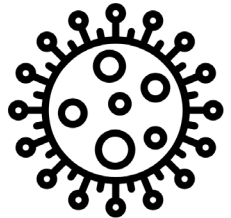


The U.S. COVID-19 County Policy (UCCP) Database

Training and Manual for Data Collectors

In this training we will cover the following topics:

1. Introduction and overview
2. Indicator summary
3. General guidance (applicable to multiple indicators)
4. Source overview and data collection process
5. Acknowledgments



Introduction and Overview

Welcome to the UCCP data collection team!



This training explains how to collect data for the U.S. COVID-19 County Policy (UCCP) Database.

UCCP seeks to collect systematic, comparable information on county and state policies, measures, and other responses to COVID-19.

It aims to provide a **reliable record** of what local and state governments have done, and when, in response to the pandemic.

What are the project goals?

The overarching goal is to provide timely and actionable information for policymakers that leads to better health outcomes for vulnerable populations during the COVID-19 pandemic.

One of the primary components of the project is the analysis of county- and state-level mitigation, public health, and economic response policies in the context of data related to health behaviors and outcomes.

Indicator Summary

Introduction to the indicators

We collect publicly available information on indicators of state- and county-level government response, grouped as follows:



Closure and containment policies



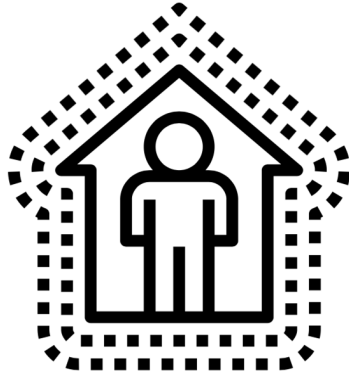
Economic response policies



Public health policies

The following slides provide the following for each indicator:

- Ordinal or binary scale for scoring
- Interpretation guide providing decision logic for how to score indicators



Closure and containment policies



C1 - School closing

This indicator records closings of **public K-12 schools (including independent school districts)**.

Is there a policy in place?

0 - No measures (i.e., no restrictions)

1 - Recommend closing or all schools open with alterations resulting in significant differences compared to non-Covid-19 operations

2 - Require closing only some levels or categories - e.g., just high school

3 - Require closing all levels

99 – No information available to determine policy in place

Interpretation guide

- If multiple school districts exist within a county, only capture the policy for the largest school district. To determine largest district, use the [National Center for Education Statistics](#) or other searches (links below in notes). When determining largest district, be sure it is K12 district (NOT high school only or elementary school only districts)
- Record a value of 1 if, in the absence of a recommendation to close, the state/county has imposed social distancing (e.g., 6 ft apart), capacity limitations, or other public health precautions that result in significant differences as compared to usual, non-Covid-19 operations
- If only children of essential workers are allowed in schools, this is reported as a closure for the general public (3).
- If in-person teaching is suspended and all instruction is online, this is reported as closed (physically closed) (3).
- If a tiered system allows for schools in a certain group (e.g., elementary schools) to apply for waivers to re-open under the current tier, this should be coded as a 2.
- If a county responds to a statewide order and makes their own plan, this would be recorded if it's a specific policy and not just general reference to the state order/policy.
- If largest school district is offering hybrid or allowing students to opt in or out of in-person learning, score 1. If virtual learning is an option, be sure that the virtual school program did not exist pre-COVID. If evidence that only option to students is to enroll in a virtual school that existed pre-COVID, score 0, since district is otherwise fully open for in-person learning
- If largest school district has masking or cleaning protocols but no other restrictions, score 0.
- For state surveys, use executive state orders, public health sites, Department of Education website, social medias, and/or all other possible sources (i.e. press releases)



C'2 - Workplace closing

This indicator records closings of **workplaces** (limited to non-essential office work).

Is there a policy in place?

0 - No measures (i.e., no restrictions)

1 - Recommend closing (or recommend work from home)

2 - Require closing (or work from home) for some sectors or categories of non-essential office workers

3 - Require closing (or work from home) all-but-essential workplaces (e.g., grocery stores, doctors, pharmacies)

99 – No information available to determine policy in place

Interpretation guide

- If workplaces can reopen under capacity (e.g., up to 30% of capacity) or social distancing requirements (e.g., 6 ft apart), this is a 1.
- Voluntary closures are not the same thing as closures mandated by government policy. If a workplace voluntarily closes their business or makes their staff work from home – even if that employer is the government – this does not count under C2.
- For phased reopening of businesses, if there are new workplaces being added to the list of places allowed to open every week, but some places remain closed, we report 2 for the period. If some sectors remain closed, the coding would remain a 2.
- Airports and schools would not count as “non-essential office work” in the C2 indicator here. If these workplaces have been closed by government policy decisions, this will be captured in other indicators (e.g., C1 School Closures and C8 National Travel Controls). Therefore, if all businesses are open, but schools remain closed, the school closing is not considered in C2.
- Essential workplaces are associated with the following 16 sectors – 1) Healthcare and public health; 2) Transportation systems; 3) Information technology; 4) Water; 5) Nuclear Reactors/materials/waste; 6) Food and agriculture (including grocery stores and pharmacies); 7) Government facilities; 8) Financial services (e.g., banks); 9) Energy; 10) Emergency services; 11) Defense industrial base; 12) Dams; 13) Critical manufacturing; 14) Communications; 15) Chemical; 16) Commercial facilities. Common examples include: Healthcare, groceries, hardware stores, plumbers/electricians, legal services, education preparations (teachers planning courses), limited business operations support (tiny staff capacity to ensure remote working can continue). This does NOT include educational institutions, which is covered under C1.
- Adult entertainment, nightclubs/dayclubs, and brothels would not be considered “non-essential office work” for the purpose of scoring this indicator.
- This indicator is limited to “non-essential office work”, so the opening of outdoor businesses would not count, since these are not likely offices. A score of 2 would be for when certain sectors of non-essential offices are allowing non-remote work.
- Policies that frame workplace restrictions only in terms of types of groups (e.g. vulnerable populations) not returning to work, this would be scored a 2.



C'3 - Cancel public events

This indicator records cancelling **public events**.

Is there a policy in place?

0 - No measures (i.e., no restrictions)

1 – Events allowed, with minimal ($\geq 50\%$ capacity) limitations

2 – Events allowed, with major ($< 50\%$ capacity) limitations

3 - Recommend cancelling

4 - Require cancelling

99 – No information available to determine policy in place

Interpretation guide

- Public events include any event that is open to the public, generally (e.g., protests, parades) or through purchase of a ticket (e.g., concerts, sporting events, political rallies), except for religious services/gatherings, which are captured in a separate indicator.
- When private gatherings of only 10 or less are permitted (e.g., C4=4), this restriction would prevent public events from taking place, so they are recorded as 3 or 4 depending on whether the C4 policy is a recommendation or requirement. This is only applicable when no other C'3 - public event restriction is provided, i.e., no specific mention of public events OR public events and gatherings are described together (ex: gatherings of 10 or more are prohibited which includes private and public events/gatherings” – C'3 would be scored 4.
- If public events are allowed to occur and the only restriction is framed in terms of social distancing (e.g., maintain 6 ft of distance), code as a 1.
- There is no explicit cut off point for a ‘mass gathering’. If really large events, such as political protests, can go ahead, but with strict social distancing and hygiene measures in place, this should be reported as 1.
- If public events are banned, but one large event was able to go ahead with stringent social distancing measures as a one off, this is recorded as a 4. This is consistent with the logic where if people are able to attend religious gatherings, but in general all other events were cancelled we do not change the code.
- If all public events are required to be cancelled except “outdoor political expression”, code as a 4 (require cancelling).
- If there are varying capacity limitations for different public events (e.g. concerts are cancelled but sporting events are open at 50% capacity), this would be coded based on the most stringent level.
- If only one type of event is cancelled (e.g., Mardi Gras parades) but others are allowed to occur, code as a 1 or 2 depending on the level of capacity restrictions for the other events that are allowed to occur.



