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~ NOTICE ~

APRIL 22, 2020

The Mayor, City Council and City Administration acknowledge and understand that the businesses as well as the general citizenry desire to "re-open" and get back to work. Unfortunately, in the rush to do so, we also acknowledge and understand that there may be some misinformation that is being posted and passed around. We have been in contact with your elected State representatives as well as reviewing the orders issued by the Governor, together with guidance documents from the Attorney General and the Department of State Health Services. Please be advised that as of today, the attached information sheet issued by the Department of State Health Services is applicable to any re-opening that may occur beginning on Friday, April 24, 2020. A few key points to review are:

- All purchases from a retail location (not applicable to essential businesses) must be for pickup, delivery by mail, or delivery to the customer’s doorstep – there may be no entry into the business. Further, City Ordinance requires all business to be conducted within the buildings that house the business. We advise those who wish to re-open please market your items on the internet through your website, Facebook or other electronic interface with payment also made online or over the phone and allow the customers to either have the items delivered or have "curbside" delivery whereby the items are delivered to the
customer’s vehicle while maintaining the presently recommended safe distance (6 feet).

- There are specific restrictions and guidance for employees that are to be followed. This includes the use of facial coverings at all times when dealing with the public. The attached article from the CDC discusses face coverings.

- The Governor has ordered as follows: “In providing or obtaining essential services, people and businesses should follow the Guidelines from the President and the CDC by practicing good hygiene, environmental cleanliness, and sanitation, implementing social distancing, and working from home if possible. In particular, all services should be provided through remote telework from home unless they are essential services that cannot be provided through remote telework.”

- From the CDC: Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:
  - Stay at least 6 feet (2 meters) from other people
  - Do not gather in groups
  - Stay out of crowded places and avoid mass gatherings

- Eating or drinking at bars, restaurants, and food courts, or visiting gyms, massage establishments, tattoo studios, piercing studios, or cosmetology salons is still not allowed; the use of drive-thru, pickup, or delivery options for food and drinks is allowed and highly encouraged throughout the limited duration of the Governor’s Executive Order.

- We are happy you want to re-open, but we urge you to follow the Governor’s Orders as well as the guidance from federal and state offices.

LET’S RE-OPEN TO STAY OPEN
Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings
Cloth face coverings should—
- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings
CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?
A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?
Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.
Sewn Cloth Face Covering

Materials
- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic
  (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

Tutorial
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.

2. Fold over the long sides ¼ inch and hem. Then fold the double layer of fabric over ½ inch along the short sides and stitch down.

3. Run a 6-inch length of 1/8-Inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.

4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.
Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials
- T-shirt
- Scissors

Tutorial
1. 

2. 

3. Tie strings around neck, then over top of head.

Bandana Cloth Face Covering (no sew method)

Materials
- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial
1. 

2. 

3. Place rubber bands or hair ties about 6 inches apart.

4. Fold bandana in half.

5. Fold top down, fold bottom up.

6. Fold side to the middle and tuck.
COVID-19: Guidance for Employers, Employees, and Customers of Reopened Retail Services

This guidance is based on the best information currently available and will be updated when appropriate. Please visit dshs.texas.gov/coronavirus and cdc.gov/coronavirus for updates. This guidance is intended for employers, employees, and customers of retail businesses reopening under the Governor’s Executive Order issued on April 17, 2020. This guidance does not apply to businesses considered essential. This guidance is based on recommendations from the Centers for Disease Control and Prevention (CDC).

I am an Employee of a retail business re-opening. What should I do to keep myself and our customers safe?

- All employees must be trained on environmental cleaning and disinfection, hand hygiene, and respiratory etiquette.
- All employees must be screened before coming into the business for new or worsening cough; shortness of breath; sore throat; loss of taste or smell; feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit; or known close contact with a person who is lab-confirmed to have COVID-19. Any employee who meets any of these criteria should be sent home.
- Upon entering the business, employees must wash or sanitize hands.
- All employees must wear face coverings.
- Employees must maintain at least 6 feet separation from one another.

I am a Customer. How do I purchase and obtain goods from a retail store that has just re-opened?

- Customers may purchase items from a retail location for pickup, delivery by mail, or delivery to the customer’s doorstep, but may not enter the premises.
• Retail to-go:
  o All payments should be done over the phone or internet if possible, and contact should be minimized if remote payment is not available.
  o Purchased items should be delivered by the employee to the backseat or trunk of the customer’s vehicle whenever possible to minimize physical contact with the customer.
  o Employees must wash or sanitize their hands after each interaction with a customer, and whenever possible, must disinfect any item that came into contact with the customer.

• Retail delivery to customer’s doorstep:
  o All payments should be done over the phone or internet if possible, and contact should be minimized if remote payment is not available.
  o Purchased items should be delivered by an employee or third-party carrier and delivered to the customer’s doorstep. The employee or third-party carrier may not enter the customer’s house or business.

• Retail delivery by mail:
  o All payments must be done over the phone or internet.
  o Purchased items should be delivered by mail without customer contact.

• The customer should wash or sanitize their hands after the transaction.