



COVID-19 Response Standard Operating Procedures

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<h1>Greenwood Parks</h1> 	Version:	COVID 1.0
	Effective	May 22nd
	Pages:	2-6
	Signature authorizer:	

1. Framework for developing Procedure SOPs

Step by step plan to open amenities in Greenwood's parks in accordance with the five phases of the Indiana Back on Track Plan.

2. Objectives & Scope

To open the Greenwood parks in a safe and responsible manner and institute safeguards to help provide a safe environment for the community during the COVID 19 pandemic.

3. Procedures

Task: Open and maintain shelter houses within the parks	Authorized	Responsible
<ol style="list-style-type: none"> 1) On May 24th or the beginning of Phase 3 of Governor Holcomb's Back on Track Plan, the shelter houses will again open to the public. Parks Maintenance staff will remove all closure signs. (Exhibit A.1, Exhibit A.4) 2) Routine cleaning will continue to take place, however, specific additional disinfecting procedures on wooden benches and picnic tables will not be implemented as they are not deemed an efficient use of supplies by the CDC nor are they proven to reduce the risk of COVID-19 to the public. Patrons will be encouraged to bring their own hand washing and sanitizing supplies by means of signage in parks and social media releases. (Exhibit B, Sign A) 3) Signs will be posted at the entrances and throughout parks encouraging social distancing, requesting users to stay home if they feel sick, and informing park users of social gathering limits in accordance with Phase 3 and Phase 4 of the Indiana Back on Track Plan. (Exhibit A.1, Exhibit A.2, Exhibit A.4, Sign A) 		Park Maintenance Staff

4) Shelter houses will be available for rentals through the Community Center beginning on June 15, or the start of Phase 4 of the Indiana Back on Track Plan when social gatherings are permitted for groups up to 250 people (more than the capacity of any Park owned shelter houses). (Exhibit A.2)		
Task: Open and maintain tennis and pickleball courts within the parks	Authorized	Responsible
1) On May 24 th , or the beginning of Phase 3 of Governor Holcomb's Back on Track Plan, the tennis and pickleball courts will again open to the public. Parks Maintenance staff will remove all closure signs. Gates will be opened and will remain open by chaining them to the fence to eliminate frequent touch points on gate handles. (Exhibit A.1, Exhibit A.4) 2) Patrons will be responsible for bringing their own equipment and sanitizing products. (Sign A, Sign B) 3) Signs will be posted at the entrances and throughout parks encouraging social distancing, requesting users to stay home if they feel sick, and informing park users of social gathering limits in accordance with Phase 3 and Phase 4 of the Indiana Back on Track Plan. (Exhibit A.1, Exhibit A.2, Exhibit A.4, Sign A)		Park Maintenance Staff
Task: Open and maintain basketball courts within the parks	Authorized	Responsible
1) On May 24 th , or the beginning of Phase 3 of Governor Holcomb's Back on Track Plan, the outdoor basketball courts will again open to the public. Parks Maintenance staff will remove all closure signs. (Exhibit A.1, Exhibit A.4) 2) Patrons will be responsible for bringing their own equipment and sanitizing products. (Sign A, Sign B) 3) Signs will be posted at the entrances and throughout parks encouraging social distancing, requesting users to stay home if they feel sick, and informing park users of social gathering limits in accordance with Phase 3 and Phase 4 of the Indiana Back on Track Plan. (Exhibit A.1, Exhibit A.2, Exhibit A.4, Sign A)		Park Maintenance Staff
Task: Open and maintain softball diamonds within the parks	Authorized	Responsible
1) On May 24 th , or the beginning of Phase 3 of Governor Holcomb's Back on Track Plan, the softball diamonds will again open to the public. Parks Maintenance Staff will remove all snow fencing and closure signs. (Exhibit A.1, Exhibit A.4) 2) Patrons will be responsible for bringing their own equipment and sanitizing products. (Sign A, Sign B) 3) Signs will be posted at the entrances and throughout parks encouraging social distancing, requesting users to stay home if they feel sick, and informing park users of social gathering limits in accordance with Phase 3 and Phase 4 of the Indiana Back on Track Plan. (Exhibit A.1, Exhibit A.2, Exhibit A.4, Sign A) 4) Softball diamonds will be available for rentals through the Community Center beginning on June 15, or the start of Phase 4 of the Indiana Back on Track Plan when social gatherings are permitted for groups up to 250 people. (Exhibit A.2)		Park Maintenance Staff

Task: Open and maintain the skatepark at Northeast Park	Authorized	Responsible
<ol style="list-style-type: none"> 1) On May 24th, or the beginning of Phase 3 of Governor Holcomb's Back on Track Plan, the skatepark will again open to the public. Parks Maintenance Staff will remove all snow fencing and closure signs. (Exhibit A.1, Exhibit A.4) 2) Patrons will be responsible for bringing their own equipment and sanitizing products. (Sign A, Sign B) 3) Signs will be posted at the entrances and throughout parks encouraging social distancing, requesting users to stay home if they feel sick, and informing park users of social gathering limits in accordance with Phase 3 and Phase 4 of the Indiana Back on Track Plan. (Exhibit A.1, Exhibit A.2, Exhibit A.4, Sign A) 4) Like playgrounds, routine cleaning and inspections will continue to take place for skatepark apparatuses, however, specific additional disinfecting procedures will not be implemented as they are not deemed an efficient use of supplies by the CDC nor are they proven to reduce the risk of COVID-19 to the public. Patrons will be encouraged to bring their own hand washing and sanitizing supplies by means of signage in parks and social media releases. (Exhibit B, Sign A) 		Park Maintenance Staff
Task: Open and maintain park restroom facilities	Authorized	Responsible
<ol style="list-style-type: none"> 1) Park restrooms are open to the public for the duration of the park season. 2) Restrooms are opened in the morning by Parks Maintenance staff having been sanitized the prior night upon closing of the park. All high touch points such as faucets, toilets, and door handles will be sanitized using pump sprayers and Sanidate© chemical. This chemical remains in place for two minutes before dissipating in the air. No rinsing is required. (Exhibit C) 3) Upon opening, all doors will be propped open to remove exposure to additional touch points until closure of the restrooms at night. 4) The restrooms will not be supplied with handwashing or sanitizing supplies. Signs will be posted and social media messaging will be released informing patrons to bring their own sanitizing supplies. (Sign A, Sign B) 5) Proper handwashing technique signage will be posted in every park restroom facility. (Sign C) 6) Once in the afternoon, and during closing procedures at night, the entirety of all park restroom facilities will be sanitized using pump sprayers, with Sanidate© (Exhibit C) 7) All park restrooms will be hosed out once per week and re-sanitized by a Parks Maintenance employee wearing appropriate PPE. 		Park Maintenance Staff

Task: Open and maintain the splash pad at City Center Park.	Authorized	Responsible
<ol style="list-style-type: none"> 1) The splash pad will open for the season on June 15th or the beginning of Phase 4 of Governor Holcomb's Back on Track Plan. (Exhibit A.2) 2) The splash pad is a pass-through system. Water does not recirculate, thus decreasing the risk of water contamination. 3) Patrons will be responsible for bringing their own equipment and sanitizing products. (Sign A, Sign B) 4) Signs will be posted at the entrances and throughout parks encouraging social distancing, requesting users to stay home if they feel sick, and informing park users of social gathering limits in accordance with Phase 4 of the Indiana Back on Track Plan. (Exhibit A.1, Exhibit A.2, Exhibit A.4, Sign A) 5) Routine cleaning and inspections will continue to take place at the splash pad, however, specific additional disinfecting procedures will not be implemented as they are not deemed an efficient use of supplies by the CDC nor are they proven to reduce the risk of COVID-19 to the public. Patrons will be encouraged to bring their own hand washing and sanitizing supplies by means of signage in parks and social media releases. (Exhibit B, Sign A) 		Park Maintenance Staff
Task: Open and maintain playgrounds within the parks	Authorized	Responsible
<ol style="list-style-type: none"> 1) On June 14th, or the beginning of Phase 4 of Governor Holcomb's Back on Track Plan, the playgrounds will again open to the public. Parks Maintenance Staff will remove all snow fencing and closure signs. (Exhibit A.2, Exhibit A.4) 2) Routine cleaning and inspections will continue to take place at playgrounds, however, specific additional disinfecting procedures will not be implemented as they are not deemed an efficient use of supplies by the CDC nor are they proven to reduce the risk of COVID-19 to the public. Patrons will be encouraged to bring their own hand washing and sanitizing supplies by means of signage in parks and social media releases. (Exhibit B, Sign A) 3) Signs will be posted at the entrances and throughout parks encouraging social distancing, requesting users to stay home if they feel sick, and informing park users of social gathering limits in accordance with Phase 3 and Phase 4 of the Indiana Back on Track Plan. (Exhibit A.1, Exhibit A.2, Exhibit A.4, Sign A) 		Park Maintenance Staff

4. Related Documents

Exhibit A.1	Back on Track Indiana Phase 3 Guidance
Exhibit A.2	Back on Track Indiana Phase 4 Guidance
Exhibit A.4	Executive Order signed into law May 21, 2020
Exhibit B	CDC Guidance – Cleaning & Disinfecting Your Facility
Exhibit C	SaniDate© All Purpose Disinfectant Safety Data Sheet
Sign A	Be Prepared – General Parks Guidelines
Sign B	Be Prepared – Hand Washing and Sanitizing Supplies
Sign C	CDC Hand Washing Procedures

DRAFT

<h1>Greenwood Community Center</h1> 	Version:	COVID 1.0
	Effective	May 25th
	Pages:	7 - 11
	Signature authorizer:	

1. Framework for developing Procedure SOPs

Step by Step plan to open The Greenwood Community Center during the 5 Phases of the Indiana Back on Track Guidelines

2. Objectives & Scope

To open the Community Center in safe and clean manner to help protect Patrons and employees from COVID19

3. Procedures

Task: Opening	Authorized	Responsible
<ol style="list-style-type: none"> 1) Staff must be screened at the beginning of their shift by a supervisor or other staff member including temperature check (must be less than 100.4 degrees Fahrenheit per CDC fever definition) and health questions. If staff member fails screening protocol he/she will be immediately sent home. (Exhibit E) 2) Staff must wear face coverings (mask) through phase 4 of Indiana Back on Track Plan (Exhibit A.1, Exhibit A.2, Exhibit A.4) 3) Staff will prop open GYM door, Courts door, fitness room doors, hallway door to restrooms and restroom doors for touchless entry 4) Staff will verify distancing signs and 6' markings are in place in lobby, GYM and restroom hallway and replace markings when necessary. 5) Staff will verify directional markings in walkways for directional flow/distancing. Replace markings when necessary. 6) Staff will verify Equipment is marked for 6' distancing per Back on Track Indiana Plan Suggested Guidelines for Gyms, Fitness Centers, and Similar Facilities (Exhibit A.5) 		Community Center Staff

<ul style="list-style-type: none"> 7) Staff will verify signage on all doors directing patrons to front door. (Sign F) 8) Staff will verify all sanitizer/wipe stations are ready for use. 9) Staff will unlock front doors and prop open for touchless entry. 		
Task: Occupancy	Authorized	Responsible
<ul style="list-style-type: none"> 1) Staff will be stationed at all exits and will keep track a number of patrons exiting the building to verify total occupancy counts at all times. (Exhibit F) <ul style="list-style-type: none"> a. No more than 100 people will be permitted in the building, including staff, GYM, and Courts patrons, through Phase 3 of the Indiana Back on Track Plan. (Exhibit A.1, Exhibit A.4, Sign H) b. Staff will communicate using portable two way radios. c. Staff must also keep track of patrons exiting the building d. All patrons must enter through the front door for screening and occupancy count. Membership entrance door will be blocked for egress only. (Sign G) 2) No more than 250 people will be permitted in the building during Phase 4 of the Indiana Back on Track Plan, including staff, patrons, summer camp, and aerobics classes. (Exhibit A.2, Sign H) <ul style="list-style-type: none"> a. All patrons will still need to enter through front doors b. Staff will continue to verify counts of entry and exits c. Staff will continue to communicate with portable 2 way radios 		Community Center Staff
Task: Check in Procedures	Authorized	Responsible
<ul style="list-style-type: none"> 1) All patrons will enter facility through front door, maintaining 6' social distancing as indicated by floor stickers. (Exhibit F) 2) When patrons enter front door they must be screened at the information desk. <ul style="list-style-type: none"> a. Staff will pass out our policies to each patron (Exhibit D) b. Patrons must follow 6' distancing guidelines while in line. c. Staff member will ask patron health questions (Exhibit E) d. Staff member will take temperature of every patron using temporal thermometer. If patron temperature reads above 100.4 degrees Fahrenheit, patron will be asked to step aside and a second measurement will be taken with a different thermometer. If second temperature also registers above 100.4 degrees Fahrenheit, patron will be asked to leave the facility immediately. e. Staff member will give patron "SCREENED" sticker upon passing screening procedures. Staff member will request that patron wear sticker at all times during their visit. If patron fails any of the screening procedures, he/she will instead be asked to immediately leave the facility. f. After screening procedures are complete and patrons pass they can proceed to front counter, maintaining 6' social distancing as indicated by floor stickers. g. Staff must clean all surfaces in screening areas at least every 2 hours 		Community Center Staff

