



Shawano-Menominee Counties Health Department

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ADDITIONAL GUIDANCE FOR BUSINESSES AND RECOMMENDATIONS SPECIFIC TO INDUSTRIES (as of MAY 20, 2020)

BUSINESSES

1. **Limit staff and customers in offices, facilities, and stores.** All businesses should, to the greatest extent possible, facilitate remote work and other measures that limit the number of individuals present at an office, facility, or store. Businesses should implement the following, to the greatest extent possible:
 - a. Offer online or virtual services, including for meeting with clients, providing counsel, or other professional services.
 - b. Hold meetings and collaborate online or by phone.
 - c. Alternate work teams or stagger shifts.

2. **Safe business requirements when remote work is not possible.** All businesses should take the following measures to limit exposure to COVID-19 to staff, customers, and the public:
 - a. Limit the number of people on the premises to no more than is strictly necessary to perform the business operation.
 - b. Even if staff are physically present at the business premises, use online or phone meeting to avoid staff congregating in offices, conference rooms, or shared spaces.
 - c. To the greatest extent possible, comply with social distancing of 6 feet between all individuals on the premises, including but not limited to employees, customers, and members of the public. Businesses may have to rearrange office space, workspace, or the flow of business in order to provide for social distancing.
 - d. To the extent possible, increase airflow in work areas and conduct in-person meetings outside or in large open spaces.
 - e. Adopt policies to prevent staff from entering the premises or worksite if they display symptoms of COVID-19 or have had contact with a person with a confirmed diagnosis of COVID-19. Employers should not penalize staff for isolating or quarantining because of symptoms or exposure to COVID-19.
 - f. Increase standards of facility cleaning and disinfection of all areas. This should include an emphasis on high-touch areas such as door handles, railings, restrooms, buttons, touch screens, office equipment, tools, shared vehicles, payment devices or cash registers, and counters. Businesses should adopt protocols to clean and disinfect the premises in the event of a positive COVID-19 case in the workplace.
 - g. Post signage in languages understood by your employees and customers reminding staff and customers of safe business practices, social distancing requirements, hand hygiene, and cough/sneeze etiquette.

- h. Where possible, offer curbside pick-up, curbside drop-off, and delivery of goods and services.
- i. Where possible, offer online or phone payments, appointments, and reservations.
- j. Cease door-to-door solicitation.
- k. Consider requiring face coverings for staff or customers, providing face coverings to staff and customers, and establish cleaning protocols for the coverings between each use, as well as implementing training for the proper use of any recommended personal protective equipment.
- l. Review the Wisconsin Economic Development Corporation guidelines on safe business practices, available here: <https://wedc.org/reopen-guidelines/> .

INDUSTRY-SPECIFIC REQUIREMENTS

STORES THAT SELL FOOD OR GROCERIES:

1. Stores that sell food or groceries, including grocery stores, bakeries, farm and produce stands, supermarkets, food banks and food pantries, convenience stores, and other establishments engaged in the retail sale of groceries, prepared food, alcoholic and non-alcoholic beverages should:
 - a. Cease any self-service operations, such as salad bars, beverage stations, and buffets.
 - b. Except for grocery stores, prohibit customers from self-dispensing all unpackaged food.

RESTAURANTS AND BARS

1. Encourage pick-up and delivery options.
2. Cease any self-service operations such as salad bars, beverage stations, and buffets.
3. Prohibit customers from self-dispensing any unpackaged food or beverage.
4. Space tables at least six feet apart. Limit each table to a maximum of six guests. At bar areas, maintain at least six feet between each stool. Require customers to use seating options and close any area that is standing-only.
5. Staff should use gloves to avoid bare hand contact with food or unwrapped single-use items such as straws, stir sticks, or toothpicks.
6. Play areas and lounge areas should remain closed.

RETAIL STORES, RESTAURANTS, BARS, AND GROCERY STORES:

1. Businesses should limit the number of individuals in the business (including employees) to 25% of the total occupancy limit established by the local municipality.
2. Retail stores larger than 50,000 square feet should offer at least two hours per week of dedicated shopping time for vulnerable individuals.
3. Businesses should establish lines outside to regulate entry, with markings indicating where customers should stand to remain six feet apart from one another while waiting to enter. Businesses should also offer alternatives to lines, including allowing customers to wait in their cars for a text message or phone call and scheduling pick-ups or entries to the store.

