



LOUISIANA DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS  
PUBLIC SAFETY SERVICES



H. "BUTCH" BROWNING, JR.  
STATE FIRE MARSHAL

OFFICE OF STATE FIRE MARSHAL



## UPDATED May 15, 2020

The Office of State Fire Marshal is providing you with this update in conjunction with the Office of the Governor and the Louisiana Department of Health to keep you up-to-date with additional information and/or changes as it becomes available during our battle with COVID-19. These notifications are issued automatically and immediately to those who sign up through "OpenSafely" (<https://opensafely.la.gov/>).

Every attempt is being made to highlight critical changes that have occurred since the previously published notification for your convenience. However, please read through this entire document in context as these changes do not stand on their own and all of the additional general information and clarifications made may not be highlighted.

### **Preface:**

This Phasing Plan applies to those non-essential businesses that have been affected by the COVID-19 stay-at-home order. Essential (critical) infrastructure businesses are not further restricted by these new guidelines and may continue to operate under the current guidelines that are applicable to the specific business. Refer to: [https://gov.louisiana.gov/assets/docs/covid/Essential-Infrastructure\\_fact-sheet.pdf](https://gov.louisiana.gov/assets/docs/covid/Essential-Infrastructure_fact-sheet.pdf) for specific information regarding critical infrastructure businesses.

COVID-19 is a highly contagious and deadly disease. The fundamental concept of this phased opening plan is to slowly open businesses at reduced occupant capacities that will allow for social distancing and circulation without encroaching upon others. Everyone's cooperation is critical to the success towards defeating this disease and revitalizing our economy.

## Phase 1 - Shopping Malls and Retail Stores

**START DATE: May 15, 2020**

Shopping Malls and Retail Stores must adhere to strict mitigation standards to prevent the spread of COVID-19. When possible, maintain at least 6 feet of separation from other individuals not within the same household. In addition, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced. Individuals 65 years or older, people of all ages with poor control of medical issues like high blood pressure, heart disease, obesity, or a weakened immune system are at a higher risk for getting very sick or dying from COVID-19 and should strictly adhere to all CDC guidelines, and are encouraged to stay at home as much as possible. The specific requirements

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and guidelines for this service industry during this Phase are listed below. These requirements and guidelines supplement and do not replace any directives or guidance provided by other state agencies, boards and commissions, or other authorities having jurisdiction. Where conflicts occur, the stricter of the requirements will apply.

### **Limitations:**

- Enclosed shopping the **mall building** owners or managers shall submit a reopening plan to the State Fire Marshal prior to opening. The plan shall specifically identify the method of ensuring compliance with the “Occupant Capacity and Building Safety Rules,” management and staff requirements, and the cleaning requirements for the **mall building** that are outlined below, and the following:
  - The **mall building** includes the enclosed common access areas used to access the tenant spaces within it. Each tenant space does not need to submit a reopening plan, but they shall not open until the plan is approved.
  - Enclosed shopping **mall building** can only open and operate from 11am – 7pm Monday through Saturday and 12 noon through 6pm on Sunday.
  - The **mall building** is to be used only for pedestrian traffic to allow access to the tenant spaces within it.
  - Seating areas, play areas, and other common non-essential spaces within the **mall building** are to remain closed during this Phase 1 period. Bathrooms are allowed to be open.
  - Mall office may be open but closed to public traffic
  - Food Courts can sell to go orders only. No consumption of food in the **mall building**, all seating area in the food court must be removed or secured from patrons.
  - Provide the registration number for the **mall building** that is issued to you through “OpenSafely” (<https://opensafely.la.gov/>). Also email operational plans to [Joe.Delaune@la.gov](mailto:Joe.Delaune@la.gov) for review and approval.
- **Retail stores** that are located within the **mall building** may reopen once the reopening plan referenced above is approved and under the conditions outlined below.
- Other tenant spaces that are allowed to open during the Phase 1 period and are located within a **mall building** may reopen once the reopening plan referenced above is approved and under the guidelines specific to the business.
- **Retail stores** with exterior entrances may open under the conditions outlined below.



