

EXECUTIVE ORDER NUMBER 13

TOWN OF COLLIERVILLE, TENNESSEE

BY COLLIERVILLE MAYOR STAN JOYNER

June 5, 2020

- WHEREAS, on March 20, 2020, I, Stan Joyner, Mayor of the Town of Collierville, Tennessee, issued an Executive Order (titled Resolution 2020-11, Order No. 1-2020), declaring a Local State of Emergency for the Town of Collierville (“Town”) with respect to Coronavirus Disease 2019 (“COVID-19”); and,
- WHEREAS, on March 23, 2020, I issued Executive Order No. 2-2020 Regarding Safer at Home Directive and Closure of Non-Essential Services and Businesses; and,
- WHEREAS, on March 27, 2020, I issued Executive Order No. 3-2020, declaring a State of Emergency continued to exist in the Town and extending the provisions of Executive Order Nos. 1-2020 and 2-2020; and,
- WHEREAS, on April 3, 2020, I issued Executive Order No. 4-2020, declaring a State of Emergency continued to exist in the Town and extending the provisions of Executive Order Nos. 1-2020 and 2-2020; and,
- WHEREAS, on April 10, 2020, I issued Executive Order No. 5-2020, declaring a State of Emergency continued to exist in the Town and extending the provisions of Executive Order Nos. 1-2020 and 2-2020; and,
- WHEREAS, on April 17, 2020, I issued Executive Order No. 6-2020, declaring a State of Emergency continued to exist in the Town and extending the provisions of Executive Order Nos. 1-2020 and 2-2020; and,
- WHEREAS, on April 24, 2020, I issued Executive Order No. 7-2020, declaring a State of Emergency continued to exist in the Town and extending the provisions of Executive Order Nos. 1-2020 and 2-2020; and,
- WHEREAS, on May 1, 2020, I issued Executive Order No. 8-2020, declaring a State of Emergency continued to exist in the Town; and,
- WHEREAS, on May 8, 2020, I issued Executive Order No. 9-2020, declaring a State of Emergency continued to exist in the Town; and,
- WHEREAS, on May 15, 2020, I issued Executive Order No. 10-2020, declaring a State of Emergency continued to exist in the Town; and,
- WHEREAS, on May 22, 2020, I issued Executive Order No. 11-2020, declaring a State of Emergency continued to exist in the Town; and,



LEE HARRIS  
MAYOR

# SHELBY COUNTY HEALTH DEPARTMENT

ALISA R. HAUSHALTER, DNP, RN, PHNA-BC  
DIRECTOR

BRUCE RANDOLPH, MD, MPH  
HEALTH OFFICER



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## FORMAL ISSUANCE OF HEALTH DIRECTIVE

Pursuant to the Declarations of a State of Emergency  
by Shelby County Mayor Lee Harris  
and the Necessity of a Communicable Disease Control Threat Procedure  
by the Shelby County Health Department

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**TO:** Residents and Visitors of Shelby County, Tennessee

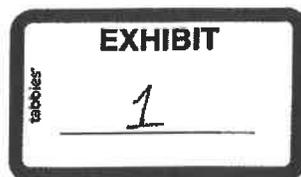
**FROM:** Lee Harris, Shelby County Mayor  
Bruce Randolph, M.D., M.P.H, Shelby County Health Officer  
Alisa Haushalter, DNP, RN, PHNA-BC, Shelby County Health Director

**RE:** Public Health Announcement on COVID-19 Response

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Pursuant to the emergency management authority vested in Shelby County, Tennessee, for coordination of relief efforts in the event of a countywide emergency that may result in substantial injury or harm to the population, and the necessity to respond to public health emergencies vested in the Shelby County Health Department, this Health Directive is being issued to protect the public health for all citizens and businesses in Shelby County, Tennessee. Those citizens and owners of businesses described herein and currently within Shelby County, Tennessee serve as the class of people subject to this Directive. This Directive supersedes all prior written or oral Health Directives and shall remain in effect unless superseded. This Health Directive will generally be updated every fourteen (14) days (or earlier if necessary) to account for current and relevant Shelby County health data.

