PROCLAMATION DECLARING STATE OF EMERGENCY
MAY 15, 2020 AMENDMENT

WHEREAS, Chapter 14 of the Stillwater City Code and Titles 21 and 63 of Oklahoma Statutes empowers the Mayor of the City of Stillwater to proclaim a civil emergency when a natural disaster, which results in the death or injury of persons to such an extent that extraordinary measures must be taken to protect the public health, safety, and welfare of the City; and

WHEREAS, a respiratory disease caused by a novel coronavirus ("COVID-19") was first detected in China and has now been detected in 190 locations internationally, including the United States; and

WHEREAS, the World Health Organization characterized COVID-19 as a pandemic on March 11, 2020; and

WHEREAS, on March 13, 2020, the President of the United States declared COVID-19 a national emergency and ordered each state to set up emergency operations centers and ordered hospitals to activate their emergency preparedness plans; and

WHEREAS, the President has subsequently issued through the Center for Disease Control (CDC) guidelines for re-opening state and local economies and charged the nations’ governors and mayors with the duty to implement these guidelines consistent with existing state and local conditions; and

WHEREAS, the Governor of the State of Oklahoma issued a statewide declaration of emergency in response to the COVID-19 outbreak on March 24, 2020 ordering vulnerable populations to shelter in place ("safe at home") and closing certain non-essential businesses; and

WHEREAS, the Governor has issued various amendments to said proclamation including one dated April 22, 2020 establishing a phased plan ("Opening Up and Remaining Safe". "OURS") repealing portions of previous orders and establishing protocols and benchmarks to reopen the state economy; and

WHEREAS, previous proclamations were issued on March 15, 2020, limiting organized gatherings to less than 250 people; on March 17, 2020, restricting organized gatherings to less than 50 people, and closing bars, lounges, gyms and fitness facilities, entertainment venues, including private clubs, commercial amusement facilities, theaters and similar venues, as well as restaurant dining areas; on March 23, 2020, limiting organized gatherings to less than ten people, and closing beauty parlors, barber shops, nail salons, and health clubs and spas, and encouraging retailers to implement social distancing in stores; and on March 29, 2020 establishing a "shelter in place" requirement, closing "non-essential" businesses and restricting public access to City Hall; all said proclamations being extended until April 30, 2020 by a proclamation dated April 10, 2020; a proclamation dated April 29, 2020 and its May 1, 2020 amendment, extending a state of emergency and establishing requirements and protocols for the re-opening of certain businesses and facilities effective until May 31, 2020; and

WHEREAS, despite ongoing restrictions, the number of cases in Payne County, as reported by the Oklahoma Department of Health, have increased from zero cases on March 15, 2020 to 44 cases on May 13, 2020 and one death; and

WHEREAS, Stillwater is a regional hub for commerce and health care and the number of reported cases in adjoining counties has increased from zero on March 15 2020 to 201 on May 13, 2020, including 19 deaths; and
WHEREAS, during the same period of time, the number of cases in the State of Oklahoma, as reported by the Oklahoma Department of Health, have increased from one case to 4852 cases, and 278 deaths, impacting people ranging in age from infancy to 91 years old; and

WHEREAS, on May 13, 2020, the CDC had identified 1,369,574 confirmed cases of COVID-19 in 54 jurisdictions including 50 states, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands, and 82,376 deaths as a result of the COVID-19 virus in the United States; and

WHEREAS, the conditions necessary to implement a “Phase 2” reopening under the referenced CDC adopted guidelines does not presently exist in the City of Stillwater; and

WHEREAS, the Governor’s Fourth Amended Executive Order 2020-13 dated April 24, 2020, as amended April 30, 2020 and OURS Plan dated April 22, 2020 does not fully address the unique circumstances of the City of Stillwater; and

WHEREAS, the existence of an ongoing public health emergency necessitates the issuance of revised emergency proclamation to address specific concerns of the City of Stillwater and to more completely protect the health and safety of its residents.

NOW, THEREFORE, BY VIRTUE OF THE AUTHORITY VESTED IN ME BY THE STILLWATER CITY CODE AND STATE LAW, I, WILLIAM H. JOYCE, MAYOR OF THE CITY OF STILLWATER, DO HEREBY PROCLAIM AND DECLARE:

SECTION ONE: A state of emergency exists within the corporate limits of the City of Stillwater, Payne County, Oklahoma.

SECTION TWO: This proclamation amends the Proclamation Declaring State of Emergency dated April 29, 2020, as amended on May 1, 2020, and supersedes said proclamations to the extent said documents are inconsistent with this revision. This amended proclamation shall become effective on May 15, 2020 at 12:01 AM CDST.

SECTION THREE: The aforementioned conditions continue to constitute an ongoing threat to the safety and welfare of the city necessitating additional restrictions and creating a civil emergency situation within the meaning of Chapter 14 of the Stillwater City Code and Titles 21 and 63 of the Oklahoma Statutes.

SECTION FOUR: The following restrictions shall be implemented on the effective date of this proclamation:

A. **Prohibited Gatherings:** Except as otherwise provided in this emergency proclamation, social gatherings of fifty or more persons as provided in the CDC Guidelines are prohibited. A "gathering" is defined as people coming together at a central point with specific people for socialization. A gathering does not include people in a location independently performing work as part of employment, people independently or in groups of ten or less patronizing businesses or open facilities, attending organized events or religious worship services or performing disaster relief work.