C'3 - Cancel public events (contd.)

This indicator records cancelling **public events**.

Is there a policy in place?

0 - No measures (i.e., no restrictions)

1 – Events allowed, with minimal ($\geq 50\%$ capacity) limitations

2 – Events allowed, with major ($< 50\%$ capacity) limitations

3 - Recommend cancelling

4 - Require cancelling

99 – No information available to determine policy in place

Interpretation guide

- If public events of more than 10 people are allowed but application-based approval must be obtained from a governmental entity to hold the gathering, this would be coded as 2.
- If capacity restrictions are framed as recommendations or considerations, coding should occur based on the capacity recommendation/consideration, even if not a requirement.
- Websites (e.g., tourism websites) that only provide a list of events that are occurring should not be used as the basis to score this indicator. Indicator should be scored only based on overarching policies regarding event cancellations.
- Policies that frame public event restrictions only in terms of types of groups (e.g., vulnerable populations) that should not attend the events would not count for the scoring of this indicator. This indicator is focused on whether and to what extent public events can occur.
- Note: “Mass gatherings” applies as a public event.
- If policies for public events are framed in terms of # of attendees vs. capacity %, please provide to Matt for adjudication.
- Policies that frame public event restrictions only in terms of types of groups (e.g., vulnerable populations) that should not attend the events would not count for the scoring of this indicator.



C'3 - Cancel public events (contd.)

This indicator records cancelling **public events**.

Is there a policy in place?

0 - No measures (i.e., no restrictions)

1 – Events allowed, with minimal ($\geq 50\%$ capacity) limitations

2 – Events allowed, with major ($< 50\%$ capacity) limitations

3 - Recommend cancelling

4 - Require cancelling

99 – No information available to determine policy in place

Interpretation guide

- For policies that are framed in terms of a general range of **both** indoor and outdoor public events **OR** just indoor public events and the policy for public events capacity limitations are framed in terms of number of people, code based on a 500-person threshold described below.
 - If events with attendance $>$ any # up to 500 are prohibited, we would code as a 2 (i.e., 100-person limitation and 500-person limitation for public events would both be coded 2).
 - If events with attendance $>$ 500 are prohibited, we would code as a 1 (i.e., 1000-person limitation for public events would be coded 1).
- When numeric capacity limitations are provided for both indoor and outdoor public events, code based on the most stringent (i.e., indoor public events).
- For public event policies with numeric capacity limitations which are framed only in terms of outdoor events, provide the numeric capacity limits to Policy Core for adjudication since outdoor events may depend on the type of event.
- For instances in which a numeric event restriction is also used to code other indicators (e.g., movie theaters), provide to Policy Core for adjudication since threshold will not be the same as for general public events.



C4 - Restrictions on private gatherings

This indicator records the cut-off size for bans on **private gatherings**.

Is there a policy in place?

0 - No measures (i.e., no restrictions)

1 - Restrictions on very large gatherings (the limit is above 1000 people)

2 - Restrictions on gatherings between 101-1000 people

3 - Restrictions on gatherings between 11-100 people

4 - Restrictions on gatherings of 10 people or less

99 – No information available to determine policy in place

Interpretation guide

- Private gatherings include any gathering that is not open to the public generally or through purchase of a ticket. Private gatherings also include weddings and funerals.
- If different policies exist for indoor vs. outdoor private gatherings, record the most stringent requirement (e.g., if outdoor gatherings restricted to 200 people and indoor gatherings restricted to 50 people, code as 3).
- When there are variations in numbers for gatherings (e.g., gatherings are banned for more than 5 people with the exceptions of funerals/weddings/outdoor gatherings where it is 30 people) we report the stricter (in this case 5 people indoor) policy.
- A ban on any gatherings outside of the household would be a 4, as most households are reasonably assumed to be of 10 or less people.
- For restrictions on private gatherings for which the only restriction is framed in terms of social distancing (e.g., maintain 6 ft of distance), code as a 0.
- If there are restrictions on gatherings based on the capacity of indoor spaces (e.g., up to 30% of the capacity), but there is no mention of any clear cut-off point, we record as 0.
- If there are restrictions on gatherings framed in terms of a % capacity for indoor gatherings and a numeric limit for outdoor gatherings, code based on the numeric limit for outdoor gatherings (e.g., 50% of indoor capacity, limit of 50 people for outdoor gatherings – would be coded as 3).
- If a policy reflects a recommendation for gatherings of a certain size but does not reflect a formal, enforceable restriction, code based on the limit in the recommendation (e.g., 4 for a recommendation of gatherings of 10 or fewer).
- If a policy limits gatherings to only individuals that are part of a household, this would be coded as 4
- If a policy limits gatherings of a certain number of households: if the # of households is 3 or more, code as 3; if the # of households is <3, code as 4.
- For policies that references avoidance of “large” gatherings, large gatherings are defined as > 100 people and indicator should be coded as 2.



C5 - Close public transport

This indicator records closing or restrictions of **public transport**.

Is there a policy in place?

0 - No measures (i.e., no restrictions)

1 - Recommend closing (or significantly reduce volume/route/means of transport available)

2 - Require closing (or prohibit most from using it)

99 – No information available to determine policy in place

Interpretation guide

- If different restrictions apply to different types of public transport (e.g., subways vs. buses), code the most stringent level.
- Examples that could indicate a 0: Public transport that is open but with only mask wearing or sanitation requirements
- Examples that could indicate a 1: Encouraging public transport usage only by essential workers, and discouraging use by members of public, closing major routes, closing all but specific service routes (ex: services for persons with disabilities and the elderly), number of services running is significantly reduced, social distancing requirement (since by definition this decreases per unit capacity). Note: If a county or region adds public transportation units (i.e., buses) to enable distancing, this will always be coded as a 1 regardless of whether services in general are limited or brought back to normal. The rationale for this is that the increase in public transport units to enable distancing limits space within individual public transport units and therefore creates a level of restriction.
- Examples that could indicate a 2: The general public are prohibited from public transport (exceptions allowed for essential workers or some other specific category), total shutdowns of services to align with other movement restrictions.
- If closures of transport seem to be primarily the result of decreasing demand rather than deliberate government policy to prevent spreading, this is judged by our coders on a case-by-case basis, but if there are substantial changes to schedules we would consider coding a 1.
- A policy that requires or recommends people to “only take essential trips” is not relevant to coding of this indicator since it doesn’t directly address closures of/restrictions on public transport itself.
- If a county does not have public transit systems, this would be coded as 99 and would not reflect state public transit.
- Policies that frame restrictions only in terms of types of groups (e.g., vulnerable populations) from not using public transit, this would be scored a 0.
- For state surveys, use executive state orders, public health sites, Department of Transportation website, social medias, and/or all other possible sources (i.e. press releases)



C6 - Stay at home requirements

This indicator records orders to “**shelter-in-place**” and otherwise **confine to home**.

