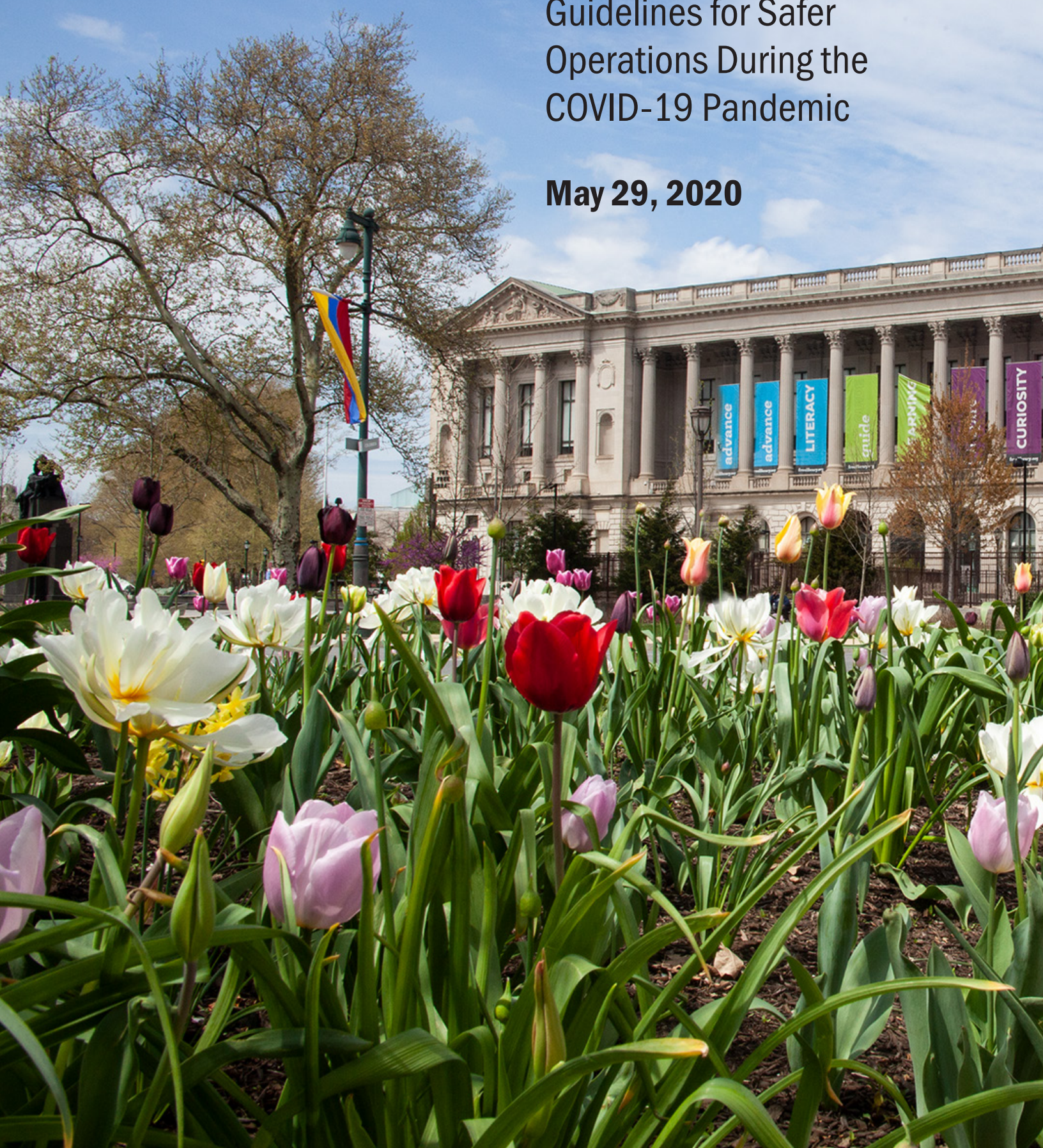


# Safe Mode

Guidelines for Safer  
Operations During the  
COVID-19 Pandemic

**May 29, 2020**





## Safe Mode and Reopening Framework

Philadelphians are working hard to turn back COVID-19, and they are succeeding. Because of physical-distancing actions and the stay-at-home order, as of mid-May 2020, daily COVID-19 case counts had fallen to about half those of mid-April and were still declining. However, COVID-19 will not be eradicated from the region for many months at least, and if Philadelphians simply resume their previous activities now, the epidemic will resurge.

At the same time, the physical distancing actions and stay-at-home instructions have caused significant business and job losses. Soon, Philadelphia residents and workers will restart economic and physical activities, but they must do so safely—that is, in a way that prevents the virus from spreading from person to person. Everyone must take precautions consistently to protect not only themselves, but also their family members, friends, colleagues, and everyone else. The precautions will vary by the activity and setting, but the general **Safety Checklist** will look like this:

### Safety Checklist



#### Masks

Block the virus from spreading from infected individuals by wearing masks and requiring others to wear them.



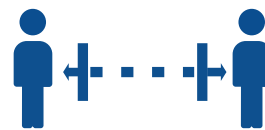
#### Barriers

Use sneeze guards or plexiglass screens to prevent respiratory droplets expelled by infected persons from reaching others.



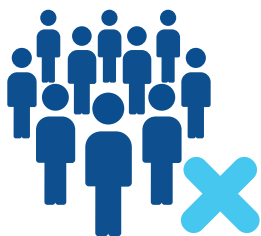
#### Isolate

Keep people who might be carrying the virus safely away from others (ideally at home).



#### Distance

Maintain space between people to reduce the chance that one infected individual will infect others.



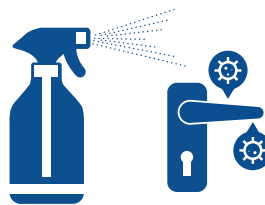
#### Reduce crowds

Decrease the number of people that an infected person could pass the virus to if other steps are not successful.



#### Handwashing

Reduce the spread of virus from one person to another from touching contaminated surfaces.



#### Clean

Remove respiratory droplets that may contain virus from surfaces that people may touch.



#### Communicate

Ensure staff, customers, and others taking part in permitted activities understand this Safety Checklist.

This Safety Checklist must be followed at all times. If an employee, customer, or participant develops COVID-19 infection or has a positive test, businesses and other organizations must take additional precautions to stop the virus from spreading further, as described in [Guidance for Essential Businesses and Organizations During COVID-19](#). Required precautions include calling PDPH at 215-685-6741 to report positive cases.