Limiting close contact with others is the best way to reduce the spread of COVID-19. Everyone should practice social distancing and should wear face coverings when appropriate. Social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home. To practice social/physical distancing, do this:



### 3) Specific Parameters for Services and Businesses.

Those services or businesses that are not listed are not permitted to operate and should remain fully closed at this time.

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#### 1) Safety Measures for Individuals:

- Individuals should cooperate with health authorities' efforts to prevent and control the spread of COVID-19. Adopting safe habits benefits you and those around you.
- Individuals are encouraged and permitted to return to work while adopting the safety precautions expressed in this Directive.
- Individuals should stay at home when possible and limit unnecessary activity. Although this Directive allows some individuals to return to work (as provided for below), the threat of COVID-19 remains very serious. Because avoiding unnecessary public interactions is critical to protecting the health and safety of everyone in Shelby County, all persons are still strongly encouraged to continue to stay at home and to minimize in-person contact with people not in the same household, except when engaging in essential activities such as employment or exercise or other activities as outlined in this Directive.
- Individuals should practice social distancing, also called "physical distancing," which means keeping space between yourself and other people outside of your home.
- Individuals should wear cloth face coverings that cover the nose and mouth in public settings where being in close proximity to others is anticipated and particularly where other social distancing measures are difficult to maintain at all times. Cloth face coverings should not be placed on young children under age two, anyone who has trouble breathing, or anyone who is incapacitated or

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- Individuals may engage in outdoor activities, provided that persons adhere to the Centers for Disease Control and Prevention (CDC), Tennessee Department of Health, and Shelby County Health Department health guidelines, including, but not limited to physical activities that utilize public areas while maintaining the aforementioned safety precautions.
- Individuals may assist all businesses that are closed under this Directive with minimum basic operations consisting in performing activities at their own residences (i.e., working from home) or at their workplaces in order to maintain the value of the business's inventory, ensure security, process payroll and employee benefits, or for other related, necessary business functions.

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## 2) Safety Measures for all Services and Businesses

The following safety measures must be in place for services and businesses to remain open or to reopen as further specified under "Specific Parameters for Services and Businesses." Services and Businesses that may not reopen should consider adopting these safety measures to prepare for reopening in the future.

- Cooperate with health authorities' efforts to prevent and control the spread of COVID-19.
- Comply with all federal and state business COVID-19 safety requirements, whether industry-specific or not, such as, for example, Occupational Safety and Health Administration (OSHA) requirements. Wherever "building occupancy" is referenced, that means the occupancy set by the Memphis and Shelby County Office of Construction Code Enforcement or comparable municipal office.
- Place prominent informational signs at entrances and high-traffic areas to educate and encourage a partnership of safety for businesses and the public. Signs should explain that the business is compliant with the Health Department's safety measures and that people should 1) avoid entering a public facility if they have a cough, fever, or other symptoms of COVID-19, 2) maintain social distancing from

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1. Have you been in close contact with a confirmed case of COVID-19?
2. Are you experiencing a cough, shortness of breath or sore throat?
3. Have you had a fever in the last 48 hours?
4. Have you had new loss of taste or smell?
5. Have you had vomiting or diarrhea in the last 24 hours?
6. Temperature screening employees:

Employees who exhibit COVID-19 symptoms (i.e., by answering yes to any of the screening questions or who are running a fever) should be directed to leave the premises immediately and seek medical care and/or COVID-19 testing.

- Require any employee who has had contact with a person who tests or has tested positive for COVID-19 to self-quarantine according to the Shelby County Health Department's guidance.
- As determined by the employer and where feasible, allow employees to work from home or permit flexible worksites and hours (including staggered shifts) to increase physical distancing among and between employees.
- Discourage workers from using other employee's phones, desk, offices or other work tools and equipment, when possible. When this is not possible, sanitizers should be used both prior to use of communal items and immediately after, and care should be taken not to touch the face.
- Increase regular housekeeping practices for all areas, including routine cleaning and disinfecting of surfaces, equipment, high-touch surfaces, work areas, break rooms, bathrooms, common areas, and any other areas of the work environment.
- Limit the number of people who can enter a facility at any time to ensure that people inside can easily maintain a minimum six-foot distance from each other at all times, except when necessary to complete a business transaction such as payment or delivery of goods.
- Place an employee at entrances to ensure any applicable building occupancy thresholds (as further delineated below) are not exceeded.