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### **Occupant Capacity and Building Safety Rules:**

- The maximum capacity during the **Phase 1** period is limited to 25% of the total capacity of the **mall building**, and 25% of the total capacity of each individual **retail store**, and is subject to the social distancing requirements of 6 feet as outlined below:
  - Do not exceed the maximum building capacity of 25%:
    - One person per 120 square feet of **mall building** area;
    - One person per 120 square feet of individual **retail store** area
    - OR
    - 25% of the posted capacities by order of State Fire Marshal
    - The maximum capacity includes both employees and customers
  - Make arrangements to allow for the minimum of 6 feet distance between shoppers.
  - Common areas used for congregations and gatherings are to remain closed.
  - Reduce employee area capacity to allow for 6-foot distancing between employees.
  - Do not allow contact between employees and customers.
  - Do not permit interior waiting areas. Waiting may be provided outside of the facility while following social distancing guidelines or shall be in cars.
  - Avoid gatherings in the building while entering, exiting, or moving about.
- Shopping mall stores that are identified as "essential" or "critical" under the CISA guidelines (<https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>) are not subject to the 25% capacity restriction provided above.

### **Checklist for Management**

- Strongly encouraged to assess customers for the signs and symptoms of COVID-19, including fever and respiratory symptoms.
- Actively enforce the capacity and social distancing requirements and manage the visitors' movements.
- One crowd manager for the **mall building** shall be provided for every 10 tenant spaces that are open.
- Ensure all exits are open and accessible.

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- ☑ Maintain social distancing requirements explained in this document.
- ☑ EPA recommends that building owners and managers take proactive steps to protect public health by minimizing water stagnation during closures and taking action to address building water quality prior to reopening: <https://www.epa.gov/coronavirus/information-maintaining-or-restoring-water-quality-buildings-low-or-no-use>

### **Checklist for All Staff**

- ☑ Check for fever or respiratory symptoms daily.
- ☑ Keep at least 6 feet from other employees and visitors.
- ☑ Wear face coverings.
- ☑ Wash your hands often with soap and water.
- ☑ Use hand sanitizer between each task and after customer check-out.
- ☑ Clean and sanitize items you touch often and that customers touch often.
- ☑ Clean and sanitize carts and counters.
- ☑ Clean and sanitize surfaces that customers touch often, like doorknobs, handles, plates, light switches, countertops, refrigerator and freeze door handles, etc.
- ☑ Clean and disinfect the restrooms regularly.
- ☒ Do not touch the customers.

### **Face Covering Guidance**

Refer to Louisiana Department of Health guidance here:

<http://ldh.la.gov/assets/oph/Coronavirus/resources/CDC-DIY-cloth-face-covering-instructions.pdf>

### **Steps for Cleaning Areas and Other Items**

1. First, clean the area or item with soap and water or another detergent if it is dirty.
2. Then, use disinfectant.
  - If possible, use [EPA-registered household disinfectant](#).
  - Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surfaces wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.



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Diluted household bleach solutions may also be used if appropriate for the surface.

- Check the label to see if your bleach is intended for disinfection and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfection.
- Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
- Leave the solution on the surface for at least 1 minute.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) of bleach per gallon of water; or
- 4 teaspoons of bleach per quart of water.

Alcohol solutions with at least 70% alcohol may also be used.

The CDC offers this additional guidance for cleaning:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

### **Referenced Documents:**

- ❑ Essential (Critical Infrastructure) Services remain operational with guidelines in place. See: [https://gov.louisiana.gov/assets/docs/covid/Essential-Infrastructure\\_fact-sheet.pdf](https://gov.louisiana.gov/assets/docs/covid/Essential-Infrastructure_fact-sheet.pdf)