Task: Front Desk Procedures	Authorized	Responsible
<ol style="list-style-type: none"> 1) Patrons must follow 6' social distancing guidelines, as indicated by floor stickers, to the front counter. (Exhibit F) <ol style="list-style-type: none"> a. Patrons must scan their membership pass themselves for contactless check-in. b. If patron is purchasing/renewing any memberships/passes, staff must keep a copy of receipt for contact tracing. c. Any clipboards and pens that are used by patrons will be disinfected prior to being used by another patron. (Sign J) d. Upon checking in, patron may proceed to the Courts, GYM or exit following directional flow arrows in the facility. (Exhibit F) e. Patrons must exit using GYM door or back exit door by restrooms. (Exhibit F) f. Staff must clean/disinfect all surfaces in front desk area at least every 2 hours. g. Staff must clean/disinfect front desk face shield every day 		Community Center Staff
Task: Restrooms	Authorized	Responsible
<ol style="list-style-type: none"> 1) Restrooms are open. However, locker rooms and showers will be closed (Sign K) 2) Only one patron will be allowed in each restroom at a time (Sign L, Sign M) 3) Staff will monitor restroom and exit door to verify counts. 4) Staff will clean/disinfect restrooms a minimum of every 2 hours. 5) Water fountains are closed, bottle fill is open (Sign O) 6) Restrooms located on north end of building (locker room) will be used for all patrons from the GYM and the Courts through Phase 4 of the Indiana Back on Track Plan. (Exhibit A.4, Exhibit F) 7) Restrooms located at south end of building will be used by summer camp only through Phase 4 of Indiana Back on Track Plan. (Exhibit A.4, Exhibit F) 8) Restrooms upstairs will be used by employees, summer camp and aerobics classes through Phase 4 of the Indiana Back on Track Plan (Exhibit A.4, Exhibit F) 9) Proper handwashing technique signage will be posted in every restroom facility. (Sign C) 		Community Center Staff
Task: The COURTS	Authorized	Responsible
<ol style="list-style-type: none"> 1) Patrons must be members only through Phase 4 of Indiana Back on Track Plan (Exhibit A.2) 2) Patrons must supply their own basketball (Sign P) 3) No Game Play will be allowed. Shoot around only. (Sign P) 4) A maximum of 5 patrons will be allowed per goal. (Sign P) 5) Staff must monitor courts 6) Staff must disinfect all backboards nightly, using the Minuteman Mist-It disinfectant sprayer. 7) Staff must clean court floors nightly 8) Lockers must be cleaned/sanitized after each use 		Community Center Staff

9) Normal court play, which includes open gym, will open in Phase 5 of the Indiana Back on Track Plan. (Exhibit A.3)		
Task: The GYM	Authorized	Responsible
1) Patrons must follow the 6' social distancing guidelines. 2) Patrons must be members only through Phase 4 of Indiana Back on Track Plan (Exhibit A.2) 3) Patrons must wipe off machine/equipment after use with facility provided gym wipes. (Exhibit I) 4) Staff must clean/disinfect equipment after each use with additional cleaning supplies. (Exhibit H) 5) Staff must clean/mop floors every evening at closing. 6) Staff will verify all sanitizer/wipe stations are ready for use. 7) Lockers in GYM area must be cleaned/disinfected after each use by staff. (Exhibit H) 8) Staff will rotate usage of machines every other day following the layout of Exhibit G.1 and Exhibit G.2 Phase 4 of the Indiana Back on Track Plan (Exhibit G.1, Exhibit G.2, Exhibit A.2) 9) Staff must clean/disinfect vending machines after each use. (Exhibit H) 10) All misc. loose bands, jump ropes, balls, mats will be removed during Phases 3 & 4 of the Indiana Back on Track Plan and will be available for use again in Phase 5 of the Indiana Back on Track Plan. (Exhibit A.1, Exhibit A.2, Exhibit A.3, Exhibit A.4)		Community Center Staff
Task: Kid City	Authorized	Responsible
1) Kid City will not open before Phase 5 of the Indiana Back on Track Plan (Exhibit A.3) 2) Staff will clean/disinfect every evening using the Minuteman Mist-It disinfectant sprayer.		Community Center Staff
Task: Meeting Rooms	Authorized	Responsible
1) Aerobics classes will begin in Phase 4 of the Indiana Back on Track Plan. (Exhibit A.2) 2) Rentals of Meeting rooms will resume in Phase 5 of the Indiana Back on Track Plan. (Exhibit A.2)		Community Center Staff
Task: Closing	Authorized	Responsible
1) Every Friday a supervisor is to verify cleaning supply inventory is sufficient for 2 weeks. If not let manager know for ordering of supplies 2) Staff will alternate GYM equipment to the alternate plan every night. (Exhibit G.1, Exhibit G.2) 3) Staff will use the Minuteman Mist-It disinfectant sprayer to clean/disinfect all areas of the building every night.		Community Center Staff

5. Related Documents

Exhibit A.1	Back on Track Indiana Phase 3 Guidance
Exhibit A.2	Back on Track Indiana Phase 4 Guidance
Exhibit A.3	Back on Track Indiana Phase 5 Guidance
Exhibit A.4	Executive Order signed into law May 21, 2020
Exhibit A.5	Back on Track Indiana Suggested Guidelines for Gyms, Fitness Centers and Similar Facilities
Exhibit D	Greenwood Parks & Recreation Community Center Guidelines
Exhibit E	Health Screening Questionnaire
Exhibit F	Greenwood Community Center Flow Map
Exhibit G.1	Greenwood Community Center Equipment Usage – Floor Plan A
Exhibit G.2	Greenwood Community Center Equipment Usage – Floor Plan B
Exhibit H	NCL Earth Sense Multi-Surface Cleaner with H2O2 Super Concentrate Safety Data Sheet
Exhibit I	Wipes.com Disinfecting Wipes Safety Data Sheet
Sign C	CDC Hand Washing Procedures
Sign E	CDC Stop the Spread Guidelines
Sign F	Greenwood Community Center Entry Directional sign
Sign G	Greenwood Community Center Flow Map
Sign H	Occupancy Limits sign
Sign I	Greenwood Community Center Front Entry Social Distancing Guidelines
Sign J	Clean Pens sign
Sign K	Greenwood Community Center Locker Rooms and Showers Closed sign
Sign L	Restroom Lobby Door sign
Sign M	Restroom Waiting Locations sign
Sign N	Gym Restroom Directional sign
Sign O	Bottle Fill Only sign
Sign P	Court Rules
Sign Q	Kid City Closure sign

Exhibits

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Exhibit A.2	Back on Track Indiana Phase 4 Guidance
Exhibit A.3	Back on Track Indiana Phase 5 Guidance
Exhibit A.4	Executive Order signed into law May 21, 2020
Exhibit A.5	Back on Track Indiana Suggested Guidelines for Gyms, Fitness Centers and Similar Facilities
Exhibit B	CDC Guidance – Cleaning & Disinfecting Your Facility
Exhibit C	SaniDate® All Purpose Disinfectant Safety Data Sheet
Exhibit D	Greenwood Parks & Recreation Community Center Guidelines
Exhibit E	Health Screening Form
Exhibit F	Greenwood Community Center Flow Map
Exhibit G.1	Greenwood Community Center Equipment Usage – Floor Plan A
Exhibit G.2	Greenwood Community Center Equipment Usage – Floor Plan B
Exhibit H	NCL Earth Sense Multi-Surface Cleaner with H2O2 Super Concentrate Safety Data Sheet
Exhibit I	Wipes.com Disinfecting Wipes Safety Data Sheet

WHERE WE ARE GOING STAGE 3

BEGINNING MAY 24TH

IF KEY PRINCIPLES OF HEALTH REMAIN POSITIVE

GUIDELINES FOR ALL HOOSIERS

- Hoosiers 65 and older and those with known high-risk medical conditions should limit exposure at work and in their communities
- Continue remote work when possible
- Face coverings are recommended
- Social gatherings of up to 100 people may take place following the CDC social distancing guidelines. The coronavirus is often spread among groups of people who are in close contact in a confined space for an extended period of time. This limit applies to wedding receptions, parties, and other events where people are in close physical contact for extended periods of time
- Nursing homes remain closed to visitors; nursing home guidance will continue to be evaluated
- No travel restrictions

WHAT OPENS

- Retail stores and malls may move to 75% of capacity while maintaining social distancing
- Mall common areas, such as food courts and sitting areas, are limited to 50% capacity

- Gyms and fitness centers may open with restrictions. Class sizes and equipment must be spaced to accommodate social distancing. Limited class sizes. Equipment must be cleaned after each use, and employees are required to wear face coverings
- Playgrounds, tennis courts, basketball courts, and similar facilities may open with social distancing guidelines in place
- Community pools may open according to CDC guidance
- Campgrounds may open with social distancing limitations and sanitation precautions
- Movie theaters may open at 50% capacity; some theater companies have identified specific hygiene and social distancing guidelines
- The CDC will provide guidance about day camps and overnight camps

WHAT REMAINS CLOSED

- Bars and nightclubs
- Cultural, entertainment, and sports venues
- K-12 facilities and activities

WHAT'S OPEN, WHAT'S CLOSED

BACK ON TRACK INDIANA: STAGE 3 - PROJECTED FOR MAY 24TH - JUNE 13TH

PLEASE NOTE THE ROADMAP IS SUBJECT TO CHANGE BASED ON CDC GUIDANCE AND OTHER NEW INFORMATION
Move forward in accordance with key principles; local governments may impose more restrictive guidelines.

All Hoosiers	65 and older and high-risk citizens use caution and limit exposure in community	Continue remote work whenever possible	Recommend all residents wear face coverings in public	Social gatherings permitted up to 100 people	No travel restrictions		
Manufacturing, Industrial, Construction	Open; must meet IOSHA, CDC guidelines						
State, County & Local Government	Limited access provided for public; additional employees back to office buildings	Screen employees daily	Provisions for employees to maintain social distancing	County, local governments determine their policies	Public libraries may reopen according to their own policies		
Office Settings	Remote work encouraged whenever possible	Bring employees to offices in waves	Screen employees working in offices daily	Make provisions for social distancing			
Retail, Malls, Commercial Businesses	Open with restrictions of 75% of capacity; maintain social distancing	Mall common areas limited to 50% capacity	Screen employees daily	Highly recommend employees & customers wear face coverings	Provisions for employees to maintain social distancing	Consult industry best practices	Provide employees, customers w/ COVID-19 policies
Healthcare	Nursing homes remain closed to visitors	Congregate settings for seniors, adult day cares closed through May 31; TBD after that date					
Restaurants, Bars with Food	Dining room service open at 50% capacity	Bar seating closed; no live entertainment	Screen employees daily; employees must wear face coverings	Consult Indiana Restaurant & Lodging Association best practices	Provide employees, customers your COVID-19 safety plan		

WHAT'S OPEN, WHAT'S CLOSED

BACK ON TRACK INDIANA: STAGE 3 - PROJECTED FOR MAY 24TH - JUNE 13TH

Bars & Nightclubs	Closed	Online, call-in pickup and delivery preferred	Screen employees daily	Employees must wear face coverings	Consult industry best practices; provide/post COVID-19 safety plan for employees
Personal Services (Hair, Nails, etc.)	Open by appointment only	Work stations spaced to meet social distancing guidelines	Screen employees daily	Employees & customers must wear face coverings	Consult industry best practices; provide/post COVID-19 safety plan
Gyms & Fitness	Open with restrictions	Screen employees daily; must wear face coverings	Class sizes or equipment must be spaced to accommodate social distancing	Equipment must be cleaned after each use	Limit class sizes
Cultural, Entertainment, Sports Venues, Tourism	Closed; state parks remain open with social distancing	Drive-in theaters may open	Movie theaters may open at 50% capacity		
Playground, Water Parks, Amusement, etc.	Playgrounds, tennis courts, basketball courts open with social distancing	Community pools may open according to CDC guidance	CDC will provide guidance on day camps and overnight camps		
Other	Campgrounds open with social distancing limitations; sanitation precautions	Boating allowed; must follow social gathering policy	K-12 buildings, facilities, and grounds closed through June 30	Visitors to beaches and shorelines must adhere to social gathering policy and social distancing guidelines	

WHERE WE ARE GOING STAGE 4

BEGINNING JUNE 14TH

IF KEY PRINCIPLES OF HEALTH REMAIN POSITIVE

GUIDELINES FOR ALL HOOSIERS

- Hoosiers 65 and older and those with known high-risk medical conditions should adhere to social distancing guidelines and remain cautious at work and in their communities
- Continue remote work as needed
- Face coverings are optional
- Social gatherings of up to 250 people may take place following the CDC social distancing guidelines. The coronavirus is often spread among groups of people who are in close contact in a confined space for an extended period of time. This limit applies to wedding receptions, parties, and other events where people are in close physical contact for extended periods of time
- Nursing homes remain closed to visitors; nursing homes guidance will continue to be evaluated

WHAT OPENS

- State government building access restrictions will be lifted
- Professional office building employees may resume work at full capacity

- Retail stores and malls open at full capacity with social distancing guidelines in place
- Dining room service may open at 75% capacity
- Bar seating in restaurants may open at 50% capacity
- Bars and nightclubs may open at 50% capacity adhering to social distancing guidelines
- Cultural, entertainment, and tourism businesses may open at 50% capacity. This includes museums, zoos, bowling alleys, aquariums, and like facilities
- Recreational sports leagues and tournaments may resume
- The CDC will provide guidance about day camps and overnight camps
- Large venues may open with adherence to social gatherings guidelines
- Amusement parks, water parks, and like facilities may open at 50% capacity; reservations will be required to limit the number of customers at any one time

WHAT REMAINS CLOSED

- Large events, such as conventions, sports events, fairs, festivals, and parades

WHAT'S OPEN, WHAT'S CLOSED

BACK ON TRACK INDIANA: STAGE 4 - PROJECTED FOR JUNE 14TH - JULY 3RD

PLEASE NOTE THE ROADMAP IS SUBJECT TO CHANGE BASED ON CDC GUIDANCE AND OTHER NEW INFORMATION
Move forward in accordance with key principles; local governments may impose more restrictive guidelines.

