

WEST VIRGINIA STRONG

The Comeback



Safety Guidance on Auctions

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Under Gov. Justice's reopening plan, **West Virginia Strong — The Comeback**, auctions, to the extent they may have been limited, may resume or continue their operations. To assist in conducting auction operations, Gov. Justice has issued the following guidance to mitigate the exposure and spread of COVID-19 among staff and patrons. These guidelines, in addition to any and all relevant guidelines established by the Centers for Disease Control (CDC) and the West Virginia Department of Health and Human Resources (WVDHHR), will help West Virginians safely obtain the services provided by such businesses. These facilities are encouraged to implement more stringent or comprehensive protocols as they see fit.



Note: Effective as of July 7, 2020, all individuals over the age of 9 are required to wear face coverings when in confined, indoor spaces, other than one's residence or while actively engaged in the consumption of food and/or beverage, and when not able to adequately social distance from other individuals who do not reside in the same household, pursuant to the Governor's Executive Order 50-20.

Per CDC Guidance, exempt from this requirement are:

- children younger than 2 years old,
- anyone who has trouble breathing through a face covering, and
- persons who are unable to remove the face covering without assistance.

As your business reviews and implements these new measures, we encourage you to share and discuss them with your employees and your patrons. Communicating enhanced cleaning and sanitization practices will make staff and patrons feel more confident in your facilities.

Note Further: Auctions and similar businesses should also consult *A Guide to Reopening Larger Retail Stores*, *Guidance for Malls and Similar Facilities*, *A Guide to Safely Opening our Restaurants Through Takeaway Service & Outdoor Dining*, and *A Guide to Safely Opening Restaurants and Bars*, all available at governor.wv.gov, as applicable, to determine other best practices.

Failure to adhere to these guidelines may result in appropriate enforcement measures.

SAFETY GUIDANCE ON AUCTIONS

OPERATIONAL RESTRICTIONS/REQUIREMENTS

- **Plan:** Develop and implement appropriate policies, in accordance with federal, state, and local regulations and guidance, and informed by industry best practices, to:
 - Prepare the facility for reopening;
 - Prepare your employees and staff for their return to work;
 - Create a social distancing plan to manage and reduce excessive contact and interaction among patrons;
 - Create a plan for personal protective equipment;
 - Reduce touch points to the maximum extent possible;
 - Increase cleaning frequency and the availability of hand sanitizer, disinfectant wipes, and other DIY cleaning products to ensure touch points and common surfaces are properly sanitized between each use;
 - Establish an open line of communication with employees regarding safety.
- **Social Distancing:** Implement strict social distancing guidelines of at least six feet between all individuals who do not reside together, modify scheduling to reduce unnecessary interactions to the greatest extent possible, adjust layout, and close or restrict areas to maintain at least six feet of distance between patrons.
- **Patron Traffic:** Clear paths should be designated to allow patrons to participate in auction activities without breaking social-distancing requirements. Where auctions are performed on-site, allocate extra time to make site-specific decisions about how to handle auctions in a safe manner. Consider traffic flow and occupancy limitations, including:
 - Should walking patterns be changed to be one way?
 - Should spaces for auction participants be marked out, or can other steps be taken to ensure bidders follow social distancing rules?
 - Does the number of entrances need to be limited to control occupancy?
 - Do the entrances and exits need to be staffed to manage occupancy?
- **PPE/Physical Barriers:** Per Executive Order 50-20, all individuals over the age of 9 are required to use face coverings (masks, bandannas, face shields, etc.) when in confined, indoor spaces, other than one's residence or while actively engaged in the consumption of food and/or beverage, and when not able to adequately social distance from other individuals who do not reside in the same household. Consider installing physical barriers (e.g., plastic sheeting or plexiglass shields) for auctioneer and cashier locations, and any other areas where such barriers may be useful and/or practical.
- **Cleaning:** Ensure that staffing and supplies available for auctions are sufficient to enable enhanced sanitization and cleaning measures in accordance with appropriate CDC guidelines.
- **Common Elements and Touchpoints:** All common touchpoints, including point of sale equipment, doorknobs, light switches, and buttons, should be cleaned and sanitized frequently.
- **Facilities Management:**
 - Install physical barriers (e.g., plastic sheeting or plexiglass shields), visual cues (e.g., tape on the floors and designated walkways), and signs to ensure that staff and patrons stay at least six feet apart from those they don't reside with
 - Any food service (snack bars, mobile food trucks, temporary food vendors, etc.) should be run in accordance with current orders and guidelines for restaurants. Food service operators should consult A Guide to Safely Opening our Restaurants Through Takeaway Service & Outdoor Dining, and A Guide to Safely Opening Restaurants and Bars, available at governor.wv.gov, to determine other best practices.

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- Restroom facilities should limit the number of users at any one time based on the facility size and current social distancing guidelines and such facilities should be regularly cleaned/sanitized per CDC recommended protocols.
- Where auctions take place indoors or partially indoors, keep doors and windows open where possible to improve ventilation.
- **Payments:** Encourage patrons to make non-cash payments.
- **Plan:** Plan for potential COVID-19 cases and work with local health department officials when needed (i.e., monitor and trace COVID-19 cases, deep-clean facilities, etc.).
- **Signage:** Post extensive signage on health policies, including the following documents in the workplace to help educate all on COVID-19 best practices:
 - [CDC: Stop the Spread of Germs](#)
 - [CDC: COVID-19 Symptoms](#)

PATRON PROTECTION

- **Patron screening:** It is recommended that patrons be screened prior to entry to the auction location:
 - Temperature checks.
 - Have you been in close contact with a confirmed case of COVID-19?
 - Are you experiencing a cough, shortness of breath, or sore throat?
 - Have you had a fever in the last 48 hours?
 - Have you had new loss of taste or smell?
 - Have you had vomiting or diarrhea in the last 24 hours?
- **PPE:** All patrons should be required to wear appropriate personal protective equipment, including appropriate face coverings as applicable.
- **Signage:** Post signs encouraging social distancing of at least six feet between individuals.
- **Cleaning:** Consider providing disinfecting wipes and hand sanitizer at common touch point locations, including patron's seat location, and request that patrons assist by cleaning/sanitizing any touchpoints or common surfaces they come in contact with, in addition to the frequent and regular cleaning to be done by employees.

EMPLOYEE PROTECTION

- **Employee screening: Screen all employees reporting to work for COVID-19 symptoms.**
 - Temperature checks.
 - Have you been in close contact with a confirmed case of COVID-19?
 - Are you experiencing a cough, shortness of breath, or sore throat?
 - Have you had a fever in the last 48 hours?
 - Have you had new loss of taste or smell?
 - Have you had vomiting or diarrhea in the last 24 hours?
- **PPE:** All staff should be required to wear appropriate personal protective equipment, including appropriate face coverings as applicable.
- **Training:** Provide training on PPE based on CDC guidelines.
- **Personal cleaning:** Provide a sanitizing station with soap and/or bottle of hand sanitizer and require regular hand washing.
- **Patron contact:** Limit patron contact to the greatest extent possible and require proper cleaning and sanitization between any necessary patron contact.
- **Distancing:** Practice recommended social distancing to the greatest extent possible.