



**CABINET FOR HEALTH AND FAMILY SERVICES  
OFFICE OF THE SECRETARY**

**Andy Beshear  
Governor**

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**Eric C. Friedlander  
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**ORDER**

May 11, 2020

On March 6, 2020, Governor Andy Beshear signed Executive Order 2020-215 declaring a state of emergency in the Commonwealth due to the outbreak of the COVID-19 virus, a public health emergency.

At this time the Commonwealth is beginning to reopen its economy with a phased approach known as the Healthy at Work program. Healthy at Work is based upon criteria set by the Centers for Disease Control and Prevention and public health officials and experts, along with advice from industry experts. Each phase will be introduced in steps to ensure the Commonwealth's citizens can safely return to work while still protecting the most vulnerable Kentuckians.

The Cabinet for Health and Family Services has already issued directives for the reopening of Kentucky's healthcare system that are available for review on <https://govstatus.egov.com/ky-healthy-at-work>. On May 11, 2020, Healthy at Work will continue with the reopening of entities in the following economic sectors: manufacturing, distribution, and supply-chain businesses; vehicle and vessel dealerships; office-based businesses (50% or less in office); photography businesses; pet care, grooming, and boarding businesses; and horse racing tracks (with no fans).

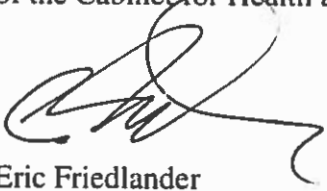
Therefore, pursuant to the authority in KRS Chapter 39A, KRS 194A.025, KRS 214.020, Executive Order 2020-215, and Executive Order 2020-323, the Cabinet for Health and Family Services states that the following directives are in effect during this state of emergency:

All entities in the Commonwealth of Kentucky shall comply with minimum requirements attached to, and fully adopted and incorporated by reference in this Order. The minimum requirements for all entities in the Commonwealth of Kentucky can be found at: <https://govstatus.egov.com/ky-healthy-at-work>.

In addition to the minimum requirements, entities shall implement and comply with any industry- or sector-specific requirements under any Cabinet Order. Those requirements can be found at <https://govstatus.egov.com/ky-healthy-at-work>.

If any entity cannot comply with the minimum requirements or the industry- or sector-specific requirements, they must wait to reopen until they are able to do so or until some or all of these requirements are lifted.

The Secretary for the Cabinet for Health and Family Services has been designated by the Governor to deliver these directives during this public health emergency. The Cabinet for Health and Family Services will continue to provide information and updates during the duration of this Public Health Emergency. Prior orders of the Cabinet for Health and Family Services remain in effect unless inconsistent with this Order.



Eric Friedlander  
~~Acting~~ Secretary  
Governor's Designee

## Requirements for Manufacturing, Distribution, and Supply Chain Businesses

In addition to the Healthy at Work [Minimum Requirements](#), **manufacturing, distribution, and supply chain businesses** must meet the requirements below in order to reopen and remain open:

### Social Distancing Requirements

- Businesses must ensure that each employee is able to maintain six (6) foot distance between themselves and others for their entire shift. Controls must be established and maintained when six (6) feet of physical distancing is not feasible. This includes installation of portable or permanent non-porous physical barriers (e.g., plexiglass shields), high-efficiency air filters, increased ventilation, or PPE. Production practices should be modified, to the greatest extent practicable, to enforce adequate social distancing.
- Businesses should, to the greatest extent practicable, stagger the schedules for work shifts, breaks, and lunches to reduce the number of employees on-site, entering, exiting, or gathering at one time. This also reduces the number of employees simultaneously reporting to time clock stations to record their work and break time.
- Businesses should temporarily eliminate use of any high-touch time clock system(s).
- Businesses should seek to limit activities that require employees to enter within six (6) feet or less of another person, regardless of whether they have installed non-porous, physical barriers.
- Businesses must ensure that all gatherings are kept to a minimum, appropriate social distancing is observed at all times, and meetings are held by telephone or video conferencing to the greatest extent practicable.
- Businesses must restrict access to common areas in order to maximize social distancing and reduce congregating. These common areas include, but are not limited to, waiting rooms, breakrooms, water fountains, and vending areas. Businesses restricting access to water fountains must provide alternative water sources for employees in lieu of water fountains.
- Businesses must ensure minimal interaction between drivers at loading docks, doorsteps, or other locations.

- Businesses must reduce traffic and congregating, to the greatest extent practicable, in locker rooms and changing rooms. Lockers may be used but should be cleaned and sanitized consistent with CDC guidelines. Lockers should not be shared.
- Businesses must ensure, where applicable, limitations on use and number of people riding in a vehicles together. If more than one person in a vehicle is unavoidable, then employees should maximize social distancing and wear face masks in the vehicle. Employers are required to thoroughly sanitize company vehicles after any employees were inside.

