

Blueprint for Reopening Washington and Ozaukee Counties - FAQ

The Blueprint for Reopening Washington and Ozaukee Counties provides broad guidance for reopening the economy safely and incrementally. WOPHD 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.

COMMON QUESTIONS/CONCERNS:

1. Can my business apply for “essential” service designation?
 - a. Visit the [Wisconsin Economic Development Coalition \(WEDC\)](#) for guidance.
2. 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
 - b. For more information from the CDC, click [here](#).
3. What are Required Safe Business Practices?
 - a. For the Safer at Home – Required Safe Business Practices, click [here](#).
4. What are Minimum Basic Operations?
 - a. The minimum necessary activities to maintain the value of the business’ inventory, preserve the condition of the business’ physical plant and equipment, ensure security, process payroll and employment benefits, or for related functions, including where these functions are outsourced to other entities.
 - b. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.
5. What can I do to keep my employees safe?
 - a. Pre-screen employees for symptoms prior to starting shift
 - b. Do NOT allow symptomatic people to work. Send them home if they arrive at work sick
 - c. Encourage staff to wear a mask or face covering
 - d. Provide the opportunity for staff to wash hands often (or provide hand sanitizer)
 - e. Encourage all staff to cover coughs and sneezes using elbows (not hands)

- f. Practice social distancing and stay at least 6 feet from other people whenever possible
- 6. I work from home. Am I allowed to continue working?
 - a. Businesses, including home-based businesses, may continue operations consisting exclusively of employees or contractors performing activities at their own home or residences (i.e., working from home).
- 7. What should I do if my employer is trying to force me to work while sick?
 - a. Contact the [Wisconsin Department of Workforce Development](#).
- 8. Should I wear a cloth mask in public?
 - a. Yes, refer to the [CDC](#) for guidance on proper face coverings.
- 9. Essential Businesses **must:**
 - a. Restrict the number of workers present on premises to no more than is strictly necessary to perform the essential operation.
 - b. Increase standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19.
 - c. Adopt protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
 - d. Adopt policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.
- 10. **Governor Evers’ Safer at Home Emergency Order #34 allows Non-Essential Businesses to do more things as *Minimum Basic Operations***, including preserving inventory, ensuring security processing payroll, employee benefits, deliveries, mailings, curbside pick-up, curbside drop-off, and outdoor recreational rentals. Automatic and self-serve car washes may operate. Non-essential businesses must notify workers of whether they are necessary for the Minimum Basic Operations.

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AGRICULTURE

Community Gardens

Community gardening for food production is an allowed outdoor activity under the Safer at Home Order, and gardens can remain open. 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:

- Cancel all events and group work days and make other arrangements for garden tasks, such as tilling by machine or hand, planting, fertilizing and soil amending, planting, watering, pest management, maintenance, and harvesting.
- 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.
- Consider creating 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 sickness 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 for vulnerable populations in your community to fresh and healthy produce.

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 that go to the garden with you to the minimum possible.
- 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

Farmers markets in Wisconsin are considered essential businesses that may remain open because they provide a critical food resource. Markets also provide an essential opportunity for Wisconsin farmers to connect with their communities. The following guidance is intended for farmers’ markets, vendors, and customers to provide recommendations on how to safely operate and interact.

Minimum Requirements for Operations

Per Safer at Home Order #28, all farmers markets must take the following actions:

- Close all seating intended for consuming food.
- Prohibit food samples.
- Self-dispensing unpackaged food areas (including fresh produce) may stay open.
- Areas that require customers to use tongs or scoops are encouraged, but not required, to close; vendors must sanitize the tongs and scoops frequently.

- Follow social distancing requirements between all individuals on the premise to the maximum extent possible.
- Increase spacing between vendors.

Additional Best Practices for Operations

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.

What can the market do?

