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# COVID-19 Business & Community Toolkit

Guidance for Reopening  
Safely, Responsibly and  
Confidently



Monroe County  
**Health**  
DEPARTMENT

*Serving the Community since 1921*

## About this toolkit

This document provides businesses and other agencies with broad guidance on preparing for reopening during the COVID-19 pandemic. This toolkit provides sample policies, recommendations, procedures, as well as sector-specific advice to assist in taking actions to prevent a facility from being an environment where transmission occurs.

Monroe County Health Department encourages organizations to consider this guidance holistically, and apply it where able. **Organizations should feel empowered to enact the solution most appropriate to their needs and should consider what their actions will be if there is another wave of COVID-19.** NOTE: Businesses and organizations should seek guidance from legal counsel and insurance providers to review any questions or concerns about liability.

This document may be updated as new guidance comes out. Please visit <http://healthymonroecowi.org/covidtoolkit> for the latest version. Call (608)269-8666 with any questions.

This toolkit was adapted from the La Crosse County's business toolkit and the *Blueprint for Reopening Washington and Ozaukee Counties-FAQ*. Thank you to the La Crosse County Health Department and the Washington Ozaukee Public Health Department for sharing your work with other counties for adaptation.



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## Common Questions/Concerns

### 1. What are the symptoms of COVID-19?

- a. These symptoms may appear 2-14 days after exposure to the virus:
  - i. Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.
  - ii. For more information from the CDC, click [here](#).

### 2. How long should I self-isolate if I test positive for COVID-19?

- a. Symptomatic individuals with suspected or confirmed COVID-19 should remain in isolation until:
  - i. At least 10 days have passed since symptoms first appeared, AND
  - ii. At least 3 days (72 hours) have passed since recovery. Recovery is defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (cough, shortness of breath).
- b. Asymptomatic (Symptom-Free) individuals with lab-confirmed COVID-19 should remain in isolation until:
  - i. At least 10 days have passed since the collection date of their first positive COVID-19 test, assuming they have not subsequently developed symptoms. NOTE: patients who develop COVID-19 symptoms during this period should extend isolation precautions for at least 10 days from the date of your symptoms onset (see above.)

### 3. I came in close contact with someone who had COVID-19. How long should I quarantine?

- a. COVID-19 usually shows symptoms between 2-14 days after exposure. You should stay home for at least 14 days after exposure. If you develop symptoms, call your health care provider to get tested. Contact the health department for quarantine guidance.

### 4. Where can I go for guidance on best business practices?

- a. On May 7, 2020, the State released [Wisconsin General Guidance for All Businesses: Best Practices to Reopen](#)
- b. Visit <https://wedc.org/reopen-guidelines/> to see the full list of guidelines, broken out by sector.
- c. Visit your trade organization or professional association for information.

### 5. What should I do if my employer is trying to force me to work while sick?

- a. Contact the [Wisconsin Department of Workforce Development](#).

### 6. Should I wear a cloth mask in public?

- a. Yes, refer to the [CDC](#) for guidance on proper face coverings.

## RISK ASSESSMENT

As the economy begins to reopen in Monroe County, businesses and organizations should proactively create plans and policies to ensure the safety of their employees and the people they serve. One important step businesses and organizations can take is to conduct a risk assessment. Decisions driven by risk assessments will support protection of the health and safety of the public.

Throughout the FAQ, we have included high-level risk assessment scores from Johns Hopkins' [Public Health Principles for a Phased Reopening During COVID-19: Guidance for Governors](#), where applicable. Not every sector has a risk score at this time. The scores are based on available published data and were determined by a group of public health and business experts. However, exact quantification of the risks of various activities is not possible. No mitigation step will reduce the risk completely, and even with multiple mitigation steps in place, some businesses or organizations may be too high a risk to open until a later date.

**We encourage each business/organization to conduct a risk assessment specific to their trade and operational structure.**

### **Risk Assessment Guide**

- Assessing the risks requires a measurement of the **likelihood** of increased transmission and the **consequences** of that transmission.
- **Likelihood** – probability that reopening and organization where people will congregate will cause significantly increased transmissions.
- **Consequence** – impact that increased transmission could have on individuals or communities.

**Risk can be assessed by categorizing business functions/operations into 3 categories:**

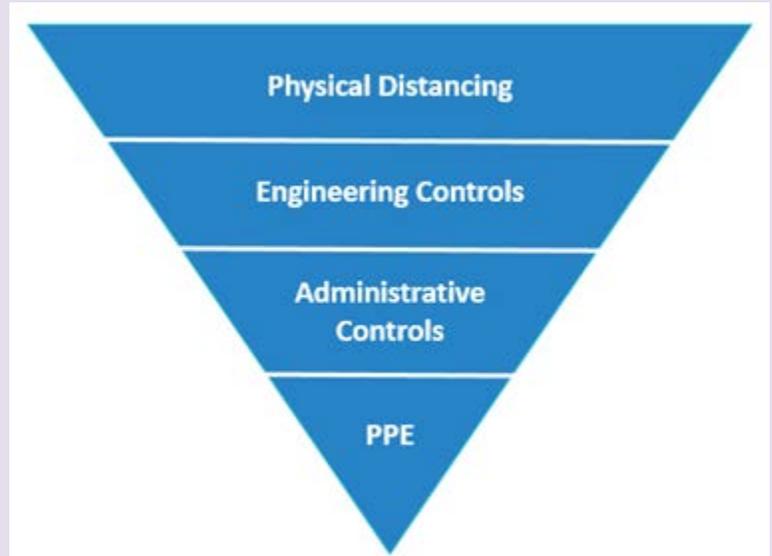
- **Contact Intensity & Duration**
  - o High Contact – activities involve prolonged close contact → e.g., sharing a dorm room
  - o Medium Contact – falls between high and low → sharing a meal in seats separated by several feet
  - o Low Contact – interactions that are brief and fairly distant → e.g., walking past someone in a shop
- **Number of Contacts** – approx. number of contacts is the approx. number of people in the setting at the same time (on average)
  - o Defined as Low, Medium, & High
  - o A higher number of contacts is presumed to be riskier
- **Modification Potential**
  - o A qualitative assessment of the degree to which activities can be modified to reduce risk
    - Examples include: physical distancing modifications in workplaces, PPE, etc.

***Special precautions should be taken to protect employees, potentially including restructuring duties to minimize person-to-person contact, changing work flows or operations to diminish risk, providing PPE for employees, and providing enhanced sanitation and hygiene supplies.***

### **Mitigation Strategies:**

Using the modified hierarchy of controls, COVID-19 mitigation measures can look like:

- **Physical Distancing** – wherever possible having people work or access the business from home; this should include restructuring responsibilities to minimize the numbers of workers that need to be physically present.
- **Engineering Controls** – creating physical barriers between people
- **Administrative Controls** – Redistributing responsibilities to reduce contact between individuals, using technology to facilitate communication
- **PPE** – having people wear non-medical cloth masks



We will do our best to continue to update the toolkit with resources and tools to help businesses/organizations make critical decisions regarding operations during the COVID-19 pandemic.

## Tool 1: Monroe County Health Department 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 4: 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 5: Sample Sick Leave Policy  Tool 6: Quarantine and Isolation Algorithm  Tool 7: Sample Active Monitoring System		
3	Develop a policy that limits the number of customers in the store at any one time	Tool 8: Strategies to Limit Traffic Flow		
4	Place tape on floor to keep six-foot distancing at heavily populated spots in the store, especially at cash register.			
5	Increase frequency of cleaning, sanitizing, and disinfecting your facility.			
6	Schedule hand washing for employees. Post the schedule in break room(s), bathrooms, and common areas; and send it out to employees via email.	Tool 9: 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.			
10	Develop a policy that designates shopping hours for customers at risk for severe disease.	Tool 10: Recommendations for Designated Shopping Hours		
11	Consider temporarily assigning employees at high risk for coronavirus to non-public-contact duties.	Tool 11: 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 12: 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 explain 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 are 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 (if you have a reception area), to show people where to stand.
- Promote flexible/remote work schedules to reduce the number of employees in the office at any given time.
- Frequently disinfect high touch surfaces like door handles, light switches, and restrooms 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 in order to minimize the number of delivery drivers coming into your office space.

### THROUGHOUT THE OFFICE:

- Spread out workstations so employees can remain six 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, other direct person to person contact.
- Send sick employees home immediately and disinfect their work area.

### IN SHARED SPACES:

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

For additional guidance, [view WEDC's recommendations for the professional services industry](#)

### Tool 3: Safety in a Retail Space Checklist

#### AT THE ENTRANCE:

- Post signage reminding customers and employees to check for symptoms and not to 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:
  - For stores with less than 50,000 sq. ft. of customer floor space, limit the number of people in the store (including employees) to 25% of the total occupancy.
  - For stores with more than 50,000 sq. ft. of customer space, limit the number of customers in the store at one time (excluding employees) to four people per 1,000 square feet of customer floor space.
    - Offer at least two hours per week of dedicated shopping time for vulnerable populations (people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease).
  - Establish lines to regulate entry in accordance with the above occupancy restrictions utilizing 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 carts 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 among employees.
- 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 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 hand wash sinks in break rooms and restrooms are always stocked with soap and disposable paper towel.
- Remove extra chairs and tables in break room to allow people to remain six feet apart when possible.
- Disinfect high touch surfaces in these areas frequently.

#### Tool 4: 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:



- Having symptoms consistent with COVID-19.<sup>1</sup>
- Living 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.
- Having had direct contact with a laboratory-confirmed positive case.
- Having recently had non-essential travel.