If employees or customers want to report possible health and safety violations in the workplace related to COVID-19, please call 311.

If you have questions or concerns about the applicability of these guidelines to your business, please email [business@phila.gov](mailto:business@phila.gov)

**Note that guidance in this document is subject to change. Please check back for updates.**

The following document provides specific reopening guidance for types of facilities that may open or expand operations in the Yellow Phase. Additional guidance for facilities able to open in future phases will be forthcoming. Sectors that are not changing practice during this phase should continue their current practices including limited services or closure as appropriate.

*This document is intended as a plain language summary of rules for reopening in the [Yellow Phase](#) and does not replace the need to follow all applicable federal, state, and local laws and regulations.*

#### See also:

1. [Order](#) of the Secretary of Health providing for building safety measures, issued April 5, 2020
2. [Order](#) of the Secretary of Health providing for business safety measures (to keep employees and customers safe), issued April 15, 2020
3. [Guidance](#) issued by the Department of Health to the Construction Industry, issued April 19, 2020
4. [Guidance](#) issued by the Department of State to the Real Estate Industry, reissued April 28, 2020
5. [Other future applicable Department of Health](#) (DOH) and Centers for Disease Control and Prevention (CDC) [guidance](#)
6. [Philadelphia executive order](#) for “Safer at Home” Yellow Phase

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# OCCUPATIONS

## Office Workers

The following is intended as a plain language summary of rules for reopening in the Yellow Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

### Protections Needed

#### Masks

- Provide masks for employees.
- Require employees and visitors to mask while on site except only:
  - As necessary for the employee to eat or drink during break times. The employee should be seated at least 6 feet from others when taking off mask.
  - When seated alone in a private office or in a cubicle whose sides extend above the head of the employee.



#### Barriers

- If the office remains open to the public, install plastic barriers between staff and the public.
- For workers in low cubicles and those who work in open office designs, install additional barriers if needed to extend cubicle walls above workers' heads and to separate those working in spaces with open designs.



#### Isolate

- Screen every employee for symptoms before every shift and prevent them from remaining on site if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
- It is not necessary to conduct on-site temperature measurement for staff or visitors. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain on-site.
- Have sick leave policies in place so that employees excluded from the workplace do not lose earnings.
- If an employee develops COVID-19 infection or has a positive test, businesses and other organizations must take additional precautions to stop the virus from spreading further, as described in [Guidance for Essential Businesses and Organizations During COVID-19](#). Required precautions include calling PDPH at 215 685-6741 to report positive cases.



#### Distance

- Adjust work assignments to ensure employees can stay 6 feet from each other throughout their shifts.
- If the office remains open to the public, use floor decals or other visual cues to encourage distancing.
- Use non-contact payment methods if possible.



#### Reduce crowds

- Remote work must continue where feasible.
- Stagger shifts when possible.
- During the Yellow Phase, limit entry to a maximum of 5 total persons for every 1,000 square feet of space in the facility.
  - Post this temporary occupancy limit publicly.
- Stagger employee break times.
- Substitute telephone or internet-based meetings for in-person staff meetings.
- If meetings must be held in person, during the Yellow Phase, limit attendees to a maximum of 10 and maintain at least 6 feet of distance between attendees.
  - Prohibit non-essential visitors.

## Office Workers (cont)

**Handwashing**

- Place handwashing stations or hand sanitizer at entry and outside communal bathrooms for all staff and visitors with prominent signage promoting use.
- Give staff hourly handwashing breaks.

**Clean**

- Wipe down high-touch surfaces with disinfectant at least once every 4 hours. See [CDC guidance](#) for details.

**Communicate**

- Educate staff about symptoms and prevention of COVID-19.
- Post prominent signs at entrances and in employee break rooms:
  - Asking people who are sick or who have had contact with someone with COVID-19 within the past 14 days not to enter.
  - Encouraging people to cover coughs or sneezes.
  - Mandating physical distancing of at least 6 feet.
  - Mandating that all staff and visitors wear masks.

**See also:**

[Order](#) of the Secretary of Health providing for building safety measures, issued April 5, 2020.

[Order](#) of the Secretary of Health providing for business safety measures (to keep employees and customers safe), issued April 15, 2020.



## OCCUPATIONS

# Manufacturing/ Warehouse Operations

The following is intended as a plain language summary of rules for reopening in the Yellow Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

### Protections Needed



#### Masks

- Provide masks for employees.
- Require employees and visitors to mask while on site except only:
  - As necessary for the employee to eat or drink during break times. The employee should be seated at least 6 feet from others when taking off mask.
  - When seated alone in a private office or in a cubicle whose sides extend above the head of the employee.
  - Open windows and doors when practicable to maintain air ventilation.



#### Barriers

- Ensure employees can maintain space of 6 feet from each other during their workday. If this is impractical, install plastic barriers to protect employees from infection from those working near them.



#### Isolate

- Screen every employee for symptoms before every shift and prevent them from remaining on site if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
- It is not necessary to conduct on-site temperature measurement for staff or customers. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain on-site.
- Have sick leave policies in place so that employees excluded from the workplace do not lose earnings.
- If an employee develops COVID-19 infection or has a positive test, businesses and other organizations must take additional precautions to stop the virus from spreading further, as described in [Guidance for Essential Businesses and Organizations During COVID-19](#). Required precautions include calling PDPH at 215 685-6741 to report positive cases.



#### Distance

- Adjust work assignments and workplace design to ensure employees can stay at least 6 feet from each other throughout their shifts.
- Use floor decals or other visual cues to encourage spacing by staff.
- Use non-contact payment methods if possible.
- Consider how staff travel to worksite. Encourage all staff to mask throughout travel unless traveling alone in their own vehicle.



#### Reduce crowds

- Use staggered shifts to decrease the number of staff on-site at any time and to avoid bottlenecks at the start and end of shifts.
- During the Yellow Phase, limit entry to a maximum of 5 total persons for every 1,000 square feet of space in the facility.
  - Post this temporary occupancy limit publicly.

## Manufacturing Warehouse Operations (cont)

**Handwashing**

- Place handwashing stations or hand sanitizer at entry and outside communal bathrooms for all staff and visitors with prominent signage promoting use.
- Give staff hourly handwashing breaks.

**Clean**

- Wipe down high-touch surfaces with disinfectant at least once every 4 hours. See [CDC guidance](#) for details.

