



THE CITY OF JANESVILLE'S

BEST PRACTICES TO REOPEN BUSINESSES

**GUIDELINES FOR REOPENING
DURING THE COVID-19 PANDEMIC**
IN ACCORDANCE WITH CDC, DHS, AND WEDC RECOMMENDATIONS



CITY OF JANESVILLE
Wisconsin's Park Place

This guidance was developed to share general best practices in an attempt to provide clarity and guidance for reopening businesses within the Janesville community during the COVID-19 pandemic.

These guidelines are in accordance with Centers for Disease Control (CDC) recommendations, Department of Health Services (DHS) recommendations, and Wisconsin Economic Development Corporation (WEDC) guidelines. These guidelines and recommendations will aid businesses in taking necessary steps to open and serve customers while maintaining public safety.

Best practices for COVID-19 may change over time. You are encouraged to visit www.dhs.wisconsin.gov/covid-19, www.wedc.org/reopen-guidelines, or www.cdc.gov for the latest information and resources related to Wisconsin’s response to this health emergency.

Businesses should develop policies that will protect against workplace exposure to COVID-19 by protecting employees, educating customers, and keeping workplaces safe and sanitary.

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GENERAL GUIDELINES

PROTECT EMPLOYEES

- Have conversations with employees if they express concerns. Some people may be at higher risk of severe illness. This includes older adults and people of any age with serious underlying medical conditions. In workplaces where it is not possible to eliminate face-to-face contact, assign higher-risk employees work tasks that allow them to maintain a six-foot distance from others.
- It is critically important that all employees assume personal responsibility for reducing the spread of respiratory viruses by not reporting to work when ill, **including if they only have mild symptoms that would not normally cause them to miss work.** Employers should reinforce the message that during the current pandemic, the usual tendency for staff to “push-through” and come to work when mildly ill is not acceptable.
- If an employee is sick with COVID-like symptoms or a suspected or confirmed exposure to a COVID-19 patient, then the employee should seek a COVID-19 test. The employee may return to work after three consecutive days (72 hours) without a fever and the use of fever-reducing medications and improvement in symptoms and at least ten days have passed since symptoms first appeared.
- If the employee is living with a sick family member who meets symptom criteria related to COVID-19, the sick family member should seek medical attention and receive a COVID-19 test. The employee should consider CDC guidance to separate the ill person from the rest of the household and the use of face masks for source control. The employee may continue to come to work using a simple face mask in accordance with CDC recommendations and self-monitoring for signs and symptoms of illness.
- Self-monitoring identifies illness early and encourages self-isolation at home to reduce the potential of transmission to co-workers and other visitors to the business. Monitoring should include temperature monitoring and query for symptoms of COVID-19-like illness which include any of the following:
 - Measured temperature greater than 100.0°F (37.8°C) or subjective fever (non-oral thermometer preferred)
 - New or worsening cough
 - New or worsening shortness of breath
 - Sore throat
 - Myalgia (sore muscles)
 - Chills
 - New loss of taste or smell
- Screening employees is recommended for businesses, including temperature checks. If temperature checks are performed, employees taking temperatures should take precautions. The most protective methods involve maintaining a distance of six feet from others and/or use of physical barriers to minimize close contact with employees. If employee screens are performed, follow CDC guidelines.
- Employees who develop symptoms while at work should be instructed to notify their direct supervisor, limit exposure to others, and leave work for the day.
- Provide appropriate personal protective equipment (PPE) and supplies for cleaning and disinfecting workspaces.
 - The CDC recommends wearing cloth face coverings in public, especially in areas of community transmission. A cloth face covering does not protect the wearer from viruses, but it may prevent the spread of viruses from the wearer to other people. Face coverings are not PPE and are not appropriate where masks and respirators are required.
 - Train workers who need to use PPE on how to properly apply, use/wear it, and remove correctly. Training material should be easy to understand and available in the appropriate language.
 - Employees should continue to follow their routine policies and procedures for PPE that they would ordinarily use for job tasks.
 - PPE for workers will vary by work task and the types of exposures workers have on the job.
 - Gloves can be a source of contamination if they are not removed properly. Without training, gloves may pose a greater risk of contamination than not wearing. Use of gloves is not always recommended for every industry or job task. Wash hands immediately after removing gloves.

GENERAL GUIDELINES (continued)

INFORM AND EDUCATE WORKERS AND CUSTOMERS

- Place posters at your business where employees and customers are likely to see them. The CDC has printable resources available.
- Post signage on the front door to let customers know about changes to your policies and instruct them to stay away if they are experiencing COVID-19-like symptoms.
- Provide regular updates to let employees and customers know what they can expect.

KEEP YOUR BUSINESS SAFE AND SANITARY

- Wash your hands with soap and water for at least 20 seconds.
- Provide soap and water in the workplace. Consider scheduling hand washing breaks so employees can wash their hands with soap and water for at least 20 seconds.
- Provide tissues and no-touch trash receptacles.
- Use hand sanitizer that contains at least 60 percent alcohol if soap and water are not available. Place hand sanitizer in multiple locations to encourage good hand hygiene practices.
- Maintaining social distancing is one of the most important ways to reduce the risk of infection. Physical space should be increased between employees and customers to maintain at least six-foot distance at all times.
 - Consider options to increase physical space between employees and customers, such as opening a drive-through, erecting partitions, and marking floors to guide spacing at least six feet apart.
 - Implement touchless payment options to minimize handling of cash, credit cards and mobile or electronic devices when possible.
 - Deliver products through curbside pick-up or delivery.
 - Decrease footprint.
 - Discourage workers from sharing phones, desks, offices, and other work tools and equipment if possible. Instruct employees to sanitize shared workplace items before and after each use.