B. **Shelter in Place:** Effective 11:59 PM CDST April 30, 2020 all residents age 65 years or older; those with chronic underlying conditions, including chronic lung disease or moderate to severe asthma, serious heart conditions; those who are immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications; those with severe obesity (body mass index [BMI] of 40 or higher); those with diabetes; those with chronic kidney disease undergoing dialysis; and
those with liver disease, living within the corporate limits of the City of Stillwater, Oklahoma are required to shelter in place at their place of residence as provided herein:

1. For the purpose of this Emergency Proclamation, “residence” shall include homes, apartments, condominiums, dormitories, hotels, motels, shared rentals, temporary outdoor shelters, and similar facilities.

2. Persons may leave their residences only for Essential Activities as defined herein, or to operate Essential Businesses.

“Essential Activities” shall include:

a. Tasks essential to health and safety or the health and safety of family members, household members, or pets (for example, obtaining medical supplies and medications, visiting a health care provider, obtaining supplies necessary to work from home, or to perform property maintenance);

b. Obtaining necessary services or supplies, or to obtain such services or supplies for family, household members or pets, or to deliver those services or supplies to others (for example, food and beverage, pet food or supply, and any other household consumer products, and products necessary to maintain the safety, sanitation and essential operation of a residence);

c. Engaging in outdoor activity, provided that the individual, except family or household members, follow social and physical distancing guidelines issued by the CDC and prior emergency proclamations issued for the City of Stillwater (for example walking, biking, running and hiking);

d. Performing work at an Essential Business;

e. Caring for or transporting a family member or pet in another household;

f. Moving to another residence either inside or outside the City of Stillwater; and

g. To otherwise carry out activities specifically permitted by this order.

“Essential Business” shall mean those businesses identified by the Governor of the State of Oklahoma, or his designee, by the Governor's Fourth Amended Executive Order 2020-07 dated March 24, 2020, revisions and amendments thereto, as critical infrastructure sectors, including critical government workers as defined by the governmental employer.

C. Business Re-Opening. Beginning 12:01 AM CDST May 15, 2020, the following businesses previously deemed non-essential under the Governor's Fourth Amended Executive Order 2020-07 dated March 24, 2020, revisions and amendments thereto, may re-open for business provided the following procedures and requirements are followed during hours of operation. These procedures and regulations are mandatory and are the minimum standards that such businesses must follow during this declared emergency in the City of Stillwater. These procedures and requirements supersede state-mandated and industry rules and regulations unless the state-mandated or industry rule or regulation imposes a stricter standard of care or practice.

1. Beauty Salons and Shops, Barber Shops, Nail Salons: These establishments shall service clients by appointment only. Appointments shall be scheduled via telephone, texting, e-mail or other
electronic means. Appointments shall be scheduled in a manner to permit time for disinfection of service areas, tools, and equipment between clients. Clients shall not wait in the service area and shall maintain social distancing guidelines while outside by either remaining in their vehicle or keeping the recommended spacing in an adjacent reception or waiting room.

**Entry:**

All employees and clients shall take their temperature before entering the establishment. Any employee or client who has a temperature above 100.4F shall be denied entrance into the establishment and not allowed to return until they have no fever and no evidence of COVID-19 symptoms. All persons entering the establishment shall be asked the following questions before entry:

- Have you had a cough?
- Have you had a fever?
- Have you been around anyone exhibiting these symptoms within the past fourteen days?
- Are you living with anyone who is sick or quarantined?

**Distancing:**

Spacing between persons receiving service within the establishment shall be at least six feet at all times. Additional spacing between booths, divider shields, and/or alternate work schedules are recommended as enhanced precautionary measures. The minimum social distancing guidelines shall also be followed in any waiting area, break room, or auxiliary room located within the establishment. There should be no more than ten people grouped together within an establishment at any time (including staff).

**Personal Protective Equipment:**

Masks-Establishment employees/workers/booth renters shall wear face coverings at all times while providing services in the establishment. The establishment shall require the client to wear face coverings to the extent possible while receiving services and/or should be supplied with a clean towel to hold over their mouth and nose during such time.

Face Shields-It is recommended that employees wear face shields or safety glasses when servicing clients.

Gloves-Employees are not required to wear disposable gloves when servicing clients, however; they must adhere to the existing rules regarding hand washing before and after each service and any other time necessary.

Capes-Each client shall be draped with a clean cape. Capes shall be disinfected between every use, using a disinfectant spray or disinfectant wipe or a clean disinfectant saturated towel and allowed to set according to recommended contact time of the product used. Disinfectants shall be mixed according to directions and put in a spray bottle for use. Technicians should have several clean/disinfected capes available at all times. Capes shall be laundered at the end of the day following the fabric recommendations.

Neck strips/towel – Employees shall place protective neck strips/towels around the neck and under the cape of each client.
Hand Hygiene- Proper hand hygiene is documented to be an essential action to reduce the spread of viral illness. Washing hands with soapy, warm water for a minimum of twenty seconds is required of all employees and must be done before and after providing services to each client.

Employee clothing – Employees should arrive at the salon/shop showered and wearing clean clothing. It is recommended that employees change clothes before leaving the establishment.

PPE - Items such as gloves, gowns, drapes, linens, and towels when used should be cleaned and disinfected or discarded in a closed container immediately after use.

Disinfection:

All salons/shops shall be thoroughly cleaned and disinfected prior to reopening. Disinfect all surfaces, tools, and linens, even if they were cleaned before the salon/shop was closed.

Disinfectants that are EPA registered and labeled as bactericidal, virucidal and fungicidal shall be used.