#### Tool 5: 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 6: Quarantine and Isolation Algorithm



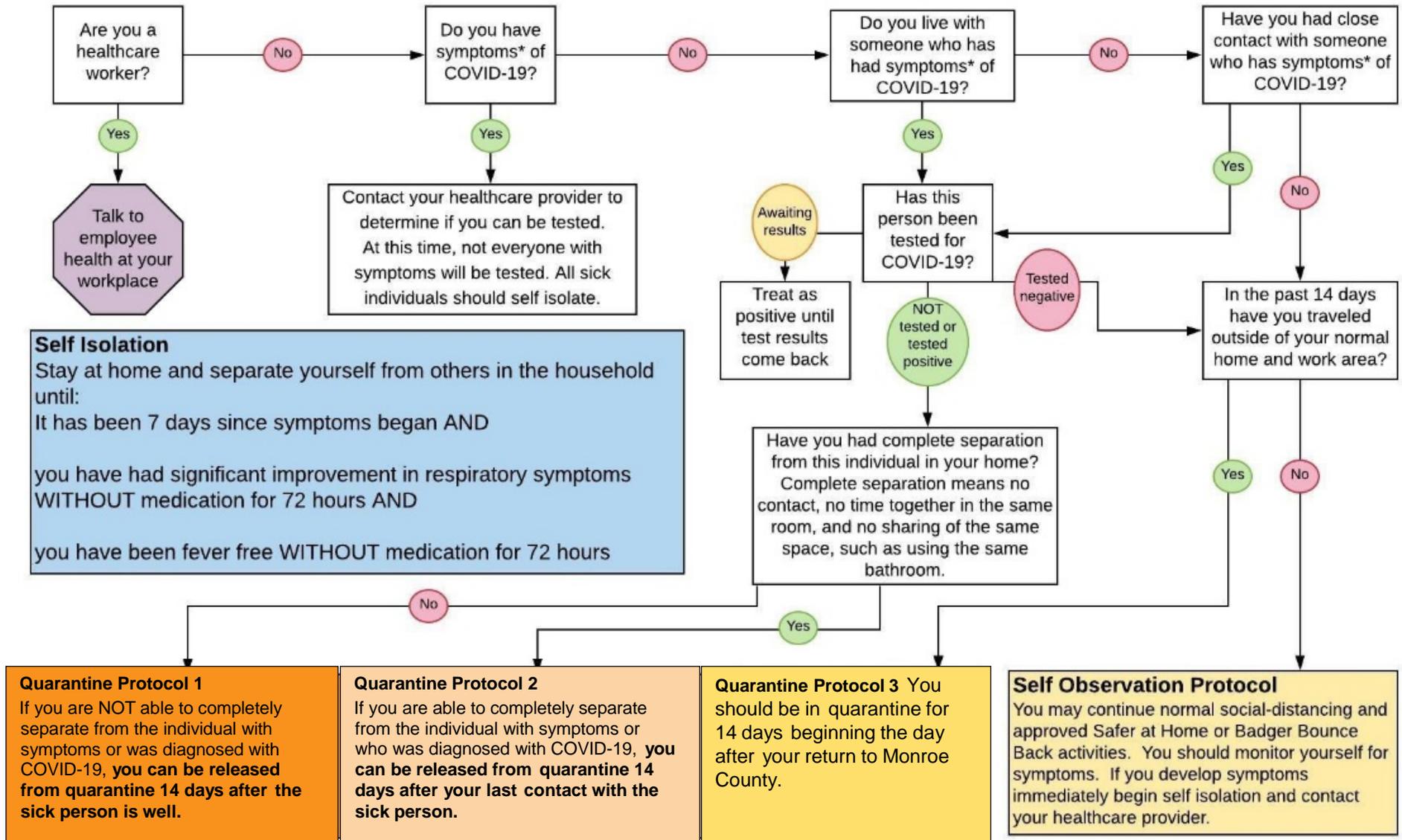
Monroe County Health Department has often been asked for case-by-case guidance on whether employees should be allowed to work based on symptoms they experience, exposures they may have in their households, and travel history. To standardize our responses to this question, we developed and utilize a “quarantine and isolation algorithm” that guides our recommendations regarding when someone can return to regular activity (including work). We are providing a copy of this algorithm to assist businesses in making determinations for staff.

**PLEASE NOTE: If you suspect that a staff member should be in isolation or quarantine, please call Monroe County Public Health Department at 608-269-8666 and ask to speak with a Public Health Nurse.**

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

# Quarantine and Isolation Algorithm



Quarantine means stay at home and do not go out into the community! Other people should drop off items you need. Monitor yourself twice daily for symptoms. If you develop symptoms immediately begin self isolation and contact your healthcare provider.

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



## Tool 7: 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 work<sup>2</sup>:

- Fever (100.4 F or higher)
- Feeling feverish
- Chills
- Muscle/body aches
- Cough
- Sore throat
- Congestion/runny nose
- Shortness of breath
- Difficulty breathing
- Loss of sense of taste/ smell
- Diarrhea/abdominal pain
- Nausea/vomiting

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 should 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 to 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]
- Sometimes, people feel “off” before they develop symptoms. Do you feel “different” today than you did yesterday?
- 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 done any non-essential travel?

**Coronavirus (COVID-19) Employee Screening Tool**

*Employer Version*



**Instructions:** Use this form to screen all entering employees. The Monroe County Health Department recommends that employees in congregate spaces be screened daily.

**Statement to Employee**

Coronavirus disease 2019 (COVID-19) is a respiratory disease that can result in hospitalization or death, even for young people with no underlying medical conditions. You can help prevent the spread of COVID-19 by staying at least 6 feet away from others, avoiding touching your face, coughing and sneezing into a tissue or an elbow rather than your hands, and washing your hands with soap and warm water for at least 20 seconds. Hand sanitizer can be used if soap and water are not available.

**EMPLOYEE NAME:** ( \_\_\_\_\_, \_\_\_\_\_ )

**DATE:** ( \_\_\_ / \_\_\_ / \_\_\_ )

<b>SYMPTOMS:</b>	
<p>In the past 24 hours, have you experienced:</p> <p>If employee has experienced any of the symptoms listed, they should not go to work.</p> <p>Guidance for Employer:</p> <ul style="list-style-type: none"> <li>• Send employee home to quarantine for no less than 7 days. They may return to work if symptom free for 72 hours.</li> <li>• Employee should call their health care provider for guidance</li> </ul>	<input type="checkbox"/> Fever (100.4 F or higher) <input type="checkbox"/> Cough <input type="checkbox"/> Feeling feverish <input type="checkbox"/> Sore throat <input type="checkbox"/> Loss of sense of taste/ smell <input type="checkbox"/> Chills <input type="checkbox"/> Muscle/body aches <input type="checkbox"/> Congestion/runny nose <input type="checkbox"/> Shortness of breath/difficulty breathing <input type="checkbox"/> Diarrhea/abdominal pain <input type="checkbox"/> Nausea/vomiting
<b>POTENTIAL CONTACT:</b>	
If employee answers “yes” to either of these questions, they should go home and self-quarantine for 14 days.	
Have you had close contact with a confirmed COVID-19 patient while that person was ill?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In the last 14 days, have you traveled via airplane internationally or domestically?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Coronavirus (COVID-19) Employee Screening Tool**  
*Employee Version*



**Instructions:** Use this form to screen all entering employees. The Monroe County Health Department recommends that employees in congregate spaces be screened daily.

**Statement to Employee**

Coronavirus disease 2019 (COVID-19) is a respiratory disease that can result in hospitalization or death, even for young people with no underlying medical conditions. You can help prevent the spread of COVID-19 by staying at least 6 feet away from others, avoiding touching your face, coughing and sneezing into a tissue or an elbow rather than your hands, and washing your hands with soap and warm water for at least 20 seconds. Hand sanitizer can be used if soap and water are not available.

**EMPLOYEE NAME:** ( \_\_\_\_\_, \_\_\_\_\_ )

**DATE:** ( \_\_\_\_/\_\_\_\_/\_\_\_\_ )

<b>SYMPTOMS:</b>	
<p>In the past 24 hours, have you experienced:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fever (100.4 F or higher)</li> <li><input type="checkbox"/> Cough</li> <li><input type="checkbox"/> Feeling feverish</li> <li><input type="checkbox"/> Sore throat</li> <li><input type="checkbox"/> Loss of sense of taste/ smell</li> <li><input type="checkbox"/> Chills</li> <li><input type="checkbox"/> Muscle/body aches</li> <li><input type="checkbox"/> Congestion/runny nose</li> <li><input type="checkbox"/> Shortness of breath/difficulty breathing</li> <li><input type="checkbox"/> Diarrhea/abdominal pain</li> <li><input type="checkbox"/> Nausea/vomiting</li> </ul>
<b>POTENTIAL CONTACT:</b>	
<p>Have you had close contact with a confirmed COVID-19 patient while that person was ill?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>
<p>In the last 14 days, have you traveled via airplane internationally or domestically?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>

## Tool 8: Strategies to Limit Traffic Flow

This guidance is geared towards retail operations. If other types of businesses need guidance, please call our main line (listed on the first page).

Business 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 may consider include:

- **Consider if curb-side pick-up is feasible.**
- **Limit the number of customers:**
  - Stores less than 50,000 square feet: limit number of people in store to 25% of the total occupancy limit.
  - Stores more than 50,000 square feet: limit customers to four people per 1,000 square feet
- **Offer at least two hours per week of shopping time for vulnerable populations.**
- **Physical Distancing Visuals:** Place tape on the floor in six feet 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 communication materials wherever possible.
- **Limiting the number of shoppers:** Businesses can 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.



## **Tool 9: Sample Hand Washing Policy**

Hand washing is one of the best ways to reduce virus transmission. Employers should create a policy regarding more aggressive hand washing for employees that includes specific times when hand washing 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 or customers.
- When switching business tasks, such as checking and stocking shelves and after touching business surfaces.
- 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.

# 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 ARRIVING AT WORK

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



## 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.



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May 2020

## **Tool 10: Recommendations for Designated Shopping Hours**

Specific members of our community are at higher risk for developing severe complications of illness, including COVID-19. Essential retail stores are required to offer at least two 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 individuals 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 six months that they cannot leave at home with another caregiver

## **Tool 11: Recommendations for Employees Considered for Re-assignment**

Specific members of our community are at higher risk for developing severe complications of illness, including COVID-19. These include individuals over the age of 60, those with a weakened immune system and other health conditions, on 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 much direct contact with others. For example, a checker who would usually be interacting with customers could be re-allocated to stocking shelves.

## Tool 12: 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 include<sup>3</sup>:

- Fever (100.4 F or higher)
- Cough
- Difficulty breathing
- Feeling feverish
- Sore throat
- Loss of sense of taste/ smell
- Chills
- Congestion/runny nose
- Diarrhea/abdominal pain
- Muscle/body aches
- Shortness of breath
- Nausea/vomiting

**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 and professional manner, inquire about whether that individual has symptoms. Anyone who has symptoms, exposure history or significant travel history (per information in Toolkit 1) 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.