Is there a policy in place?

0 - No measures (i.e., no restrictions)

1 - Recommend not leaving house

2 - Require not leaving house with exceptions for daily exercise, grocery shopping, and ‘essential’ trips

3 - Require not leaving house with minimal exceptions (e.g., allowed to leave only once a week, or only one person can leave at a time)

99 – No information available to determine policy in place

Interpretation guide

- If the government policy is that people should stay home, but people don’t seem to be actually doing this in reality, we still report the official government policy.
- If people cannot leave the house for multiple days at a time (e.g., can only go out on a specific day of the week), this would be reported as a 3.
- For clinically vulnerable groups of people strongly recommended or required to shield at home, we record this as a 1.
- If government policy requires people to stay home except for essential trips, but some businesses (even if non-essential) are open, code C6 based on stay-at-home order only and score other businesses separately (stay at home should not affect coding of business restrictions).
- Policies that only require those who test positive or have COVID symptoms to stay home would be scored 0.
- Note: Curfews are captured in another indicator, so should not be considered in the scoring approach for this indicator.



C'8 - National travel controls (state only)

This indicator records restrictions on **national travel (within the US)**.

Is there a policy in place?

0 - No measures (i.e., no restrictions)

1 – Screening arrivals

2 - Quarantine arrivals from some or all states

3 - Ban arrivals from some states

4 - Ban arrivals from all states or total border closure

99 – No information available to determine policy in place

Interpretation guide

- States requiring/recommending only proof of negative Covid-19 test should be coded as 1.
- States requiring/recommending full vaccination (received a one-dose vaccine or completed a two-dose vaccination series at least 14 days ago) before travelling to the state should be coded as 1.
- States that allow opt-out from quarantine based on proof of negative Covid-19 test within a certain time period or full vaccination (received a one-dose vaccine or completed a two-dose vaccination series at least 14 days ago) should still be coded as 1.
- States requiring/recommending self-quarantine or self-isolation should be coded as 2.
- States with policies that support a voluntary vs. mandatory quarantine should be coded as 2.
- States that allow opt-out from quarantine based upon testing that is completed at arrival, but require/recommend quarantine while waiting for test results should be coded as a 2.
- For states that impose different levels of restrictions based on a traveler's state of origin (e.g., anyone from X states must quarantine for 14 days, anyone from Y states must have a negative Covid-19 test result from the past 72 hours) should be coded based on the most stringent level of restriction.



C'9 – Gym closing

This indicator records closing of or restrictions on **gyms**.

Is there a policy in place?

0 - No measures (i.e., no restrictions)

1 – Open, with minimal ($\geq 50\%$ capacity) limitations

2 – Open, with major ($< 50\%$ capacity) limitations

3 – Closed

99 – No information available to determine policy in place

Interpretation guide

- Gyms are defined as traditional gyms that provide equipment and classes and do not include specialty gyms/recreational facilities that focus on one activity (e.g., rock climbing, boxing, yoga).
- Policies that require masks in gyms or check symptoms upon arrival should be coded as 0.
- Policies that restrict the use of certain types of equipment (e.g., cardio machines) or certain types of activities (e.g., group classes) without specific noted capacity restrictions should be coded as 1.
- Policies that require gyms to be open during a subset of the hours that they were open before Covid-19 (i.e., 24-hour gyms can only be open 8-5) should be coded as 1.
- For gym opening restrictions for which the only restriction is framed in terms of social distancing (e.g., maintain 6 ft of distance), code as a 1.
- If there are capacity % restrictions for group classes or other gym areas, the indicator should be coded based on that capacity restriction as a 1 or 2, as applicable, absent a more stringent overall capacity % restriction for the entire gym. In the case of multiple capacity % restrictions for different areas or activities, code based on the most stringent.
- If capacity restrictions are framed as recommendations or considerations, coding should occur based on the capacity recommendation/consideration, even if not a requirement.
- Code 2 if gyms are only able to operate outdoors.



C'10 – Restaurant closing

This indicator records closing of or restrictions on **restaurants**.

Is there a policy in place?

0 - No measures (i.e., no restrictions)

1 – Open for indoor dining, with minimal (>=50% capacity) limitations

2 – Open for indoor dining, with major (<50% capacity) limitations

3 - Outdoor only (with or without takeout/delivery)

4 - Takeout/delivery only

5 – Closed

99 – No information available to determine policy in place

Interpretation guide

- If policy allows indoor dining with capacity limitations and outdoor dining, code as 1 or 2 depending on indoor capacity limitations.
- If policy allows indoor dining and requires spacing of tables by a certain number of feet but does not specify a capacity restriction, code as 1.
- For restaurant indoor dining opening restrictions for which the only restriction is framed in terms of social distancing (e.g., maintain 6 ft of distance), code as 1.
- Policies permitting only drive-through and/or curbside should be coded as 4.
- If capacity restrictions are framed as recommendations or considerations, coding should occur based on the capacity recommendation/consideration, even if not a requirement.
- If an official state or county policy modifies hours of operation for restaurants this would not have bearing on the coding of this indicator.
- Score 0 if only requirement is social distancing in waiting areas or pick-up lines (i.e. all other areas of the restaurant are fully open).



C'11 – Bar closing

This indicator records closing of or restrictions on **bars**.

Is there a policy in place?

0 - No measures (i.e., no restrictions)

1 – Open for indoor drinking, with minimal ($\geq 50\%$ capacity) limitations

2 – Open for indoor drinking, with major ($< 50\%$ capacity) limitations

3 - Outdoor only (with or without takeout/delivery)

4 - Takeout/delivery only

5 – Closed

99 – No information available to determine policy in place

Interpretation guide

- If policy allows indoor drinking with capacity limitations and outdoor drinking, code as 1 or 2 depending on indoor capacity limitations.
- If policy allows indoor drinking and requires spacing of tables and/or bar seats by a certain number of feet but does not specify a capacity restriction, code as 1.
- For bar indoor drinking opening restrictions for which the only restriction is framed in terms of social distancing (e.g., maintain 6 ft of distance), code as 1.
- Policies permitting only drive-through and/or curbside should be coded as 4.
- If there are different policies for bars that serve food vs. bars that do not serve food, code based on the most stringent policy.
- For county policies making indoor drinking contingent on % positivity (or similar metric) over a period of time, scoring will require you to check the county % positivity (or other similar metric, as applicable).
- For state surveys, if state policy makes indoor drinking contingent on % positivity (or similar metric) over a period of time, the state survey would be coded as a 1 or 2 depending on the capacity limitation in place.
- If capacity restrictions are framed as recommendations or considerations, coding should occur based on the capacity recommendation/consideration, even if not a requirement.
- Bars would not be included as "other facility that prepares food" when referring to "restaurants and other facilities that prepare food".
- If an official state or county policy modifies hours of operation for bars this would not have bearing on the coding of this indicator and would be relevant/coded in C17 (curfews).



