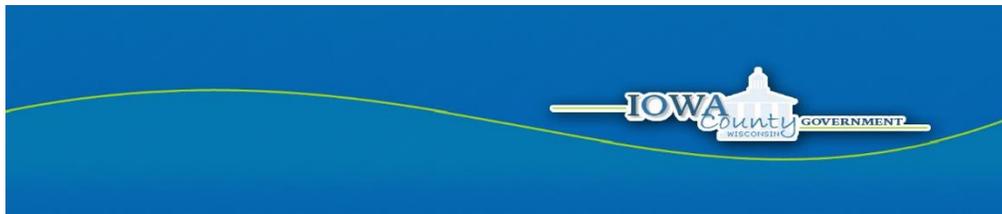


Covid-19 Business Toolkit

**Preparing to Reopen Safely,
Responsibly and Confidently**

May 21, 2020



IOWA COUNTY HEALTH DEPARTMENT

303 W. Chapel Street

Suite 2200

Dodgeville, WI 53533

Phone: (608) 930-9870

This document provides businesses with guidance on preparing for the loosening of restrictions put on business operations. The timeline for gradual business reopening must be determined using public health data reflecting the number of cases, the level of access to testing, level of Personal Protective Equipment (PPE) available for first responders and healthcare workers, hospital readiness, and capacity for local contract tracing. We ask that all businesses follow the state and local guidance regarding the phased re-opening of businesses.

This document may be updated as new guidance comes out.

This document is guidance to assist businesses in taking actions to prevent the facility from being an environment where transmission occurs. Following this guidance is not mandated unless it aligns with state, local and federal laws and regulations.

This toolkit was adapted from the La Crosse County business toolkit and the Adam's County business toolkit. Thank you to our partners at the La Crosse County Health Department and the Adams County Health Department for sharing your work with other counties to adapt.

Contents

| | |
|---|----|
| Tool 1: COVID-19 Checklist for Businesses | 3 |
| Tool 2: Safety in an Office Space Checklist | 4 |
| Tool 3: Safety in a Retail Space Checklist | 5 |
| Tool 4: Faith and Spiritual Guidelines | 6 |
| Tool 5: Recommended Elements of Sick Policy | 7 |
| Tool 6: Sample Sick Policy | 7 |
| Tool 7: Quarantine and Isolation | 7 |
| Tool 8: Sample Active -Monitoring System | 8 |
| Self-Monitoring Information Sheet | 9 |
| Tool 9: Strategies to Limit Traffic Flow | 10 |
| Tool 10: Sample Handwashing Policy | 11 |
| When Employees Must Wash Hands | 12 |
| Wash Your Hands | 13 |
| Tool 11: Recommendations for Designated Shopping Hours | 14 |
| Tool 12: Recommendations for Employees Considered for Re-assignment | 14 |
| Tool 13: Considerations for Handling Symptomatic Customers | 14 |
| Tool 14: Sample Disinfection Practices | 15 |
| Cleaning and Disinfecting After a Confirmed COVID-19 Case | 16 |
| Cleaning and Disinfecting Your Facility | 17 |
| Tool 15: Social Distancing Requirements | 20 |
| Why Social Distancing? | 21 |
| Tool 16: Considerations for Use of Masks by Employees | 22 |
| Cloth Face Mask Guidance | 23 |
| Face Mask and Glove Donning/Doffing | 24 |
| Tool 17: Wisconsin Economic Development Corporation (WEDC) Guidelines | 25 |
| Tool 18: Additional Resources | 25 |

Tool 1: Iowa County Public Health COVID-19 Checklist for Businesses

| Priority | Customer Service Protocol and Procedures | Tool | Target Date | Completed |
|----------|---|--|-------------|-----------|
| 1 | Develop a clear, written protocol regarding sick leave for employees. | Tool 1: Recommended Elements of Sick Policy | | |
| 2 | Develop and implement an active monitoring program that assesses staff for exposure, fever and respiratory symptoms before every shift. | Tool 2: Sample Sick Leave Policy Tool 3 Quarantine and Isolation Algorithm Tool 4: Sample Active Monitoring System | | |
| 3 | Develop a policy that limits the number of customers in the store at any one time | | | |
| 4 | Place tape on floor to keep 6-foot distancing at heavily populated spots in the store, especially at cash register. | Tool 5: Strategies to Limit Traffic Flow | | |
| 5 | Increase frequency of cleaning, sanitizing, and disinfecting your facility. | | | |
| 6 | Schedule handwashing for employees. Post the schedule in breakroom(s), bathrooms, and common areas; and send it out to employees via email. | Tool 6: Sample Hand-Washing Policy | | |
| 7 | Wipe down high-touch surfaces at cash registers between customers (credit card touch pad, carts, baskets, conveyer belt, etc.). | | | |
| 8 | Implement a no-touch policy for all staff members (no handshakes, hugs, or other close contact). | | | |
| 9 | Place hand sanitizer at each cash register for use by staff members, if available. | | | |
| 10 | Develop a policy that designates shopping hours for customers at risk for severe disease. | Tool 7: Recommendations for Designated Shopping Hours | | |
| 11 | Consider temporarily assigning employees at high risk for coronavirus to non-public-contact duties. | Tool 8: Recommendations for Employees Considered for Re-assignment | | |
| 12 | Develop policy encouraging employees to be on the lookout for customers exhibiting symptoms of COVID-19 and how you would like them to handle that situation. | Tool 9: Considerations for Handling Symptomatic Customers | | |
| 13 | Increase availability/promotion of curbside pickup if applicable. | | | |
| 14 | Increase or consider offering a delivery service. | | | |
| 15 | Develop communication materials (flyers, posts, emails, etc.) regarding changes that are proactive and clearly explains the reasons for these changes. | | | |
| 16 | Require vendors to wash or sanitize their hands immediately upon entering the store. | | | |