KEEP YOUR BUSINESS SAFE AND SANITARY (continued)

- Sanitize your business to limit the spread of virus to your employees and customers. Minimize exposure by involving as few employees in this process as possible.
 - Clean and disinfect all areas. Give special attention to tools, workstations, restrooms, food service areas, phones, computers, and other electronics.
 - Disinfect common and high traffic areas such as door handles, desks, light switches, and faucets.
 - Employers must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace. Never mix household bleach with ammonia or any other cleaner. Always wear gloves appropriate for the chemicals being used.
 - Increase fresh air intake of the HVAC system. Replace HVAC air filters following the manufacturer's guidance. Businesses should consult with HVAC professionals when considering ventilation changes to reduce the risk of COVID-19.
 - Ensure that all water systems and features are safe to use.

GUIDELINES ON PREPARING AND OPERATING WORKPLACES DURING COVID-19

On the following pages readers will find guidance and best practices for reopening and operating businesses. Not every business type is listed specifically. Therefore, businesses will need to determine which guidance is most appropriate for their own business. It is important to use common sense as well.

Please review [Rock County Reopening Phased Plan](#) for specific guidance on the occupancy capacity of businesses.

BAR, RESTAURANT AND FOOD SERVICE RECOMMENDATIONS

EMPLOYEE AND PATRON HEALTH AND HYGIENE

- Require all employees to wear a cloth mask.
- Require all patrons to wear a cloth mask when not eating or drinking.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
- Emphasize effective hand hygiene, including washing hands with soap and water for at least 20 seconds, especially before preparing or eating food, after using the bathroom, and after blowing your nose, coughing, or sneezing.
- Maintain an adequate supply of paper goods, soap, and hand sanitizer to allow proper hand hygiene among employees and customers.
- Instruct your employees how to properly put on and remove a face mask or cloth face covering. The CDC illustrates how to properly wear a face covering and provides several tutorials for how to make one.

CLEAN AND DISINFECT

- Sanitize high-contact areas every two hours, or after each use if feasible. Sanitize tables and seating after each use. Sanitize food contact surfaces after each use.
- Restrooms should be sanitized frequently and the establishment shall monitor that patrons and staff adhere to social distancing guidelines regarding restroom use.
- Use disposable menus or sanitize menus after each use.
- Do not use disinfecting wipes to wipe more than one surface. Use one wipe per item or area and discard after each use or when visibly soiled.
- Familiarize yourself with requirements from your local health department and make sure you are adhering to them.

FOOD AND BEVERAGE HANDLING AND PREPARATION

- Follow four steps to food safety: Clean, Separate, Cook, and Chill.
- Use gloves to avoid direct bare hand contact with ready-to-eat foods or unwrapped single-use items such as straws, stir sticks, or toothpicks.
- Close all self-service food and drink stations (e.g. salad bars and buffets).

FOOD AND BEVERAGE HANDLING AND PREPARATION (CONTINUED)

- Use rolled silverware/napkins stored in sealed bags. Staff will roll silverware in designated sanitary areas. Do not preset silverware. Once removed from the sealed bags, utensils may not be reused, even if they have not been unwrapped.
- Provide single servings of salt, pepper, ketchup, etc.
- Ensure you are adhering to the requirements in the Wisconsin Food Code.

SOCIAL DISTANCING

- Please review the [Rock County Reopening Phased Plan](#) for specific guidance on bars, restaurants, food trucks, and retail food dining.
- Install physical barriers such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.
- Any indoor or outdoor waiting area must be marked to enforce social distancing standards. One member of a party should be allowed in the waiting area, while other members of the party wait in their vehicle.
- Dining rooms should maintain six feet between tables. When possible, physical barriers made of plastic or similar solid material should separate tables/booths. Tables and booths that are not compliant should be clearly signed and blocked off.
- Limit each table to six guests. Extra chairs should be removed. Tables may not be combined.
- For bar areas, two bar stools should be left empty between customers not in the same party. The same rules apply to outdoor patio areas.
- Smoking patios should be closed or limited to one person at a time.
- Common-use areas (e.g. lounge areas and child play areas) should be closed if social distancing and sanitizing between users cannot be maintained.

RETAIL STORE RECOMMENDATIONS

EMPLOYEE HEALTH AND HYGIENE

- Require employees to wear a cloth mask.
- Emphasize effective hand hygiene, including washing hands with soap and water for at least 20 seconds, especially before eating food, after using the bathroom, and after blowing your nose, coughing, or sneezing.
- Maintain an adequate supply of paper goods, soap, and hand sanitizer to allow proper hand hygiene among employees and customers.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
- Instruct your employees how to properly put on and remove a face mask or cloth face covering. The CDC illustrates how to properly wear a face covering and provides several tutorials for how to make one.

CUSTOMER HEALTH

- Require customers to wear cloth masks.
- Post signage reminding customers of social distancing requirements.
- Install hand washing/sanitizing stations at business entrances. You should not utilize hand wash stations that recirculate water.
- Products worn by customers should be sanitized or removed from circulation for 72 hours before returning them to inventory.
- Mark six-foot distances with floor tape in the checkout lines.
- Remove all unnecessary touch points (e.g. pens, paper visitor logs, etc.).
- Utilize single use, disposable items whenever possible.

CLEAN AND DISINFECT

- Clean dirty surfaces with detergent or soap and water prior to disinfection.
 - Increase cleaning frequency of restrooms.
 - Minimize sharing of work tools and equipment (e.g. phones, keyboards, and point of sale devices).
 - Provide routine work supplies to each employee (e.g. pens, markers, etc.).
 - Wipe down counters after each customer.
- Frequently disinfect check-out conveyor belts.