C'12 – Movie theater closing

This indicator records closing of or restrictions on **movie theaters**.

Is there a policy in place?

0 - No measures (i.e., no restrictions)

1 – Open, with minimal ($\geq 50\%$ capacity) limitations

2 – Open, with major ($< 50\%$ capacity) limitations

3 – Closed

99 – No information available to determine policy in place

Interpretation guide

- If policy restricts movie theater service offerings (e.g., concessions), but does not specify a capacity restriction or social distancing requirements or seat spacing, code as 0.
- For movie theater opening restrictions for which the only restriction is framed in terms of social distancing (e.g., maintain 6 ft of distance), code as 1.
- If policy requires seating to be spaced apart, but does not specify a capacity restriction, code as 1.
- If capacity restrictions are framed as recommendations or considerations, coding should occur based on the capacity recommendation/consideration, even if not a requirement.
- Code 2 if movie theaters are only able to operate outdoors (drive-in theaters).



C'13 – Day care closing

This indicator records closing of or restrictions on **day cares**.

Is there a policy in place?

0 - No measures (i.e., no restrictions)

1 - Recommend closing or all day cares open with alterations resulting in significant differences compared to non-Covid-19 operations

2 - Require closing (only some levels or categories - e.g., babies)

3 - Require closing all levels

99 – No information available to determine policy in place

Interpretation guide

- Record a value of 1 if, in the absence of a recommendation to close, the state/county has imposed social distancing (e.g., 6 ft apart), capacity limitations, or other public health precautions that result in significant differences as compared to usual, non-Covid-19 operations.
- If only children of essential workers are allowed in day cares, this is reported as a closure for the general public (3).



C'15 – Restrictions on religious gatherings

This indicator records restrictions on **religious gatherings**.

Is there a policy in place?

0 - No measures (i.e., no restrictions)

1 – Open, with minimal ($\geq 50\%$ capacity) limitations

2 – Open, with major ($< 50\%$ capacity) limitations

3 – Closed

99 – No information available to determine policy in place

Interpretation guide

- For religious gathering opening restrictions for which the only restriction is framed in terms of indoor social distancing (e.g., maintain 6 ft of distance), code as 1.
- If policy allows only outdoor or “drive-in” religious gatherings, code as 2.
- If policy allows only online/live stream religious gatherings, code as 3.
- Note: Religious gatherings excludes funerals and weddings, which are considered private events captured in another indicator (C4 – Restrictions on private gatherings).
- If capacity restrictions are framed as recommendations or considerations, coding should occur based on the capacity recommendation/consideration, even if not a requirement.



C'17 – Curfew requirement

This indicator records **curfew requirements**.

Is there a policy in place?

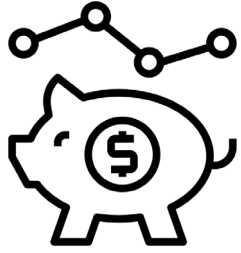
0 - No measures (i.e., no restrictions)

1 – Required

99 – No information available to determine policy in place

Interpretation guide

- Code as 1 if any level of curfew is required (e.g., individuals leaving home, restaurants, bars), even if there are exceptions to the curfew requirement (e.g., essential activities, certain types of businesses remaining open).
- If policy varies by zipcode within a certain county, code as the more stringent level.
- A policy requiring bars, restaurants, or retail establishments to close by a certain time would count as a curfew and should be coded as 1.
- Policies that do not require bars to close by a certain time but do require that bars stop serving alcohol at a certain time would not count as a curfew and should be coded as 0.
- If there is a curfew for minors only, code 1 as this is considered under any level of curfew.
- Only include curfews as they are related directly to the pandemic, since the curfews put in place during the 2020 summer protests were for other reasons beyond slowing the spread of COVID.



Economic response Policies –

Overall, these indicators are meant to capture programs, so don't need to be specifically framed as policies.



E'5 – Income support

This indicator records various types of **income support**.

Is there a policy in place?

0 - No measures (i.e., no support)

1 – Unemployment financial support only

2 – Other income support only

3 – Both unemployment financial support and other income support

99 – No information available to determine policy in place

Interpretation guide

- Unemployment financial support should only reflect financial compensation (e.g., \$/week) and should not include broader assistance (e.g., with health insurance or job searches).
- State or county reference to only CARES Act funding as being offered for unemployment financial support does not count.
- Other income support includes but is not limited to financial assistance provided to low-income families overall, low-income families based on having dependence children under age 18, and support programs for other specific groups (e.g., undocumented people, low-income transgender people, artists).
- Other income support is support that is not tied to employment status and may include any type of cash payments (e.g. childcare payments)
- If a state or county had a pre-pandemic income/unemployment policy/program that was not supplemented or changed specifically to address COVID-19, this would be coded as 0.
- Reminder: If a state or county had a program that provided support at one point, but that program has since expired, that program would not count for coding of this indicator.
- Code 0 if/when a program expires. If no explicit indication that the program has expired, but the policy is no longer documented, continue with code indicating support (1) until there is evidence of expiration.
- County reference only to a state program without their own specific county-level implementation of that program would not count for coding this indicator and should be coded as a 99.
- This indicator does not consider small business support.



E'6 – Housing support

This indicator records **housing support**.

Is there a policy in place?

0 - No measures (i.e., no support)

1 – Support

99 – No information available to determine policy in place

Interpretation guide

- Examples of housing support include rent payment support/relief, mortgage payment support/relief, eviction freezes/limitations, and foreclosure support.
- Any one kind of support (i.e., rent payment support/relief, mortgage payment support/relief, eviction freezes/limitations, OR foreclosure support) would count as a 1. The policy does not need to reflect all types of support to count as a 1.
- If a state or county had a pre-pandemic housing support policy/program that was not supplemented or changed specifically to address COVID-19, this would be coded as 0.
- Reminder: If a state (for state surveys) or county (for county surveys) had a program that provided housing support at one point, but that program has since expired, this would be coded as 0.
- Code 0 if/when a program expires. If no explicit indication that the program has expired, but the policy is no longer documented, continue with code indicating support (1) until there is evidence of expiration.
- County reference only to a state program without their own specific county-level implementation of that program would not count for coding this indicator and should be coded as a 99.



E'7 – Utility support

This indicator records support related to **utilities**.

Is there a policy in place?