Disinfectant for immersion of tools shall be mixed daily and replaced immediately if it becomes contaminated. It is recommended that all surfaces and tools be thoroughly cleaned with hot soapy water, or cleaning wipes before disinfecting.

Contact time on label shall be observed for disinfectant to work. Contact time refers to how long the disinfectant is visibly wet on the surface allowing it to thoroughly destroy all the pathogens.

Disinfectants used for immersion must be changed daily or immediately if it becomes contaminated (ex: hair/debris floating in solution or cloudy solution.)

All service areas, tools and equipment shall be disinfected between clients. No client shall be permitted entrance into the service area until such disinfection is completed.

Porous/soft surfaces cannot be disinfected and shall be used only one time and then discarded (tools such as cardboard files, buffers, drill bits etc.)

All linens, towels drapes, capes and smocks shall be laundered in hot soapy water and dried completely at the warmest temperature allowed. Clean linens shall be stored in an enclosed cabinet or closed container. All used/dirty linens shall be stored in an enclosed container away from areas where clients are served.

Reception/Waiting Rooms:

Items such as magazines, newspapers, service menus, any other paper products and décor, public water or coffee stations, candy dishes, product samples and similar items shall be removed from reception and waiting rooms.

All seats and tables shall be regularly wiped down with a disinfectant; cloth chairs shall be covered with plastic that can be disinfected or removed.

High touch areas including, but not limited to door handles on main entrance and restrooms, reception desk/counters, point of sale equipment and displays shall be frequently disinfected.
Items for sale shall be kept behind a counter or in a manner that they cannot be touched prior to purchase.

All restroom surfaces including floors, sinks and toilet bowls shall be cleaned and disinfected. Paper products shall be stored in a closed cabinet. Trash cans shall be placed near the door or within reach of the door. Restrooms shall be supplied with liquid soap and paper towels; cloth towels are prohibited.

**Shampoo Bowls:**

All shampoo area bowls, hoses, spray nozzles, faucet handles, shampoo chairs and arm rests shall be cleaned and disinfected before use and between each client. All back-bar products and shelves shall be cleaned and disinfected daily. Products that have not been stored in a closed container shall be discarded.

**Salon/Shop/Clinic Areas:**

The following shall be cleaned and disinfected before use and between each client: All work area surfaces; chairs, head rest, and arm rests; all reusable tools (should be stored in airtight container after disinfection); all appliances, shears, clippers, clipper guards, clippies, rollers, combs, brushes, rolling carts; and any other items used in connection with servicing clients.

All products such as lotions, creams, waxes and scrubs shall be kept in a closed container, if not discarded and replaced.

All single use tools such as paper files, drill bits and buffers that have already been used shall be discarded.

All linen hampers shall be cleaned and disinfected on a daily basis.

Trash containers shall be cleaned and disinfected on a daily basis and more frequently if necessary; trash can liners shall be replaced daily or more often as needed. Trash Containers shall have a lid that can be closed.

Hand sanitizer and tissues shall be available within the salon/shop/clinic area for all employees and clients.

**Pedicure Bowls:**

Pedicure bowls shall be disassembled, cleaned and disinfected before each use and between each client in accordance with Oklahoma State Board of Cosmetology and Barbering COVID-19 guidelines and regulations.

**Treatment Rooms:**

All surfaces such as, chairs, tables, electrical appliances (including cords) shall be cleaned and disinfected before each use and between each client.

All linens and linen hampers shall be cleaned and disinfected before use; all linens shall be stored in a closed container/cabinet.
All wax pots shall be cleaned and disinfected before refilling them with new wax; single use applicators shall be used only one time and then discarded.

2. Tanning Salons, Spas and Tattoo Parlors: These establishments shall service clients by appointment only. Appointments shall be scheduled via telephone, texting, e-mail or other electronic means. Appointments shall be scheduled in a manner to permit time for disinfection of tanning beds, service areas, tools, and equipment between clients. Clients shall not wait in the service area and shall maintain social distancing guidelines while outside by either remaining in their vehicle or keeping the recommended spacing in an adjacent reception or waiting room.

Entry:

All employees and clients shall take their temperature before entering the establishment. Any employee or client who has a temperature above 100.4F shall be denied entrance into the establishment and not allowed to return until they have no fever and no evidence of COVID-19 symptoms. All persons entering the establishment shall be asked the following questions before entry:

☐ Have you had a cough?
☐ Have you had a fever?
☐ Have you been around anyone exhibiting these symptoms within the past fourteen days?
☐ Are you living with anyone who is sick or quarantined?

Spacing:

Spacing between beds and persons receiving service within the establishment shall be at least six feet at all times. Additional spacing between tanning beds, booths, divider shields, and/or alternate work schedules are recommended as enhanced precautionary measures. The minimum social distancing guidelines shall also be followed in any waiting area, break room, or auxiliary room located within the establishment. There should be no more than ten people grouped together within an establishment at any time (including staff).

Personal Protective Equipment:

Masks-Establishment employees/workers/booth renters shall wear face coverings at all times while providing services in the establishment. The establishment shall require clients to wear face coverings to the extent possible while receiving services.
Face Shields- Employees shall wear face shields or safety glasses when servicing clients.

Gloves-Employees shall wear disposable gloves when providing services and change them for each client.

Hand Hygiene- Proper hand hygiene is documented to be an essential action to reduce the spread of viral illness. Washing hands with soapy, warm water for a minimum of twenty seconds is required of all employees and must be done before and after providing services to each client.

Employee clothing – Employees should arrive at the salon/shop showered and wearing clean clothing. It is recommended that employees change clothes before leaving the establishment.