**Communicate**

- Educate staff about symptoms and prevention of COVID-19.
- Post prominent signs at entrances and in employee break rooms:
  - Asking people who are sick or who have had contact with someone with COVID-19 within the past 14 days not to enter.
  - Encouraging people to cover coughs or sneezes.
  - Mandating physical distancing of at least 6 feet.
  - Mandating that all staff and visitors wear masks.

**See also:**

[Order](#) of the Secretary of Health providing for building safety measures, issued April 5, 2020.

[Order](#) of the Secretary of Health providing for business safety measures (to keep employees and customers safe), issued April 15, 2020.



## OCCUPATIONS

# Real Estate/ Rental Leasing

The following is intended as a plain language summary of rules for reopening in the Yellow Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

### Protections Needed



#### Masks

- Provide masks for employees.
- Require employees and clients to mask while on-site except only:
  - As necessary for the employee to eat or drink during break times. The employee should be seated at least 6 feet from others when taking off mask.
  - When seated alone in a private office or in a cubicle whose sides extend above the head of the employee.



#### Barriers

- If the office remains open to the public, install plastic barriers between staff and the public.
- For workers in low cubicles and those who work in open office designs, use plastic barriers if needed to extend cubicle walls above workers' heads and to separate those working in spaces with open designs.



#### Isolate

- Screen every employee for symptoms before every shift and prevent them from remaining on site if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
- It is not necessary to conduct on-site temperature measurement for staff or customers. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain on-site.
- Screen staff and potential buyers and sellers for symptoms before every interaction and reschedule home showings if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
- Have sick leave policies in place so that employees excluded from the workplace do not lose earnings.
- If an employee develops COVID-19 infection or has a positive test, businesses and other organizations must take additional precautions to stop the virus from spreading further, as described in [Guidance for Essential Businesses and Organizations During COVID-19](#). Required precautions include calling PDPH at 215 685-6741 to report positive cases.



#### Distance

- Avoid driving potential buyers to see homes.
- If clients come to office, ensure both staff and clients are at least 6 feet from each other.
- Encourage staff to work remotely if possible. If in the office, maintain at least 6 feet of distance at all times.
- When conducting settlements/closings utilize remote notary, powers of attorney (POA) or the exchange of contract documents electronically or by mail wherever possible.

## Real Estate/Rental Leasing (cont)

**Reduce crowds**

- Consider moving to online services, where possible. Encourage buyers to narrow their property search through photos and virtual tours, to reduce the number of in-person showings.
- Require property showings by appointment, in lieu of open houses, to reduce the number of persons in a property at any given time.
- During the Yellow Phase, limit in-person activities to no more than the real estate professional and two people inside a property at any time, exercising appropriate physical distancing.

**Handwashing**

- Place handwashing stations or hand sanitizer at office entry and outside communal bathrooms for all staff and visitors with prominent signage promoting use.
- Give staff hourly handwashing breaks.
- Require all persons entering a property being shown to immediately wash their hands or to use hand sanitizer and wear a face mask or covering.

**Clean**

- Wipe down any surfaces touched during a showing with a sanitizing wipe or disinfecting cleaner (after discussing with seller before showing) and suggest the seller also disinfect the property. See [CDC guidance](#) for details.

**Communicate**

- Educate staff and clients about strategies to prevent spread of COVID-19.
- Post prominent signs at entrances, in employee break rooms, and in materials for buyers and sellers:
  - Asking people who are sick or have had contact with someone with COVID-19 within the past 14 days not to come into office or hold or attend a showing.
  - Encouraging people to cover coughs or sneezes.
  - Mandating physical distancing of at least 6 feet for both clients and staff.
  - Mandating that all staff and clients wear masks.

**See also:**

[Guidance](#) issued by the Department of State to the Real Estate Industry, reissued April 28, 2020.

[Order](#) of the Secretary of Health providing for building safety measures, issued April 5, 2020.

[Order](#) of the Secretary of Health providing for business safety measures (to keep employees and customers safe), issued April 15, 2020.



# OCCUPATIONS

## Landscape/ Construction

The following is intended as a plain language summary of rules for reopening in the Yellow Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

### Protections Needed



#### Masks

- Provide masks for employees.
- Require employees to mask while on site with exception for breaks to eat and drink, which must be taken at least 6 feet from others.



#### Isolate

- Ask employees to screen themselves for symptoms before every shift and prevent them from remaining on site if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
- It is not necessary to conduct on-site temperature measurement for staff. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain on-site.
- Have sick leave policies in place so that employees excluded from the workplace do not lose earnings.
- If an employee develops COVID-19 infection or has a positive test, businesses and other organizations must take additional precautions to stop the virus from spreading further, as described in [Guidance for Essential Businesses and Organizations During COVID-19](#). Required precautions include calling PDPH at 215 685-6741 to report positive cases.

#### Distance

- Adjust work assignments to ensure employees can stay 6 feet from each other throughout their shifts and follow limits on workers per site according to city and state requirements below.
- For construction, no more than 4 workers per residential dwelling unit; no more than 4 workers per 2000 sq. ft. at commercial sites; 1 extra worker allowed per additional 500 sq. ft.
- Use non-contact payment methods if possible.



#### Handwashing

- Provide handwashing stations or hand sanitizer and encourage frequent hand hygiene.



#### Clean

- Wipe down shared equipment with disinfectant at least every 4 hours and between users. Sanitize shared tools. See [CDC guidance](#) for details.



#### Communicate

- Educate employees about symptoms and prevention of COVID-19; employ Site Safety Manager for construction sites as required by State and local guidance (see below).
- Remind all employees to:
  - Stay home if they are sick or have had contact with someone with COVID-19 within the past 14 days.
  - Cover coughs or sneezes.
  - Maintain physical distancing of at least 6 feet.
  - Wear masks (see above).

#### See also:

[PA guidance for businesses in the construction industry.](#)

[PA guidance for businesses permitted to operate during COVID-19 emergency](#) Order of the Secretary of the Health providing business safety measures.

[Philadelphia executive](#) order allowing construction activity.

# OCCUPATIONS

## Retail

**This excludes indoor recreation, health and wellness facilities and personal care services** (such as gyms, spas, hair salons, nail salons, massage therapy providers), and all entertainment (such as casinos, theaters).

The following is intended as a plain language summary of rules for reopening in the Yellow Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

### Protections Needed

#### Masks

- Provide masks for employees.
- Require employees and customers to mask while on site except only:
  - As necessary for the employee to eat or drink during break times. The employee should be seated at least 6 feet from others when taking off mask.