0 - No measures (i.e., no support)

1 – Support

99 – No information available to determine policy in place

Interpretation guide

- Utilities include electricity, gas, water, and sewerage/trash collection.
- Examples of utility support include flexible/long-term payment options, utility bill discounts, utility payment support, utility shut-off freezes.
- If utility support is being provided by private companies (vs. the state or county), this would not count in scoring this indicator for the state or county.
- If a state or county had a pre-pandemic utility support policy/program that was not supplemented or changed specifically to address COVID-19, this would be coded as 0.
- Reminder: If a state (for state surveys) or county (for county surveys) had a program that provided utility support at one point, but that program has since expired, this would be coded as 0.
- Code 0 if/when a program expires. If no explicit indication that the program has expired, but the policy is no longer documented, continue with code indicating support (1) until there is evidence of expiration.
- WIFI/internet/phone should not be considered for this indicator.
- County reference only to a state program without their own specific county-level implementation of that program would not count for coding this indicator and should be coded as a 99.



E'8 – Paid Sick Leave

This indicator records **paid sick leave** policies.

Is there a policy in place?

0 - No measures (i.e., no support)

1 – Support

99 – No information available to determine policy in place

Interpretation guide

- Includes county/state laws/regulations/programs requiring employers to provide paid sick leave for COVID-19-related reasons, including quarantine, illness, and vaccination.
- If a state or county had a pre-pandemic paid sick leave policy/program that was not supplemented or changed specifically to address COVID-19, this would be coded as 0.
- Reminder: If a state (for state surveys) or county (for county surveys) had a program that provided paid sick leave at one point, but that program has since expired, this would be coded as 0.
- Code 0 if/when a program expires. If no explicit indication that the program has expired, but the policy is no longer documented, continue with code indicating support (1) until there is evidence of expiration.
- County reference only to a state program without their own specific county-level implementation of that program would not count for coding this indicator and should be coded as a 99.



E'9 – Nutrition support

This indicator records various types of **nutrition support**.

Is there a policy in place?

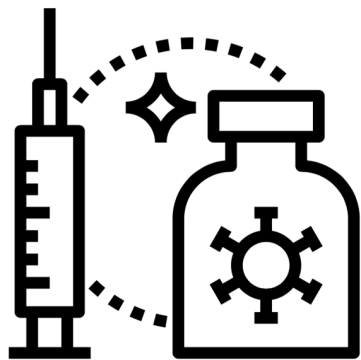
0 - No measures (i.e., no support)

1 – Support

99 – No information available to determine policy in place

Interpretation guide

- Nutrition support should reflect the provision of food, vouchers for the purchase of food, or other nutrition support by the county (for county surveys) or state (for state surveys).
- Nutrition support provided only to some subgroups would count (e.g., school children, homeless individuals).
- Expanding eligibility or benefit amounts for previously existing programs would count.
- State or county reference to only federally funded nutrition programs for nutrition support does not count (e.g., Pandemic-EBT, SNAP, WIC).
- Food or nutrition support that is offered by charitable organizations or other non-governmental programs, without an explicit county policy, does not count.
- If a state or county had a pre-pandemic nutrition policy/program that was not supplemented or changed specifically to address COVID-19, this would be coded as 0.
- If evidence of a county policy is not found on government websites or other sources, check largest school district for school-based programs and code accordingly.
- Examples that include largest school districts that distribute food to virtual learning students (county survey) or student meal programs from the Department of Education (state survey) would both count.
- Examples that provide funding to another program and supported by the county would count. This includes but not limited to COVID- specific food banks.
- Reminder: If a state (for state surveys) or county (for county surveys) had a program that provided nutrition support at one point, but that program has since expired, this would be coded as 0.
- Code 0 if/when a program expires. If no explicit indication that the program has expired, but the policy is no longer documented, continue with code indicating support (1) until there is evidence of expiration.
- County reference only to a state program without their own specific county-level implementation of that program would not count for coding this indicator and should be coded as a 99.



Public health policies



H1 - Public information campaigns

This indicator records the presence of **public information campaigns**.

Is there a policy in place?

0 - No COVID-19 public information campaign

1 - Public officials urging caution about COVID-19

2 - Coordinated public information campaign (e.g., across traditional and social media)

Interpretation guide

- Evidence for the beginning of a coordinated campaign includes a website being launched, an official announcement or press release of a campaign, or government and health department social media announcements of a campaign.
- For this indicator, presence or absence of public information campaigns should focus on campaigns by governmental entities (e.g., county/local government, local health departments, public hospitals) vs. private entities (e.g., private hospitals, non-profit organizations).
- Note: Code 99 is not applicable for this indicator since there either is or isn't a public information campaign.
- Hotlines/call centers would not count as public information campaign.
- Health-related posters on public health social media accounts would be considered a 1 for the dates posted.



H2 - Testing policy

This indicator records **who can get tested**.

Is there a policy in place?

0 - No testing policy

1 - Only those who both (a) have symptoms AND (b) meet specific criteria (e.g., essential workers, admitted to hospital, came into contact with a known case, returned from overseas)

2 - Testing of anyone showing COVID-19 symptoms

3 - Open public testing (e.g., “drive-through” testing available to asymptomatic people)

99 – No information available to determine policy in place

Interpretation guide

- This indicator is meant to capture free/public testing by government entities (including free/public testing supported by government entities but implemented through private companies).
- Examples of testing supported by government entities include but are not limited to public health department announcements or twitter posts letting the public know where to find testing sites or how to screen for testing and news articles reporting public testing availability. If there is a question as to whether something qualifies, please provide to Matt for adjudication.
- If public testing is available on a one-off basis (e.g., one day per week, one day per monthly, on a specific weekend), record this as a 2.
- If public testing is available at a designated location on a daily basis and is not expressly limited to certain populations, record this as a 3.
- The purpose of this indicator is to capture diagnostic testing, which includes PCR and antigen testing, but not antibody testing.
- Public testing roll-outs through county school boards would count for the purposes of this indicator and scoring should occur based on the scope of the testing roll-out.
- Only code county *policy* and not coding based on the availability/rules for a given lab.
- If a public screening process is used to determine testing eligibility, record this as a 2.
- Testing by appointment only is to be scored based on who can make an appointment, for example, if anyone can make an appointment (without screener), this is considered open public testing.



H3 - Contact tracing

This indicator records if the government is **contact tracing** (when someone gets a positive diagnosis, tracing every person they have recently had contact with and potentially exposed to the virus).

Is there a policy in place?

0 - No contact tracing

1 - Limited contact tracing (not done for all cases)

2 - Comprehensive contact tracing (done for all identified cases)

99 – No information available to determine policy in place

Interpretation guide

- This does not refer to voluntary “contact tracing” apps on mobile phones. These apps are helpful, but if voluntary will not succeed at identifying *every* person that has potentially been exposed. True contact tracing usually requires health workers to conduct interviews and compile a history of movement and activities from the infected person. A mandatory app might rate as H3=1 or H3=2, but you need to judge whether the overall approach succeeds at identifying *all people that are potentially exposed* to an infected person. If this is done for some infected people it is H3=1, or if this is done for all infected people it is H3=2.
- Examples that could indicate 1: A policy to resource and recruit contact tracing capacity
- Examples that could indicate 2: Declaring increased resources to support contact tracing capacity and the intention to do contact tracing for all identified cases.
- If contact tracing is only being done at the state level with no effort from the county, this does not count for coding this indicator in the county survey. A score of 1 or 2 would only be appropriate where there is evidence that the county is directly supporting state contact tracing efforts.
- Contact tracing through county school boards would count for the purposes of this indicator and scoring should occur based on the scope of the contact tracing.
- Absent a specific contact tracing policy, county reporting of COVID-19 stats (e.g., new cases) would not count as evidence of contact tracing.
- If there is evidence of contact tracing but not enough information to determine limited or comprehensive, code 1 since any evidence would count as limited.



