the Library Community Room so that meetings can be easily recorded, streamed and televised. We expect the library improvements to be completed in July.

Current Plan:

- 1 - Use Zoom for June 1 and June 8 (the School Board meets on June 8).
- 2 - Use SD2 room from June 15 until the Library Community Room improvements are completed.
- 3 – Move to library in July until Phase 3 (Phase 3 moves group size from 50 – 300).
- 4 – Move back to City Hall once Phase 3 is in effect.

**Big Seven Mayors and MT City Managers Mtgs** – Over the past month the mayors and managers of the Big 7 cities (Kalispell, Butte, Helena, Bozeman, Great Falls, Missoula and Billings) have been coordinating over GotoMeeting weekly. This morning the Governor and his staff joined the call. Additionally, the city managers (CM) across Montana have also been meeting weekly. The CM meetings have been expanded to include finance directors and parks & recreation directors to help all of us learn from one another. Both groups will continue indefinitely.

## **COVID-19 Information:**

- Updated UIC – Organizational Chart
- MLCT/MACO Letter to Senator Daines
- Billings Public Library COVID-19 Update
- Reopening and Water Quality Update
- Phase Two Directive with Appendices

2. **Repeal & Replace** – the Administrative Sub Committee created to help refine both the Public Safety 2 and Park District 1 concepts met twice this week to improve the packet materials for

Tuesday's Council meeting discussions. Thank you – Mayor Cole and Councilmembers Choriki and Neese for helping.

3. **Fiscal Year 2021 Proposed Budget Work Session** – Wednesday, May 27<sup>th</sup> the TBID, BID, Public Works and Parks will present their FY2021 budgets.

#### **5/18/20 – City Council Work Session**

##### **Information Tech**

No unanswered questions

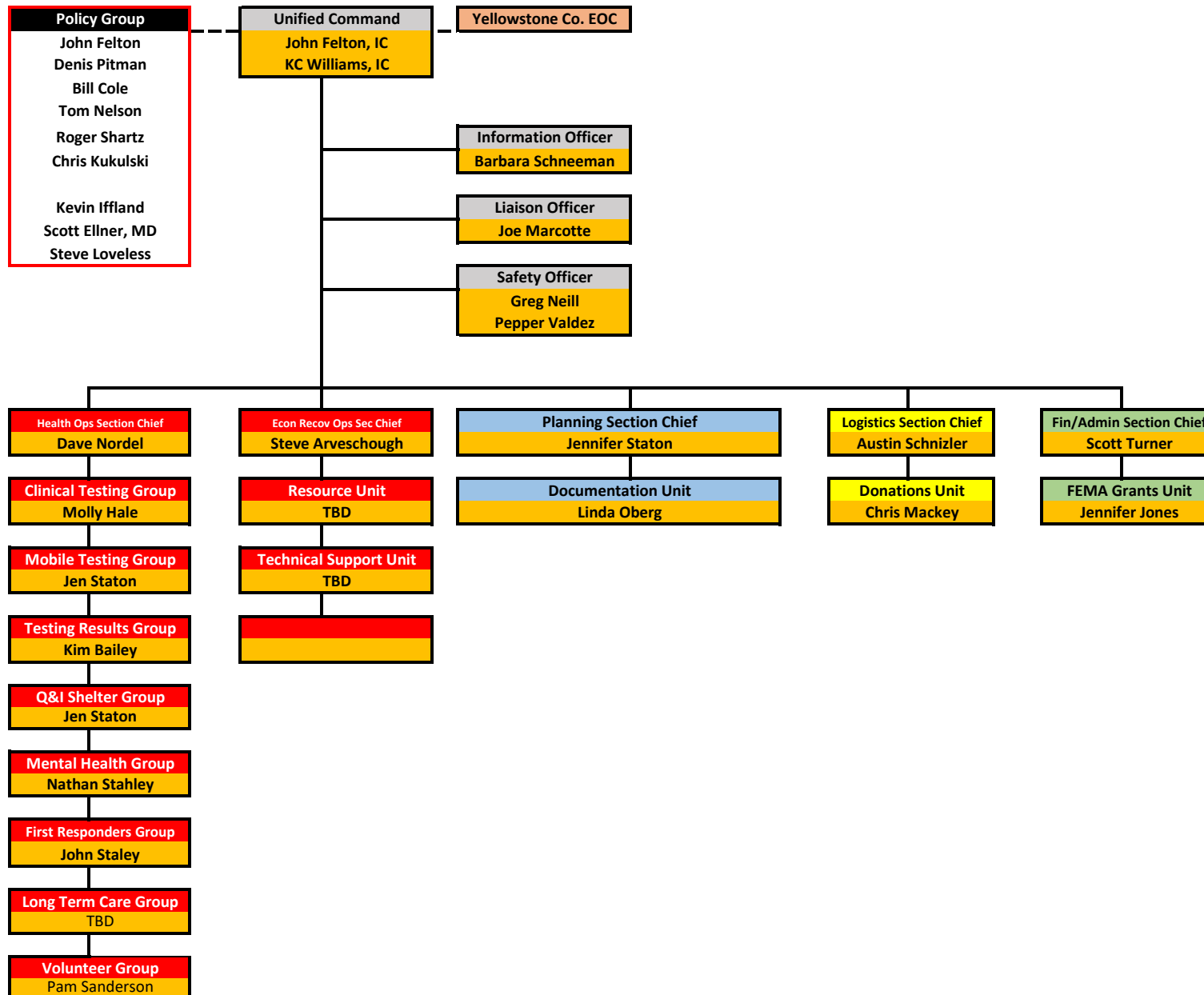
##### **Planning & Community Services**

Question: CM Purinton asked about how to find reserves in each fund within the Proposed Budget Book?

