Introduction

The Village of Corrales has developed a plan to serve as a roadmap for safely reopening in the wake of the COVID-19 Health crisis. The Village of Corrales is committed to helping our government and businesses reopen in a safe, responsible manner, recognizing that public health and safety is always our number one priority. Our goal is to return to normal government and economic activity, when deemed safe to do so, while taking steps to protect the public. This plan is intended as guidance throughout the pendency of the emergency. It is a living document and will change as required by new information, local conditions and state directives.

Below are some factors that will be considered during the implementation of this plan:

- The trajectory of positive cases in Sandoval County;
- Statistics of data related to positive cases, particularly as it relates to our ZIP code 87048 and those close to us in Rio Rancho and Albuquerque;
- Phases as triggered by current local conditions and the governor's directives;
- Awareness that many workers come from larger populated areas to work in our businesses and in our government.

The Village is willing to provide the following help to ensure safety in our community:

- Help determine the correct occupancy rating by the Corrales Fire Department for each business;
- Install portable hand washing stations on Corrales Road for our guests and locals; and stand-alone hand sanitizer stations as appropriate.

How you can help:

- Wear masks
- Social Distancing
- Wash and Sanitize your hands
- Limit travel stay home and stay safe
Guidance Applicable to All Phases

Employees should continue to practice good hygiene by adhering to the following guidelines:

- Must wear masks
- Social Distancing
- Limit travel stay home and stay safe
- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.
- Use non-medical face coverings while in public, especially in circumstances that do not readily allow for appropriate physical distancing (e.g., grocery/retail stores, pharmacies, public transportation).

People who feel sick should stay at home.

- Do not go to work.
- Contact and follow the advice of your medical provider.
- Follow local health department guidance on isolation and quarantine.

Signage (Mandatory):

- Signage at each public entrance to a Village building shall inform the public not to enter the facility if they have a cough or fever; maintain a minimum of six-foot distance from one another (other than family/household members).

Measures to Protect Employee Health (Mandatory):

- All employees shall receive temperature screening prior to each shift and shall not be allowed to work if employee’s temperature is 100.4 degrees or higher.
- All employees shall wear face coverings when within six feet of another employee or member of the public.
- Break rooms, bathrooms and other common areas shall be disinfected twice daily.
NOTE: The Village will adhere to all current CDC and state health directives.

PHASE ONE:

- Village personnel will continue to work through modified operational processes currently in place to serve citizens. The Village will follow health and safety and CDC guidelines and protect our employees. Village Hall will continue to be closed to the public. Citizens will be able to conduct business online and by phone.
- Public meetings will continue as defined by the Attorney General guidelines and will be conducted via teleconference.

PHASE TWO:

- Village staff will be back to work but continue to limit public access to our facilities. We will follow the Governor's health orders for safeguarding employees, while continuing to provide services to the public through phone, online, and by email. Certain in-person meetings may also be permitted by appointment only and by following social distancing practices.

PHASE THREE:

- The Village plans to reopen Village Hall, with some modifications to protect visitors and employees from the spread of COVID-19.
- People will have to enter the building through the main entry doors, and only two customers will be allowed at the payment and Planning and Zoning areas at a time. There will be no waiting in the lobby area, and overflow waiting will be outside.
- The Village recommends visitors to Village Hall wear gloves and a mask.
- Appointments will be required to meet with Village staff members, and customers are encouraged to utilize online services or mail to conduct business with the Village.
- Public meetings may resume in person.