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

## Tool 13: Sample Disinfection Practices

# How to clean and disinfect

*Adapted from CDC's [Cleaning and Disinfecting Your Facility](#).*

**This provides general guidance on cleaning and disinfecting. For more sector-specific guidance, visit <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>**

## Clean



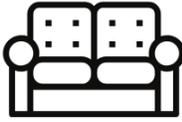
- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.
  - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

## Disinfect



- 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 the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfection.
  - 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
  - Bleach solutions will be effective for disinfection up to 24 hours.
  - Alcohol solutions with at least 70% alcohol may also be used.

## 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.
  - 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.

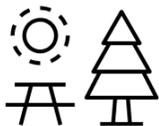
## Laundry



For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

## Cleaning and disinfecting outdoor areas



- Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.
  - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
  - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
  - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Sidewalks and roads should not be disinfected.
  - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

## When cleaning



- Regular cleaning staff can clean and disinfect community spaces.
  - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- 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 person who is sick.
  - 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).

## Cleaning and disinfecting your building or facility if someone is sick

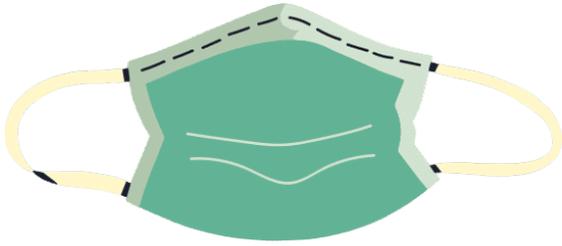
- Close off areas used by the person who is sick.
  - Companies do not necessarily need to close operations, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Once area has been appropriately disinfected, it can be opened for use.
  - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

## Additional considerations for employers



- View OSHA's Guidance on Preparing Workplaces for COVID-19 <https://www.osha.gov/Publications/OSHA3990.pdf>
- 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 1910.1200external icon).
- Comply with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

## Tool 14: Considerations for Use of Masks by Employees



CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community transmission.

If you are able to procure or make cloth masks for your employees, you should provide them to staff. Cloth masks should be washed in warm water with detergent daily and whenever soiled.

Cloth face coverings may prevent people who don't know they have the virus from transmitting it to others. Employees should be reminded that masks protect other people from their germs but do not provide good protection for that employee against other people's germs. Social distancing is the best line of defense and should be maintained between both employees and customers.

These face coverings are not surgical masks or respirators and are not appropriate substitutes for them in workplaces where masks or respirators are recommended or required. Employees should continue to follow their routine policies and procedures for PPE (if any) that they would ordinarily use for their job tasks.

When cleaning and disinfecting, employees should always wear gloves and gowns appropriate for the chemicals being used. Additional personal protective equipment (PPE) may be needed based on setting and product.

CDC does not recommend the use of PPE in workplaces where it is not routinely recommended. Facilities can use the [hierarchy of controls](#), such as administrative, and engineering controls – these strategies are even more effective at preventing exposures than wearing PPE.

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 do so.

## **Sector-Specific Guidance**

## Sector-Specific Guidance

### AGRICULTURE

For general guidelines for the [agriculture industry, view WEDC's recommendations.](#)

#### Community Gardens

The following are best practices and considerations for garden coordinators and gardeners to support the safe operation of a critical community food source while minimizing the spread of COVID-19. Each garden should proactively take action to provide a safe environment, while considering the unique needs of the community. Not all recommendations will be suitable for all gardens.

#### Safety measures:

- Create a garden schedule based on plot location or number.
- If anticipating large numbers of gardeners (for examples, weekends), create a schedule to stagger times for arrival and availability to reduce crowds and allow for safe spacing.
  - One option is to divide the plots into two groups based on a checkerboard design, having separate shifts (for example, AM/PM, Sat/Sun) for each group to increase spacing.
- Create designated work hours only for vulnerable populations and those at higher risk.
- Consider limiting access to or not supplying common or shared tools.
  - Do not allow for the sharing of gardening gloves.
  - If limiting or not supplying, consider providing information on where to get low- or no-cost supplies.
  - If limiting or not supplying, consider working with community partners to obtain donated supplies that can be given to an individual for personal use.
  - If limiting access, provide information on proper cleaning and disinfection of tools and instructions on where to dispose of cleaning material safely off-site.
  - Limit access to tools with wooden handles as much as possible; if accepting tool donations, specify that you are seeking tools with hard, nonporous material for the handles, such as aluminum or plastic, as they are easier to clean and disinfect. If sharing tools or a wheelbarrow with wooden handles, clean the handles with a detergent or soap and water, and wipe the outer surface with a disinfectant.
- Consider that items that cannot easily be cleaned (for example, garden hoses) could be a site for the transfer of the virus.
  - Require gardeners to wash hands before and after handling the hose.
  - If possible, hoses could be locked up permanently and alternative sources for watering could be used, such as providing individual watering cans or gallon jugs.
- Commonly touched surfaces should be cleaned and disinfected regularly (for example, gates, railings, water spigots, tables, doorknobs).

- Consider leaving garden gates open during hours of operation to avoid frequent contact with gate and handles.
- Remove or block off public benches, picnic tables, or any other shared spaces that may promote close contact.

### **Communication:**

- Clearly communicate through social media, newsletters, and signage the safety steps the garden is taking and what it means for gardeners.
- Clearly and quickly inform your gardeners and wider community of any policy changes.
- Post signage at garden to encourage washing of hands and tools; gloves do NOT replace proper hand hygiene and can transmit disease from one surface to another, including to yourself and others.
- Post signage reminding individuals to practice physical distancing of 6 feet or more while working.
- Post signage and communicate through other networks that individuals should NOT go to community gardens if they feel sick or have come into contact with someone who feels or has felt sick.
- Post signage and communicate through social media and other networks that even individuals who do not feel sick (and have not had contact with someone who has) should assume they are sick and asymptomatic, and they should practice physical distancing, good hygiene, and other preventive measures when at the community garden.
- Post signage and communicate through other networks that when possible, the minimum number of people from a given household or family should come to the community garden; this decreases the number of individuals interacting at the garden and touching common surfaces or objects, which decreases the risk of spread for everyone.
- Post all signage in multiple languages (for example, English, Spanish, Hmong, Somalian, Lao).
- CDC advises the use of simple cloth face coverings as an additional, voluntary public health measure; instructions on making a [cloth face covering](#) are available from the CDC. You can also see our flyers for making cloth face masks: [How to make a cloth face covering without sewing](#) and [How to make a cloth face covering using a bandana](#).

### **Supplies:**

- Hand and tool washing soap and facilities at each garden.
- See: [How to build a hand-washing station for \\$20](#)
  - Hand sanitizer if a washing station is not possible
- Cleaning materials to sanitize commonly touched surfaces such as spray bottles with a bleach mixture of 5 tablespoons bleach per gallon of water or 4 teaspoons bleach per quart of water.
- Secure place to lock up common tools so they can't be a source of transmission.
- Nonporous plastic tables that can easily be cleaned and disinfected.
- Automatic irrigation systems when possible.

### **To consider:**

- Be prepared and understand that community gardens will be different this year due to the circumstances—be as flexible and understanding as possible.

- There may be fewer plots than normal as people avoid the garden due to illness or fear of becoming sick; consider proactively working with members and other local partners to engage in fundraising or donations if you are concerned about revenues. .
- There may be more gardeners or more new gardeners than normal, as high unemployment and food insecurity may make gardening an attractive option.
- Many municipal services that community gardens rely on may be operating different than normally—be patient and work with partners to address any disruptions this may cause your garden.
- Consider how you may be able to use harvest from your gardens to improve access to fresh and healthy produce for vulnerable populations in your community.

### **For Gardeners/Visitors**

- **Do NOT visit the garden if you are feeling sick, showing signs of illness, or have had contact with anyone who is sick or has shown signs of illness.**
- Be patient and flexible with your community and garden organizers as they navigate changing conditions and guidance from other partners and agencies.
- Wash or sanitize hands before and after visiting the garden and regularly while at the garden, especially before or after touching any common surfaces or using any tools that may have been touched or used by someone else.
- Bring your own sanitizer or disinfecting wipes if you would prefer; even better, bring some to share or donate for the garden community to use if you can spare.
- If using gloves, machine wash gloves after each use if you can; consider packs of low cost cotton gloves that can be rotated.
- Minimize contact with surfaces (for example, doorknobs, gates, latches, railings).
- Cough or sneeze into your arm—do not cover mouth or face with your hands.
- Avoid touching your face while gardening.
- Rinse produce and wash hands well after returning home from the garden.
- Follow all new and existing garden policies. If you are unclear what your garden’s policies are, contact your garden organizers for more information.
- Maintain physical distancing of 6 feet or more between yourself and others.
- Limit interactions and time spent at the garden.
- Limit the number of people from your household or family, to the minimum possible, that go to the garden with you.
- If possible, bring and use only your own tools. If using common or shared tools, wash the tools and your hands well with soap and water before and after use.
- Plan ahead and be prepared for limited access to the garden or inability to visit the garden if you or someone you live with gets sick.
  - Mulch now to prevent weeds and reduce soil moisture loss.
  - Use row covers for insect control when feasible.
  - Stay ahead of seasonal tasks.
- Physical distancing does not mean social isolation; gardeners are encouraged to stay in touch (for example, email, Zoom, Facebook).

## Farmers Markets

The following are best practices intended to minimize the spread of COVID-19 while maintaining an essential food resource for the community. Each market should proactively take action to provide a safe shopping environment, while considering the unique needs of the community. Not all recommendations will be suitable for all markets. For additional guidance for Farmer's Markets:

- View the [Wisconsin Department of Agriculture, Trade and Consumer Protection \(DATCP\)'s guidance for Farmers Markets here](#)
- [View WEDC's recommendations for Outdoor Gatherings here.](#)

## What can the market do?

- Consider alternative shopping methods, such as:
  - A one-sided drive-through market
  - Online or phone ordering with market pick up
  - Appointments for market shopping to minimize crowds
- Ensure all forms of payment including electronic benefit transfer (EBT) cards, tokens, or checks can continue to be used at the market and for any alternative shopping methods.
- Minimize shopper time at the market.
- Prepared foods must be pre-packaged to consume off-site.
- Don't permit non-food vendors; food plants may be sold (fruits, vegetables, and herbs).
- Don't permit music, tabling, activities, promotions, or pets in order to discourage groups from gathering.
- Provide hand washing stations and/or hand sanitizers for both vendors and customers.
- Post physical distancing messaging and signage.
- Don't permit customer contact with product; only allow vendors to touch product before sale.
- Increase the spacing between vendors to allow customers and vendors to maintain safe distance; spacing of no less than 6 feet apart.
- Change market layout to minimize crowding and provide a safe distance; consider placing vendors on one side or having vendors face outward.
- Suspend fines for no-show vendors to help prevent sick vendors from coming to the market out of obligation.
- Communicate with customers and vendors:
  - Let customers know if your market is open, the start date is delayed, or if the market is closed.
  - If your market will remain open, be certain both customers and vendors know what you are doing to protect their safety and what they can do to protect themselves and others while at the market.
  - If your markets will be closed, connect your customers with vendors; customers may be able to pick up products at farm or arrange a local drop-off site for pre-packaged orders.
- Continue to visit the DHS and CDC websites for updated information on COVID-19.