Answer: Reserves, also known as Fund Balance, within each fund can be located on the specific fund page (pages 23-131) for each specific fund. Because a department may oversee many different funds, you will not find them within the Department Budget Overviews. Specifically, the Planning Fund, can be found on page 45 of the FY21 Proposed Budget.

**Have a wonderful weekend!**

## Yellowstone County Unified Incident Command COVID-19



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*Serving Montana Counties Since 1909*

May 20, 2020

Senator Steve Daines  
320 Hart Senate Office Building  
Washington DC 20510

Dear Senator Daines,

We are writing on behalf of the Montana League of Cities and Towns (the League) and Montana Association of Counties (MACo) to urge you to support Montana's local governments directly in the next round of federal assistance in response to the COVID-19 pandemic.

The RELIEF for Main Streets Act to provide local business stabilization is much needed and a welcome lifeline for our Main Street businesses and legacy companies. We need to do everything we can to keep Montana's businesses and economy up and running during this emergency.

We also need these businesses to have projects to work on and jobs to go back to. Infrastructure is a critical factor in the health and wealth of Montana's economy, enabling private businesses and individuals to produce goods and services more efficiently. Montana's cities, towns, and counties have millions in road, water, wastewater, and other infrastructure projects that can jump start the economy and increase long-term business productivity in every corner of Montana.

Montana's local governments must also maintain the critical health and safety services that all Montanans need to weather this disaster: clean water, good roads, effective law enforcement and fire protection, and responsive emergency systems. While Montana has been able to withstand immediate shocks to its economy, we expect long-term reductions in the ability of our residents to pay local property taxes and assessments. Without federal assistance, local governments will be forced to cut essential services to businesses and residents or increase taxes on the remaining residential and commercial taxpayers. We need your help to avoid these unacceptable and inadequate results.

We are asking for your specific support of the following:

- Direct federal aid for each and every city, town, and county in Montana and the nation with no exclusions based on population. No local government in Montana received aid through the CARES Act because of the population restrictions in the bill.

Support Montana's local governments

- Maximum flexibility for the eligible use of funds to address the budget and economic consequences of the COVID-19 pandemic so we can immediately put our local businesses back to work with local infrastructure projects.

Fixing the CARES Act will not result in similar support for local governments. If flexibility for those funds is provided, the funds will stay with the state to backfill revenues at the state due to lost natural resource and income taxes.

We fully support the RELIEF for Main Streets Act and in return, we ask for your support of the above provisions to stabilize our Montana businesses, stimulate the economy with local infrastructure projects, and continue the uninterrupted provision of critical local health and safety services. Now is the time for compromise for the good of Montana and for all of the United States.

Sincerely,



Tim Burton, Executive Director  
Montana League of Cities and Towns



Eric Bryson, Executive Director  
Montana Association of Counties

Billings Public Library  
510 North Broadway  
Billings, MT 59101



**FOR IMMEDIATE RELEASE:**

**BILLINGS PUBLIC LIBRARY COVID-19 UPDATE**

**A Message from Gavin Woltjer, Director of Billings Public Library:**

Billings Public Library (BPL) staff is currently preparing your library to be reopened by July 1 in a limited capacity. We have missed your visits and are extremely thankful for your continued patience and support during this time. Since March 16, BPL space has been utilized as a daycare center for the children of first responders and medical personnel. This partnership with St. Vincent's Healthcare and the Billings Clinic is scheduled to end May 29. Once this partnership concludes, BPL staff will undergo rigorous tasks of deep cleaning the facility and continual sanitization of the physical collection to ensure your safety. Once we reopen our doors, you'll notice several changes in our operations that will continue to prevent the transmission of the *novel coronavirus*. Floor markings will help direct the flow of traffic and maintain social distancing, safety shielding will be at the service desks, and staff will wear PPE. We have enhanced our cleaning protocols, and social distancing measures will continue to be practiced throughout the public computer areas and reading spaces. Use of meeting rooms will be limited. We ask that you help us by continuing to practice social distancing, stay home when not feeling well, washing your hands, and coughing and sneezing into the crook of your arm. Until we reopen, we will continue to serve you through our social media platforms, curbside services, and via email and telephone. Our intention is to provide a safe working environment for our staff, volunteers, and the many visitors we welcome daily to the facility. Please understand that this intended schedule may change based on new developments and community needs.

Starting July 1, during this limited capacity reopening, hours of operations will be modified:

Monday – Friday: 10 am – 6 pm; Saturday: 9 am – 5 pm.

If you have any questions, please do not hesitate to email me: [woltjerg@billingsmt.gov](mailto:woltjerg@billingsmt.gov). Be well. Be safe.