NOTE: These guidelines may change to reflect the most current directives as published under state or federal guidelines.
Parks and Recreation Guidelines

**Employees:**
- Temperature checks of all employees at the start of shift
- Increases to hand washing protocols
- Daily sanitization of employee work spaces

**Parks:**
- Limit gatherings to ten people or less
- Maintain social distancing when allowable
- Benches and other high traffic areas will be sanitized daily
- Outdoor restrooms will be sanitized daily
- Play equipment will remain closed until otherwise stated

**Tennis Courts:**
- Tennis courts will be limited to four people at a time
- If full, time limits will be set on players so that others may use the courts
- Entrance gate will be sanitized daily

**Liam Knight Pond:**
Liam Knight Pond is not a state park and will be considered as a Parks and Recreation facility. That means it falls under the statement above and will remained closed until allowed to open. When allowed to open:
- Maintain social distancing protocol
- Benches will be limited to one person each
- Capacity limits (20 persons)
- Benches will be sanitized daily
Corrales Pool:

We are unable to get our annual inspection and a permit to operate until the Environmental Department gets approval from the state to resume operation. Until that time, the pool will remain closed. When allowed to open:

- Limits to capacity (50 persons)
- Time limit on patrons at the pool facilities (2-hour sessions)
- Glass barriers between patrons and cashier
- Social distancing markers for entrance line
- Sanitizing measures will be taken in between patron sessions (four times daily)
- Temperature checks of all patrons entering pool area
- Everyone must shower before entering pool

Robert Bell Skate Park:

- Maintain social distancing protocol
- Benches limited to one person each
- Benches and high traffic areas will be sanitized daily

Public Works

Normal Operations

Corrales Community Public Library

PHASE ONE:
Starting June 1st, 2020, Monday through Friday 2 to 6 curbside delivery of hold items
Library is closed.
For online website services see www.corraleslibrary.org.

PHASES TWO and THREE:
To be determined per state directives and local conditions.
Corrales Senior Center

Corrales Senior Center is offering hot meals through a drive through, Monday, Wednesday and Friday. They are also offering frozen meals for Tuesday and Thursday (pick up on Monday & Wednesday).

For current information check: www.sandovalcountynm.gov/departments/community-services/senior-services/.

Municipal Court

Corrales Municipal Court operating per State Court rules.

Corrales Growers Market

PHASE ONE
Drive through Market Sundays 9-12.

PHASE TWO AND THREE
For current information check: www.corralesgrowersmarket.com/

COMMUNITY OUTREACH AND EDUCATION

During the reopening phases of the economy we will use our local Emergency Manager, Corrales MainStreet and our Local Business COVID-19 Resource Team to go out in the community to help business owners as well as the public to ensure proper social distancing measures are followed by:

- Providing businesses information on how to operate on a modified model and at reduced capacity;
- Sharing information on proper sanitizing and cleanliness for those they interact with;
- Giving each business this plan to follow;
- Providing guidance for signage to local businesses;
- Assuring all have personal protective equipment to include masks, sanitizer and gloves as needed, and
- Expanding our online resources and continuing to spread our message via Social Media.

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**General Guidelines**

**Individuals**

- The Stay at Home Directive is extended for individuals until May 15th.
  - All vulnerable individuals should continue to follow the stay at home guidance.
  - All individuals, apart from members of a household, should:
    - When in public (e.g., parks, outdoor recreation areas, shopping areas), maintain at least six feet of physical distance from others.
    - When in public they should use a mask and sanitizers.
    - Avoid gathering in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing.
    - Minimize non-essential travel and adhere to New Mexico guidelines regarding quarantine.

**Employers**

- Employers should:
  - Develop and implement appropriate policies, in accordance with federal, state, and local regulations and guidance, and informed by industry best practices, regarding:
    - Social distancing and protective equipment.
    - Temperature checks to ensure it is not over 100.4 degrees and symptom screening.
    - Testing, isolating, and contact tracing, in collaboration with public health authorities.
    - Sanitation.
    - Use and disinfecting of common and high-traffic areas.
  - Monitor workforce for indicative symptoms. Do not allow people with symptoms of COVID-19 to work.
Collaborate with public health officials when implementing policies and procedures for workforce contact tracing following an employee’s COVID-19 positive test result.

- If an employee tests positive for the virus they should self-isolate for 14 days.
- A business with an employee that has tested positive should close temporarily to allow for disinfecting.