H6a - Facial Coverings (Indoors)

This indicator records announced on **the use of facial coverings in indoor settings outside the home.**

Is there a policy in place?

0 - No policy

1 – Ban on mask mandates (partial or total)

2 - Required in **some** specified indoor shared/public spaces outside the home

3 - Required in **all** indoor shared/public spaces outside the home

99 – No information available to determine policy in place

Interpretation guide

- Examples that could indicate a 2: Compulsory to wear masks in shops and some other specific locations (not all).
- The mask indicators only reflect scoring for mask requirements (not recommendations).
- For instances in which a policy differentiates between mask requirements for vaccinated vs. unvaccinated individuals, with vaccinated individuals not required to wear a mask in all indoor shared/public spaces, code indicator as a 2 (required in some specified indoor shared public spaces outside the home).
- If the only masking policy in a county is a requirement for masking in schools, this would be coded 0.



H6b - Facial Coverings (Outdoors)

This indicator records announced on **the use of facial coverings in outdoor settings outside the home.**

Is there a policy in place?

0 - No policy

1 – Ban on mask mandates (partial or total)

2 - Required in **some** specified outdoor shared/public spaces outside the home

3 - Required in **all** outdoor shared/public spaces outside the home

99 – No information available to determine policy in place

Interpretation guide

- Examples that could indicate a 2: Compulsory to wear a mask on playgrounds and/or in public parks.
- The mask indicators only reflect scoring for mask requirements (not recommendations).
- For instances in which a policy differentiates between mask requirements for vaccinated vs. unvaccinated individuals, with vaccinated individuals not required to wear a mask in all outdoor shared/public spaces, code indicator as a 2 (required in some specified outdoor shared public spaces outside the home).



H'7 - Vaccination availability by group

This indicator records policies for **vaccine availability for different groups**.

Check all that apply:

- No availability
- Age group 0-4
- Age group 5-11
- Age group 12-17
- Age group 18-29
- Age group 30-39
- Age group 40-49
- Age group 50-64
- Age group 65-74
- Age group 75-84
- Age group 85+
- Clinically vulnerable/shielding/chronic illness (those with significant underlying health conditions, not including the elderly)
- People with disabilities
- Residents of nursing homes/long-term care facilities
- Pregnant women
- People living with a vulnerable/shielding person or other priority group (multigenerational fall within this)
- Racial/ethnic minorities

- Healthcare workers/carers
- Military (active and/or veteran)
- Police / First Responders
- Teachers or those working in educational settings
- Airport/border/airline staff
- Factory workers
- Other essential workers (e.g., utility, transportation, communications, critical manufacturing)
- Frontline retail workers (e.g., service industry, grocery, pharmacy, restaurants, nightclubs, retail stores)
- General workforce (available to anyone with a job)
- Students university/college
- Universal availability
- Other _____
- Deferral to state (if this is selected, other boxes do not need to be checked) (county survey only)
- No information available to determine policy/practice in place

Interpretation guide

- Vaccines are defined as having passed Phase 3 clinical trials and approved by the government for use.
- Clinically vulnerable/shielding/chronic illness includes home health and dialysis patients.
- This indicator should reflect availability through all channels (e.g., public and private organizations) – location/type of org is addressed in H'8.
- If a cutoff does not fit cleanly into one of these categories (e.g., 60+), then choose the bucket that includes this cutoff (e.g., 50-64).
- 0 should be used to capture no vaccine availability in a specific state or county, as applicable, during the timeframe in which vaccines are available in other areas (e.g., Dec 2020/Jan 2021).
- This indicator is meant to be recorded as a running list, therefore, capture all vaccine availability from previous week with addition of any new sources/availability for any subsequent weeks.
- For age buckets, record all ages above lowest age availability found in a source



H'8 - Vaccination availability by organization/location

This indicator records policies for **vaccine availability by type of organization/location**.

Check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> No availability | <input type="checkbox"/> Mass vaccination sites (e.g., sports arenas, unused retail space, malls, museums, recreation centers) |
| <input type="checkbox"/> Public health agencies | <input type="checkbox"/> Places of worship |
| <input type="checkbox"/> Hospitals | <input type="checkbox"/> Schools (K-12) |
| <input type="checkbox"/> Clinics (including urgent care centers and dental clinics) | <input type="checkbox"/> Colleges/universities |
| <input type="checkbox"/> Nursing homes/long-term care facilities | <input type="checkbox"/> Mobile vaccination units/community pop-up events |
| <input type="checkbox"/> Pharmacies | <input type="checkbox"/> Other (free text option) _____ |
| <input type="checkbox"/> Grocery stores (including warehouse clubs like Costco and Sam's Club) | <input type="checkbox"/> No information available to determine policy/practice in place |

Interpretation guide

- If no explicit indication that the vaccine location has closed, but the location is no longer documented, continue with code indicating availability (checked) until there is evidence of closure or expiration.
- This indicator is meant to be recorded as a running list, therefore, capture all vaccine locations from previous week with addition of any new sources/availability for any subsequent weeks **unless** there is evidence of a site/location closure or your best judgement tells you the location has closed.
- If it is clear that a site is a one-time vaccination site or single event pop-up, record this only for the week of the source indicating the single event.
- If a location falls under more than one category, select all applicable location categories. For example, if a place of worship site is holding a pop-up event, choose both 'places of worship' and 'community pop-up events for that week.'



H'10 – Space/event access restrictions

This indicator records policies restricting access to indoor

Is there a policy in place?

0 – No policy

1 – Ban on policies restricting access

2 – Restricted access to indoor shared/public spaces based on proof of vaccination or recent negative Covid-19 test in only **limited** situations

3 – Restricted access to indoor shared/public spaces based on proof of vaccination or recent negative Covid-19 test in **all** situations (minor exceptions allowed)

