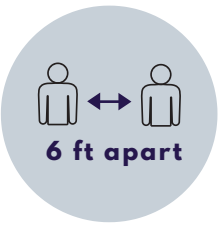
Public Health
Prevent. Promote. Protect.
Fond du Lac County Health Department

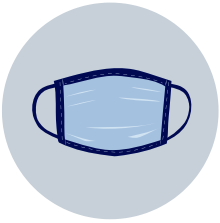
GUIDANCE FOR BUSINESSES REOPENING DURING COVID-19

All employers need to consider how best to decrease the spread and lower the impact of COVID-19 in their workplace. When making plans, employers should consider levels of occupational risk, local disease severity, and the potential impact of disease on vulnerable employees and customers. The Occupational Health and Safety Administration has developed guidance to help assess occupational risk and lists a number of examples to help workplaces prepare for COVID-19. This interim guidance is broad and aimed to help workplaces maintain a healthy environment and prevent workplace exposures to COVID-19. Visit WEDC for more information on reopening and industry-specific guidelines. Guidance is subject to change.

What Employers Can Do to Slow or Prevent COVID-19



Plan for and support social distancing



Provide and encourage face coverings and PPE when necessary

Provide signage for and encourage good hand hygiene

Clean often and provide single use products

Screen employees and send sick employees home

Promote telecommuting or work-from-home

Reduce transmission among employees

Actively encourage sick employees to stay home.

- Screen employees for symptoms of respiratory illness. Send home employees who have symptoms (i.e. fever, cough). Fond du Lac County residents experiencing COVID-19 symptoms, should call (844) 225-0147 to determine next steps for testing. Non-county residents should contact their local health dept. for testing information.

Separate sick employees.

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from others and sent home. If an employee is confirmed to 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).

Educate employees about how they can reduce the spread of COVID-19.

- Instruct employees to wash hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap & water are not available.
- Encourage other good hygiene practices such as covering your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Post this poster where its visible to public and employees.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Practice social distancing by avoiding large gatherings and maintaining distance (6 feet) from others when possible.
- Encourage employees and customers to wear face coverings.

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Maintain Healthy Business Operations

Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.

- Create and maintain a Pandemic Operations Plan.

Implement flexible sick leave and supportive policies and practices.

- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
- Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures. Additional flexibility might include giving advances on future sick leave and allowing employees to donate sick leave to each other.
- Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness. After the patient who tested positive completes isolation and recovery they will be provided a Return to Work document by the health department. Employers can request a copy of this document from the employee to validate recovery.

Determine how you will operate if absenteeism spikes.

- Consider how to address an increase in sick employee, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare programs and K-12 schools.

Consider establishing policies and practices for social distancing.

- Social distancing should be implemented when possible**.** Social distancing means avoiding large gatherings and maintaining distance (at least 6 feet) from others when possible (e.g., breakrooms and cafeterias). Tape 6-foot markings on the floor to help employees and staff maintain appropriate distance.
- Implement flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts).
- Increase physical space between employees at the worksite and between employees and customers (e.g., drive through, partitions).
- Implement flexible meeting and travel options (e.g., postpone non-essential meetings or events).

Maintain a Healthy Work Environment

Perform routine environmental cleaning and disinfection.

- Provide disposable wipes so that commonly used surfaces (i.e. doorknobs, keyboards, equipment, etc.) can be wiped down by employees before each use.

Advise employees before traveling to take additional preparations.

- Check the CDC's Traveler's Health Notices for the latest travel guidance and recommendations.

Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility.

- If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

Support respiratory etiquette and hand hygiene for employees, customers, and worksite visitors.

- Provide tissues and no-touch disposal receptacles.
- Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. Place hand sanitizers in multiple locations to encourage hand hygiene.
- Discourage handshaking – encourage the use of other non-contact methods of greeting.

ENVISION
GREATER FOND DU LAC

This is a resource to help the business community prepare for COVID-19. As more detailed guidance becomes available that is specific to each business type it will be posted on the Envision Greater Fond du Lac website and available on the WEDC website.

Sources and Links for more information:

WI DHS: COVID-19: Businesses, Employers, and Workers

CDC: Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)

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