### **What can vendors do?**

- Don't come to market while sick or allow sick employees at the market.
- Avoid touching your face.
- Wear a cloth face covering.
- Have only one staff person handling payments; although there is little evidence that money, tokens, or credit cards can transmit COVID-19, having one person take money and talk with customers helps limit the contact of the farm staff to possible transmission.
- Provide single-use bags to customers.
- Sell pre-weighed packaged items to limit food handling and keep customers moving.
- Clean and disinfect all surfaces, including tables and tablecloths, before the market.
- Clean and disinfect high-touch surfaces regularly.
- Use barrier tables (an extra 3-foot-wide table between the customer and the product) or put a check out table in front of the product; if customers can't see what is being sold use a chalk or dry erase board to list products.
- Only allow staff at the booth to handle products.
- Wash hands regularly with soap and water.
- Use hand sanitizer only on visibly clean hands; hand sanitizer is not effective when hands are visibly dirty.
- Use single-use gloves where needed; if clean, gloves may be worn up to four hours.
- Maintain at least 6 feet of physical distance from customers and other vendors whenever possible.
- Remind customers to maintain at least 6 feet of physical distance between each other while waiting their turn and moving about the market.

### **What can customers do?**

- Use alternative shopping methods if available, such as a drive-through market, online ordering with market pick up, or direct sales from the farm.
- Stay home if you are sick.
- Cover any coughs and sneezes with your elbow.
- Wear a cloth face covering.
- Do not bring children with you to the market if you have child care available.
- Minimize the number of people coming with you to the market; this helps keep crowds smaller.
- Use hand sanitizer or hand-washing stations frequently, if available.
- Maintain at least 6 feet of physical distance from other customers and vendors whenever possible.
- Come to the market at off-peak hours.

### **Additional Resources**

- [DATCP COVID-19 Toolkit for Farmers and Agricultural Businesses](#)

- [DATCP Operating U-pick Produce Activities While Keeping Consumers Safe](#)
- [DATCP COVID-19 Food Supply, Delivery, and Recreational Facilities FAQ and Publications](#)

### **Greenhouses & Retail Landscaping**

- Practice physical distancing. In spaces where physical distancing is difficult, wear cloth face masks.
- Facilities must be cleaned and disinfected often per CDC guidelines (see page 21 or [click here](#)).
- [View WEDC's general guidance for all businesses here.](#)

### **ALLIED HEALTH PROFESSIONALS**

#### **Chiropractors, Dentists, Optometrists, etc.**

Refer to respective professional association for guidance.

- American Dental Association: <https://success.ada.org/en/practice-management/patients/infectious-diseases-2019-novel-coronavirus>
- American Chiropractic Association: <https://www.acatoday.org/>
- American Optometric Association: <https://www.aoa.org/coronavirus>

### **ANIMALSERVICES**

#### **Dog Grooming**

- Practice physical distancing. In spaces where physical distancing is difficult, wear a cloth face mask.
- Clean and disinfect per CDC guidelines (see page 21 or [click here](#))
- Limit the number of patrons in the facility at one time.
- Encourage curbside hand-off of animals.
- Keep a daily log of individuals who enter.
- All staff should wear masks and wash hands frequently. If gloves are available, they should be changed often.
- Groomers should follow the safety precautions below:
  - Curbside drop-off/pick-up
  - Payments over the phone
  - Frequent disinfection procedures including:
    - Leashes and carriers
    - Grooming and drying areas and each tool used
  - Utilize the same kennel or carrier for that animal for the entirety of their visit.
  - Staff should stay at home if feeling ill/symptomatic
  - Pet owners should reschedule if they or their pet(s) are feeling ill/symptomatic

## BEAUTY, GROOMING, & BODY MODIFICATION

### Barbers, Hair, Nail Salons, & Tattoo Parlors

- Practice physical distancing. In spaces where physical distancing is difficult, wear cloth face masks.
- Facilities must be cleaned and disinfected often per CDC guidelines (see page 21 or [click here](#))

For additional guidance for hair and nail salons, [view WEDC's recommendations here](#).

### Recommendations:

#### Employee Health

- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneeze using elbow (not hands).
- Practice social distancing by setting up workstations at least 6 feet from other staff.
- Discourage staff from hugging, shaking hands, etc. of clients.

#### Disinfection

- Disinfect frequently used items and surfaces, such as tools, instruments, counter tops, treatment rooms and styling stations as much as possible. <https://www.tn.gov/commerce/news/2020/3/17/covid-19-guidelines-for-cosmetology-and-barber-licensees.html>
- Provide hand sanitizer for clients use.

#### Social Distancing

- Encourage clients to schedule appointments via phone or online.
- Encourage clients to wait in their vehicle before appointment. Limit seating in waiting area.
- Remove all common items such as magazines, books, etc. from waiting area.
- Keep a log of individuals who enter.

RISK ASSESSMENT FOR REOPENING				
Category	Contact Intensity	Number of Contacts	Modification Potential	Mitigation Resources
Salons, spas, and other personal care industries	Medium/High	Low	Medium	<a href="#">TN Cosmetology &amp; Barber Guidelines</a>

## CHURCHES/RELIGIOUS ENTITIES

### Places of Worship

- Limit attendees to 25% capacity.
- Wear cloth face masks, use a stationary collection box, and schedule extra services if necessary to ensure compliance with social distancing and gathering size.
- Operate under physical distancing protocols.
- Encourage the use of facemasks/coverings.
- Do not shake hands.
- Members and Clergy that are feeling ill should stay home.
- Continue option for virtual services for members.
- Discontinue use of common cup during communion. Use single-use disposable cups.
- Limit direct contact with congregation members during communion services. (Do not place Eucharist/wafer/bread or any other sacred consumables directly on tongues of congregation members. Consider the use of a napkin and place in hands).

### ADDITIONAL RECOMMENDATIONS

#### Disinfection:

- Disinfect frequently used items, equipment and surfaces before and after each service including faucets, doorknobs, pews, railings, hymnals, Bibles.
- Do not reuse programs between services.

RISK ASSESSMENT FOR REOPENING				
Category	Contact Intensity	Number of Contacts	Modification Potential	Mitigation Resources
Places of worship	High	High	Medium	<a href="#">CDC, FAQ for Faith Leaders from NYC, Guidance from NY state, Risk Assessment from WHO, Decision Tree from WHO</a>
Religious related mass gatherings: large celebrations, festivals, pilgrimages	High	High	Medium	<a href="#">CDC, FAQ for Faith Leaders from NYC, Guidance from NY state, Risk Assessment from WHO, Decision Tree from WHO, WHO considerations for religious mass gatherings</a>

## COMMON AREAS

### Lunch Rooms, Cafeterias, Break Rooms, Lobbies

Common areas are permitted to be open, but maintain physical distancing guidelines.

RISK ASSESSMENT FOR REOPENING				
Category	Contact Intensity	Number of Contacts	Modification Potential	Mitigation Resources
Community Centers	Medium	High	Medium	<a href="#">CDC, Guidance from PA, Guidance from Riverside University Health System, Guidance from IL</a>

## CONSTRUCTION

For guidance, [view WEDC's recommendations for construction](#).

## ENTERTAINMENT

### Festivals, Carnivals, Fairs, Concerts, Parades

- Limit indoor and outdoor gatherings to 25% capacity.
- Event planners should consult:
  - [WHO Interim guidance for all mass gatherings](#)
- For additional guidance for the entertainment and amusement industries, visit: <https://wedc.org/wp-content/uploads/2020/05/COVID-19-Entertainment-and-Amusement-Service-Guidelines.pdf>

### Fireworks and Events

- Limit indoor and outdoor gatherings to 25% capacity.
- Assure physical distancing for 6 feet.
- Wear cloth face masks.
- Provide hand washing stations and/or hand sanitizers both for vendors and attendees.
- Increase the space between vendors to allow attendees and vendors to maintain a safe distance; spacing of no less than 6 feet is recommended.
- Prohibit food samples.
- Change festival/event layout to minimize crowding a safe distance; consider placing vendors on one side or having vendors face outward.

### **What Festival/Event Attendees Can Do**

- Stay home if you are sick.
- Cover any coughs and sneezes with your elbow.
- Wear a cloth face covering.
- Use hand-sanitizer or hand-washing stations frequently, if available.
- Maintain at least 6 feet of physical distance from other attendees and vendors whenever possible.

### **What Vendors Can Do**

- Vendors should NOT attend festival/event if they feel sick or have come into contact with someone who feels or has felt sick.
- Ensure all forms of payment including electronic benefit transfer (EBT) cards, tokens, or checks can continue to be used at the market/event and for any alternative shopping methods.
- Have only one staff person handling payments; although there is little evidence that money, tokens, or credit cards can transmit COVID-19, having one person take money and talk with customers helps limit the contact of the vendors to possible transmission.
- Minimize shopper time at vendors.
- Only allow staff at the booth to handle products.
- Provide single-use bags to customers.
- Sell pre-weighed packaged items to limit food handling and keep customers moving.
- Clean and disinfect all surfaces, including tables and tablecloths, before the market.
- Clean and disinfect high-touch surfaces regularly.
- Prepared foods must be pre-packaged to consume off-site.
- Limit customer contact with product; only allow vendors to touch product before sale.
- Maintain at least 6 feet of physical distance from customers and other vendors whenever possible.
- Remind customers to maintain at least 6 feet of physical distance between each other while waiting their turn and moving about the market.
- Avoid touching your face.
- Wash hands regularly with soap and water.
- Use hand sanitizer only on visibly clean hands; hand sanitizer is not effective when hands are visibly dirty.
- Use single-use gloves where needed; if clean, gloves may be worn up to four hours.
- Vendors who serve food should consider ways of serving while also practicing social distancing. Only allow staff at the booth to handle products.
- Customers should not be permitted to share items at food stations. For example, vendors should not designate a “condiment station” as these stations promote the sharing of food containers.
- Disposable utensils and napkins should be provided with each individual food order. Utensils and napkins should not be placed on a communal table.
- Use barrier tables (an extra 3-ft-wide table between the customer and the product) or put a check out table in front of the product; if customers can't see what is being sold use a chalk or dry erase board to list products.