- Pause or delay opening markets if safety measures cannot be adequately maintained.
- 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 handwashing 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 is recommended.
- 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 on 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

- **Greenhouses, retail landscaping businesses and their suppliers are considered essential businesses or operations, so long as the service is necessary to maintaining the safety, sanitation, and essential operation of residences, businesses, and buildings.**
- If a greenhouse, retail landscaping business, or supplier is not necessary to maintaining the safety, sanitation, and essential operation of residences, businesses, and buildings, they may still continue Minimum Basic Operations, including fulfilling nonessential curbside pick-up, deliveries, mailing parcels, and receiving parcels if it can be done by one person in a room or confined space, including a car or truck. Services cannot require a signature by the customer.

ANIMAL SERVICES

Dog Grooming

Grooming services are non-essential businesses, but may provide grooming services with Minimum Basic Operations, provided that employees comply with Social Distancing Requirements.

- 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.
- Maintain physical distancing practices.
- All staff should wear masks and gloves if possible.
- Groomers should follow the safety precautions below:

- Curbside drop-off/pick-up
- Payments over the phone
- Lobby closed
- 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

Per Safer at Home Order #28, these businesses should remain closed until Safer at Home is lifted. All hair salons, barber shops, nail salons, day spas, electrolysis providers, waxing salons, eyebrow-care establishments, tattoo parlors, body are establishments, and tanning facilities must be closed.

Beauty, Grooming, & Body Modification

REOPENING AFTER SAFER AT HOME ORDER #28 IS LIFTED

- Keep clients at least 6 feet from each other.
- Consider a daily log of individuals who enter.
- Maintain physical distancing practices.

CHECKLIST

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:**
- No more than 10 individuals in the business at a time, including stylists/artists.
 - 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.

CHURCHES/RELIGIOUS ENTITIES

Places of Worship

Any gathering must include fewer than 10 people in a room or confined space at a time. The use of virtual services is highly encouraged.

Churches/Religious Entities

REOPENING AFTER SAFER AT HOME ORDER #28 IS LIFTED

- Operate under physical distancing protocols.
- Encourage the use of facemasks/coverings.
- Discourage shaking 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.)

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

COMMON AREAS

Lunch Rooms, Cafeterias, Break Rooms, Lobbies

Common areas in any setting, where personnel are likely to congregate should be closed.

ENTERTAINMENT

Festivals, Carnivals, Fairs, Concerts, Parades

Per Safer at Home Order #28, festivals, carnivals, fairs, concerts, and parades are not permitted until Safer at Home is lifted.

- Summer events with large numbers of attendees (>250) should consider cancellation or postponement to limit number of people congregating.

Fireworks

- Consider cancelling or postponing community gatherings for firework shows.
- Firework shows may be held only if physical distancing from observers can be assured.
- Limit gatherings in parks.
- Eliminate ground shows.

FOOD SERVICE

Bars

- Carryout sales of alcohol beverages are allowed if permitted by state law and municipal ordinance.
- Delivery of alcoholic beverages to retail customers is prohibited.
- Wineries holding direct wine shippers' permits may make deliveries of wine in accordance with their permit.
- Customers may enter only to order, pick up, or pay for food or beverage.
- No seating provided.
- Food and drink may not be consumed on premises, neither indoors nor outdoors.
- Self-service operations of salad bars, beverage stations, and buffets are prohibited.

- Customers are prohibited from self-dispensing any unpackaged food or beverage.

Bars

REOPENING AFTER SAFER AT HOME ORDER #28 IS LIFTED

REOPENING GUIDELINES

- Individuals seated at a bar should maintain 6-foot distance from each other.
- Require employees to wear facemasks and gloves.
- Conduct health surveys with workers prior to each shift.
- Limit tables to 6 guests. Excess chairs should be removed and tables may not be combined.
- Standing area capacity should be limited to no more than 50% capacity. For bar areas, two bar stools should be unavailable between unrelated customers. The same rules apply to outdoor patio areas.
- 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.

Restaurants, Food Trucks and Coffee Shops

Restaurants may remain open for food take-out or delivery only and no seating may be provided. Carryout sales of alcohol beverages and food are allowed if permitted by state law and municipal ordinance. Customers may enter these establishments only for the purpose of ordering, picking up, and paying for food or beverage. Food and drink may not be consumed on the premises, neither indoors nor outdoors. Delivery of alcohol to retail customers is prohibited.