PPE - Items such as gloves, gowns, drapes, linens, and towels when used should be cleaned and disinfected or discarded in a closed container immediately after use.
Disinfection:

All tanning salons and spas shall be thoroughly cleaned and disinfected prior to reopening. Disinfect all surfaces, tools, and linens, even if they were cleaned before the salon/spa was closed.

Disinfectants that are EPA registered and labeled as bactericidal, virucidal and fungicidal shall be used.

Disinfectant for cleaning of tanning beds, treatment tables and work surfaces or immersion of tools shall be mixed daily and replaced immediately if it becomes contaminated. It is recommended that all surfaces and tools be thoroughly cleaned with hot soapy water, or cleaning wipes before disinfecting.

Contact time on label shall be observed for disinfectant to work. Contact time refers to how long the disinfectant is visibly wet on the surface allowing it to thoroughly destroy all the pathogens.

Disinfectants used for immersion must be changed daily or immediately if it becomes contaminated (ex: hair/debris floating in solution or cloudy solution.)

All tanning beds and service areas, tools and equipment shall be disinfected between clients. No client shall be permitted entrance into the service area until such disinfection is completed.

Porous/soft surfaces cannot be disinfected and shall be used only one time and then discarded (tools such as cardboard files, buffers, drill bits etc.)

All linens, towels drapes, capes and smocks shall be laundered in hot soapy water and dried completely at the warmest temperature allowed. Clean linens shall be stored in an enclosed cabinet or closed container. All used/dirty linens shall be stored in an enclosed container away from areas where clients are served.

Reception/Waiting Rooms:

Items such as magazines, newspapers, service menus, any other paper products and décor, public water or coffee stations, candy dishes, product samples and similar items shall be removed from reception and waiting rooms.

All seats and tables shall be regularly wiped down with a disinfectant; cloth chairs shall be covered with plastic that can be disinfected or removed.

High touch areas including, but not limited to door handles on main entrance and restrooms, reception desk/counters, point of sale equipment and displays shall be frequently disinfected.

Items for sale shall be kept behind a counter or in a manner that they cannot be touched prior to purchase.

All restroom surfaces including floors, sinks and toilet bowls shall be cleaned and disinfected. Paper products shall be stored in a closed cabinet. Trash cans shall be placed near the door or within reach of the door. Restrooms shall be supplied with liquid soap and paper towels; cloth towels are prohibited.
Salon/Spa Areas:

The following shall be cleaned and disinfected before each use and between each client. All work area surfaces, tanning beds, treatment tables, chairs, head rests, and arm rests, all reusable tools (should be stored in airtight container after disinfection), all appliances, rolling carts, and any other items used in connection with servicing clients.

All products such as lotions, creams, waxes and scrubs shall be kept in a closed container, if not discarded and replaced.

All linens and linen hampers shall be cleaned and disinfected before use; all linens shall be stored in a closed container/cabinet.

All linen hampers shall be cleaned and disinfected on a daily basis.

Trash containers shall be cleaned and disinfected on a daily basis or more frequently if necessary; trash can liners shall be replaced daily or more frequently if needed. Trash containers shall have a lid that can be closed.

All wax pots shall be cleaned and disinfected before refilling them with new wax; single use applicators shall be used only one time and then discarded.

Hand sanitizer and tissues shall be available within the salon/shop/clinic area for all employees and clients.

Tattoo Parlors:

Tattoo parlors shall adhere to the above requirements regarding entry, personal protective equipment, disinfection and waiting rooms to the extent such are directly applicable.

Operators shall clean and disinfect all tools and implements after each customer’s use.

3. Pet Groomers: These establishments shall service clients by appointment only. Appointments shall be scheduled via telephone, texting, e-mail or other electronic means. Appointments shall be scheduled in a manner to permit time for disinfection of service areas, tools, and equipment between clients. Clients shall not wait in the service area and shall maintain social distancing guidelines while outside by either remaining in their vehicle or keeping the recommended spacing in an adjacent reception or waiting room.

Entry:

All employees and clients shall take their temperature before entering the establishment. Any employee or client who has a temperature above 100.4°F shall be denied entrance into the establishment and not allowed to return until they have no fever and no evidence of COVID-19 symptoms. All persons entering the establishment shall be asked the following questions before entry:

☐ Have you had a cough?
☐ Have you had a fever?
☐ Have you been around anyone exhibiting these symptoms within the past fourteen days?
☐ Are you living with anyone who is sick or quarantined?
Distancing:

Spacing between animals receiving service within the establishment shall be at least six feet at all times. The minimum social distancing guidelines shall also be followed in any waiting area, break room, or auxiliary room located within the establishment. There should be no more than ten people grouped together within an establishment at any time (including staff).

Personal Protective Equipment:

Masks-Establishment employees/workers/booth renters shall wear face coverings when near other people and especially when six feet of physical separation cannot be consistently maintained. A glass or plastic partition or similarly constructed barrier may be substituted for a face covering whenever appropriate.

Gloves-Employees shall wear disposable gloves when servicing animals.

Hand Hygiene- Proper hand hygiene is documented to be an essential action to reduce the spread of viral illness. Washing hands with soapy, warm water for a minimum of twenty seconds is required of all employees and must be done before and after providing services to each client.

PPE - Items such as gloves, gowns, drapes, linens, and towels when used should be cleaned and disinfected or discarded in a closed container immediately after use.

Disinfection:

All facilities shall be thoroughly cleaned and disinfected prior to reopening. Disinfect all surfaces, tools, and linens, even if they were cleaned before the facility was closed.