All Hoosiers	65 and older and high-risk citizens remain cautious and social distance	Remote work as needed	Face coverings optional	Social gatherings permitted up to 250 people	No travel restrictions
Manufacturing, Industrial, Construction	Open; must meet IOSHA, CDC guidelines	Screen employees daily	Provisions for employees to maintain social distancing	Consult industry best practices	Provide safety plans
State, County & Local Government	Public access restrictions lifted	Screen employees daily	Provisions for employees to maintain social distancing	County, local governments determine their policies	Public libraries may reopen according to their own policies
Office Settings	May resume in-office work at full capacity	Screen employees working in offices daily	Make provisions for social distancing		
Retail, Malls, Commercial Businesses	Open at full capacity; maintain social distancing	Screen employees daily	Recommend employees & customers wear cloth face coverings	Consult industry best practices; provide/post COVID-19 safety plan	
Healthcare	Nursing homes remain closed to visitors; nursing home guidance will continue to be evaluated	Decisions about congregate gatherings for seniors and other groups are to be determined			
Restaurants, Bars with Food	Dining room service open at 75% capacity	Bar seating open at 50% capacity; social distancing required	Screen employees daily; must wear face coverings	Consult Indiana Restaurant & Lodging Association best practices	Provide safety plans

WHAT'S OPEN, WHAT'S CLOSED

BACK ON TRACK INDIANA: STAGE 4 - PROJECTED FOR JUNE 14TH - JULY 3RD

Bars & Nightclubs	Open at 50% capacity	Screen employees daily; must wear face covering	Consult industry best practices	Provide employees, customers your COVID-19 safety plan	
Personal Services (Hair, Nails, etc.)	Open by appointment only	Work stations spaced to meet social distancing guidelines	Screen employees daily	Employees & customers must wear face coverings	Provide/post COVID-19 safety plan
Gyms & Fitness	Open with restrictions	Screen employees daily; must wear face coverings	Class sizes or equipment must be spaced to accommodate social distancing	Equipment must be cleaned after each use	Limit class sizes
Cultural, Entertainment, Sports Venues, Tourism	Museums, aquariums may open at 50% capacity	Large venues may open following social gathering guidelines	Screen employees daily; face coverings recommended	Consult industry best practices	
Playground, Water Parks, Amusement, etc.	Amusement parks, water parks, etc., may open at 50% capacity; reservations required	Screen employees daily; face coverings recommended	Provide employees, customers your COVID-19 safety plan	Recreational sports leagues, tournaments may resume	CDC will provide guidance on day camps and overnight camps Playgrounds, tennis courts, basketball courts open with social distancing
Other	Campgrounds open with social distancing limitations; sanitation precautions	Boating allowed; must follow social gathering policy	K-12 school facilities closed until June 30 for instruction and all activities	Visitors to beaches and shorelines must adhere to social gathering policy and social distancing guidelines	

WHERE WE ARE GOING STAGE 5

JULY 4TH AND BEYOND

IF KEY PRINCIPLES OF HEALTH REMAIN POSITIVE

GUIDELINES FOR ALL HOOSIERS

- Hoosiers 65 and older and those with known high-risk medical conditions should adhere to social distancing guidelines and remain cautious at work and in their communities
- Remote work optional
- Face coverings are optional
- Social gatherings of over 250 people may take place following the CDC social distancing guidelines. The coronavirus is often spread among groups of people who are in close contact in a confined space for an extended period of time. This limit applies to wedding receptions, parties, and other events where people are in close physical contact for extended periods of time
- Nursing home guidance will continue to be evaluated
- K-12 school operations to be determined

WHAT OPENS

- Retail stores and malls may operate at full capacity
- Restaurants, bars, and nightclubs may operate at full capacity
- Personal services may open at full capacity
- Restrictions are lifted at gyms and fitness facilities
- Conventions, sports events, fairs, festivals, the state fair, and like events may resume
- Restrictions are lifted at amusement parks, water parks, and like facilities. Social distancing guidelines should be maintained
- The CDC will provide guidance about day camps and overnight camps

WHAT'S OPEN, WHAT'S CLOSED

BACK ON TRACK INDIANA: STAGE 5 - PROJECTED FOR JULY 4TH AND BEYOND

PLEASE NOTE THE ROADMAP IS SUBJECT TO CHANGE BASED ON CDC GUIDANCE AND OTHER NEW INFORMATION
Move forward in accordance with key principles; local governments may impose more restrictive guidelines.

All Hoosiers	65 and older and high-risk citizens remain cautious and social distance	Remote work optional	Face coverings optional	Social gatherings over 250 people permitted	No travel restrictions
Manufacturing, Industrial, Construction	Open; must meet IOSHA, CDC guidelines	Screen employees daily	Provisions for employees to maintain social distancing	Consult industry best practices	Provide employees, customers with your COVID-19 policies
State, County & Local Government	Resume normal public operations	Screen employees daily	Provisions for employees to maintain social distancing		
Office Settings	Open for normal operations	Must meet social distancing guidelines	Screen employees daily; face coverings optional		
Retail, Malls, Commercial Businesses	Open at full capacity; maintain social distancing	Screen employees daily	Recommend face coverings	Consult industry best practices; provide/post COVID-19 safety plan	
Healthcare	Nursing home guidance will continue to be evaluated	Decisions about congregate gatherings for seniors and other groups are to be determined			
Restaurants, Bars with Food	Open at full capacity	Bar seating open	Screen employees daily; recommend face coverings	Consult Indiana Restaurant & Lodging Association best practices	Provide employees, customers your COVID-19 safety plan

WHAT'S OPEN, WHAT'S CLOSED

BACK ON TRACK INDIANA: STAGE 5 - PROJECTED FOR JULY 4TH AND BEYOND

Bars & Nightclubs	Open at full capacity				
Personal Services (Hair, Nails, etc.)	Open for full service	Meet social distancing guidelines	Screen employees daily	Recommend face coverings	Consult industry best practices; provide/post COVID-19 safety plan
Gyms & Fitness	Open				
Cultural, Entertainment, Sports Venues, Tourism	Open; conventions, sports events, fairs, festivals, state fair may resume	Must meet social distancing guidelines	Screen employees daily; face coverings optional	Consult industry best practices	
Playground, Water Parks, Amusement, etc.	Open	CDC will provide guidance on day camps and overnight camps	Must meet social distancing guidelines	Screen employees daily; face coverings optional	Consult industry best practices
Other	Campgrounds open	Boating allowed	Resumption of K-12 activities to be determined		

EXHIBIT A.4

STATE OF INDIANA

EXECUTIVE DEPARTMENT INDIANAPOLIS

EXECUTIVE ORDER 20-28

FOR: **BACK ON TRACK: REOPENING INDIANA IN STAGE THREE**

TO ALL WHOM THESE PRESENTS MAY COME, GREETINGS:

- WHEREAS,** on March 6, 2020, I issued Executive Order 20-02 which declared that a public health emergency exists throughout the State of Indiana as result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and a confirmed report of the disease in our State and this initial declaration has been extended by me in Executive Orders 20-17 & 20-25;
- WHEREAS,** on March 11, 2020, the World Health Organization declared COVID-19 to be a global pandemic and, on March 13, 2020, the President of the United States declared a national emergency with respect to this dangerous virus;
- WHEREAS,** as of the date of this Executive Order, the virus has now spread to every county in our State, with over 29,000 confirmed cases and over 1,700 deaths;
- WHEREAS,** as Governor, under Indiana's Emergency Management and Disaster Law, Ind. Code ch. 10-14-3 ("Emergency Disaster Law"), I have authority to take actions necessary to prepare for, respond to and address a public health disaster emergency including the following:
- making, amending and rescinding the necessary orders, rules and regulations to carry out the response to a public health disaster emergency;
 - suspending the provisions of any regulatory statute prescribing the procedures for conduct of state business, including the orders, rules or regulations of any state agency if strict compliance with any of these provisions would in any way prevent, hinder, or delay necessary action in coping with the emergency;
 - transferring the direction, personnel, or functions of state departments and agencies or units for performing or facilitating emergency services; and
 - using any and all available resources of state government and of each political subdivision of our State as reasonably necessary to cope with the public health disaster emergency;
- WHEREAS,** in addition to the authority granted to me by the Indiana General Assembly, the Indiana State Department of Health (ISDH) has been granted authority under Title 16 of the Indiana Code to take measures in connection with prevention and suppression of disease and epidemics;
- WHEREAS,** the Indiana Occupational Safety and Health Agency (IOSHA) has authority under Title 22 of the Indiana Code to inspect and take steps to ensure businesses are operating a workplace free from recognized hazards that are causing or likely to cause death or serious physical harm to employees;
- WHEREAS,** to reduce and slow the spread of COVID-19, the Centers for Disease Control and Prevention (CDC) and the ISDH recommended implementation of mitigation strategies to contain this virus including limitations on large gatherings and social distancing measures;
- WHEREAS,** in order to take all necessary steps to increase containment of this virus, I have issued various Executive Orders including the following:

- I issued Executive Order 20-08 on March 23, 2020, which required all persons residing in Indiana to stay at home except for, among other things, conducting essential travel and activities, and participating in the operation of essential businesses or the operation of essential governmental functions, and these general provisions have been extended or modified by Executive Orders 20-18, 20-22 & 20-26;
- I issued Executive Order 20-09 on March 23, 2020, which prohibited access to all state government buildings, offices and facilities by the public, restricting access only to those members of the public needing to conduct services essential to public health and safety and which cannot otherwise be conducted electronically, telephonically and/or delayed. This restriction extends to the Indiana Government Center, Indianapolis office locations, and other offices throughout our State and this directive has been extended or modified by Executive Orders 20-18, 20-22 & 20-26; and
- I issued Executive Orders 20-04, 20-10, 20-11, 20-14, 20-18, & 20-22 which, among other things, initially prohibited restaurants, bars, nightclubs and other establishments from providing in-dining services and established compliance and enforcement actions to be taken against dining establishments failing to prohibit in-person dining;

WHEREAS, following the stay-at-home order, we began to plan to reopen our Hoosier economy while prioritizing Hoosiers' health by continuing to work with experts utilizing a data-driven approach to make decisions based on facts, science, and recommendations from experts in health care, business, labor, and education in reopening our economy;

WHEREAS, to continue mitigation of COVID-19 and to lower the risk of a resurgence, a measured and staggered approach to reopening businesses and entities has been instituted. Five stages have been outlined with each ensuing stage being subject to fewer restrictions and limitations than the previous stage;

WHEREAS, Stage 1 began with the stay-at-home directive issued on March 23, 2020, and continued until May 4, 2020 when Stage 2 began

WHEREAS, as the impact of COVID-19 for each county has varied, the impact in each county will be continually assessed to determine which stage applies to a particular county at the end of each time period. If the impact of COVID-19 is minimal or has significantly lessened, the county may be permitted to advance to the next stage. However, if the impact of COVID-19 has increased or failed to lessen, the county may be required to stay at the current stage or return to a prior stage;

WHEREAS, for a county to advance to the next stage or be required to stay at a current stage or return to a prior stage, the following factors will be considered: i) the number of hospitalized COVID-19 patients; ii) the capacity for critical care beds and ventilators; iii) the ability to test for COVID-19; and iv) the capacity for contact tracing;

WHEREAS, since May 4, 2020, the number of hospitalized COVID-19 patients has decreased; our capacity for critical care beds and ventilators is stable; our testing for COVID-19 is increasing; and our ability to contact trace is available in all 92 counties; and

WHEREAS, based on all of the above, Indiana may cautiously move into Stage 3 to further reopen our Hoosier economy while continuing to take measures to protect Hoosiers from the spread of this dangerous virus.

NOW, THEREFORE, I, Eric J. Holcomb, by virtue of the authority vested in me as Governor by the Indiana Constitution and the laws of the State of Indiana, do hereby order:

1. Duration

This Executive Order shall become effective at 12:00 a.m. on Friday, May 22, 2020, and continues until 11:59 p.m. on June 13, 2020, unless I rescind, modify or extend it.

All counties designated at, or transitioning into, Stage 3 shall follow the directives in this Executive Order. Executive Order 20-26 is extended and remains in full force and effect for any county remaining at Stage 2.

Subject to the modifications in this Executive Order, Executive Orders 20-04, 20-09, 20-10, 20-11, 20-14 & 20-18 pertaining to Restaurants, Alcoholic Beverage laws, Enforcement, and Continuity of State Government will remain in full force and effect until 11:59 p.m. on June 13, 2020, unless I further rescind, modify or extend them.

2. **Current Assessment of the Impact of COVID-19 for the Reopening of Indiana**

Hoosier counties are designated into the following stages, unless I further rescind, modify or extend this directive:

- a. On May 22, 2020, at 12:00 a.m. through June 13, 2020, at 11:59 p.m., all Indiana counties except Cass, Lake & Marion, will be permitted to transition into Stage 3 and at such time, must adhere to the directives in this Executive Order.
- b. Cass, Lake & Marion counties will remain in Stage 2 until 12:00 a.m. on Monday, June 1, 2020, when each of these counties will be permitted to advance to Stage 3. Once transitioned into Stage 3, each county must adhere to the directives in this Executive Order through June 13, 2020, at 11:59 p.m.
- c. Unless otherwise specified, nothing in this Executive Order prohibits a county or political subdivision from imposing more stringent requirements than this Executive Order requires as set forth in §§ 22 & 23.