Any self-service operations of salad bars, beverage stations, and buffets must cease. Customers are prohibited from self-dispensing any unpackaged food or beverage.

Restaurants & Coffee Shops

REOPENING AFTER SAFER AT HOME ORDER #28 IS LIFTED

- Require employees to wear facemasks and gloves.
- 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
- Disposable utensils should be used and 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 tables to 6 guests. Excess chairs should be removed and tables may not be combined.
- Standing area capacity should be limited to no more than 50% capacity. For bar areas, two bar stools should be unavailable between unrelated customers. The same rules apply to outdoor patio areas.
- 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.
- Food contact surfaces must be sanitized between each use.
- For restaurants, the NRA/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. Restroom use by customers should be discouraged, with facilities sanitized between users when necessary.

CHECKLIST

- 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.

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.

Dining Room:

- No more than **X** individuals in the restaurant at a time.
- Limit number individuals at one table.
- Separate tables by a minimum of 6 feet.
- Disinfect frequently touched surfaces in between customers (table, condiments, menus).
- Eliminate or limit seating in waiting area.
- No self-service areas including salad bars, buffet and beverage service.

HOTELS & MOTELS

- Hotels and motels are essential businesses and operations and can remain open if they follow the guidelines imposed on stores that sell groceries and medicine, restaurants, and bars.
- Guests should be prohibited from congregating in lobbies or other common areas and social distancing requirements must be implemented.
- Hotel and motel swimming pools, hot tubs, and exercise facilities should remain closed.

LARGE BUSINESSES

Corporations, Manufacturing

- Promote telework options for nonessential employees, promote physical distancing in the workplace, and utilize disinfection guidelines per the CDC.
- 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>
 - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
- 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.

Retail - Department Stores, Malls, Etc.

- Promote telework options for nonessential employees, promote physical distancing in the workplace, and utilize disinfection guidelines per the CDC.
- 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
- Consider alternatives to lines, including texting customers to wait in their cars, and scheduling pick-up or entries.

- Stores with less than 50,000 square feet of customer floor space must limit the number of people in the store, including employees, to 25% of their total occupancy limits.
- Stores with more than 50,000 square feet of customer floor space must limit the number of customers (excluding employees) to 4 people per 1,000 square feet. These stores must also offer at least two hours per week of shopping time for vulnerable populations.

Arts and Crafts Stores

- Arts and crafts stores may offer expanded curb-side pick-up of materials necessary to make face masks or other personal protective equipment (PPE).

Large Businesses

REOPENING AFTER SAFER AT HOME ORDER #28 IS LIFTED

CHECKLIST

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 coughs and sneezed using elbow (not hands).
- Practice social distancing by set 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, cart and basket handles, bathroom faucets and check out stations and payment keypads.

Social Distancing:

- Limit the number of people in the store (excluding employees) to 4 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)
- 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 a daily log with name and contact information of individuals that enter.

LARGE VENUES

Theaters, Sporting Venues, Museums, Marinas, Zoos

- Per Safer at Home Order #28, these businesses should remain closed until Safer at Home is lifted.

Large Venues

REOPENING AFTER SAFER AT HOME ORDER #28 IS LIFTED

- Operate under physical distancing protocols.
- Maximum seating at 25% of capacity. (Capacity should be assessed every 2 weeks and phased up in increments of 25%)

CHECKLIST

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

Postpone or Cancel:

- Event that includes 250 people or more
- Event likely to have 10 or more people who are at higher risk of serious COVID-19 illness (older adults and people with underlying health problems such as lung or heart disease and diabetes)
- If there is substantial spread of COVID-19 in the community

LIBRARIES & MUNICIPAL BUILDINGS

- Libraries must close for all in-person services. However, libraries may provide curbside pick-up of books or other materials that patrons order online or by phone. Libraries may also continue online services and programming. Libraries may be used for essential government functions and food distribution.
- Municipal buildings are closed to the public. Residents should call or go online to pay utilities while municipal buildings are closed.