**Additional Recommendations:**

**Employee Health**

- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneeze using elbow (not hands).
- Practice social distancing by setting up workstations at least 6 feet from other staff.
- Discourage staff from hugging, shaking hands, etc. of clients.

**Communication**

- Clearly and quickly inform your attendees/vendors and wider community of any festival/event policy changes.
- Post signage at entries/exits/restrooms informing attendees of ways to prevent the spread of COVID-19.
- Cough or sneeze into your arm—do not cover mouth or face with your hands.
- Avoid touching your face.
- Do not high-five or shake hands.
- Post signage at entries/exits/restrooms to encourage frequent hand-washing.
- Post signage reminding individuals to practice physical distancing of 6 feet or more.
- Post signage and communicate through other networks that attendees/vendors should NOT attend festival/event if they feel sick or have come into contact with someone who feels or has felt sick.

**Disinfection**

- Cleaning materials to sanitize commonly touched surfaces should be made available to festival staff and vendors.
- Restrooms should be cleaned regularly and stocked with soap.
- Portable restrooms should be cleaned and regularly stocked with hand sanitizer.

<b>RISK ASSESSMENT FOR REOPENING</b>				
<b>Category</b>	<b>Contact Intensity</b>	<b>Number of Contacts</b>	<b>Modification Potential</b>	<b>Mitigation Resources</b>
Outdoor large venues (concerts, sports)	High	High	Medium	<a href="#">CDC Mass Gathering guidance</a>
Indoor large venues	High	High	Low	<a href="#">CDC Mass Gathering</a>

(concerts, sports)				<a href="#">guidance</a>
Sports related mass gatherings: games, tournaments, championships	High	High	Medium	<a href="#">WHO guidance for mass gatherings- Sports Addendum</a> , <a href="#">WHO mass gatherings risk assessment - sports addendum</a> , <a href="#">WHO Interim guidance for all mass gatherings</a> , <a href="#">WHO generic mass gathering decision tree</a> , <a href="#">CDC guidance</a>
Sports related mass gatherings: training	High (sport dependent)	Medium	Medium	<a href="#">WHO Interim guidance for mass gatherings- Sports Addendum</a> , <a href="#">WHO generic mass gatherings risk assessment - sports addendum</a> , <a href="#">WHO Interim guidance for all mass gatherings</a> , <a href="#">WHO generic mass gathering decision tree</a> , <a href="#">CDC guidance</a>
Religious related mass gatherings: large celebrations, festivals, pilgrimages	High	High	Medium	<a href="#">CDC</a> , <a href="#">FAQ for Faith Leaders from NYC</a> , <a href="#">Guidance from NY state</a> , <a href="#">Risk Assessment from WHO</a> , <a href="#">Decision Tree from WHO</a> , <a href="#">WHO considerations for religious mass</a>

				<a href="#">gatherings,</a>
Business-related mass gatherings: trade shows, conferences, conventions, workshops, retreats	High	High	High	<a href="#">WHO Interim guidance for mass gatherings, WHO generic mass gatherings risk assessment, WHO generic mass gathering decision tree, CDC guidance</a>
Entertainment-related mass gatherings: large concerts, festivals, carnivals, conventions, shows	High	High	Medium	<a href="#">WHO Interim guidance for mass gatherings, WHO generic mass gatherings risk assessment, WHO generic mass gathering decision tree, CDC guidance</a>
Politically-related mass gatherings: election rallies, polling centers, speeches/addresses	High	High	Medium	<a href="#">WHO Interim guidance for mass gatherings, WHO generic mass gatherings risk assessment, WHO generic mass gathering decision tree, CDC guidance</a>

## FOODSERVICE

### Bars

- Limit the number of staff and customers to 25% capacity.
- Bars that serve food may follow the guidance for restaurants. Limit the number of staff and customers to 50% of establishment occupancy.
- Practice physical distancing. In spaces where physical distancing is difficult, staff and customers should wear cloth face masks.
- Clean and disinfect often per CDC guidelines (see page 21 or [click here](#)).
- Individuals seated at a bar should maintain 6-foot distance from each other.
- Require employees to wash hand frequently. If gloves are available, they should be changed often.
- Conduct health surveys with workers prior to each shift
- Smoking patios should be closed or limited to one individual at a time.
- Offer cashless/contactless transactions if possible.
- Encourage more/all staff to become ServSafe licensed.
- Drink refills should utilize new cups/mugs.

RISK ASSESSMENT FOR REOPENING				
Category	Contact Intensity	Number of Contacts	Modification Potential	Mitigation Resources
Bars	High	High	Medium	<a href="#">FDA</a>

### Restaurants, Food Trucks and Coffee Shops

For additional guidance for restaurants and food service:

- [Click here to view WEDC's recommendations](#)
- [Click here to view DATCP's guidance for restaurants](#)
- Limit the number of staff and customers to 50% of establishment capacity.
- Practice physical distancing. In spaces where physical distancing is difficult, staff and customers should wear cloth face masks.
- Clean and disinfect often per CDC guidelines (see page 21 or [click here](#)).
- Require employees to wash hands frequently. If gloves are available, they should be changed often. Conduct health surveys with workers prior to each shift.
- Remove common condiments from tables and close all self-service food and drink stations.
- Adjust menu offerings and kitchen workflows to allow employees to maintain six feet of separation. This likely requires only one employee per station.
- Use floor markings in entry and cash wrap to encourage social distancing.
- Customers should wait outside in their cars for tables. Advance reservations are preferred to walk-in dining.

- Provide hand washing stations or sanitizer at entry and encourage customers to use it.
- Sanitize common areas and surfaces every two hours and tables/chairs after each use
- Menus should be disposable or sanitized between each use.
- Dining rooms should maintain 6 feet between tables. When possible, physical barriers should separate tables/booths. Tables and booths that are not compliant should be clearly signed and blocked off (i.e. with visible tape) across seats and tables.
- Limit number of patrons using outdoor smoking patios.
- Offer cashless/contactless transactions if possible.
- Encourage more/all staff to become ServSafe licensed.
- Drink refills should utilize new cups/mugs.
- Sanitize food contact surfaces between each use.
- For restaurants, [National Restaurant Association/ServSafe is offering a free takeout/delivery training guide](#) to advise on curbside and delivery operations.
- Offer cashless and contactless transactions whenever possible. Continue contactless services whenever possible.
- Customer contact areas (doors, buttons) should be sanitized every two hours, or between each user if feasible. Disposable wipes should not be used to clean multiple surfaces.
- Provide hand sanitizer (at least 60% alcohol) at entrance, and encourage customers to use it. All common areas should be closed. These include, but are not limited to, waiting areas, smoking patios, child play areas, self-serve food and beverage bars, etc.
- Restrooms should be cleaned and disinfected frequently.
- Ensure hot and cold water is available throughout the facility.
- Ensure all coolers are maintaining 41°F prior to use.
- Flush all water lines throughout facility, including ice machines and other directly connected equipment.
- Clean and sanitize all work surfaces and equipment.
- Calibrate thermometers prior to use.
- Ensure dish machines and sanitizer dispensers are dispensing at proper concentrations.
- Discard any foods that are spoiled or beyond the 7-day date mark.
- Ensure no pests are present. If so, clean and sanitize any area and treat properly.

**Additional Recommendations:**

**Employee Health**

- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic employees to work. Send home if they arrive at work sick
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneezes using elbow (not hands).

- Practice social distancing by set up work stations at least 6 feet from other staff.

**Disinfection:**

- Disinfect frequently touched surfaces including door knobs, phones, equipment handles, counters, faucet handles.
- Disinfect frequently touched surfaces in between customers (table, condiments, and menus).
- No self-service areas including salad bars, buffet and beverage service.

<b>RISK ASSESSMENT FOR REOPENING</b>				
<b>Category</b>	<b>Contact Intensity</b>	<b>Number of Contacts</b>	<b>Modification Potential</b>	<b>Mitigation Resources</b>
Restaurants	Medium	Medium	Medium	<a href="#">FDA, National Restaurant Association</a>

**HOTELS and MOTELS**

- Practice physical distancing between staff and guests. In spaces where physical distancing is difficult, staff and guests should wear cloth face masks.
- Clean and disinfect often per CDC guidelines (see page 21 or [click here](#)).
- Prohibit guests from congregating in lobbies or other common areas and implement social distancing requirements.
- Hotel and motel swimming pools, hot tubs, and exercise facilities may be utilized by guests with physical distancing. Facilities must be cleaned and disinfected between use.
- For additional guidance for hospitality and lodging:
  - [Click here to view WEDC’s lodging recommendations](#)
  - [Click here to view DATCP’s lodging recommendations](#)

**LARGE BUSINESSES**

**Corporations, Manufacturing**

- Practice physical distancing. In spaces where physical distancing is difficult, staff and guests should wear cloth face masks.
- Promote telework options for nonessential employees, promote physical distancing in the workplace, and utilize disinfection guidelines per the CDC (see page 21).
- Consider special accommodations for personnel who are members of a vulnerable population.
- Consider expanding sick leave/FMLA.
- Do not let any employee (including yourself) who is exhibiting or has recently exhibited COVID 19 symptoms come to work for at least 72

hours after symptoms subside or they have been cleared by a medical professional.