Tool 2: Safety in an Office Space Checklist

AT THE ENTRANCE:

- Ensure employees are screening themselves for symptoms before entering the building, and not coming to work if they are having any symptoms
- Post signage reminding employees and visitors of the symptoms of COVID-19
- Restrict the number of employees present on premise to no more than is strictly necessary to perform essential operations
- Provide tape or other means of marking on the floor to show people where to stand if you have a reception area
- Promote flexible/remote work schedules to reduce the number of employees in the office at any given time
- Disinfect high touch surfaces like door handles, light switches, and restrooms frequently using an EPA approved disinfectant effective against COVID-19
- Eliminate self-serve water, coffee and candy dishes

RECEIVING DELIVERIES:

- If providing delivery services or receiving deliveries, utilize no contact strategies to avoid unnecessary face to face contact (no door to door sales)
- Limit and/or designate areas that packages and mail can be dropped off minimizing the number of delivery drivers coming into your office space

THROUGHOUT THE OFFICE:

- Spread out workstations so employees can remain 6 feet apart at all times
- Limit shared equipment/electronics like phones, computers, etc. and disinfect between employee use
- Minimize contact between employees
 - Limit/eliminate in person meetings, use ZOOM, Skype, or other means of meeting that are not in person
 - No hand shaking, high fives or other direct person to person contact
- Provide hand sanitizer stations
- Send sick employees home immediately and disinfect their work area

IN SHARED SPACES:

- Ensure handwashing sinks in break rooms and restrooms are always stocked with soap and disposable paper towel
- Remove extra chairs and tables in breakroom to allow people to remain 6 feet apart when possible
- Disinfect high touch surfaces in these areas frequently
- Discontinue shared snacks or potluck style food activities

Guidance Resources:

WEDC: <https://wedc.org/reopen-guidelines/>

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

CDC

https://content.govdelivery.com/attachments/topic_files/WIDHS/WIDHS_172/2020/05/15/file_attachments/1452257/CDC-reopen-decision-trees_1452257.pdf

Tool 3: Safety in a Retail Space Checklist

AT THE ENTRANCE:

- Post signage reminding customers and employees to check for symptoms and do not come into the store if they are sick
- Provide hand sanitizer/sanitizer wipes for wiping cart handles
- Maintain secondary exits accessible in case of emergency
- Encourage curbside pick up
- Limit number of customers in the store at any given time
 - Establish lines to regulate entry in accordance with the above occupancy restrictions with markings for patrons to enable them to stand at least six feet apart from each other while waiting (consider alternatives to lines such as allowing customers to wait in their cars for a text or call when it's their turn to enter)

THROUGHOUT THE STORE:

- Provide arrows encouraging one-way traffic up and down store aisles
- Provide tape or other means of marking on the floor to show customers where to stand when waiting in high traffic areas (at the deli or post office counter)
- Use PA system to message social distancing and shopper safety to customers
- Encourage use of cart to facilitate social distancing
- Limit/stagger times when vendors or employees are stocking shelves
- Provide hand sanitizer stations
- Minimize contact between employees and customers and maintain social distance amongst employees as well
- Discourage employees from sharing phones, desks, offices, or equipment/tools they need to do their jobs (disinfect between use when shared equipment is required)
- Allow employees to wear face covering if they choose
- Ensure employees are screening themselves for symptoms before entering the building, and throughout their work day
- Send sick employees home immediately, and disinfect their work area
- Encourage curbside pick up

AT THE CHECK-OUT:

- Use markings on the floor or footprint graphic (attached or on website) to show customers where to stand
- Use every other check-out lane
- Disinfect high touch surfaces as often as possible (key-pads, pens, conveyor belts) with an EPA approved disinfectant effective against COVID-19
- Provide hand sanitizer to employees to use between customers
- Install physical barriers such as clear, plastic sneeze shields

IN SHARED SPACES:

- Ensure handwashing sinks in break rooms and restrooms are always stocked with soap and disposable paper towel
- Remove extra chairs and tables in breakroom to allow people to remain 6 feet apart when possible
- Disinfect high touch surfaces in these areas frequently

Guidance Resources:

WEDC: <https://wedc.org/reopen-guidelines/>

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

CDC

https://content.govdelivery.com/attachments/topic_files/WIDHS/WIDHS_172/2020/05/15/file_attachments/1452257/CDC-reopen-decision-trees_1452257.pdf

Tool 4: Faith and Spiritual Guidelines

Guidance resources:

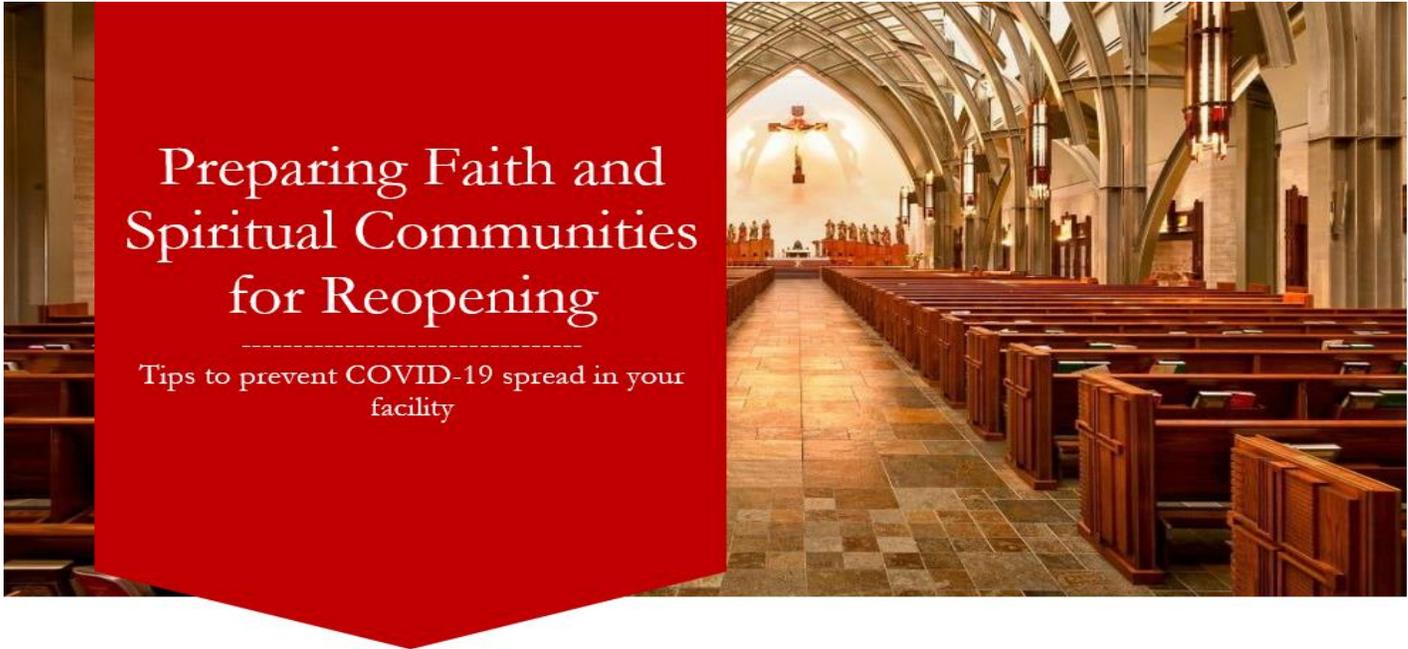
CDC: <https://www.cdc.gov/coronavirus/2019ncov/community/organizations/index.html>

DHS: <https://www.dhs.wisconsin.gov/covid-19/community.htm>

CDC <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/guidance-community-faith-organizations.html>

CDC Reopen Decision Tree

https://content.govdelivery.com/attachments/topic_files/WIDHS/WIDHS_172/2020/05/15/file_attachments/1452257/CDC-reopen-decision-trees_1452257.pdf



Preparing Faith and Spiritual Communities for Reopening

Tips to prevent COVID-19 spread in your facility

Develop a plan. Ask yourself questions like these: How will you share information? How will you provide services to those that are at risk (children, older adults, immuno-compromised individuals)? Make a plan for when you would postpone or cancel services, classes, or events. How would you communicate scheduling changes? Learn more here: bit.ly/prepforworkplaces.

Sick members should stay home. Sick people should not come to services, classes, or other events. Encourage participation with remote options if you offer them. If you typically require attendance for certain classes, implement flexible attendance policies.

Offer remote participation. If the resources are available, record or livestream services, classes, and events and communicate these options to members.

Alter certain customs and rites. Many communities have a time of greeting one another by shaking hands or embracing. Suggest members nod or smile instead. If your community emphasizes eating or drinking from shared dishes or cups, consider using single serve options instead. Offer hand sanitizer before these types of activities.

Promote everyday prevention measures. CDC has a lot of resources: bit.ly/cdcfluresources. Include reminders in bulletins, programs, and other materials about staying home when sick, covering cough/sneezes with tissues, and washing hands. Reinforce these messages with kids during their lessons, as appropriate.

Clean and disinfected properly. Have tissues, hand sanitizer and disinfectant wipes available. Basic information on how to clean and properly disinfect can be found here: bit.ly/cleaningworkspaces.

Enforce social distancing. Have members from different households spread 6 feet apart. |

Reinforce food safety practices. Many communities prepare and serve meals together. Continue to follow the food preparation and handling tradition you already practice and add extra emphasis on cleaning surfaces and washing hands.

Outdoor Services. If you decide to hold an outdoor service, enforce social distancing and other preventative strategies.

Tool 5: Recommended Elements of Sick Policy

During the COVID-19 pandemic, businesses should reduce the risk of virus transmission between staff and customers. One of the most critical elements of this process is implementing a strict sick policy, designed to identify staff members at risk of having COVID-19 based on their symptoms, exposure status, and/or travel history. Staff members should be informed frequently of the policy and told about the conditions under which they should not report to work, which should include:



- Have symptoms consistent with COVID-19¹
- Live in a household with someone exhibiting fever or respiratory symptoms who either has not been tested for COVID-19 or tested positive for COVID-19
- Has had direct contact with a laboratory-confirmed positive case
- Has recently had non-essential travel

Tool 6: Sample Sick Policy

A sample policy is provided below:

[BUSINESS NAME] is fully committed to safeguarding the health and safety of all staff and customers. For this reason, effective immediately, [BUSINESS NAME] enacts the following policy applicable to all staff members, regardless of position or authority:

- All staff members will complete a “daily active monitoring” form regarding any symptoms they may have. This form must be completed at the beginning of every shift.
- Staff members who have any symptoms consistent with COVID-19 will not be allowed to work.
- Staff members living in a household where individual member(s) have symptoms who have not been tested for COVID-19 or who tested positive for COVID-19 will not be present in the workplace.
- Staff members who have recently traveled outside of the community will not be allowed to return to work until 14 days after the most recent travel.

Tool 7: Quarantine and Isolation



Public Health is often asked for case-by-case guidance on whether employees should be allowed to work based on symptoms they experience, exposures they may have in their households and travel history.

If you believe that a staff member should be in isolation or quarantine, or if you have any questions about isolation and quarantine, please call the Iowa County Health Department at 608-930-9870 and ask to speak with a Public Health Nurse.

¹ We are learning more about COVID 19 symptoms every day. Please see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> for the latest list of common symptoms.

Tool 8: Sample Active Monitoring System

Each business should have an “active monitoring” system, in which each staff member is asked about their symptoms, exposures and travel history prior to starting each shift. When possible, it is good practice to check staff member temperatures prior to the start of a shift.