OTHER

Car Washes

Entirely automatic car washes and self-service car washes may remain open.

Garage Sales, Rummage Sales, Yard Sales

These events are discouraged as they do not comply with Safer at Home Order #28. Residents may use online resources to sell items and arrange for curbside pick-up.

Special Events and Fundraisers

Special Events and Fundraisers that do not comply with Safer at Home Order #28 and/or Social Distancing Guidelines are discouraged.

RECREATION

Parks, Beaches, Outdoor Recreation Areas

- **Parks, beaches, and some outdoor recreation areas may remain open.**
- Local health officials may close public parks and open spaces if it becomes too difficult to ensure social distancing or the areas are being mistreated.
- State Parks and forests will be open from 6am to 7pm daily (closed Wednesdays for maintenance) throughout the duration of Safer at Home Order #28.
- Camping, group camps and shelters will remain closed for the duration of Safer at Home.

Amusement Parks, Waterparks, Pools

Per Safer at Home Order #28, amusement parks, waterparks and pools should remain closed until Safer at Home is lifted.

Arcades, Bowling Alleys, Skating Rinks

Per Safer at Home Order #28, these businesses should remain closed until Safer at Home is lifted.

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

- All operations must be performed by one person in a room or confined space, including a car or truck.
- Rentals must be paid for on-line or by phone.
- Rental pick-up and drop-off must be scheduled ahead of time to ensure social distancing between customers.
- Customers are not permitted inside the business or facility.
- Rented equipment must be cleaned after each use.

Golf Courses

Golf courses may open, but there are restrictions. Golf carts must be cleaned between each use; all reservations and payments must be made online or by phone ahead of time; social distancing must be observed at all times; country clubs, clubhouses and pro shops must remain closed; and tee times must be spaced to avoid multiple foursomes from clustering at any point on the course.

- Participants should practice physical distancing.
- Participants **are** permitted to use golf carts. They **must** be cleaned after each use.
- If golf courses are able to provide food, they should utilize “curbside” like pick-up for food and beverage.
- People cannot congregate to wait for food.
- Portable toilets are cleaned less frequently, and they sometimes are not stocked with hand hygiene products. **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.
- **Driving ranges and miniature golf are closed.**

Contact Sports and Playgrounds

Per Safer at Home Order #28, individuals may not engage in team or contact sports, such as by way of example, and without limitation, basketball, ultimate Frisbee, soccer, or football, as these activities do not comply with Social Distancing Requirements. Playgrounds are closed. These guidelines are in place until Safer at Home is lifted.

Recreation

REOPENING AFTER SAFER AT HOME ORDER #28 IS LIFTED

- Participants should practice physical distancing.

CHECKLIST

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:

- Cleaned and disinfected regularly, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches
- Regularly stocked supplies for handwashing, 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 number

SCHOOLS, CHILDCARE, & SUMMER CAMPS

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

Schools

REOPENING BEGINNING FALL 2020 SEMESTER

- Staff and students should 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.

CHECKLIST

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 set 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 stocked supplies for handwashing, 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

Graduations

- Follow DPI guidelines regarding holding non-essential activities on school grounds
- Consider multiple ceremonies in smaller groups, ex. ceremony for last names A-G, etc.
- Hold outdoor ceremonies.
- Limit number of attendees to immediate family.
- Practice social distancing between households
 - Arrange chairs in cohorts spaced a minimum of 6 feet apart
- No hand-shaking
- Everyone should wear face masks/coverings

Summer School/Camps

- 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.

Childcare

Childcare is considered an essential business. During the Safer at Home Order #28, childcare facilities should consider the following:

- Limit number of children and staff.
- Consider moving drop-off and pick-up of children outdoors to minimize number of people entering facility.
- Consider a daily log of individuals who enter.
- Maintain physical distancing practices and increased disinfection.

Childcare

REOPENING AFTER SAFER AT HOME ORDER #28 IS LIFTED

CHECKLIST

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:

- 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

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.

