

COVID-19 Prevention Plan for Businesses

Businesses in Bayfield County are encouraged to develop COVID-19 prevention plans in order to protect their employees and customers by implementing prevention strategies and policies that have been shown to help prevent the spread of COVID-19. Businesses should implement control strategies in each of the following categories:

1. Employee Health, Hygiene, and Respiratory Etiquette
2. Physical and Social distancing
3. Public and Client Protection
4. Environmental and Engineering Controls
5. Cleaning and Disinfection Procedures

Having prevention strategies in place will help:

- Reassure your staff that protections are in place when working with the public.
- Provide flexibility for staff when ill or if staff have been exposed to COVID-19.
- Reassure the public that you are taking as much care as possible in preventing the spread of COVID-19 in their establishments.

Benefits of having a COVID-19 Prevention plan will:

- Reduce risk for staff working with the public from contracting COVID-19
- Reduce risk of the public from spreading COVID-19 in your business.
- Provide basic protections to staff if exposed to clients or employees later diagnosed with COVID-19. For instance; if staff were exposed to a COVID-19 patient, they would normally be required to self-monitor and isolate for 14 days, may not need to if they were properly protected by social distancing and wearing PPE – as determined by health department after reviewing plan and interviewing staff affected)
- Businesses with COVID-19 prevention plans will be highlighted on the Bayfield County COVID-19 Information HUB page and identified as having a COVID-19 Prevention Plan in place.
- If you hold a license from the Bayfield County Health Department, review of your COVID-19 Prevention Plan may be counted as your annual inspection with Environmental Health Staff, forgoing the need for a separate on-site inspection, if approved.

COVID-19 Prevention Plan for Businesses

Name of Business: _____

Address: _____

Owner/Manager Name: _____

Contact info (phone or email) _____

Best Practice checklists and Re-Opening Guidelines

Environmental Health Specialists have reviewed guidance documents from the CDC, OSHA, Wisconsin Dept of Health, DATCP and other sources to develop a short COVID-19 Best Practices Checklist to help prepare area businesses, workplaces and families to keep safe from COVID-19. Check the ones you have reviewed. You can also just attach a copy of the Checklist with what you have implemented checked off as your safety plan.

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|--|--|
| <input type="checkbox"/> GENERAL WORKPLACES | <input type="checkbox"/> HOTELS & MOTELS |
| <input type="checkbox"/> BED AND BREAKFASTS | <input type="checkbox"/> RESTAURANTS |
| <input type="checkbox"/> BODY ART ESTABLISHMENTS | <input type="checkbox"/> VACATION RENTALS AND
TOURIST ROOMING HOUSES |
| <input type="checkbox"/> CAMPGROUNDS | <input type="checkbox"/> FOR FAMILIES |
| <input type="checkbox"/> CONVENIENCE STORES & GAS
STATIONS | <input type="checkbox"/> CHURCHES |
| <input type="checkbox"/> GROCERY AND RETAIL FOOD | <input type="checkbox"/> FARMERS MARKETS |

In addition, DATCP has also issued new guidance for **facilities holding licenses**. Please review the guidance documents can be found for the following facility types and implement those items which would apply to your establishment:

- [Restaurants](#)
- [Campgrounds](#)
- [Lodging](#)
- [Pools](#)
- [Recreation and Education Camps \(childrens camps\)](#)

Wisconsin Economic Development Corporation has also developed re-opening guidelines for multiple types of businesses. Please review guidelines for your specific business or the general workplace guidelines and **list which guidelines you have reviewed** and are using for your facility.

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

- Guidelines Reviewed for _____

I. Employee Health, Hygiene, and Respiratory Etiquette

Employee Health

All staff in the business must be aware of COVID-19 symptoms and how it is spread.

Symptoms include: Cough, Shortness of Breath or Difficulty Breathing, Fever, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell, abdominal pain, vomiting, and diarrhea.

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an ill person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be breathed into the lungs.
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.
- People are thought to be most contagious when they are most symptomatic (i.e., having a fever, cough, and/or shortness of breath). Some spread might be possible 2 days before people has symptoms.