Disinfectants that are EPA registered and labeled as bactericidal, virucidal and fungicidal shall be used.

Contact time on label shall be observed for disinfectant to work. Contact time refers to how long the disinfectant is visibly wet on the surface allowing it to thoroughly destroy all the pathogens.

Reception/Waiting Rooms:

Items such as magazines, newspapers, service menus, any other paper products and décor, public water or coffee stations, candy dishes, product samples and similar items shall be removed from reception and waiting rooms.

All seats and tables shall be regularly wiped down with a disinfectant; cloth chairs shall be covered with plastic that can be disinfected or removed.

High touch areas including, but not limited to door handles on main entrance and restrooms, reception desk/counters, point of sale equipment and displays shall be frequently disinfected.

Items for sale shall be kept behind a counter or in a manner that they cannot be touched prior to purchase.

All restroom surfaces including floors, sinks and toilet bowls shall be cleaned and disinfected. Paper products shall be stored in a closed cabinet. Trash cans shall be placed near the door or within
reach of the door. Restrooms shall be supplied with liquid soap and paper towels; cloth towels are prohibited.

Curbside animal drop-off and delivery is strongly encouraged.

4. Gyms and Health Facilities: Fitness and recreational sports centers: gyms, aerobic dance or exercise centers, gymnastics training, swimming schools, tennis club facilities, ice/roller skating rinks and similar facilities.

Facilities, Sanitation:

The entire facility shall be disinfected prior to opening.

All locker and dressing rooms should be regularly disinfected, particularly high-touch surfaces.

All restroom surfaces including showers, floors, sinks and toilet bowls shall be cleaned and disinfected. Paper products shall be stored in a closed cabinet. Trash cans shall be placed near the door or within reach of the door. Restrooms shall be supplied with liquid soap and paper towels; cloth towels are prohibited.

Saunas, hot-tubs and any similar shared facilities shall be closed.

All exercise equipment shall be cleaned and disinfected at regular intervals; patrons shall have access to wipes or sprays to disinfect equipment prior to and after use and shall be encouraged to follow such protocols. A sink with warm running water and soap for handwashing or hand sanitizers shall be available for patron use.

Patrons shall be encouraged to clean and sanitize all shared/community equipment such as tennis rackets, lockers, or basketballs before and after each use.

Employees shall closely monitor use of shared/community equipment and machines; employees shall clean and disinfect such equipment whenever a patron fails to do so.

Water fountains and refillable water stations shall be monitored, cleaned and disinfected at regular intervals; patrons shall be encouraged to bring bottled water in the absence of such measures.

Patrons shall be encouraged to bring their own personal equipment such as yoga or exercise mats or rackets; such items should be cleaned and disinfected by the patron before bringing it into the facility.

Machines and equipment shall be arranged in a manner that creates at least six feet of separation between patrons while in use; if positioning machines and equipment to effect social distancing is not possible, patrons should be directed to avoid using such apparatus until six feet of separation can be maintained during use.

The maximum occupancy of the facility shall be the lesser of: fifty percent (50%) of the posted fire marshal’s load capacity or the maximum number of patrons that can simultaneously operate machines and/or equipment utilizing the six foot social and physical distancing standards as set forth in the preceding paragraph.
The facility shall encourage patrons to wear face coverings whenever they cannot consistently maintain social distancing while they are on the premises, especially if they are working in close contact with coaches, trainers, or third parties.

Events such as tournaments that encourage ten or more people to congregate at the facility are prohibited.

Group fitness classes shall be conducted in an area that facilitates six feet or more of separation between the participants.

**Roller Rinks:**

The entire facility shall be disinfected prior to opening.

All restroom surfaces including showers, floors, sinks and toilet bowls shall be cleaned and disinfected. Paper products shall be stored in a closed cabinet. Trash cans shall be placed near the door or within reach of the door. Restrooms shall be supplied with liquid soap and paper towels; cloth towels are prohibited.

Skaters shall have access to a sink with warm water and soap for handwashing or hand sanitizer if not available.

Roller rinks shall encourage patrons to bring their own skates. Skates shall only be offered for rental after proper cleaning and disinfection before use and between each user.

The maximum occupancy of the facility shall be the lesser of: fifty percent (50%) of the posted fire marshal’s load capacity or the maximum number of patrons that can simultaneously skate while consistently maintaining six feet of physical separation from other skaters or persons present on the floor not from the skater’s family, household or group.

The rink operator shall encourage skaters to wear face coverings if they cannot consistently maintain six feet of physical separation from other skaters or persons present on the floor not from the skater’s family, household or group.

**Employees, Coaches, Trainers**

All employees, coaches and trainers shall take their temperature before entering the establishment. Any such person who has a temperature above 100.4F shall be denied entrance into the establishment and not allowed to return until they have no fever and no evidence of COVID-19 symptoms. All employees, coaches and trainers shall be asked the following questions before commencing work:

- Have you had a cough?
- Have you had a fever?
- Have you been around anyone exhibiting these symptoms within the past fourteen days?
- Are you living with anyone who is sick or quarantined?

Employees, coaches, and trainers shall wear face coverings at all times they are in direct contact with patrons and cannot maintain six feet of physical separation. A glass or plastic partition or similarly constructed barrier may be substituted for a face covering whenever appropriate.
Employees shall wear disposable gloves when cleaning machines, equipment, or other surfaces in the facility.

5. **Food Service, Bars.** Restaurants and facilities such as bowling alleys and sports facilities that include food service areas and licensed bars.