- Tips for identifying COVID symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Ensure that you have an adequate supply of paper goods, PPE (masks, gloves) and soap/sanitizer on hand to ensure quality hygiene among employees and staff. Enforce use of these items when interacting with customers unless otherwise specified in the guidelines.
- Discourage staff from sharing work tools and equipment (desks, phones, cooking utensils), when possible. If necessary, disinfect them before and after use.
- Provide employees with training on new processes and procedures and identify staff members that will be responsible for oversight and ensuring ongoing disinfection and sanitation.
- Consider creating alternating work teams where possible to ensure that should staff become infected there are alternate non- infected staff available to maintain operations.
- For additional guidance for manufacturing, [click here to view WEDC's manufacturing recommendations.](#)

### **Retail - Department Stores, Malls, Arts & Crafts, Etc.**

- Limit the number of customers and staff to no more than 50% of store capacity or 4 people per 1,000 square feet.
- Practice physical distancing. In spaces where physical distancing is difficult, staff and guests should wear cloth face masks.
- Promote telework options for nonessential employees, promote physical distancing in the workplace, and utilize disinfection guidelines per the CDC (see page 21).
- Consider special accommodations for personnel who are members of a vulnerable population.
- Consider expanding sick leave/FMLA.
- Maintain physical distancing practices.
- Consider establishing curbside pick-up to reduce in-store traffic and mitigate outdoor lines.
- Business should install markings for where customers line up to enable the customers to stay six feet apart.
- For additional guidance for retail, [click here to view WEDC's recommendations.](#)

### **Additional Recommendations**

#### **Employee Health**

- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick. Send employees home if they become sick during the work day.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover cough and sneezes using elbow (not hands).
- Practice social distancing by setting up work stations at least 6 feet from other staff.

**Disinfection:**

- Disinfect frequently used items, equipment and surfaces as much as possible. Items to consider are doorknobs and handles, cart and basket handles, bathroom faucets and check out stations and payment keypads.
- Limit the number of people in the store (excluding employees) to 4 people per 1,000 sq. feet of customer floor space.
- Offer at least two hours per week of dedicated shopping time for vulnerable populations (people over 60, pregnant women, and those with chronic conditions).
- Encourage clients to purchase online for curbside pick-up.
- Establish mechanism to maintain 6 feet separation while waiting in line to enter or checkout. Consider marking 6 foot intervals on the floor for patrons to stand on.
- Consider adding a partition with a pass through opening at the bottom of the barrier in checkout lanes and service counter as a barrier shield.
- Consider a daily log with name and contact information of individuals that enter.

RISK ASSESSMENT FOR REOPENING				
Category	Contact Intensity	Number of Contacts	Modification Potential	Mitigation Resources
Retailers	Low	Medium	Medium	<a href="#">NY state guidance</a> , <a href="#">OSHA</a>
Shopping malls	Low	Medium	Medium	<a href="#">NC state guidance</a> , <a href="#">OSHA</a>

**LARGE VENUES**

**Theaters, Sporting Venues, Museums, Marinas, Zoos**

- Limit attendees to 25% capacity.
- For additional guidance, [view WEDC’s recommendations for public facilities](#)

**Additional Recommendations**

**Employee Health:**

- Pre-screen employees for symptoms prior to starting shift
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick
- Encourage staff to wear a mask or face covering
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer)
- Encourage all staff to cover coughs and sneezed using elbow (not hands)
- Practice social distancing by set up workstations at least 6 feet from other staff

**Disinfection:**

- Disinfect frequently used items, equipment and surfaces as much as possible
- Have supplies for event staff and participants, such as hand sanitizer that contains at least 60% alcohol, tissues, trash baskets, disposable facemasks, and cleaners and disinfectants

<b>RISK ASSESSMENT FOR REOPENING</b>				
<b>Category</b>	<b>Contact Intensity</b>	<b>Number of Contacts</b>	<b>Modification Potential</b>	<b>Mitigation Resources</b>
Theaters, museums, and other indoor leisure spaces	Medium	High	Medium	<a href="#">CA entertainment venue guidance</a> , <a href="#">Americans for the Arts</a> , <a href="#">American Alliance of Museums</a>
Outdoor large venues (concerts, sports)	High	High	Medium	<a href="#">CDC Mass Gathering guidance</a>
Indoor large venues (concerts, sports)	High	High	Low	<a href="#">CDC Mass Gathering guidance</a>
Sports related mass gatherings: games, tournaments, championships	High	High	Medium	<a href="#">WHO guidance for mass gatherings-Sports Addendum</a> , <a href="#">WHO mass gatherings risk assessment - sports addendum</a> , <a href="#">WHO Interim guidance for all mass gatherings</a> , <a href="#">WHO generic mass gathering decision tree</a> , <a href="#">CDC guidance</a>
Sports related mass gatherings: training	High (sport dependent)	Medium	Medium	<a href="#">WHO Interim guidance for mass gatherings- Sports Addendum</a> , <a href="#">WHO generic mass gatherings risk assessment - sports addendum</a> , <a href="#">WHO Interim guidance for all mass gatherings</a> , <a href="#">WHO generic mass gathering decision tree</a> , <a href="#">CDC guidance</a>

Religious related mass gatherings: large celebrations, festivals, pilgrimages	High	High	Medium	CDC, <a href="#">FAQ for Faith Leaders from NYC</a> , Guidance from NY state, <a href="#">Risk Assessment from WHO</a> , <a href="#">Decision Tree from WHO</a> , <a href="#">WHO considerations for religious mass gatherings</a>
Business-related mass gatherings: trade shows, conferences, conventions, workshops, retreats	High	High	High	WHO Interim guidance for mass gatherings, WHO generic mass gatherings risk assessment, <a href="#">WHO generic mass gathering decision tree</a> , <a href="#">CDC guidance</a>
Entertainment-related mass gatherings: large concerts, festivals, carnivals, conventions, shows	High	High	Medium	WHO Interim guidance for mass gatherings, WHO generic mass gatherings risk assessment, <a href="#">WHO generic mass gathering decision tree</a> , <a href="#">CDC guidance</a>
Politically-related mass gatherings: election rallies, polling centers, parades, speeches/addresses	High	High	Medium	WHO Interim guidance for mass gatherings, WHO generic mass gatherings risk assessment, <a href="#">WHO generic mass gathering decision tree</a> , <a href="#">CDC guidance</a>

## LIBRARIES and MUNICIPAL BUILDINGS

- Practice physical distancing and disinfection protocols. Staff and patrons should wear cloth face masks in settings where physical distancing is difficult.
- Libraries may continue to provide curbside pick-up of books or other materials that patrons order online or by phone.
- Libraries may also consider to continue online services and programming.
- For additional guidance, [view WEDC’s recommendations for public facilities](#)

RISK ASSESSMENT FOR REOPENING				
Category	Contact Intensity	Number of Contacts	Modification Potential	Mitigation Resources
Libraries Libraries that incorporate social activities or community gatherings into their services should refer to the “community centers” category.	Low	Low	Medium	<a href="#">CDC</a> , <a href="#">Guidance from Baltimore County Library</a>

## OTHER

### Garage Sales, Rummage Sales, Yard Sales

Wear cloth face coverings and practice physical distancing. Online payment items such as Venmo, is encouraged to limit person-to-person contact.

## PLAYGROUNDS

Practice physical distancing as best as possible. In spaces where physical distancing is difficult, attendees should wear cloth face masks.

- Post signage to promote physical distancing and the use of facemasks.
- Clean and disinfect equipment often per CDC guidelines (see page 21 or [click here](#)).
- Wash hands or use hand sanitizer after playground use.

## RECREATION

### Amusement Parks, Waterparks, Pools

- Limit guests to 25% capacity.
- Practice physical distancing. In spaces where physical distancing is difficult, wear cloth facemasks.
- Clean and disinfect often per CDC guidelines (see page 21 or [click here](#)).

### Arcades, Bowling Alleys, Skating Rinks

- Limit guests to 25% capacity.
- Practice physical distancing. In spaces where physical distancing is difficult, wear cloth facemasks.
- Clean and disinfect often per CDC guidelines (see page 21 or [click here](#)).
- For additional guidance, [view WEDC's recommendations for entertainment and amusement](#).

### Campgrounds

- For guidance, view [DATCP's Guidelines for Operating Campgrounds during COVID-19](#)
- For additional guidance, [view WEDC's recommendations for outdoor gatherings](#).

### Outdoor Recreation Rentals (includes boats, kayaks, canoes, paddle boats, golf carts, and ATVs)

- Practice physical distancing. In spaces where physical distancing is difficult, wear cloth facemasks.
- Clean and disinfect often per CDC guidelines (see page 21 or [click here](#)).
- Pay for rentals online or by phone.
- Schedule rental pick-up and drop-off ahead of time to ensure social distancing between customers.
- Clean rented equipment after each use

### Parks, Beaches, Outdoor Recreation Areas

- Limit guests to 25% capacity.
- Practice physical distancing. In spaces where physical distancing is difficult, wear cloth facemasks.
- Clean and disinfect often per CDC guidelines (see page 21 or [click here](#)).
- For additional guidance, [view WEDC's recommendations for outdoor recreation](#) and [outdoor gatherings](#).

### Recreational and Educational Camps

- [For guidance, view DATCP's Guidance for Recreational and Educational Camps during COVID-19](#).

## Golf Courses

- Limit the number of customers and staff to no more than 50% of store capacity or 4 people per 1,000 square feet.
- Limit the number of customers and staff to 50% of restaurant capacity.
- Practice physical distancing. In spaces where physical distancing is difficult, wear cloth facemasks.
- Clean and disinfect often per CDC guidelines (see page 21 or [click here](#)).
- Clean rental equipment, such as golf carts between each use.
- Clean portable toilets often and restock with hand hygiene products.
- Encourage visitors to bring their own hand sanitizer for use in these facilities.
- For additional guidance, [view WEDC's recommendations for outdoor gatherings](#).

## Pools, Splashpads, and Waterparks

- For recommendations on when to open pools, splash pads and water parks, [see DHS's recommendations here](#)
- For recommendations on how to reduce risk when reopening, see:
  - [View WEDC's recommendations for entertainment and amusement](#).
  - [View DATCP's recommendations for pools and water attractions](#).
- 

## Recreational Sports (Youth and Adult)

- Cancel or postpone both youth and adult sports for Spring and Summer 2020.
- Close all sporting facilities and fields, and limit services to only needed maintenance and upkeep. Post relevant signage indicating limitations on use.
- If you decide to proceed with season,
  - Higher risk contact sports include: basketball, football, soccer, hockey, lacrosse, rugby, boxing, some martial arts, wrestling, etc.
  - Lower risk sports with the ability to disinfect equipment between use include: baseball, volleyball, tennis, golf, swim, weight lifting/strength training, distance running, breakdancing, bowling, badminton, pickleball, ladder golf, corn hole, gymnastics, multi-person dance, cheerleading, competition ice skating, track and field, etc.
- Cancel tournaments for Spring and Summer 2020.
- Practice physical distancing. In spaces where physical distancing is difficult, staff and participants should wear cloth face masks as safety permits.
- Clean and disinfect often per CDC guidelines (see page 21 or [click here](#)).
- Limit the sharing of equipment.
- Considerations should be made for staff, youth, and caregivers with underlying health conditions, as some are at higher-risk.
- Considerations should be made for young children as physical distancing may pose a challenge.