#### Barriers

- If indoor shopping permitted, install plastic barriers at check-out areas to physically separate cashiers and customers.

#### Isolate

- Screen every employee for symptoms before every shift and prevent them from remaining on site if they have cough, shortness of breath, fever, chills, sore throat, muscle pain, or new loss of taste or smell.
- It is not necessary to conduct on-site temperature measurement for staff or customers. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain on-site.
- Have sick leave policies in place so that employees excluded from the workplace do not lose earnings.
- If an employee develops COVID-19 infection or has a positive test, businesses and other organizations must take additional precautions to stop the virus from spreading further, as described in [Guidance for Essential Businesses and Organizations During COVID-19](#). Required precautions include calling PDPH at 215 685-6741 to report positive cases.

#### Distance

- Use floor decals and other visual cues to encourage spacing by customers.
- Use non-contact payment methods if possible.
- Close registers if needed to separate cashiers by at least 6 feet.

#### Reduce crowds

- Promote online ordering, curbside pickup and delivery options.
- If indoor shopping is permitted during the Yellow Phase, limit entry to a maximum of 5 total customers for every 1,000 square feet of public space in the facility.
  - Post this temporary occupancy limit publicly.
- Adjust work assignments to ensure employees can stay 6 feet from each other throughout their shifts.

#### Handwashing

- Place handwashing stations or hand sanitizer at entry and outside communal bathrooms for all staff and visitors with prominent signage promoting use.
- Give staff hourly handwashing breaks.



## Retail (cont)



- Wipe down high-touch surfaces with disinfectant at least once every 4 hours. See [CDC guidance](#) for details.
- Wipe carts, baskets, and counters with disinfectant between customers.
- Keep returned products out of circulation for 24 hours.
- Remove or put barriers in front of self-service displays (e.g. jewelry, sunglasses and beauty items). Set aside any items handled by customers for cleaning.

**Communicate**

- Educate staff about symptoms and prevention of COVID-19.
- Post prominent signs at entrances and in employee break rooms:
  - Asking people who are sick or who have had contact with someone with COVID-19 within the past 14 days not to enter.
  - Encouraging people to cover coughs or sneezes.
  - Mandating physical distancing of at least 6 feet for both customers and staff, including while queuing at registers.
  - Mandating that all staff and customers wear masks.

**See also:**

[Order](#) of the Secretary of Health providing for building safety measures, issued April 5, 2020.

[Order](#) of the Secretary of Health providing for business safety measures (to keep employees and customers safe), issued April 15, 2020.

## HEALTH CARE

# Outpatient Health Care Facilities

The following is intended as a plain language summary of rules for reopening in the Yellow Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

### Protections Needed



#### Masks

- Maintain universal masking and all safety practices from Red Phase.
- Require employees and patients to mask while on site except only as necessary for the employee to eat or drink during break times. The employee should be seated at least 6 feet from others when taking off mask.



#### Barriers

- Consider use of plastic barriers between staff, patients, and visitors where appropriate (for example check-in desks).



#### Isolate

- Screen every employee for symptoms before every shift and prevent them from remaining on site if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
- It is not necessary to conduct on-site temperature measurement for staff. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain on-site.
- Have sick leave policies in place so that employees excluded from the workplace do not lose earnings.
- If an employee develops COVID-19 infection or has a positive test, businesses and other organizations must take additional precautions to stop the virus from spreading further, as described in [Guidance for Essential Businesses and Organizations During COVID-19](#). Required precautions include calling PDPH at 215 685-6741 to report positive cases.



#### Distance

- Adjust work assignments to ensure employees can stay 6 feet from each other throughout their shifts when possible.
- Ensure patients in waiting areas can sit at least 6 feet apart.



#### Reduce crowds

- Consider changes to appointment scheduling to minimize numbers in waiting areas.



#### Handwashing

- Place handwashing stations or hand sanitizer at office entry and outside bathrooms for all staff and visitors with prominent signage promoting use.
- Emphasize importance of hand hygiene between each patient encounter for all staff.



#### Clean

- Wipe down high-touch surfaces with disinfectant at least once every 4 hours. See [CDC guidance](#) for details.

## Outpatient Health Care Facilities (cont)



### Communicate

- Educate staff about symptoms and prevention of COVID-19.
- Have front desk staff hand out masks to all patients who are not already wearing them on arrival.
- Post prominent signs at entrances and in employee break rooms:
  - Asking people who are sick to call to notify staff before entering.
  - Encouraging people to cover coughs or sneezes
  - Mandating physical distancing of at least 6 feet for both patients and staff, including while queuing at check-in desk.
  - Mandating that all staff and patients wear masks.

### ●●● Other

- Encourage routine health maintenance and visits for care of chronic conditions, using telemedicine where possible.
- Consider separate "sick" and "well" waiting room areas.
- Separate office hours for sick visits and routine visits to help avoid transmission.
- Promote routine and catch-up immunizations.

### See also:

[CDC guidelines for Outpatient and Ambulatory Care Settings.](#)

[PA COVID-19 Information for Health Care Facilities.](#)



## HEALTH CARE

# Home Health Care

The following is intended as a plain language summary of rules for reopening in the Yellow Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

### Protections Needed



#### Masks

- Employers must provide appropriate PPE to workers.
- Home health workers must be masked when inside of clients' homes. If taking breaks/meals inside a client's home, the worker must stay at least 6 feet from others in the home.
- Ask all those in the home to mask while home healthcare workers are on site.



#### Isolate

- Screen every employee for symptoms before every shift or have each employee complete a self-checker and prevent them from remaining on site if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
- It is not necessary to conduct on-site temperature measurement for staff. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain on-site.
- Have sick leave policies in place so that employees excluded from the workplace do not lose earnings.

- If an employee develops COVID-19 infection or has a positive test, businesses and other organizations must take additional precautions to stop the virus from spreading further, as described in [Guidance for Essential Businesses and Organizations During COVID-19](#). Required precautions include calling PDPH at 215 685-6741 to report positive cases.



#### Distance

- Maintain a distance of at least 6 feet from others in the home besides the patient when making home visits.



#### Handwashing

- Employers must provide hand sanitizer to workers for use before and after all patient visits.
- Home health workers should perform hand hygiene before entering each client's home, after entering the home before conducting patient care, as needed throughout the visit, and after leaving the home.
- Note that hand hygiene should be performed before and after touching the mask whether inside or outside of the client's home.