*Facilities:*

Tables and chairs in the dining area shall be positioned in a manner to permit a minimum of six feet of space between groups of restaurant patrons. Excess tables and chairs shall be removed from the dining area or shall remain unoccupied if located within the six foot radius and cannot be removed. If the dining area includes booths, tables must be positioned in a manner that will permit a minimum of six feet of separation from the nearest booth as well.

Patrons shall not be seated in any booth that adjoins another. In such instances, the adjoining booth shall remain empty.

No more than ten persons may be seated at a single table or booth.

The maximum occupancy of a restaurant dining area shall be the lesser of: fifty percent (50%) of the posted fire marshal’s load capacity or the maximum number of patrons that can be seated utilizing the six foot social and physical distancing standards as set forth in the preceding paragraphs.

Outdoor seating areas are subject to the above requirements.

Waiting areas (indoor and outdoor) shall be configured and marked to facilitate six feet of separation between groups of patrons. Food service operators shall encourage patrons to wear face coverings until seated at a table or booth for service if six feet of physical separation cannot be consistently maintained between patrons or groups of patrons while waiting.

Take-out and delivery options are strongly encouraged.

*Sanitation:*

Tables and seating areas in the dining area and any indoor/outdoor waiting area that includes seating shall be cleaned and disinfected before use and between each group of patrons.

Use of reusable condiment containers (salt, pepper, ketchup, sauces) is prohibited; condiments shall be provided in single serve containers and discarded after use.

Reusable menus may be used, but only if such menus are made of a material that can be cleaned and sanitized after each use and each menu is cleaned and sanitized between users; the use of disposable menus is strongly encouraged.

Buffet service is permitted provided that an employee serves patrons and is the only person touching service utensils or the buffet counter. Patrons shall not touch buffet service utensils or otherwise serve themselves from buffets. Health department regulations regarding buffet service are otherwise in full force and effect.
Self-service drink dispensers are permitted provided that single use disposable cups are available. Patrons shall not refill used cups from a self-serve drink dispenser. Food service establishments shall not permit a patron to fill any drink container not provided by said establishment. Health department regulations regarding self-service drink dispensers are otherwise in full force and effect.

Employees shall not touch prepared food with hands; food shall be handled only with tongs, spatulas, single-use disposable gloves and similar food preparation/service instruments.

Hand sanitizer bottles or stations should be available to patrons.

Items for sale shall be kept behind a counter or in a manner that they cannot be touched prior to purchase.

All restroom surfaces including floors, sinks and toilet bowls shall be cleaned and disinfected. Paper products shall be stored in a closed cabinet. Trash cans shall be placed near the door or within reach of the door. Restrooms shall be supplied with liquid soap and paper towels; cloth towels are prohibited.

Utilization of “touchless” payment systems is strongly encouraged.

**Employees:**

All employees shall take their temperature before entering the establishment. Any employee who has a temperature above 100.4F shall be denied entrance into the establishment and not allowed to return until they have no fever and no evidence of COVID-19 symptoms. Employees shall be asked the following questions before commencing work:

- [ ] Have you had a cough?
- [ ] Have you had a fever?
- [ ] Have you been around anyone exhibiting these symptoms within the past fourteen days?
- [ ] Are you living with anyone who is sick or quarantined?

Employees working in dining areas or interacting with the public shall wear face coverings at all times they are on duty or otherwise near other people and especially when six feet of physical separation cannot be consistently maintained. A glass or plastic partition or similarly constructed barrier may be substituted for a face covering whenever appropriate. Employees working in kitchens and food preparation areas shall wear masks if they are unable to maintain six feet of separation from other employees working in these areas.

Employees shall wear disposable gloves when working in the kitchen area unless they are handling food with utensils per health department regulations. Employees working in the dining areas or interacting with the public are not required to wear gloves but shall wash hands between patrons or after clearing/cleaning tables or other surfaces within the dining area.

**Bars:**

All requirements for food service shall be applicable to bars except as provided below.

Tables and chairs shall be positioned in a manner to permit a minimum of six feet of space between groups of bar patrons. Excess tables and chairs shall be removed from the bar or shall remain unoccupied if located within the six foot radius and cannot be removed. If the bar includes booths,
tables must be positioned in a manner that will permit a minimum of six feet of separation from the nearest booth as well. The bar shall additionally be configured to create six feet of space between patrons standing or sitting at bar tops. Patrons in standing areas or on dance floors shall maintain six feet of separation from other patrons or groups.

The maximum occupancy of a bar shall be the lesser of: fifty percent (50%) of the posted fire marshal’s load capacity or the maximum number of patrons that can be seated and/or standing in designated areas utilizing the six foot social and physical distancing standards as set forth in the preceding paragraph.

The bar shall designate an area where patrons can safely pick-up their drinks while maintaining six feet of physical separation from other patrons or groups.

Designated entrances and exits to minimize face-to-face exposure of patrons entering and exiting the establishment are required unless only one point of ingress/egress to the bar exists.

6. Entertainment Venues: Movie Theaters, Bowling Alleys

Facilities:

Seating shall be arranged in a manner to permit six feet of separation between patrons who are not family members, members of the same household, or part of a common group. Whenever seating is arranged in a manner that does not permit this level of social distancing, seats or portions of multi-person seating surfaces (i.e. couches, booths) within such six foot radius shall not be occupied.

The maximum occupancy of an entertainment venue shall be the lesser of: fifty percent (50%) of the posted fire marshal’s load capacity or the maximum number of patrons that can be seated utilizing the six foot social and physical distancing standards as set forth in the preceding paragraph.

