



**THE CITY OF JANESVILLE'S  
RECOMMENDATIONS  
FOR THE WORKPLACE**

**LODGING**

**BEST PRACTICES FOR REOPENING  
DURING THE COVID-19 PANDEMIC**  
IN ACCORDANCE WITH CDC, DHS, AND WEDC RECOMMENDATIONS



**CITY OF JANESVILLE**  
*Wisconsin's Park Place*

# GENERAL GUIDELINES

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## PROTECT EMPLOYEES

- Have conversations with employees if they express concerns. Some people may be at higher risk of severe illness. This includes older adults and people of any age with serious underlying medical conditions. In workplaces where it is not possible to eliminate face-to-face contact, assign higher-risk employees work tasks that allow them to maintain a six-foot distance from others.
- It is critically important that all employees assume personal responsibility for reducing the spread of respiratory viruses by not reporting to work when ill, **including if they only have mild symptoms that would not normally cause them to miss work**. Employers should reinforce the message that during the current pandemic, the usual tendency for staff to “push-through” and come to work when mildly ill is not acceptable.
- If an employee is sick with no COVID-like symptoms or confirmed exposure to COVID-19, then the employee may return to work after three consecutive days (72 hours) without a fever and the use of a fever-reducing medications and improvement in respiratory symptoms.
- If an employee is sick with a suspected or confirmed exposure to a COVID-19 patient, then the employee should seek a COVID-19 test. If the test results are negative, then the employee may return to work after three consecutive days (72 hours) without a fever and the use of fever-reducing medications and improvement in respiratory symptoms and at least seven days have passed since symptoms first appeared.
- If an employee is sick with a suspected or confirmed exposure to a COVID-19 patient, then the employee will be quarantined for 14 days.
- If a member of your household has traveled domestically or internationally and is symptomatic, then the employee will be quarantined for 14 days even if the employee is asymptomatic.
- If the employee has a member of their household who meets symptom criteria related to COVID-19, then the sick member of the household should seek a COVID-19 test and the employee will not be able to work until one of the following is met:
  - If the sick family member’s COVID-19 test result is negative, then the employee will return to work immediately.
  - If the sick family member’s COVID-19 test result is positive, then the employee will not return to work for at least 14 days.
- Self-monitoring identifies illness early and encourages self-isolation at home to reduce the potential of transmission to co-workers and other visitors to the business. Monitoring should include temperature monitoring and query for symptoms of COVID-19-like illness which include any of the following:
  - Measured temperature greater than 100.0°F (37.8°C) or subjective fever (non-oral thermometer preferred)
  - New or worsening cough
  - New or worsening shortness of breath
  - Sore throat
  - Myalgia (sore muscles)
- Screening employees is recommended for businesses, including temperature checks. If temperature checks are performed, employees taking temperatures should take precautions. The most protective methods involve maintaining a distance of six feet from others and/or use of physical barriers to minimize close contact with employees. If employee screens are performed, follow CDC guidelines.
- Employees who develop symptoms while at work should be instructed to notify their direct supervisor, limit exposure to others, and leave work for the day.
- Provide appropriate personal protective equipment (PPE) and supplies for cleaning and disinfecting workspaces.
  - The CDC recommends wearing cloth face coverings in public, especially in areas of community transmission. A cloth face covering does not protect the wearer from viruses, but it may prevent the spread of viruses from the wearer to other people. Face coverings are not PPE and are not appropriate where masks and respirators are required.
  - Train workers who need to use PPE on how to properly apply, use/wear it, and remove correctly. Training material should be easy to understand and available in the appropriate language.
  - Employees should continue to follow their routine policies and procedures for PPE that they would ordinarily use for job tasks.
  - PPE for workers will vary by work task and the types of exposures workers have on the job.
  - Gloves can be a source of contamination if they are not removed properly. Without training, gloves may pose a greater risk of contamination than not wearing. Use of gloves is not always recommended for every industry or job task. Wash hands immediately after removing gloves.

# GENERAL GUIDELINES (continued)

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## INFORM AND EDUCATE WORKERS AND CUSTOMERS

- Place posters at your business where employees and customers are likely to see them. The CDC has printable resources available.
- Post signage on the front door to let customers know about changes to your policies and instruct them to stay away if they are experiencing COVID-19-like symptoms.
- Provide regular updates to let employees and customers know what they can expect.

## KEEP YOUR BUSINESS SAFE AND SANITARY

- Wash your hands with soap and water for at least 20 seconds.
- Provide soap and water in the workplace. Consider scheduling hand washing breaks so employees can wash their hands with soap and water for at least 20 seconds.
- Provide tissues and no-touch trash receptacles.
- Use hand sanitizer that contains at least 60 percent alcohol if soap and water are not available. Place hand sanitizer in multiple locations to encourage good hand hygiene practices.
- Maintaining social distancing is one of the most important ways to reduce the risk of infection. Physical space should be increased between employees and customers to maintain at least six-foot distance at all times.
  - Consider options to increase physical space between employees and customers, such as opening a drive-through, erecting partitions, and marking floors to guide spacing at least six feet apart.
  - Implement touchless payment options to minimize handling of cash, credit cards and mobile or electronic devices when possible.
  - Deliver products through curbside pick-up or delivery.
  - Decrease footprint.
  - Discourage workers from sharing phones, desks, offices, and other work tools and equipment if possible. Instruct employees to sanitize shared workplace items before and after each use.