**###END###**



Office of Administration • 2224 Montana Avenue • Billings, MT. 59101 • (406) 657-8230

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May 19, 2020

Regarding:

Reopening of Businesses and Facilities Following Closures and Water Quality

From: The City of Billings, Public Works Department

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If you are getting ready to reopen a business or facility under the Governor's phased reopening directive as part of the COVID-19 response measures, there are some recommended best practices you should follow to ensure the health and safety of the community.

### **Things to Know**

With little or no water moving through plumbing systems there is an increased chance of stagnant water conditions. This could result in discolored water, lower chlorine levels, higher concentrations of lead and copper, and could create an ideal environment for bacteria, including Legionella, to grow.

### **Actions to Take**

Fresh water should be drawn into building water systems and stagnant water flushed out before opening for business or using the water for typical purposes.

### **Resources**

The Environmental Protection Agency has developed an excellent guidance document called "Restoring Water Quality in Buildings for Reopening". You can access this checklist at:

<https://www.epa.gov/coronavirus/information-maintaining-or-restoring-water-quality-buildings-low-or-no-use>

For additional information and best practices for restoring water service after a closure check out this webpage provided by the Centers for Disease Control and Prevention:

[https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html?utm\\_source=member%20benefit&utm\\_medium=email&utm\\_campaign=43959&source\\_2=connections](https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html?utm_source=member%20benefit&utm_medium=email&utm_campaign=43959&source_2=connections)

We are looking forward to seeing our community get back to regular activities and want everyone to stay safe and healthy. If you have concerns regarding your Water Quality after following the steps above, please call the Public Works Water Quality Laboratory at (406) 657-8346 for assistance.

**THANK YOU**

OFFICE OF THE GOVERNOR  
STATE OF MONTANA

STEVE BULLOCK  
GOVERNOR



MIKE COONEY  
LT. GOVERNOR

**TO:** Montanans; all officers and agencies of the State of Montana  
**FROM:** Governor Steve Bullock  
**DATE:** May 19, 2020  
**RE:** Directive implementing Executive Orders 2-2020 and 3-2020 and establishing conditions for Phase Two

This Directive provides the conditions for the second phase of the phased reopening of Montana.

Executive Orders 2-2020 and 3-2020 declare that a state of emergency exists in Montana due to the global outbreak of COVID-19 Novel Coronavirus.

For the duration of the emergency, § 10-3-104(2)(a), MCA, provides authority to the Governor to “suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business or orders or rules of any state agency if the strict compliance with the provisions of any statute, order, or rule would in any way prevent, hinder, or delay necessary action in coping with the emergency or disaster.” Further, the statute authorizes the Governor to “control ingress and egress to and from an incident or emergency or disaster area, the movement of persons within the area, and the occupancy of premises within the area.” Section 10-3-104(2)(c), MCA.

In addition, Montana’s public health laws authorize the Department of Public Health and Human Services (DPHHS or Department), acting under the Governor’s direction, to “issue written orders for correction” of “conditions of public health importance,” to “prevent and mitigate conditions of public health importance” through measures including “isolation and quarantine” and “abatement of public health nuisances.” Section 50-1-202, MCA. The Department, under the Governor’s direction, may take action to correct public health deficiencies in “buildings or facilities where persons assemble.” Section 50-1-203, MCA. The Department, under the Governor’s direction, is also authorized to impose quarantine and isolation measures to protect public health. Section 50-1-204, MCA. Montana law provides that these authorities will be utilized to respond to an “outbreak of disease,” § 10-3-103(4), MCA, and to “limit the transmission of the communicable disease.” *See, e.g.,* § 50-1-101(6), MCA.

On March 15, 2020, I issued a Directive closing non-residential public schools in Montana through March 27. On March 24, I extended non-residential public school closures through April 10. The March 24 Directive also closed certain on-premises dining and beverage businesses while expanding and encouraging delivery, takeout, and drive-up options. On March 26, 2020, I issued a Directive providing that, to the maximum extent possible, all individuals stay at their home or place of residence unless engaging in certain essential activities or functions through April 10. This Directive also required the temporary closure of non-essential businesses, provided social distancing requirements, and limited non-essential travel. On March 30, I issued a Directive limiting evictions, foreclosures, and disconnections through April 10. On March 30, I also issued a Directive requiring a 14-day self-quarantine for individuals arriving in Montana for non-work-related travel through April 10. On April 7, I extended these Directives through April 24. I also issued a Directive providing additional guidance related to evictions and providing a rent assistance program on April 13, effective through April 24. I



have also issued other Directives that, unlike these, are effective for the duration of the state of emergency.

Montana's response to COVID-19 has been necessary to slow the spread of new infections. These efforts have been effective. To date, our health care system has not been overwhelmed and we continue to work to increase our testing capacity. Through the collective efforts of all Montanans to reduce the transmission of COVID-19, Montana now has fewer than two dozen active cases and one of the lowest per capita rates of infection in the United States.

Accordingly, on April 22, 2020, I issued a Directive and guidelines for a phased reopening of Montana. The April 22 Directive provided guidance applicable to all phases and established the conditions for Phase One. I expanded some of the conditions for Phase One through an additional Directive on May 8, 2020.