99 – No information available to determine policy in place

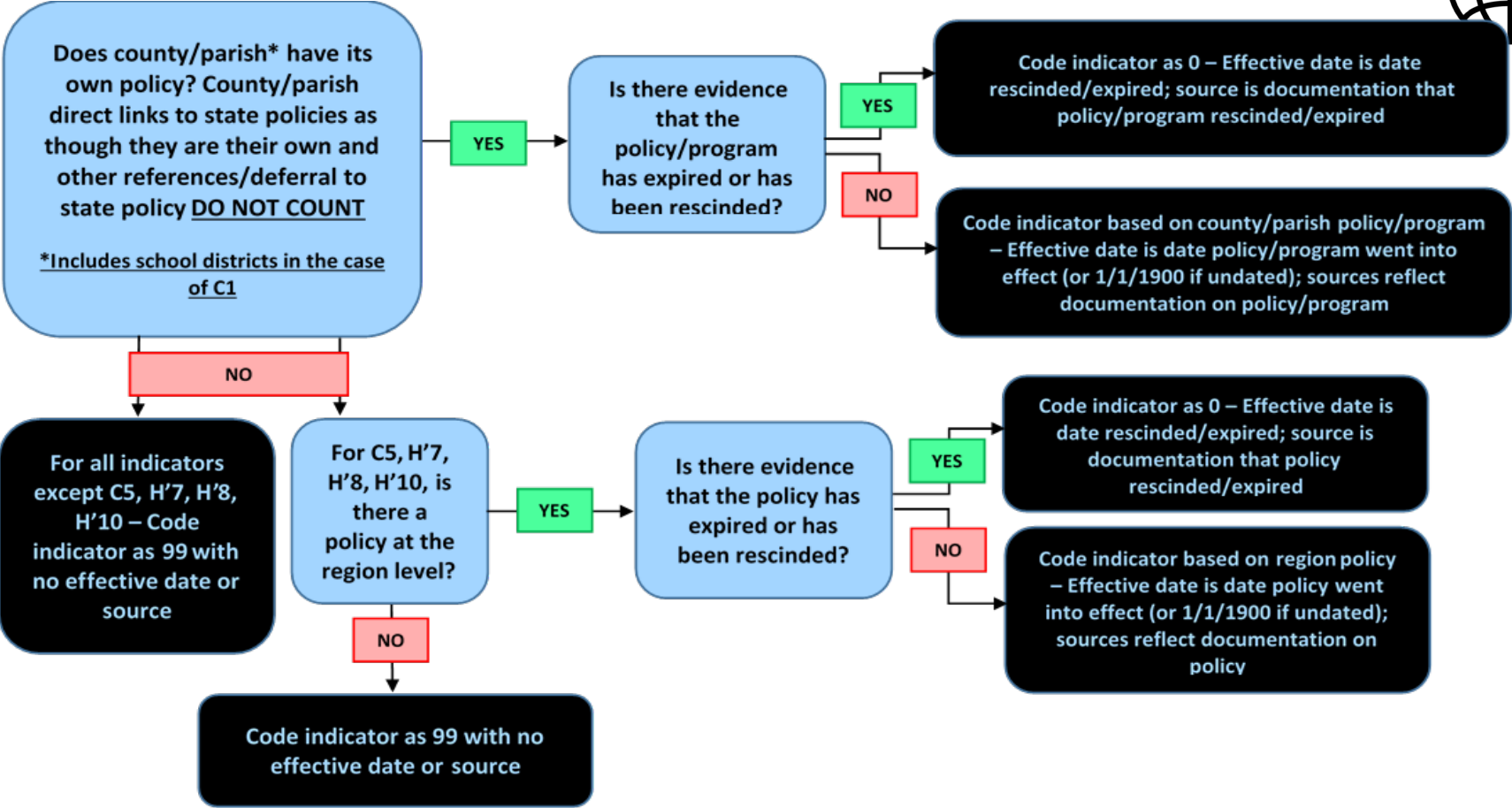
Interpretation guide

- Example of 2: Proof of vaccination or negative COVID-19 test only required for indoor dining at restaurants, entry to bars, use of indoor fitness facilities, or attendance at indoor entertainment spaces.
- Example of 3: Proof of vaccination or negative COVID-19 test required in all shared/public indoor spaces, with minor exceptions (e.g., no restrictions for essential services like grocery/retail).

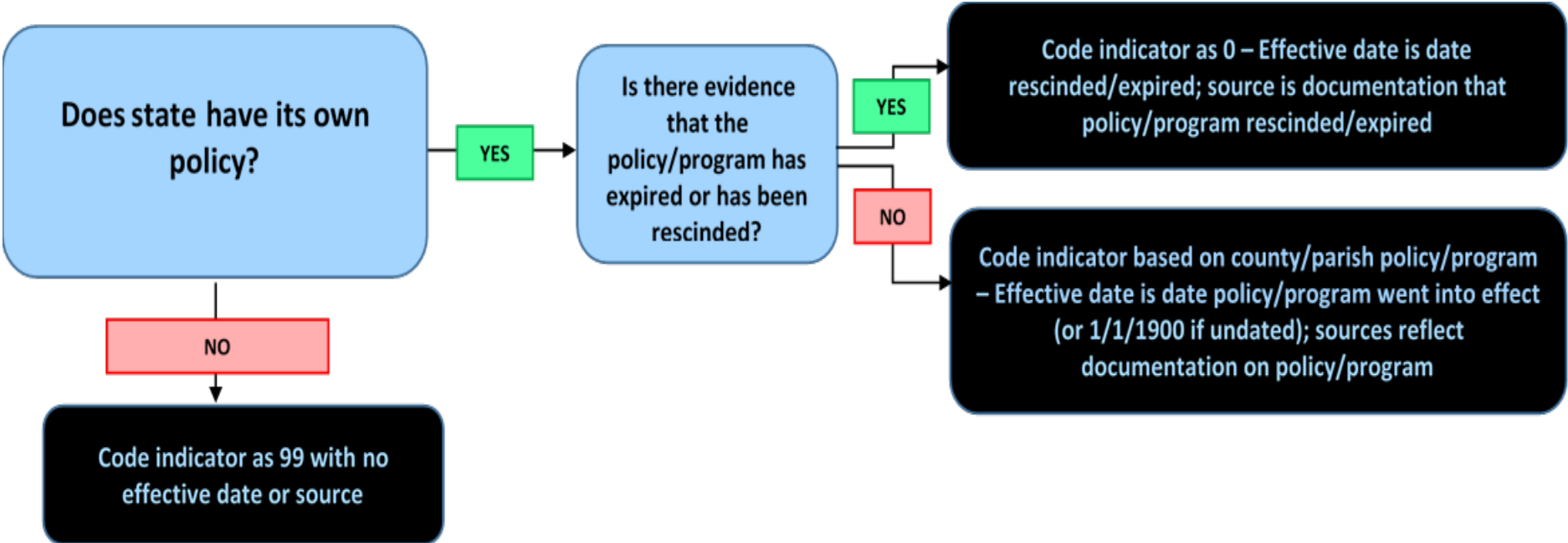
General Guidance

(applicable to multiple indicators)

County Survey Approach



State Survey Approach





Other General Guidance

- If state policies are based on a micro-cluster or similar tiered strategy in which policies for indicators vary based on caseload or other metric associated with specific counties, code indicator as “no uniform state policy – varies by local conditions.”
- If county policies are driven by state recommendations regarding restrictions that vary based on metrics (e.g., only outdoor dining allowed for counties with $> x$ caseload), please provide example to Matt and policy core for review and guidance on how to address.
- For county surveys, if no policies/programs are available across the board at the county level, but policies/programs are available for a large city (which has a population $\geq 51\%$ of the total county population) within the county, code based on large city policies/programs (applies to all indicators). Note: this is only applicable in absence of county policies/programs and only in the event where you determine that the county has no information or county-level information is extremely limited. This is ***NOT*** meant to mix and match between county and city policies. Please provide example to Matt and the policy core for review and guidance on how to address.
- When a county (or region, as applicable) or state only references national policy or a federal program (e.g., in the case of housing or utility support), this does not count for coding the indicators.