- All employees should wear personal protective equipment (PPE);
  - Face Covering (Mask/Face Shield)
  - Use sanitizer frequently or use gloves

- Except as otherwise specified in this guide, the operation of non-essential businesses provided in the Stay at Home Directive is extended until Phase One begins.
  - Following the expiration of the Stay at Home Directive, businesses may no longer be designated essential or non-essential, except as otherwise provided in this guide.
  - Employers should:
    - Continue to encourage telework whenever possible and feasible with business operations.
    - When telework is not feasible, employers are encouraged to accommodate alternative work schedules such as shift work and staggered scheduling in order to adhere to social distancing guidelines.
    - Close common areas where personnel are likely to congregate and interact or enforce strict social distancing protocols.
    - Minimize non-essential business travel.
    - Make special accommodations for members of a vulnerable population or those with vulnerable household members.

- Businesses that reopen should adhere to the reopening guidelines for Phase One.

Guidance for Vulnerable Population

- All vulnerable individuals should continue to follow the stay home guidance. Family and household members of vulnerable individuals should continue to follow the stay home guidance. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents.
• Vulnerable Individuals include people over 65 years of age and/or those with serious underlying health conditions, including uncontrolled high blood pressure with heart disease, chronic lung disease, uncontrolled diabetes, obesity, pregnant women, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.

• Until the threat of the virus is lessened and we know more about the threat we are facing, we ask everybody to continue to follow the stay home guidance issued by the State of New Mexico. We also request that our residents and guests continue to educate themselves on ways to protect our community. We also request our local food businesses to expand home delivery and curb-side pickup while using personal protective equipment and screening protocols.

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**General Business Reopening Guidelines**

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**PHASE ONE:**

- All employees should wear personal protective equipment (PPE);
  - Face Covering (Mask/Face Shield)
  - Sanitizer or gloves as needed
- Health assessments (temperature scan to ensure fever is not over 100.4 degrees/ cough/ flu like symptoms) should be conducted for all employees at the beginning of each shift.
- Make hand sanitizer readily available for employees and customers.
- In establishments where customers wait in a line, non-household member customers should remain physically distanced.
- Waiting areas where adequate physical distancing may not be maintained should be closed.
- Customers should be encouraged to call for a reservation or an appointment, or establishments should use an online wait listing application.
- Physical distancing of 6 feet should be maintained between non-congregate customers,
- A reduction in capacity of 50% of total occupancy for restaurants and non-essential businesses;
  - A reduction of seating in service and waiting areas;
  - Management of waiting areas and waiting lines; or
  - Systems that reduce the amount of contact time between customers and staff.
- Retail allowed capacity of 20% of Fire Code capacity
PHASE TWO: An increase in capacity to 75% of the total occupancy load;

- Group size has increased from 10 people to 50 people.
- All other provisions remain the same as Phase One for general business operations.

PHASE THREE:

- Return to normal operations.

Restaurant / Bar / Brewery / Distillery / Wineries Guidelines

ALL PHASES

- All employees wear personal protective equipment (PPE);
  - Face Covering (mask/Face Shield).
  - Use hand sanitizer or gloves depending on need.
- Health assessments (temperature scan to ensure fever is not over 100.4 degrees / cough/flu like symptoms) should be conducted for all employees at the beginning of each shift.
- Make hand sanitizer readily available to employees and customers.
- A specific cleaning plan should be implemented, and employees should be trained in proper sanitation practices. Materials will be a specific cleaning plan should be implemented, and employees should be trained in proper sanitation practices. Please contact the Village if you need assistance with PPE and sanitation supplies.
- All surfaces occupied should be cleaned between customers, including tables, chairs, booths, and highchairs.
- Table items including, condiments, menus, napkins, and décor, should be removed from the table unless they may be adequately cleaned between customers.
- Menus should be disposable or cleaned between customers.
- Growlers and refillable or reusable containers should be cleaned prior to being refilled.
- Comply with applicable New Mexico Environmental Health Department Recommendations.