3. **Requirements for All Hoosiers**

- a. **Rescinding Extensions for Financial Obligations:** The following provisions are extended until 11:59 p.m. on June 30, 2020, after which time they shall expire:
 - i) *Motor Vehicle Transactions.* The extension of deadlines to acquire or renew drivers licenses, identification cards, vehicle registrations, title transactions, salvage titles, and off-road or snowmobile titles by suspension of the imposition of administrative penalty fees as provided for in Executive Order 20-05 and extended by other Executive Orders.
 - ii) *Prohibition on Discontinuing Utility Services.* The prohibition on discontinuing utility services as provided for in Executive Order 20-05 and extended by other Executive Orders. Utility companies and municipalities are encouraged to continue service and work with customers to establish reasonable payment plans for past due accounts.
 - iii) *Prohibition on Filing Evictions and Foreclosures.* Except as specified in subsection 3.b. below pertaining to emergency evictions or foreclosures, the prohibition on filing eviction and foreclosure actions or proceedings involving residential real estate or property, whether rental or otherwise as provided for in Executive Order 20-06 and extended by other Executive Orders. Landlords and lending institutions are encouraged to work with tenants and property owners to establish reasonable payment plans for past due rent or mortgage payments.
- b. **Emergency Evictions or Foreclosures:**
 - i) *Emergency Evictions.* Notwithstanding the prohibition on filing evictions and foreclosures, a landlord is no longer prohibited from instituting an emergency eviction or possessory claim under the limited circumstances set forth in Indiana Code ch. 32-31-6 which permits evictions where there is specific immediate and serious injury, loss or damage to the property, however, evictions for nonpayment of rent are not permitted until on or after July 1, 2020.
 - ii) *Emergency Foreclosures.* Notwithstanding the prohibition on filing evictions and foreclosures and unless prohibited by federal law, a lending institution is no longer prohibited from instituting a foreclosure action where the property is vacant or abandoned or where there is a specific immediate and serious injury, loss or damage to the property, however, foreclosures for nonpayment of mortgages are not permitted until on or after July 1, 2020.

- c. **Staying at Home or Place of Residence:** In Stages 2 and 3, all individuals are encouraged to stay at home or their place of residence as much as practicable to mitigate the spread of COVID-19. Individuals should, to the extent practicable, limit trips out of their home. Trips outside of the home are expected for travel to employment, to purchase necessities of life and to care for a family member, friend, or pet in another household, and to transport family members, friends, or pets. When outside the home, individuals should, as much as reasonably practicable, maintain social distancing of at least six (6) feet from any other person, with the exception of family or household members. Additionally, when outside of homes or residences, individuals are strongly encouraged to wear face coverings.
- d. **Retail Purchases:** In conducting retail purchases of goods or services individuals are encouraged to follow these best practices:
- i) All individuals in the State should postpone making in-person purchases of goods and services unless and until such items are needed for sustenance, health, education, or employment;
 - ii) All individuals in the State should use online or call-in ordering of goods and services with either delivery or curbside pickup to the greatest extent practicable;
 - iii) In instances where an individual must visit a retail business, an individual should limit the number and frequency of retail businesses visited to purchase goods and services; and
 - iv) All individuals in the State should limit the number of household members who travel to and enter stores for the purpose of making necessary purchases to the minimum necessary.
- e. **High Risk and Vulnerable Individuals:** People at high risk of severe illness from COVID-19, including those 65 and above and those who are sick or have underlying medical issues, are urged to stay in their residence to the extent possible, except as necessary to seek medical care.
- f. **Homeless Populations:** Individuals experiencing homelessness are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available as soon as reasonably possible and to the maximum extent practicable (and to use, in their operation, COVID-19 risk mitigation practices recommended by the CDC and the ISDH).
- g. **Unsafe Homes:** With respect to individuals whose residences are unsafe or become unsafe, such as victims of domestic violence, they are expressly permitted and urged to leave their home and stay at a safe alternative location.
- h. **Definitions:** The terms “homes” and “residences” shall include houses, apartments, hotels, motels, shared rental units, shelters, and other similar buildings.
- i. **Travel:** In Stages 2 and 3, travel is permitted. People riding on public transit must comply with social distancing to the greatest extent feasible and are strongly encouraged to wear face coverings.
- j. **Isolation & Quarantine Orders:** Nothing in this Executive Order prevents the ISDH or local health departments from issuing and enforcing isolation and quarantine orders.

4. General Provisions Governing the Reopening of Indiana Businesses and Entities

For purposes of this Executive Order, all businesses or entities situated or operating in the State of Indiana are covered by directives in this Executive Order and include any for-profit, non-profit or educational entity, regardless of the nature of the service, the function it performs, or its corporate or entity structure.

5. Requirements for All Businesses and Entities in Indiana

- a. **Scope:** Subject to the requirements, restrictions, and prohibitions specified in this Executive Order, the following businesses are allowed to be open and operate: retail, restaurants, professional services, personal services, cultural and entertainment, public amusement, gyms, exercise and fitness centers, sports and athletic activities, outdoor activities, child care, day camps, adult care, education, health care providers and

operations, financial and insurance, social services, charitable and religious, laundry, hotels and motels, manufacturing and production, trades, shipping and delivery, transportation, industrial, labor infrastructure, media, and governmental.

- b. **Safeguards:** All businesses continuing operations or being allowed to reopen are required to develop a plan to implement measures and institute safeguards to ensure a safe environment for their employees, customers, clients, and members. Plans are required for all open businesses. The plan must be provided to each employee or staff and posted publicly. The plan shall address, at a minimum, the following points:

- i) Instituting an employee health screening process;
- ii) Employing enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces;
- iii) Enhancing the ability of employees, customers and clients to wash hands or take other personal hygiene measures such as use of hand sanitizer; and
- iv) Complying with social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and members of the general public when possible and/or employing other separation measures such as wearing face coverings or using barriers.

- c. **IOSHA Standards:** All employers, whether manufacturers, distributors, professional offices, retailers or others, must comply with safety and health standards established and enforced by IOSHA. Employers are subject to specific standards to prevent the exposure or spread of a disease. Additionally, the General Duty Clause requires employers to provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm.

6. Guidance for all Businesses/Employers

All businesses and employers are encouraged to adopt and/or take the following actions:

- a. Allow as many employees as reasonably practicable to work from home by implementing policies regarding teleworking and video conferencing.
- b. Ensure sick leave policies are up to date, flexible, and non-punitive in order to allow sick employees to stay home to care for themselves, children or other family members. Consider encouraging employees to do a self-assessment each day in order to check if they have any COVID-19 type symptoms (fever, cough or shortness of breath).
- c. Actively encourage sick employees to stay home until they are free of fever and symptoms for the requisite time periods recommended by the CDC as set forth here: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>. Suspend any policies and do not require a healthcare provider's note to validate the illness or return to work of employees who are sick with acute respiratory illness.
- d. Promptly separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Restrict their access to the business until they have recovered.
- e. Reinforce key messages to all employees regularly (including stay home when sick, use cough and sneeze etiquette, and practice hand hygiene), and place posters in areas where they are most likely to be seen. Provide protection supplies such as soap and water, hand sanitizer, tissues, and no-touch disposal receptacles for use by employees.
- f. Frequently perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so commonly used surfaces can be wiped down by employees before each use.
- g. Be prepared to change business practices, if needed, in order to maintain critical operations (e.g., identify alternative suppliers, prioritize customers or temporarily suspend some of your operations).

7. Social Distancing and Other Requirements

The phrase “social distancing” includes maintaining at least six feet of social distancing from other individuals. The phrase “sanitation requirements” or “sanitation measures” includes washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands. All businesses and entities must take proactive measures to ensure compliance with the social distancing and sanitation requirements, including, where possible, the following:

- a. **Designate Six-Foot Distances:** Designating with signage, tape or by other means, six feet of spacing for employees, customers, clients or members to maintain appropriate distance.
- b. **Hand Sanitizer and Sanitizing Products:** Having hand sanitizer, and sanitizing products, readily available for employees and customers. Frequent cleaning and disinfecting of work areas, and even more frequent cleaning of high-touch areas.
- c. **Separate Operating Hours for Vulnerable Populations:** Implementing separate operating hours for the elderly and vulnerable customers.
- d. **Online and Remote Access:** Posting online whether a facility is open and how best to reach the facility and to continue services by phone or remotely.

8. Retail Businesses

a. **Reopening or Continuation of Retail Businesses**

If a county remains in Stage 2, all retail businesses within the county must adhere to the directives in Executive Order 20-26.

Once a county is permitted to advance to Stage 3, all retail businesses within the county may open to the public under the following conditions and restrictions:

- i) Retail businesses shall limit the number of customers in their facility at any given time to no more than 75% of occupational capacity;
 - ii) Retail businesses are encouraged to limit their hours of operation and consider implementing separate operating hours for the elderly and other vulnerable customers;
 - iii) It is recommended employees and customers wear face coverings while in retail businesses;
 - iv) Retail businesses shall comply with social distancing or other separation measures, sanitation of applicable areas and take other mitigation measures to protect its employees and the public; and
 - v) Malls shall limit the number of individuals in common areas around retail businesses to no more than 50% of occupancy capacity.
- b. Retail businesses are encouraged to promote and continue online or call-in ordering with delivery or curbside pickup.
 - c. Retail businesses are strongly encouraged to consult and implement industry best practices.

9. Sale of Firearms and Ammunition

Pursuant to Ind. Code § 10-14-3-33.5, neither the state nor a political subdivision may prohibit or restrict the lawful possession, transfer, sale, transportation, storage, display or use of firearms or ammunition during a disaster emergency; however, firearms and ammunition dealers are encouraged to follow the requirements for retail businesses.

10. Restaurants and Other Retail Food Establishments

- a. **Restaurants:** Restaurants, including country clubs, social clubs & wineries which provide in-person full dining service, shall be subject to the requirements in ¶ 5, and are permitted to open, reopen or expand services as follows:
- i) *Capacity Limits:* In-person or on-premises dining is limited to no more than 50% of seating capacity in any segregated or separate dining area of the facility to ensure social distancing requirements are met and with reservations being required when practicable.
 - ii) *Social Distancing and Other Sanitation Mitigation Measures:*
 - 1) Tables or available booths should be spaced at least 6 feet apart and parties should be 6 persons or fewer;
 - 2) Self-service food stations (buffets, salad bars, etc.) are not permitted and self-service beverage stations are permitted provided cups, lids and straws are supplied by waitstaff, patrons may not use or fill their own cup, mug or glass and refills are not permitted;
 - 3) All employees and staff shall be screened for COVID-19 symptoms before being allowed to work; and
 - 4) All employees and staff shall wear face coverings.
 - iii) *Bar Areas:* Bar areas shall be closed.
 - iv) *Live Music:* Live music or live entertainment is not permitted.
- b. **Bars & Taverns:** Bars and taverns shall remain closed.
- c. **Other Retail Food Establishments:** Retail food establishments other than restaurants, such as convenience stores, gas stations and grocery stores which provide self-service beverages stations must provide cups, lids and straws to customers by an employee, prohibit the use of a customer's own cup, mug or glass and prohibit refills. Any self-service food station offering food items not prepackaged, such as a salad bar, olive bar, bulk items, or hot dog roller/grill, must be accessed by a customer using a disposable tissue or other single-use serving item in these establishments. This does not apply to general produce sections or stands.
- d. **Food Delivery:** Schools and other entities that typically provide food services to students or members of the public may continue to do so under this Executive Order on the condition that the food is provided to students or members of the public on a pick-up and takeaway basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site due to the virus's propensity to physically impact surfaces and personal property.

11. Personal Services

Personal service businesses, including spas, salons, barber shops, tattoo parlors, massage salons and similar facilities, are subject to the requirements in ¶ 5 as well as the following:

- a. Workstations shall be restricted or spaced to achieve social distancing;
- b. Workstations must be cleaned after each customer or client;
- c. Services shall be provided by appointment only; and
- d. Employees must wear face coverings and customers or clients, to the extent practicable, should also wear face coverings.

12. Religious Entities and Places of Worship

- a. **Virtual Services Preferred:** Places of worship and faith communities are encouraged to continue livestream services or otherwise provide virtual services to safely serve their communities, or alternatively, conduct drive-in services.
- b. **In any Stage:** Religious services, including wedding ceremonies and funeral services, are not subject to limits on social gatherings set forth in ¶ 13. However, social distancing and other sanitation measures outlined in ¶ 7 will continue to apply. Wedding receptions and visitations before or after funerals remain subject to the limitations and restrictions for social gatherings as set forth in ¶ 13.

13. Gatherings & Meetings

- a. **Single Site Venue:** All public and private meetings or gatherings (outside a single household or living unit or religious service), whether familial, social, governmental, philanthropic or otherwise, may have up to one hundred (100) people provided social distancing requirements can be accomplished and other sanitation measures are implemented at the site where the meeting or gathering occurs. A host venue is encouraged to ensure a health screening process for attendees is instituted.
- b. **Multiple Site Venues:** For venues with multiple, clearly separate areas, such as separate banquet rooms or multiple sports fields, each separate area is permitted to have up to one hundred (100) people per gathering or meeting in each section or area, if the following can be accommodated:
 - i) Ensure separate gatherings or meeting attendees do not congregate;
 - ii) Within each segment/gathering, ensure 6 feet of social distancing between each table with no more than 6 individuals at any table, and for classroom, auditorium, bleacher or other style seating, ensure 6 feet of separation between individuals or household units;
 - iii) Ensure separate and designated restroom facilities for each site/gathering and designated facilities must be sufficient for the number of attendees in each section or segment;
 - iv) Provide hand sanitizer or other prevention supplies in each area; and
 - v) Message that attendance is prohibited if sick or recently exposed to COVID-19.
- c. Multi-day meetings or gatherings are strongly discouraged.