I have developed Montana's phased reopening plan by relying on scientific evidence and data, and in consultation with public health experts, healthcare providers, business leaders, and emergency management professionals. This phased approach is based on up-to-date data and statewide preparedness. It mitigates the risk of resurgence. It protects the most vulnerable. It can be implemented on a statewide, tribal, or county-by-county basis. And it contains the ability to adjust phases based on local or regional conditions. In consultation with public health professionals, healthcare providers, business leaders, and emergency management professionals, I have determined that the phased reopening approach described in this Directive is necessary in coping with and responding to the emergency.

This Directive is the next step in Montana's reopening, to Phase Two. I stress, however, that individual responsibility—such as good hygiene, frequent cleaning of highly-touched surfaces, and strict adherence to social distancing—remains Montana's best tool in the fight against new infections. This Directive is not an invitation to forget the lessons that Montana has learned in its fight against COVID-19 these past months. Rather, it is a framework to apply those lessons as we move toward a new normal. In so doing, we must continue to place a special emphasis on protecting those in Montana most vulnerable to complications from COVID-19. That crucial work demands a collective effort by all Montanans. By continuing to take these measures seriously, we protect our family, friends, and neighbors as Montana begins to emerge from its initial encounter with COVID-19.

Local officials should coordinate on a regional basis and continue to assess the conditions in their jurisdictions. As with prior Directives, nothing in this Directive prohibits local public health authorities from adopting more restrictive approaches based on local need.

Therefore, in accordance with the authority vested in me under the Constitution, Article VI, Sections 4 and 13, and the laws of the State of Montana, Title 10, Chapter 3 and Title 50, Chapter 1, MCA, and other applicable provisions of the Constitution and Montana law, I hereby direct the following measures be in place in the State of Montana effective immediately, except where specified:

**Phase-One and All-Phases Guidance to Continue Except Where Modified in this Directive**

- Except where specifically modified in this Directive, the April 22 Directive, the May 8 Directive, and the related guidance applicable to all phases and to Phase One remain in effect.

**Other Directives to Continue**

- The March 30 and April 13 Directives providing measures to limit foreclosures, evictions, and disconnections from service and all of their terms remain in effect through May 24, unless modified by subsequent Directive, except as follows:
  - For individuals who are members of a vulnerable population, who have suffered a significant financial hardship as a result of the outbreak, and who, pursuant to this Directive, remain sheltered at home, the protections of the March 30 and April 13 Directives continue and will expire 30 days after the individual ceases to shelter at home or at the end of the emergency, whichever is sooner.
  - An individual who seeks the protection of these provisions to prevent a foreclosure, eviction, or disconnection after June 1 must make a basic showing to their bank, landlord, or utility that they are (1) sheltering in place under this order, are (2) a member of a vulnerable population, and (3) have been financially impacted as a result of the COVID-19 outbreak.
  - Before moving forward with an eviction, foreclosure, or disconnection against an individual who is a member of a vulnerable population, the entity initiating the eviction, foreclosure, or disconnection must provide adequate notice of the opportunity to seek the protection of this Directive by making the showing described above.
  - The rent and mortgage assistance program established in the April 13 Directive remains in effect for the duration of the emergency. Interested individuals may apply at [covidrelief.mt.gov](https://covidrelief.mt.gov).
- All Directives set to expire at the end of the emergency retain their effective date and terms, including, for example, Directives providing for increased access to telehealth and telemedicine services and coverage, except to the limited extent their provisions are in conflict with the terms of this Directive.

### **Guidance Applicable to All Phases**

- Individuals should continue to practice good hygiene by adhering the following guidelines:
  - Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
  - Avoid touching your face.
  - Sneeze or cough into a tissue or the inside of your elbow.
  - Disinfect frequently used items and surfaces as much as possible.
  - Strongly consider using non-medical face coverings while in public, especially in circumstances that do not readily allow for appropriate physical distancing (*e.g.*, grocery/retail stores, pharmacies, public transportation).
- People who feel sick should stay at home.
  - Do not go to work or school.
  - Contact and follow the advice of your medical provider.
  - Follow local health department guidance on isolation and quarantine.
- Employers should:
  - Develop and implement appropriate policies, in accordance with federal, state, and local regulations and guidance, and informed by industry best practices, regarding:
    - Social distancing and protective equipment.
    - Temperature checks and/or symptom screening.
    - Testing, isolating, and contact tracing, in collaboration with public health authorities.

- Sanitation.
- Use and disinfection of common and high-traffic areas.
- Monitor workforce for indicative symptoms. Do not allow people with symptoms of COVID-19 to work.
- Collaborate with public health officials when implementing policies and procedures for workforce contact tracing following an employee's COVID-19 positive test result.
- Encourage voluntary participation of employees in any surveillance testing designed to provide community-wide early warning by local public health officials.

### **Phase Two: Increase in Permissible Group Size to Groups of 50**

- Effective June 1, avoid gathering in groups of more than 50 people in circumstances that do not readily allow for appropriate physical distancing. It is recommended to continue to social distance in gatherings of any size.
- Groups larger than 50 people should be cancelled unless physical distancing can be maintained.
- If you are planning an event with more than 50 people you should consult with your local public health office on a plan to implement adequate social distancing.
- Consistent with the Centers for Disease Control and Prevention's (CDC) guidelines, event cutoff threshold is at the discretion of community leadership based on current circumstances in your community.
- Physical distancing guidelines for groups and gatherings do not apply to household members.