Any staff member who has any of the following symptoms should be excluded from work²:

- Fever (100.0 F or higher)
- Feeling feverish
- Chills
- Muscle aches
- Cough
- Sore throat
- Feelings of tightness in chest
- Shortness of breath
- Difficulty breathing
- Loss of sense of taste or smell

Additionally, **any staff member who reports they have a household member who is positive for COVID-19 or has symptoms of COVID-19 and is not being tested** should be excluded from work.

Finally, **any staff member who has had non-essential travel**, even if it was just through an airport or on a road trip may be excluded from work.

How to Implement

There are a variety of ways you can implement an active monitoring program:

- Have one or two entrances that staff are required to use. Before they enter the building, station designated staff members at those entrances to ask the screening questions (and, if applicable, to take temperatures).
- Require all staff members complete an electronic version of the questionnaire on a platform such as Google forms and allocate management to look through the answers and identify any staff members who should be excluded.

Recommended Questions

We recommend that you include the following questions in your active screening questions:

- Do you currently have any of the following symptoms? [LIST SYMPTOMS]
- Is there anyone else in your household that has any symptoms?
- In the past 14 days, have you been in contact with someone who was diagnosed with COVID-19?
- In the past 14 days, have you traveled outside of your community?

² We are learning more about COVID 19 symptoms every day. Please see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> for the latest list of common symptoms.



SELF-MONITORING INFORMATION SHEET

To ensure all of our safety during the COVID-19 outbreak, all employees are asked to self-monitor for symptoms of COVID-19. Please complete the following **BEFORE COMING TO WORK**.

What is self-monitoring?

Self-monitoring means that you monitor or watch yourself for the following symptoms of COVID-19 and if you develop symptoms, report them to your supervisor:

- Fever over 100.0 F
- New or worsening cough
- Chills
- Sore throat
- Shortness of breath
- Loss of smell or loss of taste
- Headache



Why should I self-monitor?

The purpose of self-monitoring is to identify illness early and self-isolate at home to reduce the potential transmission to others you work with. It is a good idea to be aware of any of the symptoms of COVID-19 listed above that you might have. If you develop symptoms you can protect others by staying home. If you are unwell, call your healthcare provider so you can receive the right care and advice.

What should I do if I develop symptoms of COVID-19 or my symptoms worsen? IF YOU ARE SICK, STAY HOME

If you have a fever **OR** any symptoms of COVID-19 listed above, you **MUST STAY HOME** and immediately notify your supervisor. If your symptoms worsen enough that you feel that you need to see a healthcare provider, call your healthcare provider **BEFORE** going seeking medical care in person. When arriving at a healthcare facility, wear a face mask and let the staff know that you are ill and have symptoms of COVID-19.

If your symptoms are severe, call 9-1-1.

Tool 9: Strategies to Limit Traffic Flow

This guidance is geared towards retail operations. If other types of businesses need guidance, please call the Health Department.

Businesses should take steps to limit the amount of traffic in their stores, which should include a variety of strategies to reduce transmission risk for both customers and staff.

Some strategy ideas you can consider include:

- **Retail stores must:**
 - Consider if curbside pick-up is feasible.
 - Limit the number of customers:
 - Offer at least 2 hours per week of shopping time for vulnerable populations.
- **Physical Distancing Visuals:** Place tape on the floor in 6 ft increments to demonstrate appropriate physical distancing.
- **One or Two People Per Household:** Request that only ONE person per household come to the store; there will be circumstances where a parent must bring their child, but this should be gently discouraged on social media and on communications materials wherever possible.
- **All Businesses Should Limit the Number of Shoppers:** Businesses should limit the number of shoppers in their store at one time. It is essential that the mechanism of limiting entry does NOT create added problems such as people lining up shoulder to shoulder outside waiting for admission. Methods of achieving this goal might include:
 - Hand out a number, one per vehicle, and call numbers one at a time. Numbers could be called out via loudspeaker or displayed on a board.
 - Direct cars to numbered parking spaces and admit one occupant per vehicle in order, one at a time. Once the store reaches capacity, allow the next vehicle's occupant to enter only once another customer leaves.
 - Consider having customers sign up for an arrival time. For example, if 90 households could sign up for an entry time of 9 AM – 10 AM and another 90 households could sign up for an entry time of 10 – 11 AM, this may help curb the flow of traffic into the parking lot. You might consider having one section of the parking lot reserved for those who reserved their arrival time online, and a smaller portion of the parking lot for those who did not and who would have to wait longer.



Guidance Resources:

WEDC: <https://wedc.org/reopen-guidelines/>

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

CDC

https://content.govdelivery.com/attachments/topic_files/WIDHS/WIDHS_172/2020/05/15/file_attachments/1452257/CDC-reopen-decision-trees_1452257.pdf

Tool 9: Sample Handwashing Policy



Handwashing is one of the best ways to reduce virus transmission. Employers should create a policy regarding more aggressive handwashing for employees that includes specific times when handwashing is expected. A sample hand-washing policy is provided below.

[BUSINESS NAME] is fully committed to safeguarding the health and safety of all staff and customers. For this reason, effective immediately, all [BUSINESS] employees will be required to wash hands with soap and warm water frequently. At a minimum, this must include:

- At the beginning of each shift, before interacting with other staff, customers, or business surfaces
- When switching business tasks, such as checking and stocking shelves
- Before and after short breaks and lunch breaks
- After direct physical interaction with customers, staff or vendors
- When hands are visibly soiled

We suggest that you create a visual version of this type of information and display it in all bathrooms, break rooms, food preparation areas, staff meeting rooms, by time clocks/computers, and in other locations where staff frequent. A sample flyer, which you are welcome to use if helpful, is provided on the next page.

See CDC [Handwashing: Clean Hands Save Lives](#) for more.