## **Cleaning and Disinfecting Requirements**

- Businesses must ensure cleaning and sanitation of frequently touched equipment, tools, objects, and surfaces with appropriate disinfectants. Appropriate disinfectants include EPA registered household disinfectants, diluted household bleach solution, and alcohol solutions containing at least 60% alcohol. Businesses must establish a cleaning and disinfecting process that follows CDC guidelines when any individual is identified, suspected, or confirmed COVID-19 case.
- Businesses must ensure that shared touched surfaces must be cleaned on a recurring basis consistent with CDC guidelines. This includes, but is not limited to: vehicle/equipment door handles; keys; gear shifts; steering wheel/operator controls and levers; door knobs; light switches; phones; computers/keyboards; copiers; elevator buttons; toilets; faucets; sinks; countertops; paper towel dispensers; desktops; handrails; counters; tables; and cabinets and knobs.
- Businesses must ensure that employees wipe their workstations down with disinfectant at the end of their shift or at any time they discontinue use of their workstations for a significant period of time.
- Businesses must ensure that disinfecting wipes or other disinfectant are available at shared equipment.
- Businesses, as appropriate, must ensure that workers do not use cleaning procedures that could re-aerosolize infectious particles. This includes, but is not limited to, avoiding practices such as dry sweeping or use of high-pressure streams of air, water, or cleaning chemicals.

## **Personal Protective Equipment (PPE) Requirements**

- Businesses must ensure that appropriate face coverings and other personal protective equipment (PPE) is used by employees so long as such use does not jeopardize the employees' health or safety. Businesses must train employees to use PPE. This training includes: when to use PPE; what PPE is necessary; and how to properly put on, use, and remove PPE.

- Businesses must train employees to properly dispose of or disinfect PPE, inspect PPE for damage, maintain PPE, and the limitations of PPE.
- Businesses should follow CDC, OSHA, and other federal guidelines relating to gloves for managers and employees.

## **Training and Safety Requirements for Manufacturing Businesses**

- Businesses should make available and post information to reinforce Healthy at Work requirements. Businesses must provide special accommodations for employees for persons at higher risk for severe illness per CDC guidelines. These guidelines are available at: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Higher-Risk>
- Businesses should ensure that employees are instructed to avoid touching their faces, including their eyes, noses, and mouths, particularly until after they have thoroughly washed their hands upon completing work and/or removing PPE, to the greatest extent practicable.
- Businesses should ensure that employees are informed that they may identify and communicate potential improvements and/or concerns in order to reduce potential risk of exposure at the workplace. All education and training must be communicated in the language best understood by the individual receiving the education and training.

## Requirements for Construction Businesses

In addition to the Healthy at Work Minimum Requirements, **construction businesses** must meet the requirements below in order to reopen and remain open:

### Social Distancing Requirements

- Businesses must ensure that employees adhere to social distancing guidelines by staying at least six (6) feet away from other people whenever possible. Controls must be established and maintained when six (6) feet of physical distancing is not feasible.
- Businesses are encouraged to create phased plans for employees to return to on-site work and use site and project organizational planning to restrict on-site personnel to those required for that day's activities. Work crews should be separated wherever possible. Employers must limit face-to-face meetings. Employers should use teleconferencing, video conferencing, and other methods that do not require face-to-face interaction.
- Businesses must, to the greatest extent practicable, restrict access to common areas such as lobbies, waiting rooms, break rooms, and concession areas. No communal coolers or drink stations are allowed. For common areas that cannot be closed, social distancing signage and markers should be used to discourage congregation. Businesses must sanitize any common area immediately after each use.
- Businesses must, to the greatest extent practicable, limit the number of people riding in a vehicle together. If riding in separate vehicles is not practicable, employees should maximize social distancing and wear face masks in the vehicle. Thorough cleaning and disinfecting vehicles after each trip is required.

### Cleaning and Disinfecting Requirements

- Businesses must ensure that adequate supplies of soap and/or sanitizer are readily available to employees and that they promote frequent hand washing by setting up multiple, easily accessible sanitation locations.
- Businesses must ensure cleaning and sanitation of frequently touched equipment, tools, objects, and surfaces with appropriate disinfectants. This may include, but is not limited to: vehicle/equipment door handles; keys; gear shifts; steering wheel/operator controls and levers; fuel pump dispensers; door knobs; light switches; phones; computers/keyboards; copiers; elevator buttons; toilets; faucets; sinks; countertops; paper towel dispensers; desktops; handrails; folders; vending machines; counters; tables; and cabinets and knobs. Appropriate disinfectants include EPA registered household

disinfectants, diluted household bleach solution, and alcohol solutions containing at least 60% alcohol.