### **Phase Two: Individuals and Employers**

- Effective June 1, the below guidelines apply to both individuals and businesses in Phase Two. Individuals and businesses should also follow the Phase Two guidelines provided in the attached Appendix A, also in effect June 1.
- Vulnerable individuals should continue to adhere to the stay-at-home guidance.
- All businesses may operate, provided they adhere to physical distancing and the conditions in this Directive, the Phase Two Guidelines, and all other Directives and guidance remaining in effect. Businesses should follow CDC sanitation protocols.
- Restaurants, bars, breweries, distilleries and casinos remain in the same operational status as Phase One, but with an increase to 75 percent capacity.
- Gyms, indoor group fitness classes, pools, and hot tubs can operate at 75 percent capacity and only if they can adhere to strict physical distancing and they exercise frequent sanitation protocols.
- Concert halls, bowling alleys, and other places of assembly may operate with reduced capacity and must adhere to strict physical distancing guidelines set forth for group gatherings and follow CDC sanitation protocols.

- Child-care facilities can increase capacity consistent with the guidelines and FAQ contained in the April 1 Directive on childcare and if physical distancing guidelines can be implemented, however the 24-person cap per facility no longer applies effective June 1.
- Employers should continue to permit telework as much as possible and where feasible, but refer to guidelines for Phase One where telework is not possible.
- Senior living or assisted living facilities must continue to follow the guidelines of Phase One.
- Outdoor recreation remains in the same operational status as Phase One.

### **Phase Two: Travel Quarantine to Expire June 1**

- Effective June 1, the provisions of the March 30 Directive requiring quarantine for non-work-related arrivals in Montana will no longer be in effect.
- The Montana National Guard remains authorized to conduct temperature checks, assess individuals for COVID-19 symptoms, and to inquire about exposure history of any traveler arriving in Montana from another state or country through air or rail travel, consistent with the terms and restrictions provided in the March 30 Directive.
- The State will execute a robust public health plan in communities most impacted by tourism, including:
  - Surveillance testing of employees.
  - Enhanced contact tracing resources deployed to these areas as requested by local authorities.
  - Ability to surge personal protective equipment to impacted health care systems.
  - Guidelines for operation for businesses that see high-tourist activity.

### **Directive Is Public Health Order and Enforceable By County Attorney**

- This Directive, along with any prior Directive that implements and references the public health authorities of the Department of Public Health and Human Services (DPHHS) provided in Title 50, constitutes a “public health . . . order[]” within the meaning of § 50-1-103(2), MCA, and is enforceable by the Attorney General, DPHHS, a county attorney, or other local authorities under the direction of a county attorney.

### **Local Public Health Agencies to Assist in Administration of this Public Health Order**

- Local public health agencies are directed to assist in the administration of this Directive, consistent with § 50-1-202(2)(a), MCA.

### **Less-Restrictive Local Ordinances Preempted**

- This Directive is in effect statewide in Montana. In the interest of uniformity of laws and to prevent the spread of disease, all inconsistent emergency county health ordinances are preempted by this Directive, but only to the extent they are less restrictive.

**Authorities: Sections 10-3-103, -104, -302, and -305, MCA; §§ 50-1-202, -203, and -204, MCA; 37 A.G. Op. 132 (1978); Executive Orders 2-2020 and 3-2020; Montana Constitution, Art. VI, Sections 4 and 13; and all other applicable provisions of state and federal law.**

### **Limitations**

- This Directive is effective immediately and expires at the end of the emergency, except where specified.
- This Directive shall be implemented consistent with applicable law and subject to the availability of appropriations.
- Nothing in this Directive shall be construed to limit, modify, or otherwise affect the authority granted by law to the Governor, any department, agency, political subdivision, officer, agent, or employee of the State of Montana except as expressly provided in this Directive or other Directives now in effect implementing Executive Orders 2-2020 and 3-2020.
- If any provision of this Directive or its application to any person or circumstance is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or application of this Directive, which can be given effect without the invalid provision or application. To achieve this purpose, the provisions of this Directive are declared to be severable.
- This Directive is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the State of Montana, its departments, agencies, or entities, its officers, employees, or agents, or any other person.



# School Reopening Considerations

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## CLEANING AND SANITATION

- Frequent disinfecting of door handles, desks and other common spaces.
- Require handwashing in regular intervals.
- Keep libraries, gyms, and playgrounds off limits unless they can be sanitized between groups.
- Provide hand sanitizer.

## SICK POLICIES

- Implement temperature checks and / or symptom screening when practical.
- Require anyone (students or staff) with COVID-19 symptoms to stay home.

## LIMIT CLASS SIZES

- Consider breaking larger classes into smaller groups.
- Students may alternate school days or attend for half days.



# School Reopening Considerations Continued

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## MAINTAIN SOCIAL DISTANCE

- Consider use of face coverings by all staff and students
- Keep students with the same group and in the same classroom, with teachers rotating when practical.
- Consider students eating lunch in the classroom to help limit mixing of students.
- Cancel extracurricular activities.
- Prevent any non-school staff, including parents, from entering school buildings.
- Consider reducing bus loads to allow for one student per seat.