#### Clean

- Wipe down high-touch surfaces with disinfectant at least every 4 hours. See [CDC guidance](#) for details.



#### Communicate

- Educate employees about symptoms and prevention of COVID-19.
- Remind all employees to:
  - Stay home if they are sick or have had contact with someone with COVID-19 within the past 14 days.
  - Cover coughs or sneezes.
  - Maintain physical distancing of at least 6 feet.
  - Wear masks (see above).

#### See also:

[CDC Interim Guidance for Implementing Home Care of People Not Requiring Hospitalization for COVID-19.](#)

[PA COVID-19 Information for Health Care Facilities.](#)

# TRANSPORTATION

## Ride Share, Taxis

The following is intended as a plain language summary of rules for reopening in the Yellow Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

### Protections Needed



#### Masks

- Require mask use by drivers and passengers until the Green Phase.
- Employers should provide masks, wipes, and hand sanitizer to drivers.
- Passengers should be permitted to cancel trips if employees/drivers are not wearing face masks.



#### Barriers

- Install clear plastic barriers between front and back seats.



#### Isolate

- Screen every employee for symptoms before every shift and send them home if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
- It is not necessary to conduct on-site temperature measurement for staff or customers. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain on-site.

- Have sick leave policies in place so that employees excluded from work do not lose earnings.
- If an employee develops COVID-19 infection or has a positive test, businesses and other organizations must take additional precautions to stop the virus from spreading further, as described in [Guidance for Essential Businesses and Organizations During COVID-19](#). Required precautions include calling PDPH at 215 685-6741 to report positive cases.



#### Distance

- Do not allow passengers to sit in the front passenger seat.



#### Clean

- Wipe down commonly touched surfaces between riders. See [CDC guidance](#) for details.



#### Communicate

- Educate employees about symptoms and prevention of COVID-19.
- Post prominent signs in vehicles.
  - Asking people who are sick or who have had contact with someone with COVID-19 within the past 14 days not to enter.
  - Encouraging people to cover coughs or sneezes.
  - Mandating that all drivers and passengers wear masks.

# ENTERTAINMENT/TRAVEL

## Hotels

**(Hotel Restaurants will not open for on-site dining until a later phase)**

The following is intended as a plain language summary of rules for reopening in the Yellow Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

### Protections Needed



#### Masks

- Provide masks for employees.
- Require employees and guests to mask while on site except only:
  - As necessary for the employee to eat or drink during break times. The employee should be seated at least 6 feet from others when taking off mask.
  - When seated alone in a private office or in a cubicle whose sides extend above the head of the employee.



#### Barriers

- Install plastic barriers at reception areas to physically separate hotel staff and guests.



#### Isolate

- Screen every employee and arriving guest for symptoms and prevent them from remaining on site if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
- It is not necessary to conduct on-site temperature measurement for staff or customers. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain on-site.
- Have sick leave policies in place so that employees excluded from the workplace do not lose earnings.
- If an employee develops COVID-19 infection or has a positive test, businesses and other organizations must take additional precautions to stop the virus from spreading further, as described in [Guidance for Essential Businesses and Organizations During COVID-19](#). Required precautions include calling PDPH at 215 685-6741 to report positive cases.



#### Distance

- Adjust work assignments to ensure employees can stay at least 6 feet from each other throughout their shifts.
- Use floor decals or other visual cues to encourage spacing by customers.
- Post signs near elevators stating temporary maximum occupancy of 4 and asking guests to stand in corners of elevator.
- Use non-contact payment methods if possible.
- Use no-contact delivery for room service.



#### Reduce crowds

- Gatherings of over 25 are prohibited by the state until the Green Phase. **The Philadelphia Department of Public Health recommends that no gatherings of any size be held until Green Phase.**
- Do not open pools until Green Phase has been reached.

## Hotels (cont)

**Handwashing**

- Place handwashing stations or hand sanitizer at entry and in highly populated areas (lobby, elevator banks, front desk, etc.) and outside communal bathrooms for all staff and guests with prominent signage promoting use.
- Give staff hourly handwashing breaks.

**Clean**

- Wipe down high-touch surfaces with disinfectant at least every 4 hours. See [CDC guidance](#) for details.
- Follow PDPH recommendations for routine [cleaning and disinfection](#) of rooms between guests and for daily cleaning.

**Communicate**

- Educate staff about symptoms and prevention of COVID-19.
- Post prominent signs at entrances and in employee break rooms:
  - Asking people who are sick or who have had contact with someone with COVID-19 within the past 14 days not to enter.
  - Encouraging people to cover coughs or sneezes.
  - Mandating physical distancing of at least 6 feet.
  - Mandating that all staff and visitors wear masks.

●●● **Other**

- Eliminate magazines, menus, and other reusable non-cleanable items from guest rooms.
- Remove self-serve coffee, tea, and snacks from public areas.

**See also:**

[Order](#) of the Secretary of Health providing for building safety measures, issued April 5, 2020.

[Order](#) of the Secretary of Health providing for business safety measures (to keep employees and customers safe), issued April 15, 2020.



## ENTERTAINMENT/TRAVEL

# Restaurants and Mobile Food Vendors

During the Yellow Phase, outdoor dining at restaurants and walk-up ordering at restaurants and mobile food vendors, including food trucks, are permitted, provided that: (i) all applicable health and safety requirements and guidance are followed, including but not limited to physical distancing and mandatory masking for employees and customers; (ii) and all applicable regulatory requirements are met, including but not limited to licensing and permitting requirements. Businesses must obtain any permits or other authorization, as required, to serve food and beverages outside of physical indoor service areas.

The following is intended as a plain language summary of rules for reopening in the Yellow Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

### Protections Needed



#### Masks

- Provide masks for employees.
- Require employees and customers to mask while on-site except only:
  - As necessary for the employee to eat or drink during break times. The employee should be seated at least 6 feet from others when taking off mask.
  - While customers are eating and drinking while seated at an outdoor table.



#### Barriers

- If the restaurant or food cart uses a serving counter, install plastic barriers between staff and the public.
- Consider the use of physical barriers between tables.