- Businesses must ensure, to greatest extent practicable, that facilities and work areas are sanitized and disinfected after persons suspected or confirmed to have COVID-19 have been in the facility or work area.
- Businesses must, to the greatest extent practicable, close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase ventilation and wait up to 24 hours before beginning cleaning and disinfection if possible.
- Businesses must, to the greatest extent practicable, discourage employees from sharing tools or equipment. Shared tools and equipment must be disinfected between uses.

## **Personal Protective Equipment (PPE) Requirements**

- Businesses must ensure employees use appropriate face coverings and other personal protective equipment (PPE). No sharing of PPE is permissible. Businesses should ensure employees wear appropriate face coverings at all times practicable. For employees that are isolated in closed offices, assigned areas with more than six (6) feet of social distancing or remote areas, face coverings are not necessary at all times. However, when an employee may come within six feet of other people, a face covering must be worn. If not required by OSHA for a job task, N95 / KN95 masks shall not be provided to non-healthcare sector workers as face coverings. Cloth masks shall be used instead.

## **Training and Safety Requirements**

- Businesses must appoint a Safety Coordinator to manage Healthy at Work requirements at each construction job or work site and coordinate with the business's Healthy at Work Officer.
- Businesses must provide special accommodations for persons at higher risk for severe illness per CDC guidelines (these guidelines are available at: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Higher-Risk>).
- Businesses must require sick workers to stay at home or go home if they start to have symptoms.
- Businesses must have COVID-19 testing information readily available for employees including testing location information.
- Employers must educate and train all individuals including employees, temporary employees, contractors, vendors, customers, etc., regarding Healthy at Work protocols.

# Healthy at Work



Employers must communicate with employees any industry, company, and/or site/job specific plans, guidelines and requirements. Any updates must also be shared to ensure understanding and compliance. All education and training must be communicated in the language best understood by the individual receiving the education and training. Businesses should post signage at employee entrances and/or where other essential employee information is posted such as bulletin boards on construction sites.



## **Requirements for Office-Based Businesses<sup>1</sup>**

In addition to the Healthy at Work [Minimum Requirements](#), **office-based businesses** must meet the requirements below in order to reopen and remain open:

### **Social Distancing Requirements**

- Businesses should conduct business via phone or Internet to the greatest extent practicable. Employees who are currently able to perform their job duties via telework should continue to telework.
- Businesses must ensure that no more than 50% of employees are physically present in the office on any given day.
- Businesses must ensure that employees wear face masks for any interactions between co-workers or while in common travel areas of the office (e.g., hallways, conference rooms, bathrooms, entries and exits). Employees are not required to wear face masks while alone in personal offices or if doing so would pose a serious threat to their health or safety.
- Businesses should ensure that employees use digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas) to the greatest extent practicable.
- Businesses must conduct meetings with customers over the phone or Internet to the greatest extent practicable. Where in-person meetings with customers cannot be avoided, the employees must wear face masks and remain six feet apart from the customers.
- Businesses should, to the greatest extent practicable, modify the office's traffic flow to minimize contacts between employees.

### **Cleaning and Disinfecting Requirements**

- Businesses should ensure that offices and workstations are properly cleaned and ventilated.
- Businesses should encourage employees to frequently wash their hands or use hand sanitizer, which should be provided by the business.

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<sup>1</sup> Office-based businesses include finance and accounting, legal, insurance, engineering, architecture, real estate, scientific/technical, property management, non-profit organizations performing administrative services, and other corporate offices and private office-based firms.

## Training and Safety Requirements

- Businesses should ensure that appropriate signage is posted throughout the office space to inform employees and customers about good hygiene and new office practices.
- Businesses should, to the greatest extent practicable, implement hours where service can be safely provided to persons at higher risk for severe illness per CDC guidelines. These guidelines are available at: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Higher-Risk>

## Requirements for Pet Care, Grooming, and Boarding Businesses

In addition to the Healthy at Work [Minimum Requirements](#), **pet care, pet grooming, and pet boarding businesses** must meet the requirements below in order to reopen and remain open:

### Social Distancing Requirements

- Businesses should notify any customer dropping-off or picking-up pets that the customer must remove their pet's leash and collar and deliver their pet either curbside, in a crate, or in an entry room to avoid interaction. Employees can then retrieve the pet. Pet care businesses should ensure that the reverse procedure is followed during pickup.
- Businesses should communicate with clients and receive payments via phone or Internet.