## **Additional Recommendations**

### **Youth Sports Resources:**

- [DHS COVID-19 Community and Faith-Based](#)
- [CDC Considerations for Youth Sports](#)
- [CDC Recreational Facility Guidance](#)
- [Return to Play: COVID-19 Risk Assessment Tool](#)
- [U.S. Olympic and Paralympic Committee \(USOPC\) guidance on Sports and Events](#)
- [Coronavirus & Youth Sports Project Play Resources](#)

### **Employee Health:**

- Pre-screen employees for symptoms prior to starting shift
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick
- Encourage staff to wear a mask or face covering
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer)
- Encourage all staff to cover coughs and sneezes using elbow (not hands)
- Practice social distancing by set up workstations at least 6 feet from other staff

### **Disinfection:**

- Clean and disinfect regularly, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches
- Regularly stocked supplies for hand washing, including soap and materials for drying hands
- Portable toilets should be cleaned often and restocked with hand hygiene products. Also, encourage visitors to bring their own hand sanitizer for use in these facilities

### **Social Distancing:**

- Monitor areas where people are likely to gather and consider temporary closure to support social distancing practices
- Post signs discouraging groups from gathering in larger numbers

<b>RISK ASSESSMENT FOR REOPENING</b>				
<b>Category</b>	<b>Contact Intensity</b>	<b>Number of Contacts</b>	<b>Modification Potential</b>	<b>Mitigation Resources</b>
Parks, walking paths/trails, dog parks	Low	Low	Low	<a href="#">Guidance from MD</a> , <a href="#">Guidance from RI</a> , <a href="#">Guidance from Los Angeles, CA</a>
Athletic fields and other outdoor congregate settings	Medium	Medium	Low	<a href="#">Guidance from the National Mall Trust in Washington, DC</a>
Pools	Medium	Low	High	CDC, <a href="#">Guidance from WA</a>
Beaches, piers	Low	High	Medium	<a href="#">Guidance from Orange Beach, AL</a> , <a href="#">Guidance from RI</a>
Playgrounds, skate parks, and other outdoor recreation spaces	Medium	Medium	Medium	<a href="#">Guidance from MD</a> , <a href="#">Guidance from Santa Cruz, CA</a>
Outdoor large venues (concerts,	High	High	Medium	<a href="#">CDC Mass Gathering guidance</a>
Indoor large venues	High	High	Low	<a href="#">CDC Mass Gathering guidance</a>

Sports related mass gatherings: games, tournaments, championships	High	High	Medium	<a href="#">WHO guidance for mass gatherings-Sports Addendum</a> , <a href="#">WHO mass gatherings risk assessment - sports addendum</a> , <a href="#">WHO Interim guidance for all mass gatherings</a> , <a href="#">WHO generic mass gathering decision tree</a> , <a href="#">CDC guidance</a>
Sports related mass gatherings: training	High (sport dependent)	Medium	Medium	<a href="#">WHO Interim guidance for mass gatherings-Sports Addendum</a> , <a href="#">WHO generic mass gatherings risk assessment - sports addendum</a> , <a href="#">WHO Interim guidance for all mass gatherings</a> , <a href="#">WHO generic mass gathering decision tree</a> , <a href="#">CDC guidance</a>

## **SCHOOLS, CHILDCARE, and SUMMER CAMPS**

**Public and private K-12 schools and college campuses will remain closed for the remainder of the 2019-2020 academic year.**

### **RECOMMENDATIONS UPON REOPENING (FALL 2020)**

- Practice physical distancing as much as possible.
- Encourage the use of facemasks during passing periods.
- Students or staff that are feeling ill/symptomatic will not be allowed to come to school.
- Consider having students eat meals in homeroom classroom.

#### **Student Health:**

- Pre-screen students for symptoms prior to starting school day
- Do NOT allow symptomatic students to attend school. Send them home if they arrive sick
- Provide the opportunity to wash hands often (or provide hand sanitizer)
- Encourage all students to cover coughs and sneezes using elbow (not hands)
- Practice social distancing by set up workstations/desks at least 6 feet from other students

#### **Employee Health:**

- Pre-screen employees for symptoms prior to starting shift
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick
- Encourage staff to wear a mask or face covering
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer)
- Encourage all staff to cover coughs and sneezes using elbow (not hands)
- Practice social distancing by setting up workstations at least 6 feet from other staff

#### **Disinfection:**

- Frequently clean and disinfect particularly high-touch surfaces such as faucets, toilets, doorknobs, computers, desks, phones, and light switches
- Regularly stock supplies for hand washing, including soap and materials for drying hands

#### **Social Distancing:**

- Monitor areas where people are likely to gather and consider temporary closure to support social distancing practices
- Post signs discouraging groups from gathering in larger number.

RISK ASSESSMENT FOR REOPENING				
Category	Contact Intensity	Number of Contacts	Modification Potential	Mitigation Resources
Schools (elementary, middle, and high)	High	High	Low	<a href="#">CDC</a> , <a href="#">WHO</a>
Contact school sports	High	Medium/High	Low	<a href="#">NCAA</a> , <a href="#">CDC</a>
Noncontact school sports	Low	Medium	High	<a href="#">NCAA</a> , <a href="#">CDC</a>
Institutions of higher education	High	High	High	<a href="#">CDC</a> , <a href="#">American College Health Association</a>
Residence halls and other overnight programs	High	Medium	Low	<a href="#">NYC guidance for congregate settings and residential buildings</a>

### Graduations

Any graduation event held at this time should be virtual or non-contact, and should not physically convene large groups of people together. Follow DPI recommendations, check with your insurance company, and legal counsel.

- Practice physical distancing as best as possible. In spaces where physical distancing is difficult, attendees should wear cloth face masks.
- Clean and disinfection often per CDC guidelines (see page 21 or [click here](#)).
- See WI DPI guidelines here:
  - <https://www.dhs.wisconsin.gov/covid-19/schools.htm>
  - [DPI Considerations for Virtual Ceremonies During COVID-19](#)

### Summer School/Camps

- Postpone summer school and camps or consider virtual options.
- If held, summer school and camps should practice physical distancing and stagger offerings throughout the day to decrease number of students who interact.
- Assess between summer school and camp sessions. If there is an outbreak, postpone or cancel following session until outbreak is resolved.

#### **Additional Resources:**

[DHS Interim Guidance for Summer Camps](#)

RISK ASSESSMENT FOR REOPENING				
Category	Contact Intensity	Number of Contacts	Modification Potential	Mitigation Resources
Summer camps	High	High	Low	<a href="#">American Camp Association</a> , <a href="#">Association of Camp Nursing</a>

### Childcare

- Practice physical distancing as best as possible. In spaces where physical distancing is difficult, staff should wear cloth face masks.
- Clean and disinfect often per CDC guidelines (see page 21 or [click here](#))
- Limit number of children and staff in facility.
- Move drop-off and pick-up of children outdoors to minimize number of people entering facility.
- Keep a daily log of individuals who enter.

#### **ADDITIONAL RECOMMENDATIONS**

##### **Employee Health:**

- Pre-screen employees for symptoms prior to starting shift
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick
- Encourage staff to wear a mask or face covering
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer)
- Encourage all staff to cover coughs and sneezes using elbow (not hands)
- Practice social distancing by setting up workstations at least 6 feet from other staff

##### **Disinfection:**

- Routinely disinfect surfaces and objects that are frequently touched, especially toys and games

- All cleaning materials should be kept secure and out of reach of children
- Cleaning products should not be used near children
- Staff should ensure that there is adequate ventilation when using disinfection products to prevent children from inhaling toxic fumes
- Toys that cannot be cleaned and sanitized should not be used

**Social Distancing:**

- Upon arrival, stand at least 6 feet away from the parent/guardian and child
- Ask the parent/guardian to confirm that the child does not have symptoms
- Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If the child is symptomatic, they must be kept home
- Implement a staggered drop off and pick up procedure

**General:**

- Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation
- Keep each child's bedding separate and consider storing in individually labeled bins

**Diapering:**

- Prepare (includes putting on gloves and washing hands)
- Clean the child
- Remove soiled diapers and wipes
- Replace diaper
- Wash child's hands
- Clean up the diaper station
- Wash hands

**Washing, Feeding and Holding Children:**

- Childcare providers should wear an oversized long-sleeved button-down shirt to protect themselves from children's secretions
- Wear long hair up in a ponytail
- Change the child's clothes if secretions are on the clothes and place contaminated clothes in a bag
- Wash hands before and after handling infant bottles
- Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water

**Meal Service:**

- Serve meals in classrooms instead of in a cafeteria or large group
- Plate each child's meal to serve it so that multiple children are not using the same serving utensils
- Food preparation should not be done by the same staff who diaper children
- Sinks used for food preparation should not be used for any other purposes

- Caregivers should ensure children wash hands prior to and immediately after eating
- Caregivers should wash their hands before preparing food and after helping children eat

RISK ASSESSMENT FOR REOPENING				
Category	Contact Intensity	Number of Contacts	Modification Potential	Mitigation Resources
Childcare facilities (daycare, preschools)	High	Medium/High	Low/Medium	<a href="#">CDC</a> , <a href="#">WHO</a>

## SHARED RIDES

### Uber, Lyft, Taxis, Busses, Etc.

- Limit to no more than 10 people per shared ride (applies mainly to busses and shared vans), unless more can be accommodated with 6-foot minimum spacing (some buses).
- Employees should wear cloth face masks.
- The inside of the vehicle should be cleaned between rides.
- Employees that experience any symptoms related to COVID-19 should stay home.
- For additional guidance for transportation, [view WEDC's recommendations for transportation.](#)

RISK ASSESSMENT FOR REOPENING				
Category	Contact Intensity	Number of Contacts	Modification Potential	Mitigation Resources
Buses	High	High	Medium	<a href="#">CDC</a> , <a href="#">NY state guidance for public transportation</a>
Metros/rail	High	High	Medium	<a href="#">CDC Transit Stations</a> , <a href="#">CDC Transit Workers</a>
Airplanes	High	High	Medium	CDC guidance: <a href="#">baggage claim/ cargo</a> , <a href="#">airport staff</a> , <a href="#">staff interacting with passengers</a> , <a href="#">aircraft technicians</a>
Rideshare/taxis	High	Low	Low	<a href="#">Washington State Guidance for Rideshare/Taxis</a> , <a href="#">Toronto Guidance</a>

## **SMALL BUSINESSES**

### **Bookstores, Boutiques, Consignment, CBD, Tobacco/Vape, Etc.**

- Limit the number of customers and staff to no more than 50% of store capacity or 4 people per 1,000 square feet.
- Practice physical distancing. In spaces where physical distancing is difficult, staff and customers should wear cloth face masks.
- Clean and disinfect often per CDC guidelines (see page 21 or [click here](#)).
- Keep a daily log of individuals who enter.