#### Isolate

- Screen every employee for symptoms before every shift and prevent them from remaining on-site if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
- It is not necessary to conduct onsite temperature measurement for staff or customers. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain on-site.
- Before allowing entrance to an outdoor dining area, ask customers if they have symptoms of COVID-19.
- Have sick leave policies in place so that employees excluded from the workplace do not lose earnings.
- If an employee develops COVID-19 infection or has a positive test, businesses and other organizations must take additional precautions to stop the virus from spreading further, as described in [Guidance for Essential Businesses and Organizations During COVID-19](#). Required precautions include calling PDPH at 215-685-6741 to report positive cases.



#### Distance

- Adjust work assignments to ensure employees can stay 6 feet from each other throughout their shifts. Install physical barriers such as sneeze guards or partitions in restaurant kitchens and at cash registers, host stands, or food pickup areas where maintaining physical distance of at least 6 feet is difficult.
- Establish procedures to prevent crowding at entrances among persons waiting for food or tables.
  - Consider the use of sidewalk decals or other visual cues to encourage customers to stay at least 6 feet apart and at least 6 feet from seated diners.
- Outdoor area capacity shall be determined by arranging seating to provide a minimum of 6 feet between seated diners at different tables and between seated diners and passersby (see also [PA Guidance for the Restaurant Industry](#)).
- Limit party size to 6 persons or fewer.

## Restaurants and Mobile Food Vendors (cont)

- Employees should stay at least 6 feet from customers when possible. Deliver items to table on service trays to minimize time staff are close to customers.
- Close all self-service food areas (e.g. buffets, salad bars, coffee stations or beverage service).
- Mark enter/exit to and from restrooms to create paths that help keep people apart.
- Use non-contact payment methods if possible.
- Consider installing touchless door and sink systems or providing single-use barriers (e.g., deli tissues, paper towels) for use when touching door and sink handles.
- No refills of food and beverage containers brought in by customers are permitted.



### Reduce crowds

- During the Yellow Phase, inside dining in restaurants remains strictly prohibited.
- If possible, use a reservation or call ahead model for outdoor dining.
- Restaurants and food vendors shall not permit lines of more than 10 customers to form in or around their facilities. Customers waiting for tables or eating must be required to stay outdoors.
- Plan for inclement weather. It will not be permissible for customers to crowd together if it rains.
- If possible, group employees in clusters and schedule groups on same shifts to reduce cross-team exposure.
- Stagger employee break times.



### Handwashing

- Ensure that all staff wash hands on arrival and in accordance with pre-existing food safety regulations (e.g., before, during, and after preparing food; after touching garbage).
- Place hand sanitizer near payment counter and make handwashing facilities available to all patrons at outdoor dining sites.



### Clean

- Continue to follow all Health Department Food Safety regulations.
- Clean high touch areas frequently while in operation including entrance doors, bathroom surfaces, host stands, etc.

- Clean and disinfect any shared items with which customers will come in contact such as tabletops, chairs, digital menus, digital payment devices after each customer use.
- Use paper menus and discard them after each customer use, or use chalkboard or app-based menus.
- Place settings, utensils, menus, and condiments should either be single-use or be cleaned and sanitized after every use.
- Avoid using disinfectants on surfaces with food contact.
- Eliminate table presets (e.g., table tents, menus, salt and pepper shakers, shared condiments, etc.).
- Use single packet condiments, if possible, OR serve condiments in containers—such as a washable bowl or paper cup—that can be sanitized or disposed of after use (no shared condiments permitted).
- Customers should handle their leftover food to be taken to-go.



### Communicate

- Educate staff about symptoms and prevention of COVID-19.
- Post prominent signs at entrances and in employee breakrooms:
  - Asking people who are sick or have had contact with someone with COVID-19 within the past 14 days not to come to the establishment, even to pick up food
  - Encouraging people to cover coughs or sneezes
  - Mandating physical distancing of at least 6 feet
  - Mandating that all staff and visitors wear masks

#### See also:

[Order](#) of the Secretary of Health providing for building safety measures, issued April 5, 2020.

[Order](#) of the Secretary of Health providing for business safety measures (to keep employees and customers safe), issued April 15, 2020.

Philadelphia executive order for Safer at Home Yellow Phase and addendum for relaxation of certain restrictions.

[PA Guidance](#) for Businesses in the Restaurant Industry Permitted to Operate During the COVID-19 Disaster.

## EDUCATION

# Early Childcare

**Intermediate Risk:** able to mask, but larger numbers and/or not able to maintain distance.

**To start as community transmission continues to decrease after initial openings.**

**[See separate document.](#)**

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# Schools/After School Programs/Camps

**Intermediate Risk:** able to mask, but larger numbers and/or not able to maintain distance.

**To start as community transmission continues to decrease after initial openings.**

**[See separate document.](#)**

# COMMUNITY/FAMILY GATHERINGS

## Religious Institutions

Gatherings of over 25 are prohibited by the state until the Green Phase. **The Philadelphia Department of Public Health recommends that no gatherings of any size be held until Green Phase.**

The following is intended as a plain language summary of rules for reopening in the Yellow Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

### Protections Needed

#### Masks

- Provide masks for staff and require them to mask when on site except only:
  - As necessary for the staff member to eat or drink during break times. The staff member should be seated at least 6 feet from others when taking off mask.
- Require all congregants to mask while on site.

#### Isolate

- Screen every staff member for symptoms before every shift and prevent them from remaining on site if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
- It is not necessary to conduct on-site temperature measurement. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain on-site.

- Have sick leave policies in place so that staff members excluded from the workplace do not lose earnings.
- If an employee develops COVID-19 infection or has a positive test, businesses and other organizations must take additional precautions to stop the virus from spreading further, as described in [Guidance for Essential Businesses and Organizations During COVID-19](#). Required precautions include calling PDPH at 215 685-6741 to report positive cases.

#### Distance

- Use signage to encourage individuals/family groups to space themselves at least 6 feet from others.
- Use floor decals or other visual cues to encourage spacing of at least 6 feet between attendees.
- Rope off rows of chairs or pews so that congregants can only sit in every 3rd row.
- For gatherings where congregants pray on mats, separate mats by at least 6 feet or use other visual cues to congregants to separate.
- Congregants should be encouraged to proceed to their seats and remain there throughout the service.
- Consider using contactless door openers to avoid having each person touch door handles.
- Separate service leader from front row of congregants and from other service leaders as much as possible (6 feet may be inadequate because of vocal projection and/or singing).

#### Reduce crowds

- Continue to offer remote service options even after in-person services resume to offer a safe option to those at high risk and to allow for greater physical distancing of in-person attendees.
- **Once in-person gatherings are permitted, follow City of Philadelphia guidance on limits of attendees** including staff and congregants.
- If possible, offer staggered service times to increase physical distancing.