## GRADUATION CEREMONIES

- Provide a live stream of graduation
- Consider limiting spectator attendance
- For larger schools, consider grouping graduates or providing multiple ceremonies
- Follow social distancing between families



# School Reopening Considerations Continued

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## **ACCOMODATIONS** for students, teachers, and staff in an at-risk group:

- Schools that reopen will need to take into consideration that some teachers and staff will fall into the at-risk category because of their age or other health risks. These individuals should have additional accommodations including: teaching classes remotely, utilizing a larger classroom where social distancing can be maintained, or given an option not to return until the risks are reduced.
- Students who are high risk or who have family members who are high risk should not be penalized for failing to attend and should continue to receive remote support.
- Accommodations should also be extended to students and staff who are required to quarantine due to exposure or potential exposure.

## **CONFIRMED** or **SUSPECTED** case of COVID-19

- Collaborate with public health to ensure each school has a plan for reporting, contact tracing and both short-term or extended closures in the case of a positive COVID case related to the school or community.
- Utilize CDC guidelines <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>





# General Business Reopening Guidelines

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## PHASE ONE: ALL SETTINGS

- Health assessments must be conducted for all employees at the beginning of each shift.
- In establishments where customers wait in a line, non-household customers should remain physically distanced.
- Waiting areas where adequate physical distancing cannot be maintained must be closed.
  - Customers should be encouraged to call for a reservation or an appointment, or establishments should use an online wait listing application.
- Physical distancing of 6 feet must be maintained between non-congregate customers, this may require:
  - A reduction in capacity;
  - A reduction of seating in service and waiting areas;
  - Management of waiting areas and waiting lines; or
  - Systems that reduce the amount of contact time between customers and staff.



# General Business Reopening Guidelines Continued

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## PHASE TWO: ALL SETTINGS

- Non-congregate group size has increased from 10 people to 50 people.
- All other provisions remain the same as Phase One for general business operations.

## PHASE THREE: ALL SETTINGS

- Return to normal operations.



# Restaurant / Bar / Brewery / Distillery / Casino Guidelines

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## ALL PHASES

- A specific cleaning plan must be implemented, and employees must be trained in proper sanitation practices. Materials will be available on the Montana Department of Public Health and Human Services (DPHHS) food and consumer services website.
- All surfaces occupied must be cleaned between customers, including tables, chairs, booths, and highchairs.
- Table items including, condiments, menus, napkins, and décor, should be removed from the table unless they can be adequately cleaned between customers.
- Menus must be cleaned between customers.
- Growlers and refillable or reusable containers must be cleaned prior to being refilled.
- Gaming machines must be adequately cleaned between customers.



# Restaurant / Bar / Brewery / Distillery / Casino Guidelines Continued

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## PHASE ONE: RESTAURANTS

- Capacity must be limited to 50% of normal operating capacity to allow for adequate group spacing.
- Tables must be limited to six people per table.
- Establishments must provide for 6 feet of physical distancing between groups and or tables by:
  - Increasing table spacing, removing tables, or marking tables as closed;
  - Providing for a physical barrier between tables; or
  - Back-to-back booth seating provides adequate separation.
- In-house dining for quick service restaurants should remain closed, if all guidelines can't be met, including the cleaning of every table between customers.
- Sitting or standing at bars or counters is not allowed.
- In bars, drinks and food must be served to customers at a table.



# **Restaurant / Bar / Brewery / Distillery / Casino Guidelines Continued**

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## **PHASE ONE: RESTAURANTS CONTINUED**

- Self-service buffets must be closed.
- Drink refills are not allowed.
- Self-service cups, straws and lids should be behind a counter and handed to customers
- Self-service condiments should be eliminated.
- Gaming machines that are operational must be separated by 7-foot center to center. Machines must be placed out of service if adequate spacing cannot be assured.



# **Restaurant / Bar / Brewery / Distillery / Casino Guidelines Continued**

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## **PHASE TWO: RESTAURANTS**

- Capacity may be increased to 75% of normal operating capacity.
- Tables must be limited to 10 people per table.
- Establishments must continue provide for physical distancing between groups and or tables but may increase capacity.
- In-house dining for quick service restaurants should remain closed if all guidelines can't be met, including the cleaning of every table between customers.

## **PHASE THREE: RESTAURANTS**

- Continue to practice social distancing when practical.
- Establishments should begin to resume normal occupancy while continuing to follow the guidelines for all facilities.



# Outdoor Recreation Guidelines

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## PHASE ONE AND TWO: RECREATION GUIDELINES

- Public lands, fishing access sites, and parks are encouraged to continue to provide outdoor recreation opportunities for local and regional users provided that users can adhere to strict social distancing guidelines and facilities follow frequent sanitizing protocols. Areas that cannot practicably implement social distancing requirements or sanitation needs will remain closed. Limited campground offerings, group-use facilities and playgrounds, may be opened at the discretion of local and state managers. Local, state and federal officials are strongly encouraged to coordinate on all reopening decisions. Guides and outfitters may offer services consistent with any ongoing quarantine travel restrictions provided they adhere to social distancing guidelines and sanitation protocols. Visitors should check the status of any closures and restrictions before traveling.

## PHASE THREE: RECREATION GUIDELINES

- Campground, group-use facilities, playgrounds and visitor centers are fully open.



# Personal Care / Services Guidelines

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## PHASE ONE: PERSONAL CARE (SALONS, MASSAGE, BODY ART, ETC.)