## KEEP YOUR BUSINESS SAFE AND SANITARY (continued)

- Sanitize your business to limit the spread of virus to your employees and customers. Minimize exposure by involving as few employees in this process as possible.
  - Clean and disinfect all areas. Give special attention to tools, workstations, restrooms, food service areas, phones, computers, and other electronics.
  - Disinfect common and high traffic areas such as door handles, desks, light switches, and faucets.
  - Employers must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace. Never mix household bleach with ammonia or any other cleaner. Always wear gloves appropriate for the chemicals being used.
  - Increase fresh air intake of the HVAC system. Replace HVAC air filters following the manufacturer's guidance. Businesses should consult with HVAC professionals when considering ventilation changes to reduce the risk of COVID-19.
  - Ensure that all water systems and features are safe to use.

Please review [Rock County Reopening Phased Plan](#) for specific guidance on the occupancy capacity of businesses.

# LODGING RECOMMENDATIONS

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## EMPLOYEE HEALTH AND HYGIENE

- Require all employees to wear a cloth mask.
- Provide training for housekeeping associates for proper handling of linens and cleaning/disinfecting supplies. Provide chemical protective gloves and other appropriate personal protective equipment (PPE) as needed to work safely with cleaners and disinfectants.
- Maintain an adequate supply of paper goods, soap, and hand sanitizer to allow proper hand hygiene among employees and customers.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
- Hand sanitizer should be provided in the guest entry area.

## CLEANING PUBLIC AREAS AND GUEST ROOMS

- Sanitize surfaces using a sanitizer from the EPA registered list and follow the manufacturer's directions or use bleach solution.
- Prepare a bleach solution by mixing:
  - Five tablespoons (one-third cup) bleach per gallon of water for non-food contact surfaces.
  - One teaspoon bleach per gallon of water for food contact surfaces.
  - Do not mix bleach and ammonia-based chemical solutions.
- Sanitizing wipes should not be used to wipe more than one surface and should be discarded when visibly soiled.
- Frequently clean and sanitize touch points in all common areas. These include, but are not limited to, tables, desks, door handles, elevator call buttons, phones, public bathrooms, and key cards.
- Increase the cleaning frequency of shared toilet facilities and other shared spaces.
- Schedule gaps in the use of rooms of at least 24 hours.
- Disinfect/sanitize all touch points in each room. These include, but are not limited to, door handles, television remotes, clocks, thermostats, coffeemakers, and ice buckets.
- Launder towels, linens, robes, and all bedding on the warmest appropriate water setting and dry completely after each guest stay. Blankets and comforters should be laundered after each guest or encased in a duvet cover. Duvet covers should be laundered after each guest.
- Do not perform housekeeping services in rooms when occupied, except on request for extended stays when guests are not in the room.

## SOCIAL DISTANCING

- Ensure the front desk layout allows for social distancing between employees and guests. Restrict the number of check-ins allowed at one time.
- Remove or reduce seating in indoor and outdoor areas.
- Close fitness areas.
- Shared transport in vans, cars, etc. should be avoided unless all unrelated passengers can be separated with an empty seat between them. Encourage passengers to wear face coverings and sanitize vehicles after each use.

## FOOD AND BEVERAGE

- When delivering room service, leave it outside the door.
- Buffets should be discontinued. Cease self-service operations, including, but not limited to, pancake/waffle machines. Prohibit customers from self-dispensing unpackaged food. Employees may prepare to-go orders from the breakfast food service area per customers request. Pre-packaged "grab and go" food is allowed.
- Orders can be made on-site as long as the total number of customers inside the establishment at one time is limited so that social distancing can be maintained during order, payment, and pickup.
- Close all seating intended for food consumption.
- Sanitize any multi-use utensils, dinnerware, and glassware provided in guest rooms after each guest stay.

# COMMUNITY RESOURCES

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## OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

- OSHA – Guidance on Preparing Workplaces for COVID-19  
<https://www.osha.gov/Publications/OSHA3990.pdf>
- OSHA – Additional Resources -  
[https://www.osha.gov/SLTC/covid-19/additional\\_resources.html](https://www.osha.gov/SLTC/covid-19/additional_resources.html)

## CENTERS FOR DISEASE CONTROL (CDC)

- Resources for Businesses and Employers -  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>
- Small Business Guidance -  
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html>
- Grocery and Food Retail -  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/grocery-food-retail-workers.html>
- Food and Grocery Pick-up/Delivery -  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/food-grocery-drivers.html>
- Community and Faith Based Organizations -  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/guidance-community-faith-organizations.html>
- Recreational and Sports -  
<https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/park-administrators.html>

## WISCONSIN ECONOMIC DEVELOPMENT CORPORATION (WEDC)

- Relief and Recovery Resources for Your Business –  
[wedc.org/reopen-guidelines](http://wedc.org/reopen-guidelines)

## STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES (DHS)

- [dhs.wisconsin.gov](http://dhs.wisconsin.gov)

## CITY OF JANESVILLE

- [www.ci.janesville.wi.us](http://www.ci.janesville.wi.us)

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### CITY MANAGER'S OFFICE