## Religious Institutions (cont)



### Handwashing

- Place handwashing stations or hand sanitizer at entry and outside communal bathrooms for all staff and congregants with prominent signage promoting use.
- Give staff hourly handwashing breaks.



### Clean

- Wipe down high-touch surfaces with disinfectant at least once every 4 hours. See [CDC guidance](#) for details.



### Communicate

- Educate staff about symptoms and prevention of COVID-19.
- Post prominent signs at entrances and in staff break rooms (if applicable):
  - Asking people who are sick or who have had contact with someone with COVID-19 within the past 14 days not to enter.
  - Encouraging people to cover coughs or sneezes.
  - Mandating physical distancing of at least 6 feet.
  - Mandating that all staff and congregants wear masks.

### ●●● Other

- Do not allow choir practice or performance or any group singing until public health authorities have given guidance on the safety of group singing.
- Do not share items such as communion cups.
- Consider alternatives to passing plate for donations (e.g. fixed donation box near entrance) to avoid passing items from hand to hand.
- Food and drink should not be served or consumed at services or gatherings until Green Phase.

For organizations that also maintain offices for operations, continue to adhere to the guidance for office settings in your offices.

### See also:

[Order](#) of the Secretary of Health providing for building safety measures, issued April 5, 2020.

[Order](#) of the Secretary of Health providing for business safety measures (to keep employees and customers safe), issued April 15, 2020.

# COMMUNITY/FAMILY GATHERINGS

## Celebrations (weddings, etc.)

Gatherings of over 25 are prohibited by the state until the Green Phase. **The Philadelphia Department of Public Health recommends that no gatherings of any size be held until Green Phase.**

Even in the Green Phase, those planning large gatherings should follow the Safety Checklist to minimize the likelihood of spread of infection.

The following is intended as a plain language summary of rules for reopening in the Yellow Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

### Protections Needed



#### Masks

- Provide masks for all attendees and require them to mask when on site except while eating or drinking.
  - Attendees should be seated at least 6 feet from others (except for their household members) while eating and drinking.



#### Isolate

- Screen all attendees for symptoms before the event and ask them not to attend if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
- It is not necessary to conduct on-site temperature measurement. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain on-site.
- If an attendee is found to have COVID-19 infection within 14 days after the event, contact PDPH at 215 685-6741 to report the potential exposure of other guests.



#### Distance

- Use signage to encourage individuals/family groups to space themselves at least 6 feet from others.
- Use floor decals or other visual cues to encourage spacing of at least 6 feet between attendees.
- Set up chairs and tables so that attendees are spaces at least 6 feet apart.
- Ask attendees to proceed to their seats on arrival and maintain physical distancing.
- Encourage non-contact expressions of affection and greeting.



#### Reduce crowds

- Offer remote attendance options (e.g. streaming) to offer a safe option to those at high risk and to allow for greater physical distancing of in-person attendees.
- **Once in-person gatherings are permitted, follow City of Philadelphia guidance on limits of attendees.**
- Even once attendee limits have been relaxed, consider limiting the number of attendees to reduce risk.
- Delay events likely to be particularly large or to which vulnerable groups such as the elderly are expected.
- Hold events outside or in large spaces that allow for physical distancing.

## Celebrations (cont)

**Handwashing**

- Place handwashing stations or hand sanitizer at entry and outside communal bathrooms with prominent signage promoting use.
- Encourage frequent handwashing.

**Clean**

- Wipe down high-touch surfaces with disinfectant at least once every 4 hours. See [CDC guidance](#) for details.

**Communicate**

- Educate attendees in advance about symptoms and prevention of COVID-19.
- Post prominent signs at entrances:
  - Asking people who are sick or who have had contact with someone with COVID-19 within the past 14 days not to enter.
  - Encouraging people to cover coughs or sneezes.
  - Mandating physical distancing of at least 6 feet.
  - Mandating that all attendees wear masks.

**See also:**

[Order](#) of the Secretary of Health providing for building safety measures, issued April 5, 2020.

[Order](#) of the Secretary of Health providing for business safety measures (to keep employees and customers safe), issued April 15, 2020.

# COMMUNITY/FAMILY GATHERINGS

## Funerals

Gatherings of over 25 are prohibited by the state until the Green Phase. **The Philadelphia Department of Public Health recommends that no gatherings of any size be held until Green Phase.**

The following is intended as a plain language summary of rules for reopening in the Yellow Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

### Protections Needed



#### Masks

- Provide masks for employees and require them to mask when on site except only:
  - As necessary for the employee to eat or drink during break times. The employee should be seated at least 6 feet from others when taking off mask.
  - When seated alone in a private office or in a cubicle whose sides extend above the head of the employee.
- Require attendees to mask while on-site.



#### Isolate

- Screen every employee for symptoms before every shift and prevent them from remaining on site if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.

- It is not necessary to conduct on-site temperature measurement for staff or attendees. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain on-site.
- Have sick leave policies in place so that employees excluded from the workplace do not lose earnings.
- If an employee develops COVID-19 infection or has a positive test, businesses and other organizations must take additional precautions to stop the virus from spreading further, as described in [Guidance for Essential Businesses and Organizations During COVID-19](#). Required precautions include calling PDPH at 215 685-6741 to report positive cases.

### Distance

- Officiant should stand at least 10 feet from attendees during service; rope off seats as necessary to achieve this.
- Maintain at least 6 feet of distance between attendees: rope off rows and use signage to encourage distancing.
- Encourage attendees to express support and greet each other from at least 6 feet apart rather than by hugging or shaking hands.
- Do not allow attendees to touch the decedent.
- Consider outdoor (graveside) services.
- If services are held indoors, consider use of larger spaces than usual to allow space for physical distancing.
- Food service is discouraged until the Green Phase but if food is served, avoid buffet lines, use prepackaged options and disposable dishes/utensils.
- Suspend limousine and valet parking services by funeral home employees.



## Funerals (cont)

**Reduce crowds**

- Limit attendees to 25 or fewer.
- Offer virtual option to those for whom attendance would be riskier and to maintain small group in attendance.
- If condolence calls or home services (e.g., shiva) are conducted, limit attendance to 10 people and maintain masking and at least 6 feet of distance between attendees.

**Handwashing**

- Place handwashing stations or hand sanitizer at entry and outside communal bathrooms for all staff and attendees with prominent signage promoting use.
- Give staff hourly handwashing breaks.