PHASE ONE:

- Capacity should be limited to 50% of normal operating capacity to allow for adequate group spacing.
- Tables should be limited to six people per table.
● Establishments should provide for 6 feet of physical distancing between groups and or tables by:
  o Increasing table spacing, removing tables, or marking tables as closed;
  o Providing for a physical barrier between tables; or
  o In-house dining for quick service restaurants should remain closed, if all guidelines cannot be met, including the cleaning of every table between customers.
● Sitting or standing at bars or counters is not allowed.
● Winery and Distillery tastings are not allowed.
● In bars, drinks and food should be served to customers at a table.
● Self-self-service buffets should be closed.
● Self-service drink refills are not allowed. Service cups, straws and lids should be behind a counter and handed to customers.
● Service condiments should be eliminated.

PHASE TWO:
● Capacity may be increased to 75% of normal operating capacity.
● Tables should be limited to 10 people per table.
● Establishments should continue to provide for physical distancing between groups and or tables but may increase capacity.
● In-house dining for quick service restaurants should remain closed if all guidelines cannot be met, including the cleaning of every table between customers.

PHASE THREE:
● Continue to practice social distancing when practical.
● Establishments should begin to resume normal occupancy while continuing to follow the guidelines for all facilities.

Personal Care / Spa/ Health and Wellness Services Guidelines

PHASE ONE:
● Health assessments (temperature scan to ensure fever is not over 100.4 degrees / cough) should be conducted for all employees at the beginning of each shift.
● All employees to wear personal protective equipment (PPE);
  o Face Covering (Mask/Face Shield)
Sanitizer or gloves, make hand sanitizer readily available.

- Operations that require close personal contact for an extended period result in exposing staff and customers to greater levels of risk. These situations require additional safety and health precautions.
- Screen customers prior to appointment for symptoms of fever, shortness of breath or a cough. Customers that have any of these symptoms should be rescheduled.
- Utilize a face mask/covering for staff and customers.
- Stylist/artist/service-provider and customer would be a “station” that would be 6 feet away from other “stations”.
- Provide for 6 feet of physical distancing between stations, this may require:
  - A reduction in capacity;
  - Increasing spacing, removing stations, or marking stations as closed;
  - Providing for a physical barrier between stations;
  - A reduction of seating in service and waiting areas; or
  - Systems that reduce the amount of contact time between customers and staff.

PHASE TWO:
- Establishments should continue to provide for physical distancing between stations.

PHASE THREE:
- Continue to practice physical distancing when practical.
- Establishments may resume normal occupancy while continuing to follow the guidelines for all facilities.

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**Traditional Lodgers and Short-Term Rentals Guidelines**

ALL PHASES:
- Health assessments (temperature scan to ensure fever is not over 100.4 degrees / cough/flu like symptoms) should be conducted for all employees at the beginning of each shift.
- Make hand sanitizer readily available.
- Modify the work to keep employees separated.
- Offer a contactless check-in and check-out procedure.
- Reduce interaction with guests.
- Follow CDC guidelines for sanitizing and disinfecting.
PHASE ONE:
- Traditional lodging properties will only be rented at 50% maximum occupancy.
- No vacation rentals to out of state residents.

PHASE TWO:
- Traditional lodging properties may be rented at 75% maximum occupancy.
- No vacation rentals to out of state residents.

PHASE THREE:
- Traditional Lodging properties may be rented at full maximum occupancy.
- Establishments may resume normal occupancy while continuing to follow the guidelines for all facilities.

NOTE: Suggestions gathered by the Local Business COVID-19 Resource Team from local businesses on how they see reopening are included in Appendix
## Appendix A