14. Places of Public Amusement and Entertainment Venues

- a. **Drive-in theaters:** Drive-in theaters are permitted to be open. Self-service food stations (including condiment areas) are not permitted, however, self-service beverage stations are permitted provided cups, lids and straws are supplied by employees, no refills are permitted, and patrons may not use or fill their own cup, mug or glass.
- b. **Cinemas, Theaters & Stages:** Cinemas/movie theaters, concert stages, music halls and live theaters and similar venues shall remain closed.
- c. **Mini-golf:** Mini-golf is permitted to open provided social distancing requirements are met and sanitation measures are implemented.
- d. **Other:** All other places of public amusement, whether indoors or outdoors, including locations with amusement rides, carnivals, amusement parks, water parks, aquariums, zoos, museums, arcades, fairs, festivals, parades, funplexes, theme parks and similar places of amusement shall remain closed.

15. Gyms, Exercise & Fitness Centers

- a. **Fitness Centers:** Exercise & workout facilities or gyms, including yoga studios, dance studios, karate studios, martial arts studios and other similar fitness centers whether located in a standalone facility, a community center or other place of business may open subject to the following conditions:

- i) Employees must wear face coverings and be screened before being allowed to work;
- ii) The number of customers/clients in a facility at any given time shall be limited to no more than 50% of occupancy;
- iii) Equipment shall be spaced or restricted to achieve social distancing requirements;
- iv) Equipment or areas touched after each use or class shall be cleaned before reuse;
- v) Class size shall be limited to no more than 50% of room occupancy provided social distancing requirements are also met;
- vi) No contact sports or workouts permitted; and
- vii) Saunas and steam rooms must be limited to one person or household unit at a time.

16. Recreational Sports for Adults and Youth

- a. **Bowling Alleys and Skating Rinks:** Bowling alleys and skating rinks remain closed.
- b. **Community Pools:** Community pools, public and private, may open provided they maintain proper operation, maintenance, and disinfection (with chlorine or bromine) of swimming pools disinfectant levels as recommended by CDC for COVID-19 and follow the CDC's Model Aquatic Health Code.
- c. **Community Sport Facilities:** Community sport facilities, public or private, including golf courses, driving ranges, baseball fields, batting cages, soccer fields, tennis courts, basketball courts, and similar venues are permitted to open and be used for non-contact sports. Social distancing requirements and sanitation measures shall be observed to the greatest extent possible when open and in use. Use of community drinking fountains is not permitted.
- d. **Community Recreational Sport Leagues:** Community recreational sport leagues or teams, public or private, may resume, subject to the following:
 - i) Non-contact sports such as baseball, softball, volleyball, tennis, golf, soccer, swim, and other similar sports, may conduct practices, drills and conditioning but may not compete with other teams in games, meets or tournaments;
 - ii) Contact sports, meaning sports where players typically come into contact with other players during play such as football, basketball, rugby or wrestling, are not permitted, however, conditioning and non-contact drills for such sports may take place; and
 - iii) The social gathering limits and requirements for players and spectators combined as set forth in ¶ 13 are followed.

17. Other Activities

- a. **Walking, Hiking & Running:** Walking, hiking & running are permitted provided social distancing requirements are met.
- b. **Playgrounds:** Playgrounds shall remain closed.
- c. **State Parks:** State Parks remain open to the general public with inns opening and restaurants opening subject to the requirements in this directive.
- d. **Campgrounds:** Campgrounds may open and overnight stays are permitted subject to social distancing requirements, sanitation measures and limits on the number of persons allowed at social gatherings set forth in ¶ 13. Restrooms must provide handwashing or sanitation stations for guests and employees. Other common facilities, such as shower facilities and drinking fountains must remain closed.
- e. **Boating:** Boating is permitted subject to compliance with CDC's guidelines on social gathering limits set forth in ¶ 13 and social distancing and sanitation requirements in ¶7.

- f. **Fishing:** Fishing, including charter fishing, is permitted subject to limits on gatherings set forth in ¶ 13 and social distancing requirements set forth in ¶ 7, however, fishing tournaments are not permitted.
- g. **Auto and Bike Racing:** Racing, including auto, motorsport, motocross, motorcycle, bicycle, BMX, All-terrain vehicle or ATV, Kart and boat, shall be subject to the following:
 - i) Competitors, teams and staff may attend by invitation only;
 - ii) Spectators may not be present and grandstands must be closed;
 - iii) Social distancing requirements and sanitation measures must be followed; and
 - iv) Masks are recommended to be worn.
- h. **Livestock Shows:** Indiana livestock shows, conferences, workshops, judging invitationals, competitions and other similar events are subject to limits on gatherings set forth in ¶ 13 and must ensure social distancing requirements are met and sanitation measures are employed.
- i. **Horse Racing:** Horses currently located in Indiana are allowed to move onto the backside of racetracks at Indiana's racinos. On or after May 24, 2020, horses currently located outside of Indiana will be allowed to begin moving onto the backside of racetracks. Qualifying races are permitted, however, pari-mutuel racing is not permitted at the racinos. Spectators may not be present.

18. Child Care and Day Camps

- a. **Childcare:** Childcare programs in Indiana have been permitted to be open. Childcare programs are cautioned to continue to take measures and institute safeguards to ensure a safe environment for their employees, children and families.
- b. **Youth Day Camps:** Youth day camps may commence on June 1, 2020, subject to the following requirements:
 - i) *Employees:* There must be an employee screening procedure which must have and implement a daily health assessment for all employees and prohibit any employee presenting with symptoms from working;
 - ii) *Campers:* Establish and follow a screening procedure to determine whether a camper exhibits symptoms or has had contact with another who has had symptoms;
 - iii) *Face Coverings:* It is recommended adults and campers over the age of two wear face coverings; and
 - iv) *Adult to Child Ratio:* It is recommended to follow any applicable statute, rule or CDC guidance if no statute or rule applies on the ratio of adults to children.
- c. **Overnight Camps:** Youth overnight camps are not permitted.
- d. **Facilities:** School buildings and other school facilities have been permitted to be used, and continue to be permitted to be used, for the purpose of providing childcare which includes youth day camps.

19. Adult Day Care Facilities

Day care facilities for adults with developmental disabilities may reopen on June 1, 2020, for day services and must take measures and institute safeguards to ensure a safe environment for their clients and employees by complying with guidelines set by the Bureau of Developmental Disability Services.

20. Educational Institutions

Educational institutions (including public and private pre-K-12 schools, colleges, and universities) may be open for purposes of facilitating distance learning, performing critical research, or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible.

Educational institutions that were previously closed and are reopening for these purposes must perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so commonly used surfaces can be wiped down by employees before each use.

All buildings, facilities, and grounds for K-12 educational institutions, public or private, will remain closed for education and school-sponsored activities through June 30, 2020, except for purposes allowed in this Executive Order and prior Executive Orders pertaining to this public health emergency.

The Indiana Department of Education, in consultation with the Indiana Department of Health, shall develop guidance for graduation ceremonies, including virtual graduation, drive-in ceremonies, and in-person ceremonies with the number of participants limited to the number allowed in this Executive Order and provided social distancing requirements are met.

21. Enforcement

a. Workplace Safety

I direct the IOSHA to take all available administrative and enforcement actions against businesses or entities failing to comply with workplace safety conditions.

b. Health & Law Enforcement Officials

- i) *Administrative Action:* The ISDH, local boards of health, the Enforcement Team, and other state and local law enforcement officers may take all available and permissible administrative and enforcement actions against businesses or entities failing to comply with restrictions and other public health requirements for businesses as set forth in this Executive Order. It is recommended that the following incremental steps be taken:
 - 1) Issuing a verbal order to cease the unsafe practice so an owner has an opportunity to comply;
 - 2) If a business entity fails to comply with a verbal order, ISDH shall issue an order to cease the unsafe practice;
 - 3) If a business entity continues operation in an unsafe manner despite an order to cease and desist, the ISDH shall issue an order to close the business entity;
 - 4) If an order to close a business is issued, the business shall be reported to the Secretary of State and to any relevant licensing, permitting, or certifying board, commission or other entity for consideration of revocation proceedings; and
 - 5) If an order to close a business is issued, the matter should be considered for referral to the local prosecuting attorney.
- ii) *Criminal Penalty:* This Executive Order additionally may be enforced by State and local law enforcement to the extent set forth in Indiana law, including the Emergency Disaster Law which provides a knowing violation of an Executive Order issued pursuant to Indiana's Emergency Disaster Law is a class B misdemeanor, punishable up to 180 days incarceration and a fine of up to \$1,000.
- iii) *Enforcement Team:* The Enforcement Team created in Executive Order 20-18 as extended in Executive Order 20-26 shall cease its specialized duties set forth in this and prior Executive Orders on June 13, 2020. The officers assigned to the Enforcement Team will return to their regularly assigned posts. As Indiana moves beyond Stage 3, restrictions will be further lessened and businesses will open more fully, and these officers will be needed to resume their regular duties as law enforcement officers assigned to excise, natural resource, racing and gaming matters.

22. No Limitation on Authority

Nothing in this Executive Order shall, in any way, alter or modify any existing legal authority allowing the State, any local health department, or any other proper entity from ordering: (a) any quarantine or isolation that may require an individual to remain inside a particular residential property or medical facility for a limited period of time, including the duration of this public health emergency; or (b) any closure of a specific location for a limited period of time, including the duration of this public health emergency.

23. Local Declarations of Emergency

- a. Pursuant to the Emergency Disaster Law, no local ordinance, directive, or order of any county, political subdivision, or other local government entity pertaining to this public health emergency, may contradict or impose less restrictive requirements than those set forth in this Executive Order, or else that ordinance, directive, or order will be void and of no force or effect. However, unless prohibited by an Executive Order, local ordinances, directives, and orders may be more restrictive.
- b. No local unit of government and/or political subdivision may restrict travel within their jurisdiction above a Travel Watch status.

24. Savings Clause

If any provision of this Executive Order, 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 Executive Order, which can be given effect without the invalid provision or application. To achieve this purpose, the provisions of this Executive Order are hereby declared to be severable.

IT IS SO ORDERED.



IN TESTIMONY WHEREOF, I, Eric J. Holcomb, have hereunto set my hand and caused to be affixed the Great Seal of the State of Indiana, on this 21st day of May, 2020.

Eric J. Holcomb
Governor of Indiana

ATTEST: Connie Lawson
Secretary of State

EXHIBIT A.5

SUGGESTED GUIDELINES FOR GYMS, FITNESS CENTERS, AND SIMILAR FACILITIES

EMPLOYERS

- Open by appointment only
- Ensure 6 feet between employees and clients
- Train employees on importance of hygiene and sanitation
- Develop a protocol to screen employees upon entry or before they arrive at the facility
- Require symptomatic employees to stay home and recommend they be tested
- Advise clients to stay home if they are ill
- Require face coverings for employees (e.g. masks, scarfs, surgical masks)
- Ensure guests clean high-touch items, equipment, and areas after each use (e.g. treadmills, weights, yoga mats)
- Group employees by shift to reduce exposure to others
- One machine should be empty between guests when possible
- Provide sanitizing supplies near all equipment and exercising areas (e.g. treadmills, bikes, weights, yoga rooms)
- Administer quick verbal health check at gym or facility entry
- Implement no-touch payments or check-ins, if possible
- Water fountains should be closed. Guests should be asked to bring or buy their own drinks
- Disinfect high-contact surfaces regularly
- Place signage stating the requirement of guests to thoroughly clean equipment after each use, to socially distance, and to not return when they are sick
- Schedule regular deep cleaning
- Maximize spacing at check-in and check-out

A number of associations and businesses have provided the state with guidance for their members and associates. These may be found at www.in.gov/backontrack/industryguidelines.htm.

EXHIBIT B

Coronavirus Disease 2019 (COVID-19)

Cleaning and Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect




Clean

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- **High touch surfaces include:**
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- **Recommend use of [EPA-registered household disinfectant](#)**  .
Follow the instructions on the label to ensure safe and effective use of the product.
Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- **Diluted household bleach solutions may also be used** if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted.
Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
Leave solution on the surface for **at least 1 minute**.

To make a bleach solution, mix:

 - 5 tablespoons (1/3rd cup) bleach per gallon of water
OR
 - 4 teaspoons bleach per quart of water
- Bleach solutions will be effective for disinfection up to 24 hours.
- **Alcohol solutions with at least 70% alcohol may also be used.**



Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#)  meet EPA's criteria for use against COVID-19.



Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a **wipeable cover** on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- 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.
- Dirty laundry from a person who is sick can be washed with other people's items.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- Remove gloves, and wash hands right away.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Once area has been **appropriately disinfected**, it can be opened for use.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and

communities normally use to maintain a healthy environment.



Cleaning and disinfecting outdoor areas

- Outdoor areas, like **playgrounds in schools and parks** generally require **normal routine cleaning**, but **do not require disinfection**.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- **Sidewalks and roads should not be disinfected**.
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.



When cleaning

- **Regular cleaning staff** can clean and disinfect community spaces.
 - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash**.
 - Additional personal protective equipment (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.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: 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.
- **Additional key times to wash 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 (e.g., a child).




Additional considerations for employers

- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop **symptoms** within 14 days after their last possible exposure to the virus.
- **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.
- 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](#) [↗](#)).
- **Comply with OSHA's standards** on Bloodborne Pathogens ([29 CFR 1910.1030](#) [↗](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#) [↗](#)).



Alternative disinfection methods

- The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known.
 - EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.
- CDC does not recommend the use of sanitizing tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or damage.
- CDC only recommends use of the [surface disinfectants identified on List N](#)  against the virus that causes COVID-19.



For facilities that house people overnight

- Follow CDC’s guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC’s guidance on [disinfecting your home if someone is sick](#).