- Operations that require close personal contact for an extended period result in exposing staff and customers to greater levels of risk. These situations require additional safety and health precautions.
- Screen customers prior to appointment for symptoms of fever, shortness of breath or a cough. Customers that have any of these symptoms must be rescheduled.
- Utilize a face mask for staff and for customers when practical.
- Stylist / artist / service-provider and customer would be a “station” that would be 6 feet away from other “stations”.
- Provide for 6 feet of physical distancing between stations, this may require:
  - A reduction in capacity;
  - Increasing spacing, removing stations, or marking stations as closed;
  - Providing for a physical barrier between stations;
  - A reduction of seating in service and waiting areas; or
  - Systems that reduce the amount of contact time between customers and staff.





# Personal Care / Services Guidelines Continued

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## PHASE TWO: PERSONAL CARE (SALONS, MASSAGE, BODY ART)

- Establishments should continue provide for physical distancing between stations.

## PHASE THREE: PERSONAL CARE (SALONS, MASSAGE, BODY ART)

- Continue to practice physical distancing when practical.
- Establishments may resume normal occupancy while continuing to follow the guidelines for all facilities.

## Appendix B

### **Phase Two Guidance for Pools at Licensed Public Accommodations (Hotels, Motels, Bed and Breakfasts, Tourist Homes, etcetera)**

Public Accommodation Pools are allowed to operate with reduced capacity of 50% of normal bather load and basic compliance with social distancing requirements.

The CDC has indicated that properly maintained pool water inactivates the virus. It is critical that pools that have shut down during this time or reduced maintenance follow proper re-opening procedures and sampling of chemical parameters to ensure water is safe for use, prior to opening to the public. Operators should work with their Certified Pool Operator and/or local/state sanitarian if questions arise regarding re-opening.

If a facility has had a confirmed COVID-19 case they should follow the CDC's facility environmental cleaning procedures for deck areas, seating, locker rooms, and other areas of the establishment frequented by swimmers.

#### **Public Accommodation Pools (Pools at Hotels, Motels, Bed and Breakfasts, Tourist Homes, etcetera):**

- Front desk/gate attendant tracks occupancy, incoming and outgoing to ensure maximum occupancy does not exceed 75 percent capacity of normal bather load;
- Signage must be posted with the following or substantially similar wording. Signs shall be positioned for effective visual observation by hotel guests, such as on the entry way door:
  - "Hotel guests with fever, shortness of breath, a cough, or other COVID-19 symptoms must refrain from using the pool.";
- No congregating in waiting areas, patrons should wait in an appropriately spaced line or way that observes social distancing;
- Locker rooms should remain closed, except for showering before and after swimming. Since only registered hotel guests are allowed to use the pool, individuals should change in their rooms;
- Social distancing should be applied in all common areas;
- 6 foot spacing between unassociated swimmers (i.e. not family members);
- 6 foot spacing between groups of no more than 10 (i.e. family groups and unrelated individuals must maintain 6 foot separation);
- Space deck tables and chairs to facilitate 6 foot spacing;
- Recommend, where possible, use buoys and floating pool ropes to mark off lanes or areas of pool for separation of large swimming areas;
- Recommend, where possible, marking stairs and walkways with directional arrows to keep in/out traffic separated.

## Appendix B

### Guidance for gyms and fitness studios

Gyms and fitness studios contribute to the health and wellness for many Montanans. As such, and in recognition of the continued progress toward recovery that Montana has made, beginning Friday, May 15, 2020 they will be allowed to operate at 75 percent capacity with sanitization and social distancing requirements met.

In the event a confirmed COVID-19 case is associated with a facility, the facility should be thoroughly cleaned in accordance with the CDC's facility environmental cleaning procedures for workout areas, seating, locker rooms, and other areas of the establishment frequented by patrons.

- Facility must have a dedicated staff available during operating hours to wipe down frequently touched areas on a regular basis and monitor gyms zones to ensure that users are wiping down equipment properly.
- Train workers on symptom awareness and proper handwashing technique.
- Signage must be posted with the following or substantially similar wording:
  - "Patrons with fever, shortness of breath, a cough, or other COVID-19 symptoms must refrain from using the gym"
  - Signs shall be positioned for effective visual observation by gym guests, such as at the front desk and in locker rooms.
- Front desk should track occupancy to ensure facilities stay at or below 50 percent capacity.
- Hand sanitizer must be made available at front desk and at stations throughout the workout area.
- Approved sanitizer for cleaning equipment after use must be provided at stations throughout the workout areas along with disposable towels. Reusable towels shall not be used to clean equipment.
- Post signs throughout workout area reminding patrons to wipe equipment after each use.
- Masks should be worn by all staff.
- Masks are encouraged to be worn by guests when possible.
- Six-foot distance should be maintained between equipment. Cardio studios should limit guests to every other piece of equipment to achieve this.