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(such as places of worship and certain dental or medical practices and procedures). These services or businesses shall operate according to State guidance.

- Health care professionals licensed under the provisions of Title 63 of Tennessee Code Annotated. Industry specific standards and regulations as to COVID-19-related safety protocols must be followed.
- To the extent not controlled by the State of Tennessee, biomedical research, and businesses that directly support the healthcare industry, including health information technology, staffing, and supplies.
- Critical Infrastructure businesses already operating under the Cybersecurity & Infrastructure Security Agency (CISA) and/or Occupational Safety and Health Administration (OSHA) guidance for employee and workplace safety.
- Veterinary and pet supply businesses and services including the caring and feeding pets, livestock, and farm animals.
- Agricultural and horticultural operations, including those businesses that directly support the food supply, including food processing, feed mills, nurseries, greenhouses, farmers' markets, food banks, community gardens, garden centers, and landscape architectural services.
- Sanitation and waste removal services and businesses.
- Energy, water, and sewage services and businesses.
- Pharmacies and medical supply businesses, and other related businesses that directly support the drug and medical supply pipeline.
- Vehicle fuel, support, and service stations.
- Banks, savings and loans, insurance companies, accounting businesses, and other businesses that directly support the insurance and financial services sector.
- Legal and judicial services as prescribed by local, state, and federal courts. Courtroom and courthouse operations may require safety measures as prescribed

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distance of at least six feet between groups of customers. In other words, no person at a table should be less than six feet apart from any other table.

2. Dining groups should be limited to no more than six people.
  3. Bar areas may be used for table seating, limited to the 50% occupancy requirement. An actual bar may also be used for seating so long as there is at least six feet distance between each group of customers. For example, a married couple may sit next to each other at a bar, but other customers should be seated six feet apart from them. There should be no standing room at the bar.
  4. All communal use of items and products should be prevented, including, for example, writing utensils, condiment containers, self-service stations, and buffets.
  5. All menus should be disposable, single-patron usage, and/or accessible by personal electronic devices (internet website, QR Code, etc.).
  6. All employees should be required to take their temperature or perform a quick health check before entering the work area.
  7. Employees involved in food preparation or service are required to wear masks or cloth face coverings that cover the nose and mouth.
  8. Live entertainment is not permitted.
- Legally permitted businesses that provide goods or services exclusively through curbside pick-up or drive-thru are permitted to continue current operations, with the these additional accommodations:
    1. If necessary, these businesses may permit patrons to enter the premises to pick up an order.
    2. Businesses that do not offer a “drive-thru” order service are strongly encouraged to avoid allowing lines to form by requesting that patrons place their food or other orders in advance by telephone, online, or other remote

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2. All persons must remain in groups of less than ten people, all of whom should follow individual safety measures set forth above. Further, groups should maintain at least six feet of separation from and avoid physical contact with other persons or groups outside of their own group. Adjustments should be made to equipment layout with closed or restricted access to equipment as necessary so as to permit six-foot physical distancing.
  3. Facilities should conduct regular and thorough cleaning of all equipment, surfaces and areas of the facility using disinfectant cleaning supplies.
  4. Facilities should require that patrons wash or sanitize their hands upon entering the facility and maintain six-foot physical distancing between themselves and others while at the facility.
  5. Patrons or facility personnel should be required to clean equipment with disinfecting wipes before and after each use, and facilities must provide hand-sanitizing stations for use upon patron entry and exit to/from the facility.
  6. No sick patrons and employees should be allowed to enter indoors facility.
  7. Employees that interact with the public and/or customers must wear face coverings.
  8. All venues, businesses, and employers that are open under this provision must, to the extent consistent with Directive, operate in accordance with Non-Contact Recreation Guidelines, which are available at the following web address as of May 18, 2020, and which may be periodically updated: <https://www.tn.gov/governor/covid-19/economic-recovery/recreation-guidelines.html>.
- Health Clubs and Contact Sports Facilities (including gyms) may reopen in the following manner:
    1. Facilities should have restricted access to staffed hours only and must be limited to 50% of building occupancy.