4. To the extent possible, businesses should use floor markings to indicate traffic patterns, one-way aisles, and six feet of social distancing in lines and areas where customers and staff may congregate.
5. Malls may open for retail. Seating, play areas, and other areas where individuals congregate that are outside a retail establishment should be closed and clearly marked as closed.

SALONS AND SPAS

1. Salons and spas, including hair salons, barber shops, nail salons, day spas, electrolysis providers, waxing salons, eyebrow-care establishments, tattoo and piercing parlors, body art establishments, and tanning facilities. Such businesses should:
 - a. Clean and disinfect all tools, combs, chairs, and countertops after each customer or client.
 - b. Use non-porous materials to cover chairs or tables where customers or clients receive services. Clean the non-porous material after each customer or client.
 - c. Use clean capes and towels for each customer or client. Launder capes and towels by washing and drying on the highest temperature setting.
 - d. Limit the number of individuals in the business (including employees) to 25% of the total occupancy limit established by the local municipality.
 - e. Space customer or client chairs, tables, or stations at least 6 feet apart from each other.

GYMS AND FITNESS CENTERS

1. Gyms, fitness centers, and similar facilities should:
 - a. Provide materials for members to disinfect equipment before and after exercise at each piece of equipment or station.
 - b. Increase frequency of cleaning of all equipment, common areas, locker rooms, and restrooms.
 - c. To the extent possible, space equipment at least six feet apart, especially for treadmills and other high-exertion aerobic fitness equipment.
 - d. Limit the number of individuals in the facility (including employees) to 25% of the total occupancy limit established by the local municipality.
 - e. Use floor markings to indicate spacing of individuals, particularly in areas where individuals congregate or cluster including drinking fountains, the front desk or reception area, and cleaning stations.
 - f. Offer group exercise classes if social distancing can be maintained at all times and there is no person-to-person contact.
 - g. Team sports and other activities where social distancing cannot be maintained should be prohibited.
 - h. Saunas and steam baths should be closed or limited to one individual or family unit at a time and cleaned between each use.

PLACES OF AMUSEMENT AND ACTIVITY

1. Places of amusement and activity, including amusement parks, carnivals, water parks, licensed public or private swimming pools, aquariums, zoos, museums, arcades, fairs, children's play centers, funplexes, theme parks, bowling alleys, movie theaters, theaters, concert and music halls, and golf courses should:
 - a. To the extent possible, all reservations and payments should be made in advance online or by phone.

- b. Tee times, appointments, performances, shows, or other scheduled events should be scheduled to ensure that social distancing can be maintained between all individuals at all times.
- c. Businesses should limit the number of individuals on the premises (including employees) to 25% of the total occupancy limit established by the local municipality.
- d. Seating, stations, or recreational areas should be spaced to ensure at least six feet of social distancing between each individual.
- e. High touch areas including door handles, rides, railings, buttons, games, touch screens, and equipment should be disinfected between each use. If it is not possible to do so, the area should be closed.

LODGING

1. Lodging, including hotels, motels, campgrounds, B&B, and vacation rentals.
 - a. Close swimming pools, hot tubs, and exercise facilities.
 - b. Prohibit guests from congregating in lobbies or other common areas, including providing adequate space to adhere to social distancing while queuing for front desk services.
 - c. Adopt cleaning protocols for guest rooms and common areas based on WEDC guidelines. Provide training for housekeeping associates for proper handling of linens and cleaning/disinfecting supplies and provide appropriate personal protective equipment.
 - d. Schedule at least 24-hour gaps in the use of rooms between guests.
 - e. Follow other recommendations regarding restaurants and bars above.

MANUFACTURING, WAREHOUSES, AND WHOLESALE TRADES

1. Review processes and workflow to ensure employees are at least six feet apart as often as possible.
2. To the extent possible, stagger breaks and arrange the break areas and locker rooms to ensure social distancing.
3. To the extent possible, use nonporous physical barriers to separate employees with work locations that are less than six feet apart.
4. Use floor markings to direct worker traffic and create one-way hallways.