### **Florists & Garden Centers**

- Limit the number of customers and staff to no more than 50% of store capacity or 4 people per 1,000 square feet.
- Keep a daily log of individuals who enter.
- Practice physical distancing. In spaces where physical distancing is difficult, staff and residents should wear cloth face masks.
- Clean and disinfect often per CDC guidelines (see page 21 or [click here](#)).

## **ADDITIONAL RECOMMENDATIONS**

### **Employee Health:**

- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneezes using elbow (not hands).
- Practice social distancing by setting up work stations at least 6 feet from other staff.

### **Disinfection:**

- Disinfect frequently used items, equipment and surfaces as much as possible. Items to consider are doorknobs and handles, cart and basket handles, bathroom faucets and check out stations and payment keypads.

### **Social Distancing:**

- Encourage clients to purchase online for curbside pick-up.
- Establish mechanism to maintain 6 feet separation while waiting in line to enter or check out. Consider marking six-foot intervals on the floor for patrons to stand on.
- Consider adding a partition with a pass-through opening at the bottom of the barrier in checkout lanes and service counter as a barrier shield.
- Consider designating hours for at risk populations.
- Consider a daily log with name and contact information of individuals that enter.

## SOCIAL GATHERINGS

- Decision to hold social gatherings should be assessed using the following:
  - If the event is public or private
  - Contact intensity (duration and type of contact)
  - Number of contacts
  - Modification potential (example: hosting event outdoor vs. indoor) •
- Practice physical distancing. In spaces where physical distancing is difficult, staff and residents should wear cloth face masks.
- Clean and disinfect often per CDC guidelines (see page 21 or [click here](#)).

## Special Events and Fundraisers

Limit gatherings to 25% capacity. Staff and participants should wear cloth face masks and practice physical distancing.

RISK ASSESSMENT FOR REOPENING				
Category	Contact Intensity	Number of Contacts	Modification Potential	Mitigation Resources
Small social gatherings (e.g., birthday parties)	High	Medium	High	<a href="#">CDC guidance</a>
Large social gatherings (weddings, funerals with many attendees)	High	High	High	<a href="#">CDC guidance</a> , <a href="#">National Funeral Directors Association guidance</a>

## TRAVEL

Any non-essential travel is strongly discouraged.

## Business

- Minimize non-essential travel.
- You may travel to another state for activities that are permitted in that state. Please contact the state directly to ensure that your travel complies with their rules and orders.
- For additional guidance, [view WEDC's general guidelines for businesses travel on page 5](#)

## Personal

People are strongly encouraged to stay close to home, not travel to second homes or cabins, and not travel out of the state if it is not necessary.

## VULNERABLE POPULATIONS

### Long-term Care Facilities, Nursing Homes, Assisted Living, Etc.

- Continue sheltering in place until vaccine available.
- Precautions should be made to isolate vulnerable residents.
- Visitors to Long Term Care Facilities should be prohibited.
- Disinfect frequently used items, equipment and surfaces as much as possible. Items to consider include doorknobs and handles, cart and basket handles, bathroom faucets and check-out stations and payment keypads.

### Resources

- [COVID-19: Screening Checklist – for Visitors and Staff of LTCs](#)
- [Assisted Living Communities: Taking Reasonable Efforts to Prevent COVID-19](#)
- [Communal Dining Guidance](#)
- [The Role of Physical and Occupational Therapy and Speech-Language Pathology Personnel in LTC Facilities During the COVID19 Pandemic](#)
- [Guidance on the Role of Hospice Services in LTC Facilities During COVID-19 Pandemic](#)
- [AHCA/NCAL Guidance: Accepting Admissions from Hospitals During COVID-19 Pandemic](#)
- [Tips for Keeping Residents Engaged](#)
- [When Residents Want to Take an Outing into the Surrounding Community During COVID-19](#)
- [Guidance on visitation and individuals entering and leaving nursing homes \(March 13, 2020\)](#)
- [COVID-19 Guidance to State and local governments, and nursing homes \(April 2, 2020\)](#)

### Residents/Patients

- Ask the facility about other ways you can communicate with your loved ones, whether by phone, video or social media.
- Follow everyday preventive actions such as:
  - Washing your hands or using alcohol-based hand sanitizers
  - Covering your cough and sneezes
- Ask other individuals (including staff) to avoid touching you with handshakes, hugs or kisses. Ask them to wash their hands. Do not be shy! It's okay to remind people.
- Watch out for [potential scammers](#) during this crisis.
- If you begin to experience difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, tell a staff member immediately.

## Family & Friends

- Communicate with your loved ones through alternative ways for the time being, whether by phone, video, social media, or other methods. Ask the facility about ways they can help with this.
- Make sure your loved one's facility has your emergency contact information. The facility may need to communicate with you about any developments regarding your loved one or about the facility as a whole.
- If you must come to the facility, such as a loved one is near end-of-life, coordinate with the staff ahead of time.
  - They may ask you some questions before or when you arrive. This is to make sure you do not pose as a potential risk to residents and staff.
  - If you are asked to not enter the building, please understand this is for the safety of your loved one and everyone else in the building. Nursing homes and assisted living communities are following direction from the government to prevent the spread of this virus.
  - If you are permitted in, please wash your hands or use alcohol-based hand sanitizer immediately upon entering and throughout your visit. Avoid touching your loved ones or other individuals in the building. Again, we know this is difficult, but the virus is very contagious and social distancing is important at this time.
- Warn your loved ones about [potential scammers](#) during this crisis and encourage them to be cautious

## Providers

- Centers should review their [infection prevention and control policies and procedures](#) for droplet precautions among residents and staff. Assemble your Emergency Preparedness and Operations teams and prepare strategically for a potential spread of the virus. SNFs: Use the [CMS Focused COVID-19 Infection Control Survey Tool](#) to self-assess your IPCP plans.
- Prepare staff
  - Acknowledge the current situation and share only verified facts. See this [sample letter to employees](#).
  - It's important that any staff who are sick stay home. [CDC has detailed guidance on this](#).
  - Remind staff of hand hygiene and proper use of personal protective equipment (PPE)
  - Inform housekeeping staff and other impacted staff about the importance of proper cleaning. See this sample handout in [English](#) or [Spanish](#).
- Restrict all non-essential individuals from visiting your facility for the time being.
  - Explain this to residents' family members and friends.
    - Use this [template letter](#) to inform them ahead of time ♣
    - Use this sample notice in [English](#) or [Spanish](#) to post at your main entrance or share with visitors who come to the building
  - Set up/help facilitate alternative forms of communication for residents: video, phone, or other methods
- Screen individuals who need to enter the building—including staff—for possible exposure to COVID-19. [Use this checklist for screening individuals](#)

- Any individual who checks YES to any questions on the screening tool should not be permitted to enter the facility.
- Any individuals that is permitted to enter should wash their hands or use hand sanitizer upon entrance and throughout their stay.
- Use [template log for personnel \(Excel or PDF\)](#) to track employees & temps coming into the facility
- Residents may venture outside their rooms, but must wear facemasks and practice physical distancing guidelines.
- Take stock of your personal protective equipment. If you are running low on supplies, or worried about running low, take these steps in this order:
  - Work to preserve your supply by adjusting your practices to conduct multiple activities per visit to an infected patient's room ([see CDC guidance](#))
  - Contact your [local healthcare coalition](#)
  - Contact local Emergency Management about possibly sharing equipment
- Communicate, communicate, communicate
  - Create a communication plan for all stakeholders.
  - The World Health Organization has a great Communications Package that you can download and use.
  - Make sure you have current emergency contact information for family members and loved ones.
  - Keep residents and family members informed about efforts you're taking and any new developments.
  - Prepare for media inquiries.
    - For non-impacted facilities, [download a template statement and talking points.](#)
    - For impacted facilities, [download a template statement and talking points.](#)

## WAREHOUSE/WHOLESALE TRADE

For guidance, [view WEDC's recommendations for Warehouse/Wholesale Trade.](#)

## WELLNESS & FITNESS FACILITIES

### Gyms, Yoga Studios, Martial Arts, Pilates, CrossFit

- Limit to 25% capacity or 4 people per 1,000 square feet.
- Practice physical distancing. In spaces where physical distancing is difficult, staff and residents should wear cloth face masks as safety permits.
- Clean and disinfect often per CDC guidelines (see page 21 or [click here](#)).
- Consider outdoor group fitness classes.

For additional guidance, [view WEDC's guidance for gyms and fitness centers.](#)

### Additional Recommendations

#### **Employee Health:**

- Pre-screen employees for symptoms prior to starting shift.
- Pre-screen members for symptoms before they enter the facility.
- Do NOT allow symptomatic people to work or exercise. Send them home if they arrive at facility sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneezes using elbow (not hands).
- Practice social distancing by setting up work stations at least 6 feet from other staff.

#### **Disinfection:**

- Disinfect frequently used items, equipment and surfaces as much as possible. Item to consider are doorknobs and handles, drinking fountains, locker room/common areas.
- Provide disinfectant for members to wipe down equipment after each use.
- Assign staff members whose main responsibility will be disinfecting equipment.
- Discontinue providing towels and mats for members.

#### **Social Distancing:**

- Move equipment to create safe social distancing.
- Consider designating hours for at risk populations.
- Discontinue group classes and close spas, saunas and pools.
- Keep a daily log with name and contact information of individuals that enter.

<b>RISK ASSESSMENT FOR REOPENING</b>				
<b>Category</b>	<b>Contact Intensity</b>	<b>Number of Contacts</b>	<b>Modification Potential</b>	<b>Mitigation Resources</b>
Gyms/fitness studios	Medium	Medium	Medium	<a href="#">CDC Small Business guidance</a>

