



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

OUTDOOR GATHERINGS

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



GENERAL GUIDELINES

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)

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.

OUTDOOR GATHERINGS RECOMMENDATIONS

EMPLOYEE HEALTH AND HYGIENE

- Require employees and volunteers to wear a cloth mask.
- For farmers markets, suspend fines for “no-shows” to ensure vendors do not feel pressured to work when sick.
- Consider suspending the use of hand stamps or wrist bands.
- Maintain an adequate supply of paper goods, soap, and hand sanitizer to allow proper hand hygiene among employees.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
- Provide tissues and no-touch disposal receptacles.
- Face masks may be required based on level of interaction with attendees.
- Instruct your employees how to properly put on and remove a face mask or cloth face covering. The CDC illustrates how to properly wear a face covering and provides several tutorials for how to make one.
- If attendees will not be able to stay six feet away from others, recommend that they bring their own face mask or covering. Provide face masks at the event for any attendees who do not bring their own.
- Provide adequate no-touch trash receptacles for used masks.
- Considerations should be made for individuals who are unable or unwilling to wear a mask or cloth face cover.

CLEAN AND DISINFECT

- High customer contact areas such as doorknobs, buttons, touchscreens, tables, and stair rails should be cleaned every two hours or after each user if feasible.
- Bathrooms should be sanitized frequently.
- Disinfecting wipes should not be used to wipe more than one surface. Use one wipe per item or area.
- Clean and sanitize any food contact surfaces between users. Food should not be sampled during an event.
- For farmers markets, consider closing areas that require customers to use tongs or scoops. If tongs and scoops are used, vendors must sanitize them frequently. Consider offering different sizes of prepacked items instead.

SOCIAL DISTANCING

- Please review the [Rock County Reopening Phased Plan](#) for specific guidance on outdoor gatherings.
- Occupant capacity should be reduced to ensure adequate social distancing if at all possible.

- Event attendance should be staggered to minimize overlap and reduce density of participants.

SOCIAL DISTANCING (CONTINUED)

- Consider designating alternate offerings for at-risk populations.
- For any gatherings that occur (e.g. farmers markets or small-group programming), spacing between stations/booths should be at least 10 feet.
- Facilities that promote interaction among unrelated individuals (e.g. playgrounds, play areas, and picnic shelters) should be closed if they cannot be adequately sanitized. A visible barrier such as tape, markings, or a physical barrier should be used to indicate closure.
- Reduce parking at popular public spaces to disperse attendees among various entry points and/or minimize utilization by deterring visitors.
- Consider making walking or biking paths one-way to minimize unintentional interactions, especially during gatherings or events. Utilize directional arrows in chalk or paint on surfaces to reinforce new patterns. If it is safe to do so, municipalities may consider expanding pedestrian and cycling corridors into the current vehicular right of way to allow for adequate spacing.
- Eliminate unnecessary physical contact between individuals and maintain social distancing with a six-foot distance between individuals whenever possible.
- Offer cashless and contactless transactions whenever possible.
- When exchanging paper and coin money, do not touch your face afterward. Ask customers to place cash on the counter/table rather than directly into your hand. Place money on the counter (not in hand) when providing change back to customers. Clean the counter between each customer at checkout.

ADDITIONAL ATTENDEE PROTECTIONS

- Require attendees to wear a cloth face mask.
- Post signage at entry points to public spaces reminding individuals experiencing COVID-19 symptoms to stay at home and asking visitors to maintain social distancing.
- Install hand washing or sanitizing stations (with at least 60 percent alcohol if providing hand sanitizer) at entry points and key locations throughout the area in which the gathering is being held, including areas where attendees will come into contact with shared equipment and/or food service areas. Encourage attendees to use them. You should not utilize hand wash stations that recirculate water.
- Remove all unnecessary touch points, especially those that cannot be sanitized between uses. Examples include the use of pens to sign receipts or visitor logs (cashless and contactless transactions are recommended), benches, and drinking fountains.

OUTDOOR GATHERINGS RECOMMENDATIONS (CONTINUED)

ADDITIONAL ATTENDEE PROTECTIONS (CONTINUED)

- Utilize disposable instead of reusable items whenever possible and provide adequate trash receptacles to accommodate waste.
- Increase the number of trash receptacles and frequency of trash pickup to accommodate increased use.
- Continue offering virtual experiences and curbside pickup of physical goods to accommodate all customers if possible.
- Do not allow visitors to utilize reusable bags or to bring activity items from home to an event if the activity items would be used by multiple participants.
- Discourage users from coming into contact with other participants' equipment. For example, sports field users should not return another user's stray balls or share equipment with unrelated parties.

COMMUNITY RESOURCES

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

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

STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES (DHS)

- dhs.wisconsin.gov

CITY OF JANESVILLE

- www.ci.janesville.wi.us

CITY MANAGER'S OFFICE