Waiting areas (indoor and outdoor) shall be configured and marked to facilitate six feet of separation between groups of patrons.

The entertainment venue operator shall encourage patrons to wear face coverings when near other people and especially when six feet of physical separation cannot be consistently maintained between patrons or groups of patrons.

Sanitation:

Seating areas and any indoor/outdoor waiting area that includes seating shall be cleaned and disinfected before use and between each patron or group of patrons.

Food service areas within an entertainment venue shall follow all procedures and guidelines for food service providers set forth in this proclamation.

Hand sanitizer bottles or stations should be available to patrons.

Items for sale shall be kept behind a counter or in a manner that they cannot be touched prior to purchase.

All restroom surfaces including floors, sinks and toilet bowls shall be cleaned and disinfected.
Paper products shall be stored in a closed cabinet. Trash cans shall be placed near the door or within reach of the door. Restrooms shall be supplied with liquid soap and paper towels; cloth towels are prohibited.

Utilization of “touchless” payment systems is strongly encouraged. Bowling alleys shall encourage patrons to bring their own bowling balls and bowling shoes. Rented shoes and/or use of alley owned bowling balls shall only be permitted after proper cleaning and disinfection before rental/use and between each user.

*Employees:*

All employees shall take their temperature before entering the establishment. Any employee who has a temperature above 100.4°F shall be denied entrance into the establishment and not allowed to return until they have no fever and no evidence of COVID-19 symptoms. Employees shall be asked the following questions before commencing work:

- [ ] Have you had a cough?
- [ ] Have you had a fever?
- [ ] Have you been around anyone exhibiting these symptoms within the past fourteen days?
- [ ] Are you living with anyone who is sick or quarantined?

Employees shall follow the requirements in Subsection 5, Food Service, regarding the wearing of face coverings, gloves and use of utensils whenever the entertainment venue operates food concessions or a kitchen. Otherwise, employees shall wear face coverings whenever they are near other people and especially when six feet of physical separation cannot be consistently maintained. A glass or plastic partition or similarly constructed barrier may be substituted for a face covering whenever appropriate. Employees shall wear disposable gloves while cleaning entertainment venue facilities between patrons or showings.


*Facilities:*

Patrons shall be admitted to the facility in a manner and quantity that will facilitate six feet of separation between individuals or common groups of patrons as they move through exhibit areas and ante rooms.

The maximum occupancy of the museum shall be the lesser of: fifty percent (50%) of the posted fire marshal’s load capacity or the maximum number of patrons that can be present (standing) in the facility utilizing the six foot social and physical distancing standards as set forth in the preceding paragraph.

Waiting areas (indoor and outdoor) shall be configured and marked to facilitate six feet of separation between groups of patrons.

The museum operator shall encourage patrons to wear face coverings when near other people and especially when six feet of physical separation cannot be consistently maintained from other patrons or groups of patrons.

Tours and group outings shall be arranged to facilitate social distancing protocols.
Group gatherings, events, or tours of more than ten people are prohibited.

Sanitation:

Seating areas and any indoor/outdoor waiting area that includes seating shall be cleaned and disinfected before use and between each patron or group of patrons.

Hand sanitizer bottles or stations should be available to patrons.

Items for sale shall be kept behind a counter or in a manner that they cannot be touched prior to purchase.

All restroom surfaces including floors, sinks and toilet bowls shall be cleaned and disinfected. Paper products shall be stored in a closed cabinet. Trash cans shall be placed near the door or within reach of the door. Restrooms shall be supplied with liquid soap and paper towels; cloth towels are prohibited.

Utilization of “touchless” payment systems is strongly encouraged.

Employees:

All employees shall take their temperature before entering the establishment. Any employee who has a temperature above 100.4F shall be denied entrance into the establishment and not allowed to return until they have no fever and no evidence of COVID-19 symptoms. Employees shall be asked the following questions before commencing work:

☐ Have you had a cough?
☐ Have you had a fever?
☐ Have you been around anyone exhibiting these symptoms within the past fourteen days?
☐ Are you living with anyone who is sick or quarantined?

Employees shall wear face coverings whenever they are near other people and especially when six feet of physical separation cannot be consistently maintained. A glass or plastic partition or similarly constructed barrier may be substituted for a face covering whenever appropriate.

8. Churches, Places of Worship

Facilities:

May open for services or meetings; weddings and funerals are permitted when following the requirements of this section.

Seating shall be arranged in a manner to permit six feet of separation between attendees who are not family members, members of the same household, or part of a common group. Whenever seating is arranged in a manner that does not permit this level of social distancing, seating areas (pews, chairs) within such six foot radius shall not be occupied.

The maximum occupancy of a place of worship shall be the lesser of: fifty percent (50%) of the posted fire marshal’s load capacity or the maximum number of patrons that can be seated utilizing the six foot social and physical distancing standards as set forth in the preceding paragraph.
Waiting areas (indoor and outdoor) and areas where pre or post service receptions or meals are permitted or served shall be configured and marked to facilitate six feet of separation between groups of patrons.

The place of worship shall encourage attendees to wear face coverings when near other people and especially when six feet of physical separation cannot be consistently maintained between the attendee and other attendees who are not part of the attendee’s family, household or group. This also applies to waiting areas.

Sanitation:

Seating areas and any indoor/outdoor waiting area that includes seating shall be cleaned and disinfected before use and between each service or gathering.

Hand sanitizer bottles or stations should be available to persons attending.