SOCIAL DISTANCING

- Please review the [Rock County Reopening Phased Plan](#) for specific guidance on retail stores.
- Maintain a six-foot distance between employees and customers at all times.
- Close common use areas (e.g. changing rooms, lounge areas, lockers rooms, etc.) if social distancing and sanitizing cannot be effectively maintained.
- Continue to offer online sales, delivery, and curbside pickup.
- Encourage customers to use touchless payment options when available. Minimize employee handling of cash, credit cards, and reward cards if possible.
- When exchanging money, place money on the counter, and not in the customer's hand.
- Provide cloth face masks for customers who do not have one.

NAIL AND HAIR SALON RECOMMENDATIONS

EMPLOYEE HEALTH AND HYGIENE

- Require employees to wear a mask.
- Emphasize effective hand hygiene, including washing hands with soap and water for at least 20 seconds, especially after each client, after using the bathroom, and after blowing your nose, coughing, or sneezing.
- Maintain an adequate supply of paper goods, soap, and hand sanitizer to allow proper hand hygiene among employees and customers.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
- Instruct your employees how to properly put on and remove a face mask or cloth face covering. The CDC illustrates how to properly wear a face covering and provides several tutorials for how to make one.

CLIENT HEALTH

- Require clients to wear a cloth mask.
- Clients should stay home if they are sick.
- Do not enter the salon until your chair is open and has been disinfected.

CLEAN AND DISINFECT

- Maintain adequate supply of EPA approved cleaning and disinfecting products.
- Use a checklist to track frequency of cleaning.
- Wipe/disinfect all cutting and other tools between clients.
- Disinfect nail tools between each use.
- Disinfect salon chairs, combs, and other tools after each client.
- Consider the use of chair coverings with a non-porous material.
- Clients should wear paper neck strips.
- Use a clean cape for each client.
- Launder capes, towels, and clothing after each use.
- Increase cleaning of restrooms.

SOCIAL DISTANCING

- Please review the [Rock County Reopening Phased Plan](#) for specific guidance on salons, body art, pet grooming, and spa facilities.
- Limit the number of clients in the shop at one time.
- Have clients wait in their vehicles until they are notified a chair is open.
- Establish a prepay system.

GYM AND FITNESS FACILITY RECOMMENDATIONS

EMPLOYEE HEALTH AND HYGIENE

- Require employees to wear a cloth mask.
- Emphasize effective hand hygiene, including washing hands with soap and water for at least 20 seconds.
- Maintain an adequate supply of paper goods, soap, and hand sanitizer to allow proper hand hygiene among employees and customers.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
- Instruct employees how to properly put on and remove a face mask or cloth face covering. The CDC illustrates how to properly wear a face covering and provides several tutorials for how to make one.
- Carry a towel. If employees get the urge to sneeze or cough, they should use the towel to cover their nose, mouth, and mask.

MEMBER HEALTH AND SAFETY

- Require patrons to wear a cloth mask while exercising.
- Wipe down equipment before and after use.
- Members must stay home if they are sick.
- Use online gym/workout services if possible.
- Plan workout routines ahead of time to avoid lingering and socializing.
- Limit items you touch in the gym.
- Avoid using lifting gloves.

CLEAN AND DISINFECT

- Regularly disinfect equipment where respiratory droplets can settle.
- Provide materials for members to disinfect equipment before and after each exercise.
- Increase the number of wipe stations in the facility.
- Provide “ready to clean” tags members can place on equipment to make staff aware it needs disinfecting.
- Establish “before and after” workout and locker room hand washing/sanitizing stations. You should not utilize hand wash stations that recirculate water.
- Minimize shared work tools and equipment.
- Increase cleaning frequency.
- Post signage to remind members to wash hands before and after using the restroom.
- Provide paper towels and disconnect/tape-off air dryers.

CLEAN AND DISINFECT (CONTINUED)

- Only allow shower and locker use if partitions are in place or signs have been posted to specify social distancing requirements. Close these facilities if this is not possible.
- Water shoes should be worn in the locker rooms and showers.
- Maintain adequate supply of EPA approved cleaning and disinfection products.
- Use a checklist to track how often cleaning is completed.

SOCIAL DISTANCING

- Please review the [Rock County Reopening Phased Plan](#) for specific guidance on gym, fitness, and recreational facilities.
- Place physical barriers to create segregated exercise areas.
- Space equipment six feet apart. Treadmills and high exertion aerobic fitness equipment should be placed farther than six feet apart.
- Limit the number of members in the facility at one time.
- Use self-check-in.
- Consider using online sign up for set duration workout periods to limit the number of people in the facility.
- Group exercise classes should only be offered if distancing requirements can be met.
- Do not allow physical contact sports to occur.
- Close saunas and steam baths or limit to one person at a time.
- Establish a prepay system or self-checkout.

PROFESSIONAL SERVICES RECOMMENDATIONS

EMPLOYEE HEALTH AND HYGIENE

- Require employees to wear a mask.
- Emphasize effective hand hygiene, including washing hands with soap and water for at least 20 seconds.
- Maintain an adequate supply of paper goods, soap, and hand sanitizer to allow proper hand hygiene among employees and customers.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
- Instruct employees how to properly put on and remove a face mask or cloth face covering. The CDC illustrates how to properly wear a face covering and provides several tutorials for how to make one.
- Encourage clients to connect via phone calls/videoconference.
- Limit in person meetings.

CLEAN AND DISINFECT

- Instruct employees not to share equipment.
- Consider establishing a cleaning team to conduct cleaning activities on a regular schedule each day.
- Disinfect frequently touched objects.

SOCIAL DISTANCING

- Please review the [Rock County Reopening Phased Plan](#) for specific guidance on office settings and professional services.
- When appropriate, remove doors in facilities or prop open to avoid having to touch doorknobs.
- Consider one-way circulation throughout the office.
- Avoid hallway conversations.
- Modify break rooms so employees cannot sit within six feet of one another.
- Consider suspending coffee service.
- If employees are working from home, determine if any office spaces can be repurposed for additional break room space.