Employees are monitored for illness and fever daily. Make sure you have sick leave policies in place that are flexible and that employees know about these policies. Things to include:

- Employees are monitored for illness and fever daily.
- Employees DO NOT work when ill and stay home at least 3 days after any illness that includes a cough and fever.
- If an employee shares that they have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and not share anything about the employee's illness with other staff members.
- Employees who are well but have a family member at home who is sick with COVID-19 should notify their supervisor that they will not be attending work. They will need to quarantine themselves and any other household contacts. Family medical leave or other legal contracts may apply.
- Sick employees are encouraged to get tested for COVID-19 when possible. Employees who test negative may return to work after 24 hours if symptoms have disappeared.
- Other policies or procedures in place:

Hygiene

- Handwashing sinks are available for employees and are fully stocked with soap and paper towels at all times.
- Handwash signage installed and employees are reminded to wash hands frequently.
- Gloves are provided for employees when picking up trash, cleaning, and bussing dirty tables.
- Make hand sanitizer and disposable disinfectant wipes available in employee and customer areas.

Respiratory Etiquette

- Provide face coverings or masks for employees that must work face to face with the public or with other employees.
- Workers, customers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands.
- Tissues and trash receptacles with bags are provided and emptied regularly
- Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and visitors.

2. Physical and Social Distancing

Creating physical distancing space can be done by physically changing the workplace or by modifying work schedules.

- Limit on site staff to those necessary to maintain essential functions.
 - Have employees continue to work at home some days when possible.
 - Maintain the same staff during shifts so the same people work with each other each day.
 - Discourage ride sharing or carpooling if traveling offsite.
 - Limit customers and suppliers. Set up drop area for deliveries rather than allowing delivery personnel to walk through employee work areas.
 - Try to keep staff at least 6 feet of each other.
 - Continue to adjust schedules to limit the number of people working together in an area at the same time, for example:
 - Staggered shifts and work hours.
 - Staggered use of shared spaces, including bathrooms, break rooms and lunchrooms.
 - Continue to handle employee communication and meetings virtually, wherever possible.
 - Continue to discourage hand shaking or other forms of physical contact.
 - Other safety precautions implemented (describe)
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3. Public and Client Protection

Promoting the steps your business is taking to protect staff as well as the public will help reassure customers you are doing your best to protect them. Using physical precautions, such as sneeze guards, measured waiting lines and physical distancing signage will help remind customers of the steps you are taking to safeguard their health and ask that they participate in illness prevention as well.

- Install and promote touchless payment options.
- Promote call ahead or online ordering, curbside pick up and take out when possible.
- Post signs and guidance for patrons to follow - including stay home when sick and to wear face coverings when in areas where maintaining physical distancing to others is not possible.

- Make sure that bathrooms are fully stocked with soap and hand towels, and that sinks are in working order.
- Eliminate areas of consumer self service if possible, especially consumer self-service of unpackaged food items. (packaged or protected food items OK)
- Increase cleaning and disinfection frequency of frequently touched surfaces, including key pads, door handles, faucets, railings, carts and baskets.

4. Environmental and Engineering Controls

- If not completed already, tape off 6-foot by 6-foot boxes on the floor of areas where customers queue up, such as at a check-in desk or check out-register.
- Control the flow of people in the building. Label narrow aisles in stores “One Way” and designate a separate “ENTRANCE” and “EXIT” if possible to reduce face to face interactions between guests.
- Utilize physical barriers to protect staff and clients from infection. Install sneeze guards, plastic sheeting, plexiglass, or another transparent barrier to separate workers from customers, such as:
 - At check-in desks.
 - At cash registers.
 - Between the front and rear seats of vehicles.
- Close shared work spaces or communal areas where clients and/or employees congregate if they cannot be cleaned and disinfected after each use.
- Limit the number of customers in the business at one time or reduce seating capacity to 50% of regular capacity.
- Remove commonly touched items, including menus, condiments, table tents, advertisements and games from tables. Remove commonly shared items, such as pool cues and darts. Only put out items that can be sanitized & sanitize between one person to another.

5. Cleaning and Disinfecting Procedures

- Use a sanitizer that has been approved by the EPA as effective against COVID-19 <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
 - Clean and disinfect frequently touched surfaces daily.
 - Disinfect any shared equipment, such as work spaces, lunch room items, carts, baskets, etc. throughout the day.
 - Clean and disinfect common areas between shift changes.
 - Disinfect the interior of shared vehicles after each use. Do not allow staff to eat in shared vehicles. (Beverages with a lid and/or straw are acceptable.)
 - Other specific cleaning guidelines (describe)
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Business Resources:

Symptoms: <https://www.dhs.wisconsin.gov/covid-19/symptoms.htm>

Posters: <https://www.dhs.wisconsin.gov/covid-19/resources.htm>

Resource: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

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

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

Resources: OSHA: <https://www.osha.gov/SLTC/covid-19/>

Resource: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

See the CDC COVID-19 Disinfection Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Resource: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

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