WHEN EMPLOYEES MUST WASH HANDS



WARM WATER + SOAP + 20 SECONDS

Employees must wash hands with warm water and soap for 20-30 seconds. Be sure to clean under nails.



WHEN YOU ARRIVE AT WORK

Employees should wash hands as soon as they arrive at work, before interacting with staff, customers or business surfaces.



AFTER TOUCHING OTHERS

Employees should try not to physically touch others when possible, but when it is necessary, they should wash their hands immediately.



SWITCHING TASKS

Employees must wash hands when switching between business tasks, such as between stocking and checking.



BEFORE AND AFTER BREAKS

Employees must wash hands before and after taking breaks and after lunch breaks.

» WASH YOUR HANDS! «



1. **Wet** your hands with clean, running water (warm or cold), and apply soap.



2. **Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



4. **Rinse** your hands well under clean, running water. Let the water run back into the sink, not down to your elbows.



5. **Dry** your hands using a clean towel or air dry them.



Tool 11: Recommendations for Designated Shopping Hours

Specific members of our community are at higher risk for develop severe complications of illness, including COVID-19. Essential retail stores are required to offer at least 2 hours per week of shopping time for vulnerable populations. We recommend that all other retail stores provide designated shopping times that are only for vulnerable populations. Designated hours should ideally include times when cleaning activities have just been completed and items have been recently restocked.



Populations that should be considered for such designated shopping hours include individual who are:

- Over the age of 60
- Immune-compromised because of pre-existing health conditions or medications like chemotherapy
- Pregnant or those with a child under the age of 6 months that they cannot leave at home with another caregiver

Tool 12: Recommendations for Employees Considered for Re-Assignment

Specific members of our community are at higher risk for develop severe complications of illness, including COVID-19. These include individuals over the age of 60, those with a weakened immune system to other health conditions of medications like chemotherapy or steroids, those who are pregnant, and individuals who live with or care for people who have weakened immune systems.

It is likely that some of your employees are among those who would be at higher risk for developing severe disease. It would be appropriate to allow employees to self-disclose this information if they choose, and to re-allocate those staff members to occupational assignments that do not require as direct contact with others. For example, a checker who would usually be interacting with customers could be re-allocated to stocking shelves.

Tool 13: Considerations for Handling Symptomatic Customers

Employees should be on the lookout for customers or other staff members exhibiting symptoms of COVID 19. As a reminder, symptoms include³:

- Fever (100.0 F or higher)
- Feeling feverish
- Chills
- Muscle aches
- Cough
- Sore throat
- Feelings of tightness in chest
- Shortness of breath
- Difficulty breathing
- Loss of sense of taste or smell

Other Employees: If an employee has a concern that a colleague may be symptomatic, there should be a no-fault policy in which the employee can raise a concern with management. Management should then approach that individual and, in a very respectful

³ We are learning more about COVID 19 symptoms every day. Please see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> for the latest list of common symptoms.

and professional manner, inquire about whether that individual has symptoms. Anyone who has symptoms, exposure history or significant travel history per information should be asked to go home without penalty.



Customers: If a customer is identified as definitively having symptoms, the employee or a manager should tactfully ask the customer to leave the premises for the protection of employees and customers. If the customer refuses to comply and the situation escalates, management should enact whatever their normal system is for handling such situations, to include notifying law enforcement.

Tool 14: Sample Disinfection Practices

It is not certain how long COVID-19 survives on surfaces, but emerging evidence suggests that the virus may survive on surfaces for a few hours or up to several days depending on various factors, such as the type of surface, humidity of the environment, exposure to heat, cold, sunlight and ventilation.

If you think a surface may be infected, clean it with simple disinfectant to kill the virus and protect yourself and others. Wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.

| Surface | Amount of Time | Examples |
|---------------------------------------|----------------|---|
| Metal (other than those listed below) | 5 days | Doorknobs, jewelry, silverware |
| Ceramics | 5 days | Dishes, pottery, mugs |
| Glass | 4-5 days | Drinking glasses, measuring cups, mirrors, windows |
| Wood | 4 days | Furniture, decking |
| Plastics | 2-3 days | Packaging like milk containers and detergent bottles, subway and bus seats, backpacks, elevator buttons |
| Stainless steel | 2-3 days | Refrigerators, pots and pans, sinks, some water bottles |
| Cardboard | 24 hours | Shipping boxes |
| Disposable gown | 1-2 days | |
| Aluminum | 2-8 hours | Soda cans, tinfoil, water bottles |
| Copper | 4 hours | Teakettles, cookware |
| Paper | Varies | Some strains of coronavirus live for only a few minutes on paper, others live for up to 5 days. |

Cleaning and Disinfecting after a confirmed COVID-19 case



It is important to clean and disinfect spaces in order to avoid further spread of Coronavirus (COVID-19). This document can help guide you on what areas to disinfect, what disinfecting products to use, how to disinfect, what protective equipment to wear, and who should disinfect the contaminated areas. The cleaning procedures in this document should reduce any health hazard risk.

What to Clean:

- **Clean and disinfect high-touch surfaces.** Focus on bathrooms, common areas, and areas where the person with COVID-19 was for extended periods of time. Concentrate on high touch surfaces such as tables, hard-backed chairs, doorknobs, light switches, handles, desks, toilets, and sinks.
- **Janitorial staff should be tasked with cleaning and disinfection.**
- **Wear disposable gloves when cleaning and disinfecting surfaces.** All gloves should be thrown away after each cleaning/disinfection and should not be used for other purposes. Gloves should be changed if torn.
- **Clean hands immediately** after gloves are removed and thrown away.



How to Clean and Disinfect:

If surfaces are dirty, clean surfaces using a detergent or soap and water before disinfection.