ENTERTAINMENT AND AMUSEMENT RECOMMENDATIONS

EMPLOYEE HEALTH AND HYGIENE

- Require all employees and patrons to wear a cloth mask.
- Emphasize effective hand hygiene, including washing hands with soap and water for at least 20 seconds.
- Maintain an adequate supply of paper goods, soap, and hand sanitizer to allow proper hand hygiene among employees and customers.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
- Instruct employees how to properly put on and remove a face mask or cloth face covering. The CDC illustrates how to properly wear a face covering and provides several tutorials for how to make one.
- Ensure first aid and lifeguard staff have proper personal protective equipment.

SOCIAL DISTANCING

- Please review the [Rock County Reopening Phased Plan](#) for specific guidance on entertainment and amusement activities.

CLEAN AND DISINFECT

- Close rides or amusement that cannot be sanitized between uses.
- Clean high contact areas frequently.
- Provide sanitizing wipes for guest touch locations (e.g. kiosks, interactive displays, and video/arcade games).
- Lifeguards must not be assigned to additional duties.

LODGING RECOMMENDATIONS

EMPLOYEE HEALTH AND HYGIENE

- Require all employees to wear a cloth mask.
- Provide training for housekeeping associates for proper handling of linens and cleaning/disinfecting supplies. Provide chemical protective gloves and other appropriate personal protective equipment (PPE) as needed to work safely with cleaners and disinfectants.
- Maintain an adequate supply of paper goods, soap, and hand sanitizer to allow proper hand hygiene among employees and customers.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
- Hand sanitizer should be provided in the guest entry area.

CLEANING PUBLIC AREAS AND GUEST ROOMS

- Sanitize surfaces using a sanitizer from the EPA registered list and follow the manufacturer's directions or use bleach solution.
- Prepare a bleach solution by mixing:
 - Five tablespoons (one-third cup) bleach per gallon of water for non-food contact surfaces.
 - One teaspoon bleach per gallon of water for food contact surfaces.
 - Do not mix bleach and ammonia-based chemical solutions.
- Sanitizing wipes should not be used to wipe more than one surface and should be discarded when visibly soiled.
- Frequently clean and sanitize touch points in all common areas. These include, but are not limited to, tables, desks, door handles, elevator call buttons, phones, public bathrooms, and key cards.
- Increase the cleaning frequency of shared toilet facilities and other shared spaces.
- Schedule gaps in the use of rooms of at least 24 hours.
- Disinfect/sanitize all touch points in each room. These include, but are not limited to, door handles, television remotes, clocks, thermostats, coffeemakers, and ice buckets.
- Launder towels, linens, robes, and all bedding on the warmest appropriate water setting and dry completely after each guest stay. Blankets and comforters should be laundered after each guest or encased in a duvet cover. Duvet covers should be laundered after each guest.
- Do not perform housekeeping services in rooms when occupied, except on request for extended stays when guests are not in the room.

SOCIAL DISTANCING

- Ensure the front desk layout allows for social distancing between employees and guests. Restrict the number of check-ins allowed at one time.
- Remove or reduce seating in indoor and outdoor areas.
- Close fitness areas.
- Shared transport in vans, cars, etc. should be avoided unless all unrelated passengers can be separated with an empty seat between them. Encourage passengers to wear face coverings and sanitize vehicles after each use.

FOOD AND BEVERAGE

- When delivering room service, leave it outside the door.
- Buffets should be discontinued. Cease self-service operations, including, but not limited to, pancake/waffle machines. Prohibit customers from self-dispensing unpackaged food. Employees may prepare to-go orders from the breakfast food service area per customers request. Pre-packaged "grab and go" food is allowed.
- Orders can be made on-site as long as the total number of customers inside the establishment at one time is limited so that social distancing can be maintained during order, payment, and pickup.
- Close all seating intended for food consumption.
- Sanitize any multi-use utensils, dinnerware, and glassware provided in guest rooms after each guest stay.

PUBLIC FACILITY AND CHURCH RECOMMENDATIONS

EMPLOYEE HEALTH AND HYGIENE

- Require employees to wear a cloth mask.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
- Maintain an adequate supply of paper goods, soap, and hand sanitizer to allow proper hand hygiene among employees.
- Provide tissues for proper cough/sneeze etiquette and no-touch disposal receptacles.
- Utilize disposable instead of reusable items whenever possible. Increase trash pickup frequency to accommodate extra waste.

CLEAN AND DISINFECT

- High customer contact areas such as doorknobs, buttons, touch screens, and stair rails should be cleaned ever two hours or after each use if feasible.
- Bathrooms should be sanitized frequently.
- Disinfecting wipes should not be used to wipe more than one surface. Use one wipe per item or area.
- Guest touch locations such as kiosks or interactive displays should have disinfectant wipes provided nearby.
- If possible, consider disabling kiosks and interactive displays and providing storyboards, video screens, or additional audiovisual information.

SOCIAL DISTANCING

- Occupant capacity should be reduced to ensure adequate social distancing, if at all possible.
- Please review the [Rock County Reopening Phased Plan](#) for specific guidance on churches.
- Eliminate unnecessary physical contact between staff and visitors, and maintain social distancing with a six-foot distance between individuals whenever possible.
- Offer cashless and contactless transactions whenever possible.
- When exchanging paper and coin money, do not touch your face afterward. Ask customers to place cash on the counter rather than directly into your hand. Place money on the counter (not in hand) when providing change back to customers. Clean the counter after each customer at checkout.
- Add clear plastic barrier protection at the entrance or circulation/service desk with a pass-through opening to exchange items as necessary.

SOCIAL DISTANCING (CONTINUED)

- Mark indoor corridors with directional tape to encourage one-way traffic flow and minimize interactions.
- Instruct visitors to maintain social distancing for the duration of their visit.
- Common-use areas (e.g. lounge areas, locker rooms, courtesy food and beverage bars, and child play areas) should be closed if it is not possible to ensure proper social distancing.
- When possible, use physical barriers to discourage touching of displays, windows, etc.