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4. Patrons should reserve times to swim/enter the pool, and limit swims to 45 minutes each.
  5. Shared equipment among non-family members is not permitted (this includes, for example, fins, snorkels, kickboards, goggles, water weights, and pull buoys).
  6. Aquatics staff must complete a symptom check before entering the pool area and should wear face coverings at all times.
  7. Pool(s) should be closed every 45 minutes to permit the aquatics staff to clean/disinfect the pool and the area around it. Handrails, door handles, pool ladders, water fountains, benches, tables, chairs and any other common fixtures should be sanitized hourly. Any communal spaces, such as locker rooms, must be set up to enable social distancing and any high-touch areas should be sanitized regularly. For each cleaning, staff should use face coverings and disposable gloves.
  8. Any communal spaces, including the perimeter of the pool or locker rooms, must be set up to enable social distancing while seated or moving about.
  9. Signage requiring the above regulations, along with requesting proper hand and sneeze hygiene, should be posted at entries.
  10. Super chlorinate pools at least twice weekly [remove or make it once weekly].
  11. Swim lessons/classes should not be permitted.
  12. Hot tubs must remain closed.
- Car washes are permitted with the following restrictions:
    1. Employees must wear face coverings and ensure that face coverings remain dry.
    2. Employees must undergo symptoms checks upon reporting to work each day.
    3. Contactless payment is highly encouraged.

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3. Owners must maintain an appointment book that includes, at a minimum, customer name, date, and time of service.
4. Face coverings should be worn by stylists and customers whenever practical. All employees (including stylists and barbers) should wear face coverings and gloves while providing services.
5. Items such as capes, smocks, drapes, and neck strips should be one-time-use between cleanings or disposable as much as possible.
6. Salon and shop owners must make appropriate modifications to accommodate social distancing. For instance, active workstations should be at least six-feet apart, with additional measures taken as necessary to ensure that all people stay six-feet apart at all times except for a staff member providing a service to a client. Physical barriers should be used where necessary.
7. Stylists should be encouraged to get tested before returning to work and to stay home if they test positive or have COVID-19 related symptoms.
8. Customers must be served by appointment only, except walk-ins may be permitted if walk-in customers wait in their vehicle for their turn.
9. There must be at least 15 minutes between client appointments for sanitizing the client area.
10. Salon and shop owners must perform regular disinfection of high-touch surface areas and equipment (e.g., door handles, counter space, light switches, tools and instruments).
11. Unless the customer is a minor, barber shops and hair salons must not allow non-customer companions to accompany customers during a service.
12. Owners are encouraged to implement other precautions provided for by the State here: <https://www.tn.gov/governor/covid-19/economic-recovery/close-contact-business-guidelines.html> (current as of May 4, 2020).

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to other residents or staff. In all other respects, only employees and residents of such facilities will be permitted in the facility. Employees must not be permitted to enter if they have a fever or any other symptoms of COVID-19 and these establishments must ensure additional steps are taken to enhance personal hygiene of employees and to provide extraordinary sanitization efforts within the facilities themselves. Facilities must establish and maintain an Infection Control and Prevention Program including testing of employees and residents in accordance to CDC, State, and Shelby County Health Department guidance.

- Businesses related to the pursuit of essential activities may operate in furtherance of those activities as provided for in this Directive.
- Public/private non-residential schools and summer camps are to remain closed, however, further guidance on reopening schools will be provided well in advance of when schools are scheduled to reopen for the Fall 2020 school year. Further guidance will also be provided in an upcoming FAQ regarding protocols for summer camps, including sports camps.

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In conclusion, the aforementioned guidelines set forth in this Directive present, at this time, the least restrictive means by which transmission of COVID-19 may be slowed while also permitting businesses to reopen and remain open.

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#### Requirement to Collect Demographic Data.

Any health care provider located in Shelby County, Tennessee that provides COVID-19 testing or clinical care shall provide to the Shelby County Health Department (SCHD), as requested by the SCHD, demographic data regarding individuals tested or cared for by the provider. Such data shall be in such forms, formats and/or schedules that the SCHD will reasonably specify to the provider by written guidelines, including by way of example and without limitation the following data: gender, race, ethnicity, date of birth or other indicia of age, and such other demographic-based clinical information that the SCHD deems

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