HARD SURFACES

- For disinfection, clean surfaces using diluted household bleach solutions, alcohol solutions with at least 70% alcohol, or most common EPA-registered household disinfectants.
- Use diluted household bleach solutions. Follow manufacturer's instructions for application and proper ventilation.
- Make sure the product is not expired.
- Never mix household bleach with ammonia or any other cleanser.

SOFT (POROUS) SURFACES

- Remove visible contamination if present and clean with appropriate cleaners indicated for use on soft surfaces.
- Launder items following the manufacturer's instructions.
- If possible, launder items using the warmest water setting for the items and dry items completely.
- If you cannot launder items, use products EPA-approved for emerging viral pathogens that work for soft surfaces.

What Products to Use:

- Household bleach will be effective against COVID-19 when properly diluted.

PREPARE A BLEACH SOLUTION BY MIXING:

- 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water
- Do **NOT** use expired household bleach
- Wipe bleach solution onto the surface and allow the surface to air-dry
- Other EPA-registered household disinfectant products are expected to be effective against COVID-19. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).



LOOKING FOR MORE INFORMATION?

Visit the [CDC environmental cleaning and disinfection website](#) for updated information.



Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

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

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**

Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



CS316248A 04/01/2020

cdc.gov/coronavirus

- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a sick person.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

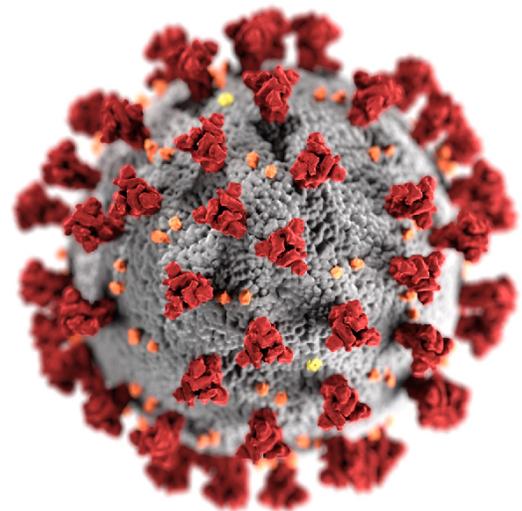
Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on [disinfecting your home if someone is sick](#).

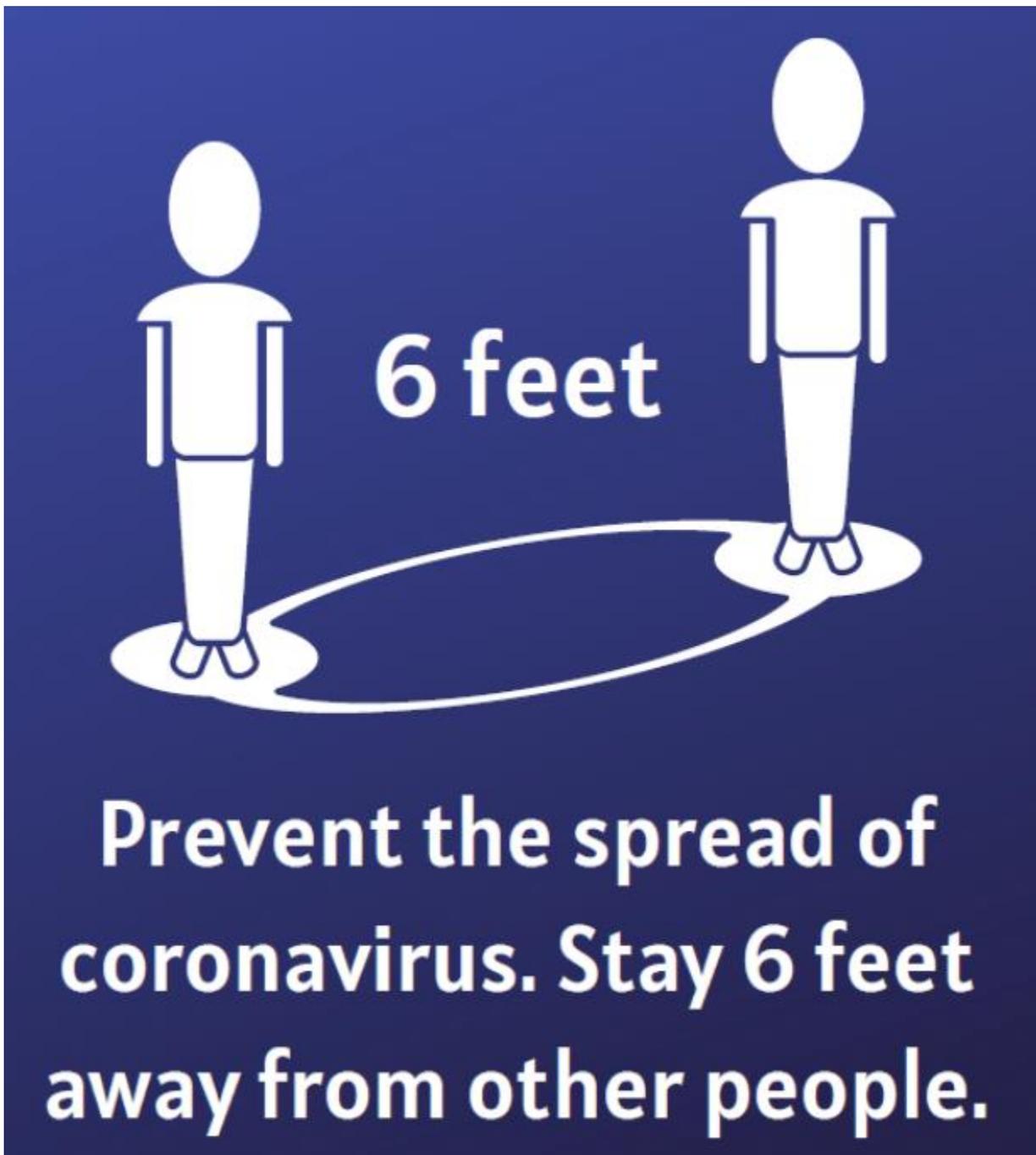


Tool 15: Social Distancing Requirements

Social distancing, sometimes referred to as physical distancing, is the practice of staying at least six feet apart from others that are not in the same household as you (i.e., you don't live with). Put distance between yourself and other people outside of your home.