Other General Guidance (Contd.)

- With the exception of the applicable vaccine indicators (H'7, H'8), actions of private companies should not be considered in scoring an indicator, whether that indicator is at the state or the county level.
- State vs. county policy: use supplementary guidance for state vs. county guidance. If it is not clear, provide example to Matt and policy core for review and guidance on how to address.
- 0 vs. 99: If there is no information to determine whether a policy or which policy is in place, this would be coded as 99 (no information available to determine policy in place). 0 is used when: a) for Containment and Closure policies, there is a policy, but the policy does not place any restrictions (including policies that have expired/been rescinded); b) for Economic Response policies, there is a policy/program, but the policy/program does not provide the applicable support (e.g., housing financial support) or has expired/been rescinded; c) for Public Health Policies, 0 differs based on the indicator (H1 Public Info Campaigns - no COVID-19 public information campaign; H2 Testing Policy - No testing policy; H3 Contact Tracing - No contact tracing being done; H6a/b Facial Coverings - No policy (e.g., no facial covering requirement); H'7/H'8 Vaccinations - No vaccine availability; H'10 – no policy).
- If two policy changes per week, capture most recent. (Monday policy and Friday policy – capture Friday).



Other General Guidance (Contd.)

Policy Extensions:

- Scenario 1 – If a policy is extended without being changed, leave scoring the same but update effective date to date of extension and source noting extension.
- Scenario 2 – If a policy is changed (whether as part of the extension or otherwise as part of a new policy) but yields the same score, leave scoring the same but update effective date to date of policy change/new policy and source reflecting policy change/new policy.
- Scenario 3 – If a policy is changed (whether as part of the extension or otherwise as part of a new policy) and yields a different score, update scoring, effective date to date of policy change/new policy, and source reflecting policy change/new policy.
- *If you encounter an example that is unclear, please bring to Matt and the policy core for adjudication.



Other General Guidance (Contd.)

- For containment and closure indicators involving different types of establishments (C'9 – Gym Closing, C'10 – Restaurant Closing; C'11 – Bar Closing; C'12 – Movie Theater Closing; C'13 – Day Care Closing; C'15 – Restrictions on Religious Gatherings), please ensure that scoring is based on official state (in the case of state surveys) or official county (in the case of county surveys) policy and not the policy of the individual establishments.
- For state surveys, code 77 for specific indicators during time periods where a state tiered strategy is in place in counties
- Policies that frame restrictions only in terms of types of groups (e.g., vulnerable populations) would not count for the scoring of our indicators unless otherwise noted. If still unsure please provide examples to Matt and the Policy Core for determination as to how they should be handled within the context of the indicators in question. This would work differently for economic support policies, since many of those are more relevant to the vulnerable groups, e.g., housing for homeless, etc. and therefore, economic support policies that benefit vulnerable subgroups only would still count (score 1).
- Unless a policy specifically references that a public event and/or private gathering restriction applies to businesses addressed by other indicators (e.g., restaurants, bars, movie theaters), public event and/or private gathering policies should not be used to code other indicators besides C'3 and C4. If the scope of application of a policy is unclear, please bring it to Matt for adjudication.

Source Overview



Primary Data Sources

The following list reflects all primary sources that should be checked when scoring indicators:

1. Health Department websites (including press releases)
2. School District websites (including press releases)
3. Public transportation websites (including press releases)
4. Other government websites (this also includes county level governmental entities like the Sheriff's office, Police Jury President, Parish President, County Judge, Department of Emergency Services, or equivalent county leadership) (including press releases)
5. News articles
6. Facebook social media posts by public health departments, government entities, and news sources
7. Twitter social media posts by public health departments, government entities, and news sources
8. Other mainstream social media posts by public health departments, government entities, and news sources
9. Policy/government response summaries/databases
10. Other source not listed above

*If you are unable to find a source, always check the Way Back Machine archives of above data sources in case they were saved.



Primary Data Sources

Additional considerations:

- The list of primary sources (including Way Back Machine versions of these primary sources) is meant to reflect a hierarchy such that if policy documentation is present across multiple source types, source types (or Way Back Machine versions of them) with a lower number (e.g., 1 and 2) should be used as the basis for indicator scoring and source links.
- Videos (e.g., recorded press conferences) do not count as primary data sources.
- Where official government sources are not available and information is derived from non-government sources (e.g., news articles, non-profit/other organization websites), it should be clear that the information provided is reflective of policies from governmental sources directly applicable to the county.



Useful resources – state policies (relevant to state surveys)

Note: Given potential variability in the extent to which data is updated, we recommend that you start with state-specific primary sources and use these additional resources for validation or if state-specific primary sources do not have the requested information

- Boston University Covid-19 US State Policy Database (CUSP) - [CUSP Database](#)
- Kaiser Family Foundation State Covid-19 Data and Policy Actions - [KFF State Policy Actions](#)
- MultiState State Policy Dashboard - [Multistate State Policy](#) (Note: This source does not appear to be updated as frequently as others)
- State mask mandate summary - [State Face Mask Requirements](#)
- State transit links (with local detail available through individual links) - [APTA State Transit Links](#)



Additional tips and notes

- For counties with very little info, find the Parish President or equivalent county leadership and look for recent news articles where they address the pandemic.
- For county websites that are difficult to navigate and do not provide their own search engines, you can use this method with google to navigate the sites: [search term] site:[county url sans prefix] (e.g., "covid site:swuhealth.org").

- Manual note: Reference to 'county' may also include parishes, independent cities, or similar government entities.

Data for each indicator

For each indicator, you will enter the following information, for which additional detail is provided on subsequent slides:

1. **Ordinal or binary scale, as applicable**
2. **Effective date of policy**
3. **Type of source**
4. **Up to 2 (Closure and Containment/Economic) or 5 (Public Health) primary data sources, including:**
 - **Dynamic URL**
 - **Static URL saved through Way Back Machine web archive**



Coding of ordinal or binary scale

For each indicator, you need to choose the best value for the period a given policy is in effect (e.g., when the policy is implemented, not merely when it is announced), according to the interpretation guidance provided in this training manual.

Because we use a simple ordinal scale (e.g., 0, 1, 2, 3) or binary scale (e.g., 0, 1), the values you choose will inevitably be more general than the reality on the ground. You will need to use your judgement about which choice best matches the situation.

We only want to record decisions made by governments (with the exception of the vaccine indicators H'8 for which availability through private entities is relevant). For instance, if a business voluntarily closes (in the absence of government advice), that does not count for C2.



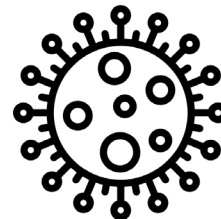
Acknowledgement slide

Oxford University – For their guidance regarding the data collection process and for providing us with foundational documentation and training materials.

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Thank you so
much for joining
the UCCP team!

We are very happy to have you on board!