More details: [Detailed Disinfection Guidance for Community Facilities](#)

More information

[Transport Vehicles](#)

Page last reviewed: April 14, 2020


EXHIBIT C

SAFETY DATA SHEET (SDS)

SaniDate® All Purpose Disinfectant

Form #:	SDS-051
Revision Date:	04/09/2019
Revision #:	03
Supersedes Date:	11/30/2018

Section 1: Identification			
Product Name:	SaniDate® All Purpose Disinfectant	Product Type / Description:	Antimicrobial / Disinfectant
Recommended Use:	Antimicrobial / Disinfectant	Other Means of Identification:	Aqueous solution of hydrogen peroxide and peracetic acid
Use Restrictions:	It is a violation of federal law to use this product in a manner inconsistent with its labeling.	Chemical Formula:	CH ₃ CO ₃ H
Manufacturer:	BioSafe Systems, LLC 22 Meadow Street East Hartford, CT 06108	EPA Registration #:	70299-27
Telephone Number:	1-888-273-3088	Emergency Number: 1-800-424-9300 (CHEMTREC)	

Section 2: Hazard Identification	
GHS Classification	Hazard Statements
Acute Toxicity Oral: Category 4 Dermal: Category 5 Skin Corrosion/Irritation: Category 3 Serious Eye Damage/Eye Irritation: Category 1	H302: Harmful if swallowed. H313: May be harmful in contact with skin. H316: Causes mild skin irritation. H318: Causes serious eye damage.
Pictograms	Signal Word
	DANGER
Precautionary Statements	
General	Response
P101: If medical advice is needed, have product container or label at hand. P102: Keep out of reach of children. P103: Read label before use.	P305+P351+P338: IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. P310: Immediately call a POISON CENTER/doctor. P321: For specific treatments see FIRST AID section on SDS or label P332+P313: If skin irritation occurs: Get medical advice/attention
Prevention	Storage / Disposal
P264: Wash thoroughly after handling. P280: Wear protective gloves, clothing, eye protection, face protection.	P402 + P404: Store in a dry place. Store in a closed container. P501: Dispose of contents/container in accordance with local/regional/national/international regulations.

Section 3: Composition / Information on Ingredients		
Components	CAS-No	% Composition (w/w)
Hydrogen Peroxide	7722-84-1	4.40 – 6.67%
Peroxyacetic Acid	79-21-0	1.02 – 1.70%
Acetic Acid	64-19-7	13.78 – 15.23%

Section 4: First-Aid Measures	
Eye Contact:	Hold eye open and rinse slowly and gently with water for 15-20 minutes. Remove contact lenses, if present, after the first 5 minutes, then continue rinsing eye. Call a poison control center or doctor for treatment advice.
Skin Contact:	Take off contaminated clothing. Rinse skin immediately with plenty of water for 15-20 minutes. Call a poison control center or doctor for treatment advice.
Ingestion:	Call poison control center or doctor immediately for treatment advice. Have person sip a glass of water if able to swallow. Do not induce vomiting unless told to do so by the poison control center or doctor. Do not give anything by mouth to an unconscious person.
Inhalation:	Move person to fresh air. If person is not breathing, call 911 or an ambulance, then give artificial respiration, preferably mouth-to-mouth if possible. Call poison control center or doctor for treatment advice. Have the product container or label with you when calling a poison control center or doctor or going for treatment. You may also contact 1.800.222.1222 for emergency treatment information.
Notes to Physician:	Probable mucosal damage may contraindicate the use of gastric lavage.

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Section 5: Fire-Fighting Measures

Suitable Extinguishing Media:	Water spray, dry chemical, alcohol foam, or carbon dioxide.
Unsuitable Extinguishing Media:	None.
Combustion Products:	Carbon Oxides.
Unusual Fire and Explosion Hazards:	Product is not flammable but during a fire, product can decompose and generate oxygen which can initiate or promote combustion.
Protective Equipment for Firefighters:	Full chemical protection suits and boots (rubber or PVC) and self-contained breathing apparatus. Cordon the area to keep out all unnecessary personnel. Keep upwind. Use large quantities of water spray to fight fire. Cool containers / tanks with water spray. If safe to do, move product away from fire to secure area. Eliminate all possible sources of ignition and remove flammable material.

Section 6: Accidental Release Measures

Personal Precautions:	Ensure adequate ventilation. Keep people away from and upwind of spill/leak. Avoid inhalation, ingestion and contact with skin and eyes.
Emergency Procedures:	Keep away materials that are incompatible with this product. All receiving equipment should be clean, dry, vented, labeled and made of materials compatible with the product.
Environmental Precautions:	Prevent spill from entering waterways.
Methods and Material for Containment and Clean-Up:	Do not return spilled or contaminated material to inventory. Rinse small amounts to drain, when possible. Clean the area with water.

Section 7: Handling and Storage

Handling:	Wear protective gloves/eye protection. Do not eat, drink, or smoke when using this product. Wash thoroughly after handling. Use only outdoors or in a well-ventilated area.
Storage:	Keep away from heat. Keep only in original container. Protect from sunlight. Store at temperatures not exceeding 55°C (131°F). Never return product back to the original container. Store in cool, ventilated area. Never use metal containers or spigots. Use vented container.
Incompatible Materials:	Store away from combustible materials. Keep concentrate away from reactive substances.
Compatible Materials:	304L Stainless Steel, 316L Stainless Steel, Passivated Aluminum; High Density Polyethylene (HDPE), Polyvinyl Chloride (PVC)

Section 8: Exposure Controls / Personal Protection

Components with Workplace Control Parameters

Component	ACGIH	NIOSH	OSHA
Acetic Acid	TWA: 10 ppm STEL: 15 ppm	TWA: 25 mg/m ³ - 8 hours. TWA: 10 ppm - 8 hours. IDLH: 50 ppm	TWA: 25 mg/m ³ - 8 hours. TWA: 10 ppm - 8 hours.
Hydrogen Peroxide	TWA: 1 ppm	TWA: 1.4 mg/m ³ - 8 hours. TWA: 1 ppm - 8 hours. IDLH: 75 ppm	TWA: 1.4 mg/m ³ - 8 hours. TWA: 1 ppm - 8 hours.
Peracetic Acid	STEL: 0.4 ppm		

Engineering Controls:	Ensure adequate ventilation. Emergency eye wash stations / emergency showers should be available in the immediate vicinity of any potential exposure.
General Hygienic Practices:	Do not eat, drink or smoke during use. Wash hands immediately after handling the product.
Personal Protective Equipment	
Respiratory Protection:	Use NIOSH-approved air-purifying or supplied air respirator where airborne concentrations of vapor or mist are expected to exceed exposure limits. Recommended respirators are those with an organic vapor / acid gas cartridge.
Eye / Face Protection:	Chemical resistant goggles or face shield if splashes are expected to occur.
Hand Protection:	Rubber/latex/neoprene or other suitable chemical resistant gloves. Do not use leather or cotton gloves.
Skin / Body Protection:	Wear non-combustible clothing and footwear (PVC, neoprene, nitrile or natural rubber).

Section 9: Physical and Chemical Properties

Appearance:	Clear, colorless liquid.	Odor:	Slight vinegar.	Odor Threshold:	NA
Physical State:	Liquid.	pH:	<1.5	Specific Gravity:	1.04 g/cm ³
Melting Point:	NA	Freezing Point:	-30°C (-22°F)	Boiling Point:	NA
Flash Point:	NA	Flammability:	NA	Flammability Limits:	NA
Vapor Pressure:	22 mm Hg (25°C)	Vapor Density:	NA	Solubility:	Complete.
Evaporation Rate:	NA	Auto-ignition Temperature:	NA	Decomposition Temperature:	SADT > 55°C (131°F)
Relative Density:	NA	Partition Coefficient n-octanol / water:	NA	Viscosity:	NA

SAFETY DATA SHEET (SDS)

SaniDate[®] All Purpose Disinfectant

Form #:	SDS-051
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Section 10: Stability and Reactivity	
Reactivity:	Non-reactive under recommended storage conditions.
Stability:	Stable under recommended storage conditions.
Conditions to Avoid:	Open flames, elevated temperatures, heat sources, direct sunlight. Combustible materials.
Incompatible Materials:	Acids / Bases / Reducing Agents / Organic Materials / Metals / Salts of Metals.
Hazardous Decomposition Products:	Thermal decomposition generates corrosive vapors, acetic acid and oxygen which supports combustion.

Section 11: Toxicological Information					
Acute Toxicological Data					
Oral LD50 Rat:	>2000 mg/kg	Dermal LD50 Rat:	>5000 mg/kg	Inhalation LC50 Rat:	NA
Symptoms and Effects					
Condition	Acute Effects			Chronic (Delayed) Effects	
Eye Contact:	Causes serious eye damage.			None.	
Skin Contact:	May cause irritation.			None.	
Inhalation:	May cause respiratory tract irritation.			None.	
Ingestion:	Harmful if swallowed.			None.	

Section 12: Ecological Information			
Ecotoxicity:	Duration	Species	Value
	48 hr LC50	<i>Oncorhynchus mykiss</i> (rainbow trout)	40 mg/L
	48 hr EC50	Crustaceans	126.8 mg/L
	5 min EC100	<i>Pseudomonas aeruginosa</i>	5 mg/L
Persistence and Degradability:	Weak persistence of degradation products.		
Bioaccumulative Potential:	Does not bioaccumulate.		
Mobility in Soil:	Non-significant adsorption soil degradation, >99% in 20 minutes.		
Results of PBT & vPvB:	This mixture contains no substance considered to be persistent, bioaccumulating nor toxic (PBT).		
Other Adverse Effects:	None known.		

Section 13: Disposal Considerations	
Waste from Residues and Unused Product:	Dispose of waste material in accordance with all local, regional, national, provincial, territorial and international regulations.
Contaminated Container Disposal:	Do not reuse or refill containers. Triple rinse empty containers with clean water. Clean and empty containers should be taken to an approved waste handling site for recycling or disposal.

Section 14: Transport Information							
UN Number		UN Proper Shipping Name		Hazard Class (Subsidiary)	Packing Group	IATA	Marine Pollutant
DOT	NA	Not regulated.		NA	NA	Permitted for shipment by air.	
TDG	NA	Not regulated.		NA	NA		
IMDG	NA	Not regulated.		NA	NA		
Special Precautions:		Vented container.					
Shipping Placards:		NA					

Section 15: Regulatory Information					
TSCA Inventory List		US EPA CERCLA Hazardous Substances		Clean Water Act	
Acetic Acid	Yes	Acetic Acid	5000 lbs.	5000 lbs.	
Hydrogen Peroxide	Yes	Hydrogen Peroxide	NA	NA	
Peracetic Acid	Yes	Peracetic Acid	NA	NA	
SARA Title III					
	Sec. 302 TPQ.	Sec 304 RQ.	Sec 311 / Sec 312 Hazard Category	Sec 313	Clean Air Act Threshold Qty.
Acetic Acid	NA	NA	NA	NA	NA
Hydrogen Peroxide	1000 lbs.	1000 lbs.*	Physical: Oxidizer Health: Acute Toxicity; Skin Corrosion or Irritation; Serious Eye Damage or Eye Irritation; Specific target organ toxicity	NA	NA
Peracetic Acid	500 lbs.	500 lbs.	Physical: Organic Peroxide; Corrosive to Metals Health: Acute Toxicity; Skin Corrosion or Irritation; Serious Eye Damage or Eye Irritation; Specific target organ toxicity	Yes	10000 lbs.

SAFETY DATA SHEET (SDS)

SaniDate® All Purpose Disinfectant

Form #:	SDS-051
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**Hydrogen Peroxide Reportable Quantity only applies to concentrations > 52%*

NFPA 704 Rating	Health:	2	Flammability:	0	Reactivity:	0	Special:	None.
HMIS Rating	Health:	2	Flammability:	0	Physical:	0	PPE:	Recommended.
Uniform Fire Code (NFPA 400)	NA							
California Prop 65	This product does not contain any substances known to the state of California to cause cancer, developmental and/or reproductive harm.							
FIFRA	This product is a registered pesticide with the United States Environmental Protection Agency (EPA). These requirements may differ from the classification criteria and hazard information required for a safety data sheet under the Global Harmonized Systems (GHS), and for workplace labels of non-pesticide chemicals. It is a violation of Federal law to use this product in a manner inconsistent with its labeling. Always refer to product label for further precautionary information and use directions.							

Section 16: Other Information

According to Federal Register / Vol. 77, No. 58 / Monday, March 26, 2012 / Rules and Regulations

To the extent of our knowledge, the information herein is accurate as of the date of this document. However, neither BioSafe Systems nor any of its affiliates make any warranty, expressed or implied, or accept any liability relating to the information or its use. The information is for use by technically skilled persons at their own discretion and risk. This is not a license or a patent. The user alone must finally determine suitability of any information or material for any contemplated use, the manner or use and whether any patents are infringed. Always read and follow label directions.

For additional information, call us toll-free at 1.888.273.3088 or visit www.biosafesystems.com
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 BioSafe Systems

EXHIBIT D

THINGS TO KNOW

COMMUNITY CENTER POLICY

- * ALL PERSONS ENTERING THE BUILDING MUST BE SCREENED INCLUDING EMPLOYEES**
- * FRONT DOOR ENTRY ONLY**
- * MUST FOLLOW 6' SOCIAL DISTANCING FLOOR MARKINGS ARE IN PLACE FOR GUIDANCE**
- * WATER FOUNTAINS ARE CLOSED, BOTTLE FILL IS OPEN.**
- * EXITS AT SIDE DOOR AND BACK DOOR BY RESTROOMS**
- * ALL MEMBERSHIPS HAVE BEEN AUTOMATICALLY EXTENDED 72 DAYS**
- *WE ARE EMPLOYING ENHANCED CLEANING AND DISINFECTING PROTOCOLS INCLUDING REGULARLY CLEANING HIGH-TOUCH SURFACES**
- *EXTRA HAND SANITIZING STATIONS PLACED THROUGHOUT THE FACILITY FOR EVERYONES USE**

THE GYM

- * MEMBERS ONLY**
- * LOCKER ROOMS AND SHOWERS ARE CLOSED**
MUST WORKOUT IN CLOTHES YOU ARE WEARING
- * MUST FOLLOW 6' SOCIAL DISTANCING**

THE COURTS

- * MEMBERS ONLY**
- * NO GAME PLAY, SHOOT AROUND ONLY**
- * MUST FOLLOW 6' SOCIAL DISTANCING**
- * MAX 5 PATRONS PER GOAL**
- * MUST BRING YOUR OWN BALL**

KiD CiTY

- * CLOSED**

MEETING ROOMS

- * CLOSED. NO RENTALS AT THIS TIME**



EXHIBIT E

HEALTH SCREENING FORM

In an effort to reduce the risk of COVID-19 to all patrons and employees, all visitors must complete the following screening questions.