MANUFACTURING RECOMMENDATIONS

EMPLOYEE HEALTH AND HYGIENE

- Require employees to wear a cloth mask.
- Establish a strategy for on-site health screening upon entrance to the facility.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
- Maintain an adequate supply of paper goods, soap, and hand sanitizer to allow proper hand hygiene among employees.
- Educate your employees on the need to wash their hands often with soap and water for at least 20 seconds, especially before preparing or eating food, after using the bathroom, and after coughing, sneezing, or blowing one's nose.
- Hand sanitizer with at least 60 percent alcohol may be used if soap and water are not available.

CLEAN AND DISINFECT

- Clean and disinfect frequently touched objects and surfaces, such as workstations, handrails, doorknobs, light switches, countertops, and bathroom fixtures.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- Consider establishing a cleaning and disinfection team to conduct these activities on a regular schedule each day.
- Maintain an adequate supply of cleaning and disinfection products.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTH FACE COVERINGS

- Supply face masks or cloth face coverings for all employees. Require face masks or coverings for all workers in manufacturing environments where workers are in close proximity to others. Face coverings are not appropriate where masks or respirators are required for a specific task.
- Face shields or goggles may also be necessary for employees who must work together at distances closer than six feet.
- Instruct your employees on how to properly put on and remove a face mask or cloth covering. The CDC illustrates how to properly wear a face covering and provides several tutorials for how to make one.
- Consider distributing daily or weekly allocations of other personal protective equipment (e.g., earplugs, hairnets, and beard coverings) instead of common dispensers.

SOCIAL DISTANCING

- Review your processes and workflows to ensure that employees are at least six feet away from each other when possible. Do not allow personal contact or close conversations.
- Limit in-person meetings as much as possible.
- Limit access to areas where people gather.
- Develop a protocol for any physical signoff requirements to avoid close contact.
- If possible, make narrow hallways one-way only.
- In order to allow employees to move between areas of the facility without having to touch doors or knobs, consider removing doors or keeping them open where possible or adding automatic doors or foot pulls.
- Instruct employees to avoid hallway conversations and interactions.

BREAKS AND LOCKER ROOMS

- Stagger breaks and modify break room seating to ensure that employees cannot sit within six feet of one another.
- Frequently clean and disinfect tables, chairs/benches, handles, faucets, countertops, refrigerators, and microwaves.
- Have sanitizing wipes readily available in break rooms and locker rooms to clean common surfaces after each break or shift change.

SHIFT CHANGES

- Stagger workdays and start times to the extent possible.
- If a time clock must be used, add floor marks to ensure proper spacing of six feet between employees and provide hand sanitizer near the time clock.
- Make sure to include a regular sanitation schedule between and during shifts.
- Use routine meetings, postings, the company website, and start-of-day reminders to communicate with workers about actions being taken to prevent COVID-19 exposure.
- Post signage in languages understood by your employees to remind them of safe practices for social distancing, hand hygiene, and cough/sneeze etiquette.
- Institute a process for workers to report COVID-19 symptoms.
- Train employees on how to recognize areas or practices that pose a risk for spreading the virus and define a process to quickly review and provide mitigation strategies in these areas. Include a recognizing/reporting module in your COVID-19 response plan.
- Consider designating one or more employees to monitor changes in workplace guidance.

WAREHOUSE AND WHOLESALE RECOMMENDATIONS

EMPLOYEE HEALTH AND HYGIENE

- Require all employees to wear a cloth face mask.
- Establish a procedure for on-site health screening upon entrance.
- Emphasize effective hand hygiene, including washing hands with soap and water for at least 20 seconds, especially before preparing or eating food, after using the bathroom, and after blowing your nose, coughing, or sneezing.
- Maintain an adequate supply of paper goods, soap, and hand sanitizer to allow proper hand hygiene among employees.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
- Install additional hand washing and/or sanitary equipment stations. You should not utilize hand washing stations that recirculate water.
- Provide tissues and no-touch disposal receptacles.
- Require face masks to be worn where workers are in close proximity to others.
- Instruct your employees how to properly put on and remove a face mask or cloth face covering. The CDC illustrates how to properly wear a face covering and provides several tutorials for how to make one.

CLEAN AND DISINFECT

- Maintain an adequate supply of cleaning and disinfecting products.
- Sanitize frequently touched objects and surfaces.
- Implement a daily cleaning/sanitation checklist.
- Consider adding extra cleaning teams to increase cleaning frequency and focus.
- Discourage sharing of work tools and equipment. If unable to do so, disinfect items before and after each use.

SOCIAL DISTANCING

- Install physical barriers such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.
- Develop a protocol for any physical signoff requirements to avoid close contact.
- Stagger breaks and modify break room seating to ensure six feet of separation.

COMMON AREAS

- Limit access to areas where people gather (e.g. avoid hallway conversations and interactions).
- If possible, make narrow hallways one-way only.
- Consider removing or keeping doors open if security measures allow or add automatic doors or foot pulls.
- Frequently clean and disinfect tables, chairs/benches, handles, faucets, countertops, refrigerators, and microwaves.
- Consider suspending coffee service.
- Make sanitizing wipes readily available in break rooms and locker rooms.
- Increase ventilation rates and the percentage of outdoor air that circulates into the system. Consult HVAC professionals when considering ventilation changes.

SHIFT CHANGES

- Stagger workdays and start times to the extent possible.
- For time clock usage, add floor marks to ensure proper six foot spacing between employees.
- Provide hand sanitizer near the time clock.