- Remember that some people without symptoms may be able to spread the virus.
- Stay at least six feet (about 2 arms' length) from other people.
- Do not gather in groups.
- Keeping distance from others is especially important for [people who are at higher risk](#) of getting very sick.
- Cloth face coverings are not a substitute for social distancing.

Avoid close contact with people who are sick, even inside your home. If possible, maintain six feet between the person who is sick and other household members.



COVID-19 Facts: Why Social Distancing?

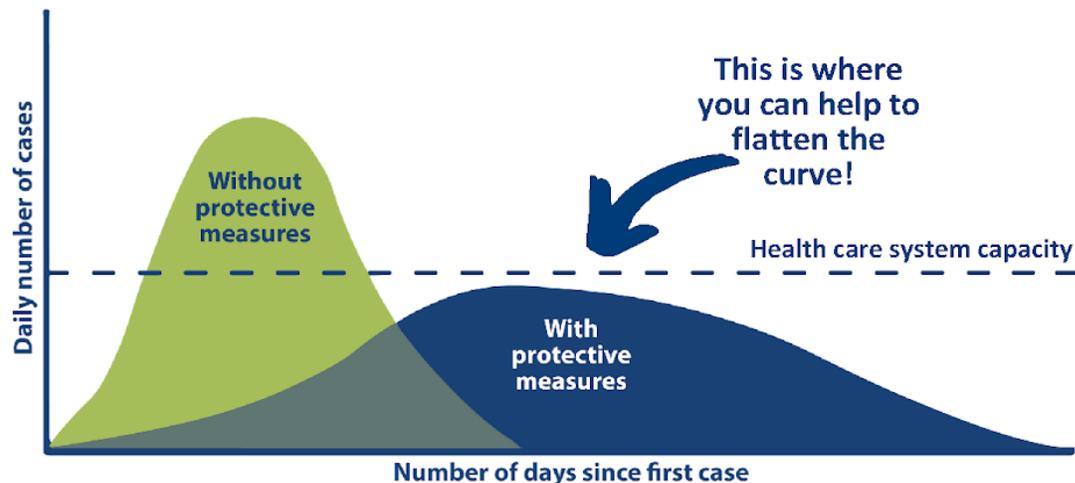


What is social distancing?

Social distancing means minimizing contact with people and keeping a distance of at least six feet between you and others. These measures are put in place to help slow down or stop the spread of a contagious disease. On a large scale, examples of social distancing are limiting gatherings of 10 people or more, canceling events, and closing buildings. On a small scale, these measures include practicing good hygiene habits and limiting in-person contact with others.

What purpose does social distancing serve?

Protective measures like social distancing are proven to "flatten the curve," in other words decrease the daily number of cases of a contagious disease. Mass gatherings of 10 people or more during an outbreak can result in a large number of ill people. These large numbers can quickly overwhelm local hospitals and clinics. By following the recommendations from the Department of Health Services and the Centers for Disease Control and Prevention, we can slow transmission and prevent more cases.



What can I do right now?

You play an important role in the stopping the spread of COVID-19. Here are some everyday preventive measures that can slow or stop the spread to yourself and others:

- Avoid close contact with people who are sick.
- Stay home when you are sick, except to get medical care.
- Wash your hands regularly for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Stay at least six feet away from other people.
- Stay at home as much as possible. Cancel events and avoid groups, gatherings, playdates, and nonessential appointments.
- Clean frequently touched surfaces and objects daily (e.g., tables, counter tops, light switches, doorknobs, and cabinet handles). See CDC's recommendations for household cleaning and disinfection.

If you or someone you know is more vulnerable, for example elderly or part of a high-risk population, take extra precaution. Adopt these social distancing measures over the next eight weeks to protect you and your loved ones.



Tool 16: Considerations for Use of Masks by Employees



If you are able to procure or make cloth masks for your employees, you should provide them to staff. Masks should be washed in warm water with detergent daily and whenever soiled. Employees should be reminded that masks protect other people from their germs but does not provide good protection for that employee against other people's germs. Social distance and good hand hygiene is the best line of defense and should be maintained between both employees and customers. Providing masks for customers has a variety of issues and resource concerns.

Please keep in mind that children and people with certain conditions may not be able to wear masks safely and should not be universally required to.

CLOTH FACE MASK GUIDANCE

1

WHEN SHOULD I WEAR A CLOTH FACE MASK?

- When you are outside the home conducting essential activities (*going to work, to the grocery store, pharmacy, banking and enjoying outdoor activities while maintaining social distancing*)
- If you are sick (*coughing or sneezing*) or have seasonal allergies

2

HOW SHOULD I WEAR A CLOTH FACE MASK?

- Before putting on a mask, wash your hands with soap and water or an alcohol-based hand sanitizer
- Make sure your mask covers your mouth and nose with no gaps between your face and the mask
- Do not touch your mask while wearing it; if you do, wash your hands
- Replace the mask with a new one as soon as it is damp
- Always wear your mask with the same side facing outwards
- Wash your mask after each use, or at least daily

3

WHO SHOULDN'T WEAR A CLOTH FACE MASK?

- Children younger than 2 years of age
- Anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cover without assistance
- Healthcare workers should not use a cloth face mask as their only form of personal protective equipment (PPE)

4

HOW CAN I GET A CLOTH FACE MASK?