## Appendix B

- Guest using free weights shall maintain six feet of separation except when a spotter is necessary. In this instance, workout groups shall be limited to two people.
- Sitting areas must be closed for use.
- Food vendors must follow applicable COVID-19 procedures for restaurants and retail food service. Vendors should be encouraged to use single-service items whenever possible, especially for condiments and similar foods.
- Social distancing must be maintained in dressing rooms and other common areas. No congregating in these areas may be allowed.
- After closing, establishments must clean using an EPA approved disinfectant. Twenty-four-hour establishments must close from 11:30 pm to 12am so that proper disinfection can happen.
  - Facility must develop a checklist to ensure that no equipment is being missed during disinfection. Checklist should include large items, such as treadmills and smaller items, such as weights and bands.
- Frequently touched surfaces must be cleaned and sanitized regularly throughout the day and disinfected each night after closing.
- Personal training sessions may be offered with strict adherence to social distancing guidelines and masks are encouraged to be used by the trainer and trainee.
- Indoor group classes may be offered.
- Additional time between group classes must be provided so that a designated gym employee can disinfect any equipment and other cleanable surfaces before the next class begins.

### **Guidance for Pools at Gyms**

Gym pools are allowed to operate with reduced capacity of 75 percent of normal bather load and basic compliance with social distancing requirements.

The CDC has indicated that properly maintained pool water inactivates the virus. It is critical pools that have shut down during this time or reduced maintenance follow proper re-opening procedures and sampling of chemical parameters to ensure water is safe for use, prior to opening to the public. Operators should work with their Certified Pool Operator and/or local/state sanitarian if questions arise regarding re-opening.

## Appendix B

In the event a confirmed COVID-19 case is associated with a facility the facility should clean in accordance with CDC's facility environmental cleaning procedures for workout areas, seating, locker rooms, and other areas of the establishment frequented by swimmers.

### **Gym Pools:**

- Only registered members can use the facility, no day passes or walk-ins
- Train workers on symptom awareness and proper handwashing procedures
- Pool classes may continue; if:
  - All social distancing requirements must be observed during class; and
  - Any equipment used can be easily cleaned and disinfected between users.
- Youth swim lessons may be offered in-line with previous guidance for Phase 1, which includes youth activities should avoid gathering in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing.
- Front desk/gate attendant tracks occupancy, incoming and outgoing to ensure maximum occupancy does not exceed 75 percent capacity of normal bather load;
- Signage must be posted with the following or substantially similar wording.
  - "Members with fever, shortness of breath, a cough, or other COVID-19 symptoms must refrain from using this facility."
  - Signs shall be positioned for effective visual observation by members, such as on the entry way door
- No congregating in waiting areas, patrons should wait in an appropriately spaced line or way that observes social distancing
- Locker rooms should be monitored by a designated staff member to ensure they are not becoming crowded and that social distancing is being observed
- Signage must be posted on the locker room door with the following or substantially similar wording, "Observe social distancing while using this facility. No loitering in common areas."
- Social distancing should be applied in all common areas
- 6-foot spacing between unassociated members (i.e. not family members) in the pool.
- 6-foot spacing between groups of no more than 10 (i.e. family groups and unrelated individuals must maintain 6-foot separation) in the pool.
- Space pool deck tables and chairs to facilitate a 6-foot distance.

## Appendix B

- Recommend, where possible, use of buoys and floating pool ropes to mark off lanes or areas of pool for separation of large swimming areas.
- Recommend, where possible, marking stairs and walkways with directional arrows to keep in/out traffic separated.

### **Guidance for places of assembly, i.e. indoor and outdoor concert venues, bowling alleys, etc.**

- In the event a confirmed COVID-19 case is associated with a facility the facility should clean in accordance with CDC's facility environmental cleaning procedures for areas of the establishment frequented by patrons.
- Maximum number of attendees is 75 percent of normal capacity while maintaining 6 feet between non-family member groups.
- Signage must be posted with the following or substantially similar wording:
  - "Patrons with fever, shortness of breath, a cough, or other COVID-19 symptoms must refrain from using this facility."
  - Signs shall be positioned for effective visual observation by patrons, such as on the entry way door.
- Increase cleaning and sanitizing of frequently touched surfaces, including door handles, chairs and tables.
- Keep social distancing of at least 6 feet between non-family member groups or immediate party.
- Food vendors must follow applicable COVID-19 procedures for restaurants and retail food service. Vendors should be encouraged to use single-service items whenever possible, especially for condiments and similar foods.
- Facilities should try to control customer flow in a manner that maximizes social distancing such as signage or ropes and directing flow in one direction.
- Provide hand sanitizer or hand washing stations throughout the venue whenever possible.
- Each venue should create and implement a written COVID-19 response plan.
- Increase cleaning and sanitizing of restrooms to no less than every two hours whenever possible.

## Appendix B

- Provide clear plastic shielding between workers and attendees whenever possible, such as event cashiers and food vendors.
- If possible do not use tables. Tables should be covered with single-use material and discarded between users, showings, performances or every two hours, whichever provides maximum spread protection.
- Train workers on COVID-19 symptom awareness and proper handwashing procedures.
- Gift shops should limit entry to 75 percent capacity and clean commonly touched surfaces frequently.
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### **Additional measures that apply to theaters (live and movie)**

- Increase cleaning time period between events, performances and showings. Ensure that commonly touched surfaces such as arm rests and railings are cleaned frequently.
- Ushers should monitor and enforce social distancing practices in theaters and encourage additional distance between guests as appropriate.
  - o Ushers should limit the number of people in lines to no less than 6 feet between families or immediate party.