### Cleaning and Disinfecting Requirements

- Businesses should ensure that their employees use the business's equipment (such as the business's leashes, collars, and beds) rather than using the customers' equipment. Pet business equipment must be sanitized after each use.
- Businesses should ensure employees wash their hands for a minimum of twenty (20) seconds before and after contact with pets.

## Requirements for Photography Businesses

In addition to the Healthy at Work [Minimum Requirements](#), **photography businesses** must meet the requirements below in order to reopen and remain open:

### Social Distancing Requirements

- Photographers should avoid photographing groups outside of family units and in no case groups larger than ten individuals as long as mass gatherings remain prohibited.
- Photographers should remain six feet or farther from all subjects and employ zoom settings for up-close photographs.
- Subjects who are not living in the same household must pose at least six feet or farther apart (i.e. persons living in different households should not pose next to one another).
- Photography sessions should be held outside unless an in-studio session is absolutely necessary.
- Photographers should ensure, to the greatest extent practicable, that all scheduling, communication, preview of photographs, and payments take place electronically.

### Cleaning and Disinfecting Requirements

- Photographers should wear a recently washed mask to the greatest extent practicable.
- For in-studio sessions, all high contact areas (e.g. doorknobs or items used to pose in photos) should be sanitized before and after each photo session.

## **Requirements for Horse Racing Tracks**

In addition to the Healthy at Work [Minimum Requirements](#), horse racing tracks must meet the requirements below in order to reopen and remain open:

### **Social Distancing Requirements**

- Racetracks may permit only authorized employees, Kentucky Horse Racing Commission license holders who have a horse stabled at a racetrack, and those providing support for a horse stabled at a racetrack at the racetrack. This includes, but is not limited to, racetrack employees, trainers, assistant trainers, exercise riders, grooms, hot walkers, jockeys, veterinarians, farriers, and feed vendors.
- Racetracks must prohibit fans and outside media.
- Racetracks must ensure that employees and those providing support for a horse stabled at the racetrack may not bring guests, including family members.
- Racetracks must ensure, to the greatest extent practicable, that persons supporting a horse stabled at a racetrack remain in their assigned barns, dormitories, or tack houses, except when going to and from the track, laundry facilities, bathroom and bathing facilities, and kitchens or dining facilities for the purpose of food carry-out or pick-up.
- Racetracks must, to the greatest extent practicable, stagger normal procedures (e.g., horse shipping/arrival, employee gate entry, weighing in/out, showering) to ensure that employees do not congregate. Racetracks should ensure that employees and other persons present abide by appropriate social distancing requirements.
- Racetrack saunas and steam rooms and workout rooms will remain closed.
- Racetrack must ensure racetrack kitchens or other food facilities on the premises provide food via-carry out or curbside pick-up.

### **Cleaning and Disinfecting Requirements**

- Racetracks shall ensure, to the greatest extent practicable, that racing, grooming, and training equipment (e.g. lead shanks, grooming tools, mucking equipment, tack) is not shared. Racetracks shall further ensure that shared and other high-touch equipment and surfaces be appropriately disinfected between uses.

## Guidelines for Vehicle and Boat Dealerships

In addition to the Healthy at Work [minimum requirements](#), **vehicle and boat dealerships** must meet the requirements below in order to reopen and remain open:

### Social Distancing Requirements

- Dealerships should prioritize digital and online sales.
- Dealerships should communicate with customers over the phone or Internet to the greatest extent practicable.
- Dealerships, should limit access to showrooms to ensure both customers and employees are able to remain six feet or more apart. In no case should a showroom exceed 25% of its designated maximum occupancy. For some showrooms, it may be necessary for dealerships to set a limit below 25% of its designated maximum occupancy to ensure proper social distancing.
- Dealerships should allow customers to test drive vehicles/vessels without an employee present in order to ensure social distancing. Vehicles/vessels should be thoroughly sanitized after each test drive.
- Dealerships should ensure that all sales paperwork can be completed electronically to the greatest extent practicable by using DocuSign or other e-signature technology for signatures.
- Dealerships should ensure that, if there are any documents that must be completed in person, there is a safe process for doing so. This includes compiling all sales paperwork that must be completed in person and leaving it in a single room for the customer to complete alone.
- Dealerships should ensure that all deliveries occur without personal interaction. Deliveries should be made curbside, at the customer's home, or in open service lanes.

### Cleaning and Disinfecting Requirements

- Dealerships should ensure that vehicles/vessels and corresponding keys are thoroughly sanitized prior to delivery.
- Dealerships should encourage customers to re-sanitize the keys and high-touch areas of the interior of the vehicle or vessel upon taking possession.