**Clean**

- Wipe down high-touch surfaces with disinfectant at least once every 4 hours. See [CDC guidance](#) for details.

**Communicate**

- Educate employees about symptoms and prevention of COVID-19.
- Post prominent signs at entrances and in employee break rooms (if applicable):
  - Asking people who are sick or who have had contact with someone with COVID-19 within the past 14 days not to enter.
  - Encouraging people to cover coughs or sneezes.
  - Mandating physical distancing of at least 6 feet.
  - Mandating that all staff and visitors wear masks.

**See also:**

[PA guidance for funeral directors.](#)

# PHYSICAL ACTIVITY

## Parks, Other Outdoor Spaces

Gatherings of over 25 are prohibited by the state until the Green Phase. **The Philadelphia Department of Public Health recommends that no gatherings of any size be held until Green Phase.**

The following is intended as a plain language summary of rules for reopening in the Yellow Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

### Protections Needed



#### Masks

- Provide masks for employees and require them to mask when on site except only:
  - As necessary for the employee to eat or drink during break times. The employee should be seated at least 6 feet from others when taking off mask.
- Require attendees to mask while on site. Have employees distribute masks to visitors if practical.
  - Masks should not be used while in water (pools, spray grounds).



#### Isolate

- Screen every employee for symptoms before every shift and prevent them from remaining on site if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
- It is not necessary to conduct on-site temperature measurement for staff or attendees. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain on-site.
- Have sick leave policies in place so that employees excluded from the workplace do not lose earnings.

- If an employee develops COVID-19 infection or has a positive test, businesses and other organizations must take additional precautions to stop the virus from spreading further, as described in [Guidance for Essential Businesses and Organizations During COVID-19](#). Required precautions include calling PDPH at 215 685-6741 to report positive cases.



#### Distance

- Encourage users to stay at least 6 feet away from other people.



#### Reduce crowds

- Identify areas where the most crowding is anticipated and limit crowds by opening additional spaces and posting signage notifying users of alternate options.
- Spray grounds that can restrict usage to 25 people and enforce physical distancing through use of staff monitors can open in Yellow Phase.
- All public swimming and bathing places (including pools/spas at apartment complexes, condo associations, clubs, gyms, and recreational facilities) are closed during the Yellow Phase.



#### Handwashing

- Place signage about handwashing outside communal bathrooms.
- Give staff hourly handwashing breaks.



#### Communicate

- Educate staff about strategies to prevent spread of COVID-19.
- Post prominent signs at entrances.
  - Asking people who are sick or who have had contact with someone with COVID-19 within the past 14 days not to enter.
  - Encouraging people to cover coughs or sneezes.
  - Mandating physical distancing of at least 6 feet.
  - Mandating that all staff and park users wear masks when not able to distance, except while in water.

#### See also:

Schools/Afterschool Programs/Camps and Outdoor Youth Sports Camps

[PA Summer Recreation, Parks, and Pools.](#)

[CDC Considerations for Public Pools, Hot Tubs, and Water Playgrounds during COVID-19.](#)

## PHYSICAL ACTIVITY

# Outdoor Youth Sports Camps

**Please note that during the Yellow Phase, sports leagues and organized sports remain prohibited in Pennsylvania.** However, youth camps are allowed and can include physical activity including sports.

The following is intended as a plain language summary of rules for reopening in the Yellow Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

### Protections Needed

#### Masks

- During the Yellow Phase, require all coaches and participants to mask while on site except only:
  - As necessary to eat or drink during break times. This must be done while seated at least 6 feet from others.
- Masking may limit some activities (e.g., high-intensity aerobic activity). This requirement will be adjusted in later phases.

#### Isolate

- Screen every attendee for symptoms before every practice and prevent them from remaining on site if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
- It is not necessary to conduct on-site temperature measurements. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain on-site.

- If a staff member or participant develops COVID-19 infection or has a positive test, organizations must take additional precautions to stop the virus from spreading further, as described in [Guidance for Essential Businesses and Organizations During COVID-19](#). Required precautions include calling PDPH at 215 685-6741 to report positive cases.

#### Distance

- Adjust practices and drills to maintain 6 feet of distance between players. For some sports (e.g. wrestling, basketball) that will mean focusing exclusively on individual skill-building and fitness activities. Other activities may need to be modified in order to maintain distance.
- Encourage physical distancing before and after practice and during breaks.
- Adjust physical environment (bench, dugout) as needed to remind participants to stay at least 6 feet apart. For example, place cones or other markers at regular intervals on bleachers to mark seating places for players not actively participating in practice.

#### Reduce crowds

- During the Yellow Phase, only individual skill-building activities and practices and scrimmages for a single team or group are permitted. Competitions between teams and travel for competitions will need to wait for a later phase.
- Consider dividing participants into small groups (cohorts) that remain together and work through stations, rather than switching groups or mixing groups.
- Do not allow spectators, visitors or volunteers beyond those needed to run practice.
- Recreational sports leagues are not permitted during the Yellow Phase.

#### Handwashing

- Require handwashing or hand sanitizer use on arrival at practice.
- Teach participants to avoid touching their face or mask and to clean hands before and after removing mask.

## Outdoor Youth Sports Camps (cont)

### **Clean**

- Minimize shared equipment.
- Wipe down shared equipment with disinfectant between use by different people.

### **Communicate**

- Educate staff, volunteers, parents and participants about symptoms and prevention of COVID-19.
- Post prominent signs at facility:
  - Asking people who are sick or who have had contact with someone with COVID-19 within the past 14 days not to enter.
  - Encouraging people to cover coughs or sneezes.
  - Mandating physical distancing of at least 6 feet.
  - Mandating that all staff and participants wear masks.
  - Reminding participants that spitting is prohibited.

#### See also:

[PA Summer Recreation, Parks, and Pools](#)

[CDC Considerations for Youth and Summer Camps](#)

## Resources for additional information

[CDC guidance for businesses and employers](#)

[CDC information for outpatient medical practices](#)

[National Association of Realtors](#)

[FDA information for restaurants and food stores](#)

[Building Owners and Managers Association](#)



 Mural Arts  
Philadelphia

Artist: Calo Rosa  
www.muralarts.org  
#muralartsphilly #spacepadproject

WE ARE ALL IN THIS  
**TOGETHER**

For more information on how to protect yourself  
from COVID-19 visit <http://phila.gov/>



City of  
Philadelphia