All restroom surfaces including floors, sinks and toilet bowls shall be cleaned and disinfected. Paper products shall be stored in a closed cabinet. Trash cans shall be placed near the door or within reach of the door. Restrooms shall be supplied with liquid soap and paper towels; cloth towels are prohibited.

Offerings or donations shall be collected at a designated location(s) within the house of worship. The practice of “passing the collection plate” from one attendee to another is discouraged.

Handshaking and other forms of physically touching persons not part of a family, household or common group is discouraged.

Employees:

All employees shall take their temperature before entering the establishment. Any employee who has a temperature above 100.4F shall be denied entrance into the establishment and not allowed to return until they have no fever and no evidence of COVID-19 symptoms. Employees shall be asked the following questions before commencing work:

☐ Have you had a cough?
☐ Have you had a fever?
☐ Have you been around anyone exhibiting these symptoms within the past fourteen days?
☐ Are you living with anyone who is sick or quarantined?

D. Retail Businesses, General Guidelines: All retail businesses shall continue to implement the social distancing protocols previously announced. These protocols are summarized as follows:

1. Limiting the number of people who can enter into the facility at any one time to ensure that people in the facility can easily maintain a minimum six-foot distance from one another at all times, except as required to complete the Essential Business activity. The maximum load capacity should be considered the lesser of: fifty percent (50%) of the posted fire marshal’s load capacity or the maximum number of persons that can fit into the building using social distancing (six foot radius) and making allowances for building square footage occupied by shelf space and display items;

2. Where lines may form at a facility, marking six-foot increments at a minimum, establishing where individuals should stand to maintain adequate social distancing;
3. Providing hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g. cashiers);

4. Providing for contactless payment systems or, if not feasible to do so, the providing for disinfecting all payment portals, pens, and styluses after each use;

5. Regularly disinfecting other high-touch surfaces;

6. The business operator shall require employees and encourage customers to wear face coverings when near other people and especially when six feet of physical separation cannot be consistently maintained. A glass or plastic partition or similarly constructed barrier may be substituted for a face covering whenever appropriate; and

7. Posting a sign at the entrance of the facility informing all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into one’s elbow; not shake hands or engage in any unnecessary physical contact.

For purposes of Sections C and D herein, a face covering may consist of cloth or other household materials. Instructions on how to construct a face covering are available from the City of Stillwater or can be found online at various websites including the City of Stillwater, CDC, Oklahoma Department of Health, Oklahoma Department of Commerce and various news organizations. A limited number of face coverings are available from the City of Stillwater at no charge. In accordance with CDC guidance, children under the age of two are not subject to these face covering requirements and recommendations.

E. Closure of City Hall and Facilities; Meetings; Collective Bargaining Agreements: Effective 11:59 PM CDST April 30, 2020, public access to City Hall shall be restricted to one secured area designated by the City Manager for cash transactions. The remainder of City Hall shall be closed to public access until further written order. The City Manager shall establish processes for all transactions normally conducted at City Hall to be conducted electronically or by telephone. All permits expiring during the pendency of this emergency proclamation are hereby extended to May 31, 2020.

Stillwater Public Library, Stillwater Senior Center, and Stillwater Community Center shall remain closed to public access until the expiration of this emergency proclamation. Athletic fields at Stillwater City Parks shall re-open for organized youth and adult sports activities beginning May 15, 2020 as follows: practices may resume on May 15, 2020; SASA and other league sponsors shall adopt and enforce appropriate social distancing protocols until further notice. Stillwater City Park playgrounds, splash pads, gazebos, pavilions, and similar shared facilities shall remain closed until further notice; all other presently closed park facilities shall reopen May 15, 2020. The Stillwater City Pool shall remain closed until further notice. The City Manager shall publish an online list of open facilities and any use restrictions attached to said facilities.

The meetings of all City of Stillwater authorities, boards, committees, trusts, and ad hoc committees are cancelled until June 1, 2020, except as follows: The Planning Commission and Board of Adjustment may schedule special meetings to be convened after May 1, 2020 to address items of business that are necessary to complete ongoing transactions and closings. The Planning Commission shall not schedule any map amendment that involves (1) residually zoned property or (2) commercial property adjoining residually zoned property nor shall it schedule any text amendment for consideration during the pendency of this emergency order. All such meetings shall be conducted via City of Stillwater provided
teleconferencing in accordance with the Open Meetings Act after statutorily mandated notice to affected parties. The Stillwater Library Board and Stillwater Regional Airport Authority may convene regularly scheduled meetings via videoconferencing beginning May 1, 2020 in accordance with the Open Meetings Act.

The City Manager shall have the authority to temporarily modify previously adopted rules and regulations and contractual provisions regarding scheduling of employees, leave policies, and personal grooming during the pendency of this emergency proclamation. Additionally, the City Manager shall have the authority to temporarily modify provisions regarding scheduling of employees, leave policies, and personal grooming set forth in collective bargaining agreements with International Association of Fire Fighters, Oklahoma State Fire Association, Local 2095 and Fraternal Order of Police Lodge No. 102 during the pendency of this emergency proclamation.

F. Violation of this Proclamation constitutes a violation of the Code of the City of Stillwater, which could result in a maximum penalty of $500 per violation. The Stillwater Police Department is authorized to enforce this order but is encouraged to use an education and warning before citation approach to enforcement.

G. This Proclamation shall expire at 11:59 PM CDST June 15, 2020 unless and until it is extended, rescinded, superseded, or amended in writing.


WILLIAM H. JOYCE, MAYOR

TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS 13th DAY OF May, 2020

JOHN E. DORMAN, CITY ATTORNEY