- Make your own. Keep the following in mind:
 - Build a mask that tightly encloses the area around the nose and mouth, from the bridge of the nose down to the chin, and extending to the cheek beyond the corners of the mouth, so no gaps occur when talking or moving
 - Use mask material that is tightly woven but breathable. Double-layer the fabric if needed
 - *Masks must be made from washable fabric and should be washed after each use*
 - The mask should be tolerant of expected amounts of moisture from breathing
 - Have a bag or bin to keep cloth face masks in until they can be washed. If you must re-wear your cloth face mask before washing, wash your hands immediately after putting it back on and avoid touching your face

HOW EFFECTIVE ARE MASKS AT PREVENTING THE SPREAD OF THE VIRUS?

There is limited evidence to suggest that use of cloth face coverings by the public during a pandemic could help reduce disease spread. Their primary role is to reduce the release of infectious particles into the air when a sick person speaks, coughs or sneezes. A mask does not provide full protection. **Remember to continue to do the following:**

- Clean your hands frequently with soap and water
- Practice physical distancing, staying at least 6 feet away from other people
- Stay at home as much as possible, only leaving for essential tasks

Face masks may increase risk if users reduce their use of strong prevention measures when using cloth face masks, such as physical distancing, frequent hand washing and remaining at home except for essential activities. Surgical masks and respirators should be saved for healthcare workers due to the shortage of these supplies.

FACE MASK AND GLOVE DONNING/DOFFING

1

PUTTING ON A FACE MASK

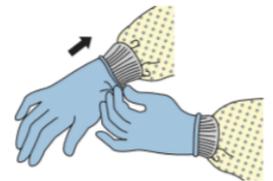
- Clean your hands with soap and water (or hand sanitizer) before touching mask.
- Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
- Hold the mask by the ear loops. Place a loop around each ear.
- Pull the bottom of the mask over your mouth and chin. Mold or pinch the top of the mask to the shape of your nose. The mask should cover your mouth and nose with minimal gaps between your face and the face mask.



2

PUTTING ON GLOVES

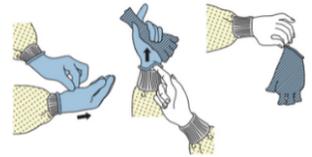
- Clean your hands with soap and water (or hand sanitizer) again.
- Put on gloves. Pull the gloves down as far down your hands as they go.



3

TAKING OFF GLOVES

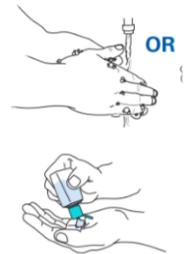
- Pinch the outside of the glove near the wrist. Peel downwards, pulling the glove inside out.
- With your ungloved hand, slide your finger under the wrist of your remaining glove. Peel downwards, peeling the glove inside out.
- Discard and wash your hands.
- Gloves have a maximum of four hours of continuous use. Gloves should always be discarded after visible soiling or contamination with blood, respiratory or nasal secretions or other body fluids, any sign of damage or degradation are observed. Gloves should not be re-used.



4

TAKING OFF FACE MASK

- After leaving the house you can remove the face mask. Wash your hands before removal.
- Do not touch the front of the face mask. Carefully unhook the straps from your ears and pull the face mask away from your face without touching the front of the mask.
- Place the mask in a storage bag and leave bag open to allow for drying.
- The face mask should be discarded if soiled, damaged or hard to breathe through.
- Wash your hands after removing the face mask.



USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

Remember to continue to do the following:

- Clean your hands frequently with soap and water
- Practice physical distancing, staying at least 6 feet away from other people
- Keep your hands away from your face. If you touch your face or mask, wash your hands
- Limit surfaces touched
- Change gloves when torn or heavily contaminated

Face masks may increase risk if users reduce their use of strong prevention measures when using face masks, such as physical distancing and frequent hand washing.



Tool 17: Wisconsin Economic Development Corporation (WEDC) Guidelines

Wisconsin businesses look forward to a future when they can return to providing the products and services their customers need and crave, unencumbered by threats to the health of their employees and those they serve. Working toward that future will require the gradual adoption of new business practices that reflect the evolving reality of the COVID-19 pandemic and our success in mitigating the effects of this unprecedented global health emergency.

With input from national and state health and industry experts and in partnership with DHS, the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP), the Wisconsin Department of Safety and Professional Services, the Wisconsin Department of Tourism and regional economic development partners, WEDC has compiled a series of industry-specific documents to help you get back to business while taking the necessary precautions to maximize safety. Following these [guidelines](#) will help us all get Wisconsin's economy back on track.

- [General Guidelines](#)
- [Agriculture](#)
- [Construction](#)
- [Entertainment/Amusement](#)
- [Gyms & Fitness Centers](#)
- [Hair & Nail Salons](#)
- [Hospitality/Lodging](#)
- [Manufacturing](#)
- [Outdoor Gatherings](#)
- [Outdoor Recreation](#)
- [Professional Services](#)
- [Public Facilities](#)
- [Restaurants](#)
- [Retail](#)
- [Transportation](#)
- [Warehouse and Wholesale Trades](#)

Tool 18: Additional Resources

Centers for Disease Control and Prevention (CDC):

- [Cleaning and Disinfection for Community Facilities](#)
- [Disinfecting Your Facility](#)
- [Guidance for Businesses & Employers](#)
- [Handwashing: Clean Hands Save Lives](#)
- [Print Resources](#)
- [Travelers' Health](#)
- CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>
- CDC
https://content.govdelivery.com/attachments/topic_files/WIDHS/WIDHS_172/2020/05/15/file_attachments/1452257/CDC-reopen-decision-trees_1452257.pdf

Environmental Protection Agency (EPA):

- [Disinfectants for Use Against SARS-CoV-2](#)

Occupational Safety and Health (OSHA):

- [Guidance on Preparing Workplaces for COVID-19](#)

- [Toxic and Hazardous Substances Standards](#)

Wisconsin Department of Health Services (DHS)

- [Print Resources](#)