OUTDOOR GATHERINGS RECOMMENDATIONS

EMPLOYEE HEALTH AND HYGIENE

- Require employees and volunteers to wear a cloth mask.
- For farmers markets, suspend fines for “no-shows” to ensure vendors do not feel pressured to work when sick.
- Consider suspending the use of hand stamps or wrist bands.
- Maintain an adequate supply of paper goods, soap, and hand sanitizer to allow proper hand hygiene among employees.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
- Provide tissues and no-touch disposal receptacles.
- Face masks may be required based on level of interaction with attendees.
- Instruct your employees how to properly put on and remove a face mask or cloth face covering. The CDC illustrates how to properly wear a face covering and provides several tutorials for how to make one.
- If attendees will not be able to stay six feet away from others, recommend that they bring their own face mask or covering. Provide face masks at the event for any attendees who do not bring their own.
- Provide adequate no-touch trash receptacles for used masks.
- Considerations should be made for individuals who are unable or unwilling to wear a mask or cloth face cover.

CLEAN AND DISINFECT

- High customer contact areas such as doorknobs, buttons, touchscreens, tables, and stair rails should be cleaned every two hours or after each user if feasible.
- Bathrooms should be sanitized frequently.
- Disinfecting wipes should not be used to wipe more than one surface. Use one wipe per item or area.
- Clean and sanitize any food contact surfaces between users. Food should not be sampled during an event.
- For farmers markets, consider closing areas that require customers to use tongs or scoops. If tongs and scoops are used, vendors must sanitize them frequently. Consider offering different sizes of prepacked items instead.

SOCIAL DISTANCING

- Please review the [Rock County Reopening Phased Plan](#) for specific guidance on outdoor gatherings.
- Occupant capacity should be reduced to ensure adequate social distancing if at all possible.
- Event attendance should be staggered to minimize overlap and reduce density of participants.

SOCIAL DISTANCING (CONTINUED)

- Consider designating alternate offerings for at-risk populations.
- For any gatherings that occur (e.g. farmers markets or small-group programming), spacing between stations/booths should be at least 10 feet.
- Facilities that promote interaction among unrelated individuals (e.g. playgrounds, play areas, and picnic shelters) should be closed if they cannot be adequately sanitized. A visible barrier such as tape, markings, or a physical barrier should be used to indicate closure.
- Reduce parking at popular public spaces to disperse attendees among various entry points and/or minimize utilization by deterring visitors.
- Consider making walking or biking paths one-way to minimize unintentional interactions, especially during gatherings or events. Utilize directional arrows in chalk or paint on surfaces to reinforce new patterns. If it is safe to do so, municipalities may consider expanding pedestrian and cycling corridors into the current vehicular right of way to allow for adequate spacing.
- Eliminate unnecessary physical contact between individuals and maintain social distancing with a six-foot distance between individuals whenever possible.
- Offer cashless and contactless transactions whenever possible.
- When exchanging paper and coin money, do not touch your face afterward. Ask customers to place cash on the counter/table rather than directly into your hand. Place money on the counter (not in hand) when providing change back to customers. Clean the counter between each customer at checkout.

ADDITIONAL ATTENDEE PROTECTIONS

- Require attendees to wear a cloth face mask.
- Post signage at entry points to public spaces reminding individuals experiencing COVID-19 symptoms to stay at home and asking visitors to maintain social distancing.
- Install hand washing or sanitizing stations (with at least 60 percent alcohol if providing hand sanitizer) at entry points and key locations throughout the area in which the gathering is being held, including areas where attendees will come into contact with shared equipment and/or food service areas. Encourage attendees to use them. You should not utilize hand wash stations that recirculate water.
- Remove all unnecessary touch points, especially those that cannot be sanitized between uses. Examples include the use of pens to sign receipts or visitor logs (cashless and contactless transactions are recommended), benches, and drinking fountains.

OUTDOOR GATHERINGS RECOMMENDATIONS (CONTINUED)

ADDITIONAL ATTENDEE PROTECTIONS (CONTINUED)

- Utilize disposable instead of reusable items whenever possible and provide adequate trash receptacles to accommodate waste.
- Increase the number of trash receptacles and frequency of trash pickup to accommodate increased use.
- Continue offering virtual experiences and curbside pickup of physical goods to accommodate all customers if possible.
- Do not allow visitors to utilize reusable bags or to bring activity items from home to an event if the activity items would be used by multiple participants.
- Discourage users from coming into contact with other participants' equipment. For example, sports field users should not return another user's stray balls or share equipment with unrelated parties.

CONSTRUCTION RECOMMENDATIONS

EMPLOYEE HEALTH AND HYGIENE

- Require all employees to wear a cloth face mask.
- Establish an on-site health screening strategy upon entrance to the worksite.
- Employees who have a fever or other symptoms of COVID-19 should not be allowed to work.
- Maintain an adequate supply of paper goods, soap, and hand sanitizer to allow proper hand hygiene among employees.
- Install additional hand washing and/or sanitizing stations. You should not utilize hand wash stations that recirculate water.
- Provide tissues and no-touch disposal receptacles.
- Instruct your employees how to properly put on and remove a face mask or cloth face covering. The CDC illustrates how to properly wear a face covering and provides several tutorials for how to make one.
- Remove job site water coolers and provide individual beverage servings or require employees to bring their own beverages.
- Maintain an adequate supply of cleaning and disinfection products.
- Clean and disinfect frequently touched objects and surfaces such as tools, lunch/break areas, portable toilets, job site trailer doorknobs, office equipment, and shared equipment such as trucks and forklifts.
- Avoid cleaning touched surfaces or portable toilets with pressurized air or water spray. Doing so may generate fine droplets that can be inhaled.
- Consider adding extra cleaning teams to increase cleaning frequency and focus.
- Discourage employees from sharing work tools. If you are unable to individually assign tools, disinfect shared tools before and after each use.
- Keep job sites open as much as possible to allow for air flow.
- If it would not create an additional hazard, plastic sheeting may be used to create a workspace barrier if multiple people or crews are working in the same area.