SMALL BUSINESSES

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

Small businesses deemed non-essential must remain closed to the public, but may provide services with Minimum Basic Operations, provided that employees comply with Social Distancing Requirements.

- Curbside pick-up, drop-off and delivery is permitted

Florists & Garden Centers

Florists may provide services with Minimum Basic Operations, provided that employees comply with Social Distancing Requirements.

- Curbside pick-up, drop-off and delivery is permitted

Small Businesses

REOPENING AFTER SAFER AT HOME ORDER #28 IS LIFTED

- Limit the number of patrons in the store at one time.
- Consider a daily log of individuals who enter.
- Maintain physical distancing practices.

CHECKLIST

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 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, cart and basket handles, bathroom faucets and check out stations and payment keypads.

Social Distancing:

- Limit the number of people in the store (including employees) to 25% of the total occupancy limits established by the local municipality.
- 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

- Limit social gatherings to less than 10 people.
- Maintain physical distancing practices.

TRAVEL

All forms of travel are prohibited unless explicitly excepted per Safer at Home Order #28. Individuals utilizing mass transit must maintain social distancing of at least six feet as much as possible. Permitted essential travel includes:

- Any travel related to essential activities, essential governmental functions, essential businesses and operations, or non-essential businesses' minimum basic operations.

- Travel to care for elderly, minors, dependents, persons with disabilities, or vulnerable persons.
- Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, or any other services.
- Travel to return to a place of residence from outside the jurisdiction.
- Travel required by law enforcement or court order, including to transport children pursuant to a custody agreement.
- Travel required for non-residents to return to their place of residence outside Wisconsin.

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.

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 Safer at Home or sheltering in place until vaccine available.
- Precautions should be made to isolate vulnerable residents.
- Visitors to Long Term Care Facilities should be prohibited. Local Health Officer orders should continue to be followed.
- 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.

WELLNESS & FITNESS FACILITIES

Gyms, Yoga Studios, Martial Arts, Pilates, CrossFit

Per Safer at Home Order #28, these businesses should remain closed until Safer at Home is lifted.

Wellness & Fitness Facilities

REOPENING AFTER SAFER AT HOME ORDER #28 IS LIFTED

- Operate under physical distancing protocols.
- Adhere to strict sanitation protocols

CHECKLIST

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:

- Limit the number of people in the facility (including employees) to 1 person per 200 square feet
- Move equipment to create safe social distancing.
- Consider designating hours for at risk populations.
- Discontinue group classes and close spas, saunas and pools.
- Consider a daily log with name and contact information of individuals that enter.

Coronavirus (COVID-19) Employee Screening Tool

Employer Version

Instructions: Use this form to screen all entering employees. The Washington Ozaukee Public 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: (First, Last)

DATE: (dd/mm/yy)

SYMPTOMS:	
<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><u>Guidance for Employer:</u></p> <ul style="list-style-type: none"> Send employee home to quarantine for no less than 7 days. They may return to work if symptom free for 72 hours. Employee should call their health care provider for guidance 	<input type="checkbox"/> Fever (100.4°F or higher) <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Cough <input type="checkbox"/> Chills <input type="checkbox"/> Repeated shaking with chills <input type="checkbox"/> Muscle pain <input type="checkbox"/> Headache <input type="checkbox"/> Sore throat <input type="checkbox"/> New loss of taste or smell
POTENTIAL CONTACT:	
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

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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: (First, Last)

DATE: (dd/mm/yy)

SYMPTOMS:	
<p>In the past 24 hours, have you experienced:</p>	<input type="checkbox"/> Fever (100.4°F or higher) <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Cough <input type="checkbox"/> Chills <input type="checkbox"/> Repeated shaking with chills <input type="checkbox"/> Muscle pain <input type="checkbox"/> Headache <input type="checkbox"/> Sore throat <input type="checkbox"/> New loss of taste or smell
POTENTIAL CONTACT:	
<p>Have you had close contact with a confirmed COVID-19 patient while that person was ill?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>In the last 14 days, have you traveled via airplane internationally or domestically?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