Date: _____

Name: _____ Phone # _____

	YES	NO
Have you traveled outside of the United States or been in close contact with anyone who has traveled outside of the United States with in the last 14 days?		
Have you had close contact with or cared for someone diagnosed with COVID-19 with in the last 14 days?		
Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, shortness of breath or other respiratory problem)?		
Have you experienced any nausea, vomiting, body aches or chills in the last 24 hours?		

Visitor Signature _____

For internal use:

Access to facility (circle one)

Approved

Denied

Employee name: _____ Employee initials: _____



PARKS & RECREATION DEPARTMENT

100 Surina Way Greenwood, IN 46142 317.881.4545

EXHIBIT H


SAFETY DATA SHEET

Section 1 - Identification

Product Identifier	Earth Sense® Multi-Surface Cleaner with H2O2 Super Concentrate
Other means of identification	4030
Recommended use	Detergent.
Recommended restrictions	For commercial and industrial use only.
Manufacturer / Importer / Supplier / Distributor Information	
Company Name	National Chemical Laboratories of PA, Inc.
Address	401 N. 10th Street - Philadelphia, PA 19123
Telephone	1 (215) 922-1200
Supplier Email	info@nclonline.com
Contact	CHEM-TEL
Emergency Phone	1 (800) 255-3924

Section 2 - Hazard(s) Identification

SDS Hazards and Warnings are based on the undiluted product. Refer to diluted SDS for Ready-To-Use Hazards and Warnings.

	Classification	Category
Physical Hazards	Not Classified	
Health Hazards	Sensitization, skin	1
	Serious eye damage/eye irritation	2A
	Skin corrosion/irritation	2
OSHA defined hazards	Not Classified.	
Label Elements		
Hazard Symbol		
Signal Word	Warning	
Hazard Statement	Causes serious eye irritation. Causes skin irritation. May cause an allergic skin reaction.	
Precautionary statement		
Prevention	Wear eye/face protection. Wear protective gloves. Wash thoroughly after handling. Keep out of reach of children.	
Response	If on skin: Wash with plenty of water. If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a poison center/doctor. Specific treatment (see this label). If skin irritation or rash occurs: Get medical advice/attention. Wash contaminated clothing before reuse.	
Storage	Store away from incompatible materials.	
Disposal	Dispose of waste and residues in accordance with local authority requirements.	
Hazard(s) not otherwise classified (HNOC)	None known.	

Section 3 - Composition/Information on ingredients

Mixture			
Hazardous Components	Ingredient Name	CAS #	%
	Alcohols, C9-11, ethoxylated	68439-46-3	5 - 10
	Hydrogen Peroxide	7722-84-1	4 - 8
	Citrus Terpenes	5989-27-5	0.1 - 1

Section 4 - First-aid Measures

Inhalation	Move to fresh air. Get medical attention if irritation persists.
Skin contact	Remove contaminated clothing immediately and wash skin with soap and water. In case of eczema or other skin disorders: Seek medical attention and take along these instructions.
Eye contact	Immediately flush eyes with plenty of water for at least 15 minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Get medical attention immediately.
Ingestion	Rinse mouth. Get medical attention if irritation persists.

SAFETY DATA SHEET

Most Important symptoms /effects, acute and delayed	Causes serious eye irritation. Causes skin irritation. Symptoms may include stinging, tearing, redness, swelling, and blurred vision. May cause an allergic skin reaction. Dermatitis. Prolonged exposure may cause chronic effects.
Indication of immediate medical attention and special treatment	Provide general supportive measures and treat symptomatically. Keep victim under observation. Symptoms may be delayed.
General Information	If you feel unwell, seek medical advice (show the label where possible). Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves. Wash contaminated clothing before reuse.

Section 5 - Fire-fighting measures

Suitable extinguishing media	Water fog. Foam. Dry chemical powder. Carbon dioxide (CO2).
Unsuitable extinguishing media	Do not use water jet as an extinguisher, as this will spread the fire.
Specific hazards arising from the chemical	During fire, gases hazardous to health may be formed.
Special protective equipment and precautions for firefighters	Self-contained breathing apparatus and full protective clothing must be worn in case of fire.
Fire-fighting equipment /instructions	Move containers from fire area if you can do it without risk. Use water spray to keep fire-exposed containers cool.
General fire hazards	No unusual fire or explosion hazards noted.
Specific Methods	Use standard firefighting procedures and consider the hazards of other involved materials.

Section 6 - Accidental release measures

Personal precautions, protective equipment and emergency procedures.	Keep unnecessary personnel away. Keep people away from and upwind of spill/leak. Keep out of low areas. Eliminate all ignition sources (no smoking, flares, sparks, or flames in immediate area). Wear appropriate protective equipment and clothing during clean-up. Avoid breathing mist or vapor. Do not touch damaged containers or spilled material unless wearing appropriate protective clothing. Ensure adequate ventilation. Local authorities should be advised if significant spillages cannot be contained. For personal protection, see section 8 of the SDS.
Methods and materials for containment and cleaning up	This product is miscible in water. SMALL SPILLAGE: Wipe up with absorbent material (e.g. cloth, fleece). Clean surface thoroughly to remove residual contamination. LARGE SPILLS: Stop the flow of material, if this is without risk. Dike the spilled material, where this is possible. Cover with plastic sheet to prevent spreading. Absorb in vermiculite, dry sand or earth and place into containers. Prevent entry into waterways, sewer, basements or confined areas. Following product recovery, flush area with water. Never return spills to original containers for re-use. For waste disposal, see section 13 of the SDS.
Environmental precautions	Avoid discharge into drains, water courses or onto the ground.

Section 7 - Handling and storage

Precautions for safe handling	Do not breathe mist or vapor. Do not get this material in contact with eyes. Avoid contact with eyes, skin, and clothing. Avoid prolonged exposure. Provide adequate ventilation. Wear appropriate personal protective equipment. Observe good industrial hygiene practices.
Conditions for safe storage, including any incompatibilities	Store in original tightly closed container. Store away from incompatible materials (see Section 10 of the SDS).

Section 8 - Exposure control/personal protection

Occupational exposure limits

US. Workplace environmental Exposure Level (WEEL) Guides

Component	Type	Value
Hydrogen Peroxide (CAS 7722-84-1)	TWA	165 mg/m ³ , 30 ppm
Citrus Terpenes (CAS 5989-27-5)	TWA	165.5 mg/m ³ , 30 ppm

US. OSHA Table Z-1 Limits for Air Contaminants (29 CFR 1910.1000)

Components	Type	Value	Form
Hydrogen Peroxide (CAS 7722-84-1)	TWA	1.4 mg/m ³ , 1 ppm	

US. ACGIH Threshold Limit Values

Component	Type	Value	Form
Hydrogen Peroxide (CAS 7722-84-1)	TWA	1 ppm	

US. NIOSH: Pocket Guide to Chemical Hazards

Components	Type	Value
Hydrogen Peroxide (CAS 7722-84-1)	TWA	1.4 mg/m ³ , 1 ppm

Biological limit values	No biological exposure limits noted for the ingredient(s).
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Appropriate engineering controls	Good general ventilation (typically 10 air changes per hour) should be used. Ventilation rates should be matched to conditions. If applicable, use process enclosures, local exhaust ventilation, or other engineering controls to maintain airborne levels below recommended exposure limits. If exposure limits have not been established, maintain airborne levels to an acceptable level. Provide eyewash station.
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Individual protection measures, such as personal protective equipment

SAFETY DATA SHEET

Eye/face protection	If use of product risks exposure to contact, wear safety glasses with side shields.
Skin protection	
Hand protection	Impervious gloves are recommended for prolonged use.
Other	If use of product risk exposure to contact, wear suitable protective clothing.
Respiratory protection	In case of inadequate ventilation, use respiratory protection.
Thermal hazards	Wear appropriate thermal protective clothing, when necessary.
General hygiene considerations	Always observe good personal hygiene measures, such as washing after handling the material and before eating, drinking, and/or smoking. Routinely wash work clothing and protective equipment to remove contaminants. Contaminated work clothing should not be allowed out of the workplace.

Section 9 - Physical and chemical properties

Appearance	Clear liquid.
Physical state	Liquid.
Form	Liquid.
Color	Colorless.
Odor	Citrus.
Odor threshold	Not available.
pH	4.2
Melting point/freezing point	Not relevant.
Initial boiling point and boiling range	212 °F (100 °C)
Flash point	None to boiling.
Evaporation rate	Not available.
Flammability (solid, gas)	Not available.
Upper/lower flammability or explosive limits	
Flammability limit - lower (%)	Not available.
Flammability limit - upper (%)	Not available.
Explosive limit - lower (%)	Not available.
Explosive limit - upper (%)	Not available.
Vapor pressure	Similar to water.
Vapor density	Similar to water.
Relative density	1.03 ± 0.01
Relative density temperature	75 °F (23.9 °C)
Solubilities (water)	Complete
Partition Coefficient n-octanol/water	Not available
Auto-ignition temperature	Not Available
Decomposition temperature	Not Available
Viscosity	<10 cSt
Viscosity Temperature	75 °F (23.9 °C)

Section 10 - Stability and reactivity

Reactivity	The product is stable and non-reactive under normal conditions of use, storage and transport.
Chemical stability	Material is stable under normal conditions.
Possibility of hazardous reactions	No dangerous reaction known under conditions of normal use.
Conditions to Avoid	Contact with incompatible materials.
Incompatible materials	Strong oxidizing agents. Strong acids. Reducing agents.
Hazardous Decomposition Products	No hazardous decomposition products are known.

Section 11 - Toxicological information

Information on likely routes of exposure	
Ingestion	Expected to be a low ingestion hazard.
Inhalation	Prolonged inhalation may be harmful.
Skin contact	Causes skin irritation. May cause an allergic skin reaction.
Eye contact	Causes serious eye irritation.
Symptoms related to the physical, chemical and toxicological characteristics	Causes serious eye irritation. Symptoms may include stinging, tearing, redness, swelling, and blurred vision. Causes skin irritation. Rash. May cause an allergic skin reaction. Dermatitis.
Information on toxicological effects.	
Acute toxicity	May cause an allergic skin reaction.

Components	Level	Type	Code	Species	Results
Earth Sense® Multi-Surface Cleaner with H2O2 Super Concentrate					
4030					

SAFETY DATA SHEET

Citrus Terpenes (CAS 5989-27-5)	Acute	Dermal	LD50	Rabbit	5 g/kg
	Acute	Oral	LD50	Mouse	5600 - 6600 mg/kg
	Acute	Other	LD50	Mouse	1.3 g/kg
	Acute	Other	LD50	Rat	0.11 g/kg
Hydrogen Peroxide (CAS 7722-84-1)	Acute	Dermal	LD50	Rabbit	> 2000 mg/kg, 24 Hours
	Acute	Dermal	LD50	Rat	3000 - 5480 mg/kg
	Acute	Inhalation	LC50	Rat	> 170 mg/m ³ , 4 Hours
	Acute	Oral	LD50	Rat	693.7 mg/kg

Skin corrosion/irritation	Prolonged skin contact may cause temporary irritation.
Serious eye damage/ eye irritation	Causes serious eye irritation.
Respiratory sensitization	This product is not expected to cause respiratory sensitization.
Skin sensitization	May cause an allergic skin reaction.
Germ cell mutagenicity	No data available to indicate product or any components present at greater than 0.1% are mutagenic or genotoxic.
Carcinogenicity	This product is not considered to be a carcinogen by IARC, ACGIH, NTP, or OSHA.

IARC Monographs. Overall Evaluation of Carcinogenicity

Component	Result	Comment
Citrus Terpenes (CAS 5989-27-5)	3	Not classifiable as to carcinogenicity to humans.
Hydrogen Peroxide (CAS 7722-84-1)	3	Not classifiable as to carcinogenicity to humans.

Reproductive toxicity	This product is not expected to cause reproductive or developmental effects.
Specific target organ toxicity - single exposure	Not classified.
Specific target organ toxicity - repeated exposure	May cause damage to organs through prolonged or repeated exposure.
Aspiration hazard	Not classified.
Chronic effects	Prolonged inhalation may be harmful. May cause damage to organs through prolonged or repeated exposure.