<table>
<thead>
<tr>
<th>Prep-Plan Phase</th>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3+</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dates</strong></td>
<td>May 15, 2020</td>
<td></td>
<td>Note: July 31 FPUC ends/benefits cliff</td>
</tr>
<tr>
<td><strong>Federal Gating Metrics</strong></td>
<td>Cases: Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)</td>
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<td><strong>Mass Gathering</strong></td>
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<td>&lt;10</td>
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<tr>
<td><strong>Social Distancing Distance</strong></td>
<td>6’</td>
<td>6’</td>
<td>???</td>
</tr>
<tr>
<td><strong>Revisions to Essential Business and Stay at Home Orders</strong></td>
<td>• See April 11 order</td>
<td>• Outdoor Rec, Open Spaces (excluding playground equipment etc.)</td>
<td>• Personal beauty/care</td>
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<tr>
<td></td>
<td></td>
<td>• Open storefront retail/retail services with similar metering of big box (certain exclusions i.e. medical related, personal beauty, human touch)</td>
<td>• Gyms/Fitness Studios</td>
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<tr>
<td></td>
<td></td>
<td>• (Small) Office</td>
<td>• (Large) Office</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Bars (reduced capacity)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Entertainment (reduced capacity)</td>
</tr>
</tbody>
</table>
| **Occupancy Metering – Essential** | 20% of Fire Capacity | 20% of Fire Capacity | ????

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**Note:** All dates are subject to change based on public health recommendations.
### CSPs (COVID Safe Practices) for Transmission Prevention

| | • Public Information Display of actions deployed at place of business  
○ Hand sanitizer readily available to the public  
○ Ample hand washing access/opportunities afforded to employees  
○ Employees required to wear mask and/or partitions between public and  
○ Employee temp checks every  

| | • Same plus  
○ Disposable gloves and mask made available to public (presumption is improved availability)  
○ Surface liners for high touch point area?  

| **ED Tools** | • Employer-provided sick time if FFCRA is exhausted (State Tax Credit)  
○ NM-ERTC/Employee Retention Tax Credit  

### CSPs (COVID Safe Practices) for Transmission Prevention

- Follow best practice, guidance and/or regulations of CDC, NM DOH, NM ENV-Food Program, OSHA, RLD, Industry Trade Associations etc.
Appendix B. Materials from Local Business COVID-19 Resource Team

Village of Corrales Reopening

Obviously, these suggestions vary by each establishment

Retail Sector
- Follow state directive
- Limit numbers in store
- Disinfect common surfaces
- Have hand sanitizer available upon entry
- Employees have masks
- May have limited hours in beginning
- Would like customers to wear masks but do not want to take away PPE
- Have social distancing
- Provide a document outlining rules for merchants so they can support their initiatives of masks, sanitizer, gloves
- Customers wear masks
- Limit number of customers in at any given time
- Willing to abide by directives from the Governor

Professional Sector
- Reduced staff
- Social distancing
- One on one appointments – sanitize before and after visit – masks required
- Businesses should update their website with hours and protocol
- Try to limit contact by using technology – email, Zoom etc

Hair/Barber
- Will follow state directive at a minimum
- Sanitizer at the door
- Masks
- Space client’s appointments to allow for sanitizing between customers
- Half feel comfortable opening when given direction from the Governor Other half will wait to open until we no longer have a growing number of cases and deaths some will go above and beyond minimum standards – stylist/barber would change into scrubs, mask,
gloves and shields when arriving for work. Change to street closes before leaving and washing the work clothes for the next day. Would have shoes only for work.

- Customers would wait in the car until appointment, have their temperature taken, if higher than 99 degrees they have to reschedule. If ok they will come in, wait to put on a disposable cape, mask and shoe covers before haircut.
- 75% are comfortable with implementing these changes – 25% not comfortable reopening even with the changes
- All said that they could use help getting the required PPE for each client
- 25% didn’t feel they would have problems financially meeting the requirements – 75% feel it could be a hardship because daily income will be less with having to allow time to clean between clients

**Wellness**

- Follow state directive
- Masks and sanitizer
- Space clients to allow for cleaning in between
- Thoroughly sanitize any equipment between users
- Social distancing in small classes
- One on One only for massage etc
- Will not take clients who are ill or have a temperature
- Therapist and customer will wear masks during session
- Provide sanitizer

**Restaurants/Bars**

- Will adhere to state directives
- Each establishment will have to look at their numbers to see if it is feasible to call staff back and not be able to keep them employed because of limited capacity and people’s concerns about going out to eat.