SOCIAL DISTANCING

- Schedule work to avoid “stacking crews” as much as possible.
- Do not allow personal contact (e.g. handshakes, hugs, fist bumps, and high fives) or close conversations.
- Develop a protocol to avoid close contact for any physical signoff that is required.
- Limit the number of people allowed in the job trailer at one time.
- Stagger workdays and start times to the extent possible.
- Investigate the possibility of using phone applications, web-based applications, or a camera to clock employees in and out.
- If a time clock must be used, add distancing markers to ensure proper spacing of six feet between employees and provide hand sanitizer near the time clock.

TRANSPORTATION RECOMMENDATIONS

EMPLOYEE HEALTH AND HYGIENE

- Require all employees to wear a cloth face mask.
- Employees who have a fever or other symptoms of COVID-19 should not be allowed to work.
- Emphasize effective hand hygiene, including washing hands for at least 20 seconds, especially before preparing or eating food, after going to the bathroom, and after blowing your nose, coughing, or sneezing.
- Always wash hands with soap and water. If soap and water are not readily available, then use hand sanitizer containing at least 60 percent alcohol.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTH FACE COVERINGS

- Develop a plan to have sufficient PPE on hand for both routine operations and emergencies (e.g. offering an ill employee or customer a face mask until they can leave the workplace).
- Workers who have frequent, close contact with members of the public or other workers may need to wear some combination of protective clothing, a face mask, a face shield and/or goggles.
- CDC recommends wearing cloth face coverings in public settings, especially in areas of community transmission. A cloth face covering does not protect the wearer from viruses, but may prevent the spread of viruses from the wearer to other people. Face coverings are not PPE and are not appropriate where masks or respirators are required.
- Implement temperature checks and/or symptom screening to identify and isolate sick individuals.
- Provide a face mask to the ill individual and ask them to wear it. More information is available in Publication 3990 from the U.S. Occupational Safety and Health Administration (OSHA).

BUSINESS OPERATIONS

- Allow remote work for specific jobs and tasks when possible.
- Widen physical distance between workstations to a minimum of six feet.
- Avoid in-person meetings.
- Stagger start times for drivers to prevent crowding at terminal locations.
- Remove or modify proof-of-delivery signature requirements.
- Discourage workers from sharing tools and equipment.

BUSINESS OPERATIONS (CONTINUED)

- Provide disposable wipes to allow operators to frequently disinfect common touch points (e.g. rails, doors, buttons, etc.).

ADDITIONAL CUSTOMER PROTECTIONS

- Post signage at entrances to facilities, on digital customer communications, or in vehicles letting customers know about changes to your policies and reminding individuals experiencing COVID-like symptoms to stay home.
- When available require face masks or cloth coverings while in public and particularly when using mass transit.

BUS TRANSPORTATION

- Passengers
 - Wisconsin transit systems across the state have new guidelines to protect drivers and passengers, including new limits on rider capacity. Riders need to know about these guidelines:
 - Maintain a six-foot distance from others.
 - Only take the bus for essential trips.
 - Wear a mask, if possible.
- Bus Drivers, Transit Maintenance Workers, and Transit Station Workers
 - Potential sources of exposure for bus drivers, maintenance workers, and transit station workers include having close contact with passengers or coworkers with COVID-19 or contacting surfaces touched or handled by a person with COVID-19 and then touching their mouth, nose, or eyes. The [CDC Bus Driver Fact Sheet](#) contains best practices and helpful information for drivers and employers, including information on routine cleaning and disinfection of the driver cockpit, along with suggestions to manage passenger movement. Fact sheets are also available for transit maintenance workers and transit station workers.

TRUCKING AND OTHER DRIVING SERVICES

- Require a cloth face mask is worn while interacting with others.
- Minimize interaction between drivers and customers by leaving deliveries at loading docks, doorsteps, or other locations that do not entail person-to-person interactions.
- Clean and disinfect high-contact areas like door handles, keys, steering wheels, switches, and in-vehicle communication devices. Incorporate end-of-shift wipe down procedures for all shared spaces.
- Maintain social distancing guidelines to avoid spreading the virus within the warehouse.

TRANSPORTATION RECOMMENDATIONS (CONTINUED)

TRUCKING AND OTHER DRIVING SERVICES (CONTINUED)

- Allow remote work when the work function allows it (e.g. remote entry of orders), even if this is not feasible for an employee's entire job, thus helping to minimize workers' contact with common equipment and facilities.
- Instruct employees to take care when handling packages and avoid touching their faces.
- Mail and parcel delivery drivers' potential sources of exposure include having close contact with coworkers or delivery recipients, as well as touching surfaces touched or handled by an infected person and then touching mouth, nose, or eyes. The CDC offers best practices and helpful information on its webpage for mail and parcel delivery drivers.
- Potential sources of exposure for ride share, taxi, limo and other drivers for hire include having close contact with passengers, as well as touching surfaces touched or handled by an infected person and then touching mouth, nose or eyes. The CDC webpage for drivers for hire offers best practices and helpful information.
- COVID-19 resources and fact sheets for truck drivers:
 - Social distancing truckers' fact sheet from Washington State - lni.wa.gov
 - OSHA fact sheet on COVID-19 for delivery truck drivers - www.osha.gov.
 - [Resources for truckers from a commercial association - https://www.trucking.org/COVID19/health](https://www.trucking.org/COVID19/health)

AIRLINES AND AIRPORTS

- Require all employees to wear a cloth face mask.
- Air crew must report passenger illnesses to the CDC for symptoms associated with COVID-19:
 - Fever (person feels warm to the touch, gives a history of feeling feverish, or has an actual measured temperature of 100.4°F [38° C] or higher) that has persisted for more than 48 hours, by itself or with one of the following: persistent cough, difficulty breathing, or passenger appears obviously unwell.
 - Additional requirements for minimizing contact between air passengers, cabin crew, and the sick person and disinfecting the aircraft can be found on the [CDC's COVID-19 webpage for air crew](https://www.cdc.gov/media/releases/2020/s110520-air-crew.html).