Section 12 - Ecological Information

Ecotoxicity	The product is not classified as environmentally hazardous. However, this does not exclude the possibility that large or frequent spills can have a harmful or damaging effect on the environment.
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Component(s)

Alcohols, C9-11, ethoxylated, 68439-46-3

Aquatic

Level	Type	Code	Species	Test Results
Acute	Crustacea	EC50	Water flea (Daphnia magna)	2.9 - 8.5 mg/l, 48 hours
	Fish	LC50	Fathead minnow (Pimephales promelas)	6 - 12 mg/l, 96 hours
	Fish	LC50	Flathead minnow (Pimephales promelas)	0.619 - 0.796 mg/l, 96 hours

Citrus Terpenes, 5989-27-5

Aquatic

Acute	Crustacea	EC50	Water flea (Daphnia pulex)	69.6 mg/l, 48 hours
	Fish	LC50	Flathead minnow (Pimephales promelas)	0.619 - 0.796 mg/l, 96 hours

Persistence and degradability	No data is available on the degradability of this product.
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Bioaccumulative potential	No data available.
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Partition coefficient n-octanol / water log (Kow)

Components	Results
Citrus Terpenes (CAS 5989-27-5)	4.232

Mobility in soil	No data available.
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Mobility in general	No data available.
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Other adverse effects	No other adverse environmental effects (e.g. ozone depletion, photochemical ozone creation potential, endocrine disruption, global warming potential) are expected from this component.
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Section 13 - Disposal considerations

Disposal instructions	Dispose in accordance with applicable federal, state, and local regulations.
Local disposal regulations	Dispose of in accordance with local regulations.
Hazardous waste code	Waste codes should be assigned by the user based on the application for which the product was used.
Waste from residues / unused products	Dispose in accordance with all applicable regulations.
Contaminated packaging	Since emptied containers may retain product residue, follow label warnings even after container is emptied.

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Section 14 - Transport information

DOT	Not regulated as dangerous goods.
IATA	Not regulated as dangerous goods.
IMDG	Not regulated as dangerous goods.
Transportation in bulk according to Annex II of MARPOL 73/78 and IBC Code	This substance/mixture is not intended to be transported in bulk.

Section 15 - Regulatory Information

US federal regulations This product is a "Hazardous Chemical" as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200. One or more components are not listed on TSCA.

TSCA Section 12(b) Export Notification (40 CFR707, Subpt. D)	Not regulated.
US. OSHA Specifically Regulated Substances (29 CFR 1910.1001-1050)	Not listed.
CERCLA Hazardous Substance List (40 CFR 302.4)	Not listed.
Superfund Amendments and Reauthorization Act of 1986 (SARA)	

Hazard Categories	Immediate Hazard	Yes
	Delayed Hazard	Yes
	Fire Hazard	No
	Pressure Hazard	No
	Reactivity Hazard	No

SARA 302 Extremely hazardous substance

Chemical name	CAS #	Reportable Quantity	Threshold Planning Quantity	Threshold Planning quantity, lower value	Threshold Planning quantity, upper value
Hydrogen Peroxide	7722-84-1	1000	1000 lbs.		
SARA 311/312 Hazardous chemical	Yes				
SARA 313 (TRI reporting)	Not regulated.				

Other federal regulations

Clean Air Act (CAA) Section 112 Hazardous Air Pollutants (HSPs) List	Not regulated.
Clean Air Act (CAA) Section 112(r) Accidental Release Prevention (40 CFR 68.130)	Not regulated.
Safe Drinking Water Act (SDWA)	Not regulated.
Food and Drug Administration (FDA)	Not regulated.

US state regulations

US.Massachusetts RTK - Substance List	Components Hydrogen Peroxide (CAS 7722-84-1)
US.New Jersey Worker and Community Right-to-Know Act	Components Hydrogen Peroxide (CAS 7722-84-1) Citrus Terpenes (CAS 5989-27-5)
US.Pennsylvania RTK - Hazardous Substances	Components Hydrogen Peroxide (CAS 7722-84-1)
US.Rhode Island RTK	Components Hydrogen Peroxide (CAS 7722-84-1)
US - California Proposition 65	California Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65): This material is not known to contain any chemicals currently listed as carcinogens or reproductive toxins.

International Inventories

Country(s) or region	Inventory Name	On Inventory (yes/no)*
Australia	Australian Inventory of Chemical Substances (AICS)	No
Canada	Domestic Substances List (DSL)	No
Canada	Non-Domestic Substances List (NDSL)	No
China	Inventory of Existing Chemical Substances in China (IECSC)	Yes
Europe	European Inventory of Existing Commercial Chemical Substances (EINECS)	No
Europe	European List of Notified Chemical Substances (ELINCS)	No
Japan	Inventory of Existing and New Chemical Substances (ENCS)	Yes
Korea	Existing Chemicals List (ECL)	No
New Zealand	New Zealand Inventory	Yes
Philippines	Philippine Inventory of Chemicals and Chemical Substances	Yes
Unites States Puerto Rico	Toxic Substances Control Act (TSCA) Inventory	No

*A "Yes" indicates this product complies with the inventory requirements administered by the governing country(s).

*A "No" indicates that one or more components of the product are not listed or exempt from listing on the inventory administered by the governing country(s).

Section 16 - Other information, including date of preparation or last version

Revision date 1/17/2018

SAFETY DATA SHEET

Version #

02

Disclaimer

The information contained herein was obtained from current and reliable sources. However, the data is provided without any warranty, expressed or implied, regarding its correctness or accuracy. Since the conditions for use, handling, storage and disposal of this product are beyond the manufacturer's control, it is the user's responsibility both to determine safe conditions for use of this product and to assume liability for loss, injury, damage or expense arising from the product's improper use. No warranty, expressed or implied, regarding the product described herein shall be created by or inferred from any statement or omission in this SDS. Various government agencies may have specific regulations concerning the transportation, handling, storage, use or disposal of this product which may not be reflected in this SDS. The user should review these regulations to ensure full compliance.

DRAFT



EXHIBIT I

Safety Data Sheet

Wipes.com Disinfecting Wipes 800 ct.

1. Identification of Substance/Preparation/Company

Product Name: Wipes.com Disinfecting Wipes 800 ct

Recommended Use: Disinfecting and cleaning non-porous surfaces

Wipes LLC
24059 W 10 Mile Rd
Southfield MI 48033
877-348-9473

2. Hazard Identification

Health Hazards: May cause mild eye irritation

Environmental Hazards: None currently known

EU Classification: Unknown

US OSHA Classification: Not hazardous

Canadian WHMIS Classification: Not a controlled substance

3. Composition / Information on Ingredients

Ingredient Name	CAS Number
Purified Water	7732-18-5
Tetra sodium ethylenediamine tetra acetic acid	64-02-8
Alkyl dimethyl ethylbenzyl ammonium chloride	85409-23-0
Alkyl dimethyl benzyl ammonium chloride	68391-01-5
Alcohols (c12-15 Ln. Saturated) Ethoxylate	68131-39-5
DMDM Hydantoin	77-71-4
Iodo-2-propynyl butyl carbamate	55406-53-6
Fragrance	NA

4. First Aid Measures

Inhalation: No first aid is generally required. Move to fresh air and obtain medical attention if cough or other symptoms develop.

Skin Contact: No first aid should be needed. Discontinue use and obtain medical attention if irritation develops and persists.

Eye Contact: Immediately flush eyes with plenty of water and remove contact lenses. Obtain medical attention as needed.

Ingestion: Accidental ingestion of the wipe substrate may necessitate medical attention. Do not induce vomiting unless directed to do so by medical personnel.

Issuing Date: 08/16/18

Revision Date: N/A

5. Fire-Fighting Measures

Suitable Extinguishing Media: Use media suitable for surrounding materials.

Special Fire Fighting Procedures: In the event of a fire, wear protective clothing and a NIOSH-contained breathing apparatus

Specific Hazards: None currently known

Hazardous Combustion Products: May include and are not limited to oxides of carbon

6. Accidental Release Measures

Pick up and place in a suitable container for disposal

7. Handling and Storage

Avoid contact with eyes

No special storage conditions required

8. Exposure Controls / Personal Protection

Exposure Limit (s): None established

Ventilation: No special ventilation normally required

Respiratory Protection: None required for normal use

Protective Gloves: None required for normal use

Eye Protection: None required for normal use

9. Physical and Chemical Properties

Appearance and Odor	Clear-Hazy Liquid on white nonwoven towel
Boiling Point Range	100°C (212°F)
Melting Point Range	No data available
Vapor Pressure	No data available
Vapor Density	No data available
Solubility	Soluble
pH	10.5 - 12
Flashpoint	No data available

10. Stability and Reactivity

Stability: Stable under normal conditions

Conditions to Avoid: Avoid freezing or excessive heat

Incompatible Materials: None currently known

Hazardous Decomposition Products: None

11. Toxicological Information

Symptoms / Effects of Exposure:

Inhalation: No adverse inhalation effects are known

Skin Contact: Mild skin irritation may occur in sensitive individuals

Eye Contact: May cause mild eye irritation and redness

Ingestion: Accidental ingestion of the wipe substrate may necessitate medical attention

Wipes.com Disinfecting Wipes 800 ct.

Chronic toxicity: None currently known

Medical conditions aggravated by prolonged exposure: Individuals with atopic dermatitis or other dermatological conditions may be more susceptible to skin irritation

12. Ecological Information

Ecotoxicity: No adverse side effects known

Persistence and degradability: No adverse side effects known

Mobility in soil: Unknown

Other adverse effects: None expected

13. Disposal Considerations

Dispose in accordance with state, local, and federal regulations

14. Transport Information

US DOT Shipping Description: Not regulated

IATA Shipping Description (Air): No Not regulated

IMDG Shipping Description (Vessel): Not regulated

15. Regulatory Information



Scale: 0 Minimal Hazard 1 Slight Hazard 2 Moderate Hazard 3 Serious Hazard 4 Severe Hazard

16. Other Information

While the descriptions, data, and information contained herein are presented in good faith and believed to be accurate, it is provided for your guidance only. It is the user's responsibility to determine safe conditions for the use of this product and to assume liability for loss, injury, damage, or expense resulting from improper use. As many factors, may affect processing or application use, we recommend that you determine the suitability of a product for your particular purpose prior to use.

Signs

Table of Contents

Sign A	Be Prepared – General Parks Guidelines
Sign B	Be Prepared – Hand Washing and Sanitizing Supplies
Sign C	CDC Hand Washing Procedures
Sign D	Greenwood Community Center Sign Plan
Sign E	CDC Stop the Spread Guidelines
Sign F	Greenwood Community Center Entry Directional sign
Sign G	Greenwood Community Center Flow Map
Sign H	Occupancy Limits sign
Sign I	Greenwood Community Center Front Entry Social Distancing Guidelines
Sign J	Clean Pens sign
Sign K	Greenwood Community Center Locker Rooms and Showers Closed sign
Sign L	Restroom Lobby Door sign
Sign M	Restroom Waiting Locations sign
Sign N	Gym Restroom Directional sign
Sign O	Bottle Fill Only sign
Sign P	Court Rules
Sign Q	Kid City Closure sign

While Enjoying the Parks

Please Be Prepared

**Practice Social
Distancing CDC
Guidelines**

**Bring Your Own Hand
Washing/Sanitizing
Supplies**

- They are not supplied

**If You are Feeling Sick,
Please Stay Home**

Social Gathering Occupancy

May 22 - June 15 100 - Max Capacity

June 15 - July 4 250 - Max Capacity

SIGN B

BE PREPARED

**Bring Your Own
Hand Washing and
Sanitizing Supplies**

(They are not provided)

Stop Germs! Wash Your Hands.

SIGN C

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



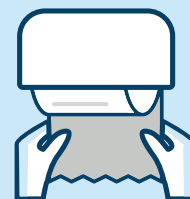
Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

LIFE IS BETTER WITH

CLEAN HANDS



Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

www.cdc.gov/handwashing

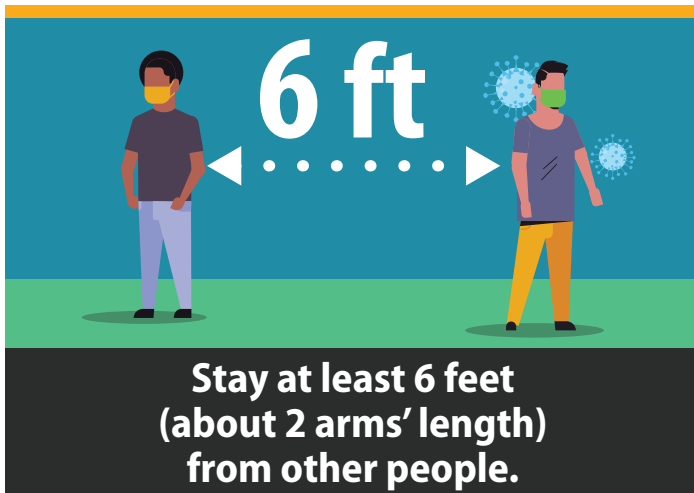
This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



CS310027-A

SIGN E Stop the Spread of Germs

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



cdc.gov/coronavirus

SIGN F

**This Entry
is CLOSED**

**Please use
Front
Entry**



GREENWOOD

PARKS &

RECREATION

SIGN H

Social Gathering Occupancy

MAY 25 - JUNE 15

100 - Max Capacity

June 15 - July 6

250 - Max Capacity

SIGN 1

**Please Keep a
6' Distance
from Others While Waiting
Thank You**



SIGN J

PLEASE
Place Pens
HERE



SIGN K

**Locker Room
& Showers are
CLOSED**

SIGN L

**One Patron
Permitted in
Restroom at a Time**



SIGN M

**One Patron
Permitted in
Restroom at a Time**
PLEASE WAIT HERE

SIGN N

**SOUTH RESTROOMS
ARE CLOSED**

**Please use
Northeast Restrooms**

Located in Locker Room Area

(Only one patron permitted in restroom at a time)

SIGN O

Bottle Fill

ONLY

GREENWOOD
PARKS &
RECREATION

SIGN P

Temporary Court Rules: Bring Your Own Ball

No Game Play

(Shoot around only)

Max. 5 Patrons per Goal

SIGN Q

KiD

ciTY

Will Remain

Closed

Until

Further

Notice