THE CDC OFFERS SPECIFIC GUIDANCE AND FACT SHEETS FOR OTHER AIRLINE WORKERS

- Customer service representatives' and gate agents' potential sources of exposure include assisting an infected person with close contact or handling passenger items such as baggage, boarding passes, identification documents, credit cards, and mobile devices, then touching mouth, nose, or eyes. The [CDC fact sheet for customer service representatives and gate agents](https://www.cdc.gov/media/releases/2020/s110520-airline-workers-customer-service-representatives-and-gate-agents.html) contains best practices and helpful information.
- Potential sources of exposure for airport custodial staff include handling solid waste or cleaning public facilities (e.g. waste bins, tables, chairs, basins, or toilets) that have been used by an infected person and then touching mouth, nose, or eyes. The [CDC fact sheet for airport custodial staff](https://www.cdc.gov/media/releases/2020/s110520-airport-custodial-staff.html) contains best practices and helpful information.
- Aircraft maintenance workers could be exposed through close contact with an infected person or by touching surfaces (e.g. changing air filters or repairing aircraft interiors or lavatory) that have been touched or handled by an infected person, then touching mouth, nose, or eyes. The [CDC fact sheet for aircraft maintenance workers](https://www.cdc.gov/media/releases/2020/s110520-aircraft-maintenance-workers.html) contains specific guidance for these situations.
- Additional COVID-19 guidance for airline/airport workers can be found on this CDC webpage.

RAILROADS

- Require all employees to wear a cloth face mask.
- Potential sources of exposure for rail transit operators include having close contact with an infected passenger or contacting surfaces touched or handled by an infected person, then touching mouth, nose, or eyes. See the [CDC rail transit operator fact sheet](https://www.cdc.gov/media/releases/2020/s110520-rail-transit-operator.html) for best practices and helpful information.

AGRICULTURE RECOMMENDATIONS

EMPLOYEE HEALTH AND HYGIENE

- Require all employees to wear a cloth mask.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
- Maintain an adequate supply of paper goods, soap, and hand sanitizer to allow proper hand hygiene among employees.
 - Provide tissues for proper cough/sneeze etiquette and no-touch disposal receptacles.
 - At migrant labor camps, high-touch areas must be disinfected daily, per guidance from the CDC. Hand washing stations or hand sanitizer with at least 60 percent alcohol must be made available in cooking and eating facilities, sleeping facilities, and in the field or other farming/food operation centers. You should not utilize hand washing stations that recirculate water.
 - Provide training and supplies for employees for cleaning and disinfection the workplace and employer-provided housing. Encourage employees to wear clean clothes at the start of their shift. Provide gloves and other appropriate personal protective equipment (PPE) as needed to work safely with cleaners and disinfectants.

CLEAN AND DISINFECT

- Increase cleaning and sanitizing throughout the farm and workplace, including steering wheels, water jug spigots, and farm tools and equipment.
- Instruct employees to avoid sharing farm tools and equipment if possible. Consider providing a water source other than a common water cooler.
- Provide time for employees to wash their hands throughout the day.

PROTECTIVE EQUIPMENT AND FACE COVERINGS

- The CDC recommends wearing cloth face coverings in public settings, especially in areas of community transmission. A cloth face covering does not protect the wearer from viruses, but it may prevent the spread of viruses from the wearer to other people. Face coverings are not PPE and are not appropriate where masks or respirators are required.
- Migrant labor camp operators should make sanitized cloth face coverings available for workers to wear in the living areas of the camp.
- Instruct your employees how to properly put on and remove a face mask or cloth face covering. The CDC illustrates how to properly wear a face covering and provides several tutorials for how to make one.

PROTECTIVE EQUIPMENT AND FACE COVERINGS (CONTINUED)

- Employees should wash their hands with soap for at least 20 seconds after putting on, touching, or removing the mask.

SOCIAL DISTANCING

- Ensure that employees are keeping at least six feet from other employees whenever possible, including in fields, orchards, and packing houses, and when clocking in at the beginning of their shift.
- Staggering the start, break, and lunch times of crews could also help to promote social distancing.
- During harvest, consider adjusting product flow to maintain inspection and sorting standards with fewer employees on the line.
- When traveling to different sites or to employer-provided employee housing, provide hand sanitizer in the vehicle and encourage employees to refrain from eating or drinking while in the vehicle.
- If there is employer-provided employee housing, assigning crews by housing unit can help limit exposure among employees and facilitate quarantining sick employees if necessary.

COMMUNITY RESOURCES

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

- OSHA – Guidance on Preparing Workplaces for COVID-19
<https://www.osha.gov/Publications/OSHA3990.pdf>
- OSHA – Additional Resources -
https://www.osha.gov/SLTC/covid-19/additional_resources.html

CENTERS FOR DISEASE CONTROL (CDC)

- Resources for Businesses and Employers -
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>
- Small Business Guidance -
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html>
- Grocery and Food Retail -
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/grocery-food-retail-workers.html>
- Food and Grocery Pick-up/Delivery -
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/food-grocery-drivers.html>
- Community and Faith Based Organizations -
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/guidance-community-faith-organizations.html>
- Recreational and Sports -
<https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/park-administrators.html>

WISCONSIN ECONOMIC DEVELOPMENT CORPORATION (WEDC)

- Relief and Recovery Resources for Your Business –
wedc.org/reopen-guidelines

STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES (DHS)

- dhs.wisconsin.gov

CITY OF JANESVILLE

- www.ci.janesville.wi.us