

## PUBLIC HEALTH TIPS FOR WORK PLACES:

Bonnie Koenig MPH/EH, RS  
Environmental Health Supervisor

Presented by John Hausbeck



## What do I need to know prior to opening?

- Check out our [Data Dashboard and Metrics](#)
- Know the [current Orders](#) (<https://www.publichealthmdc.com/coronavirus>)
- Know the [Forward Dane Plan](#)
- Download the [business reopening toolkit](#) (<https://www.publichealthmdc.com/coronavirus/forward-dane>)

## Policies for Businesses



## Required Policies for Reopening:

Businesses are required to written and implemented policies and procedures for the following:

1. Hygiene
2. Cleaning Policy
3. Protective Measures
4. Show acknowledgement, receipt or training log of policies

## Create and Adopt a Hygiene Policy

Businesses and workplaces must have a written and implemented hygiene policy and procedure that includes:

1. Measures ensuring employees who have a fever or other symptoms of COVID-19 will not be allowed to work
2. Hand washing expectations and supplies available for staff
3. A description of proper cough and sneeze etiquette

## Create and Adopt a Cleaning Policy

Businesses and workplaces must have a written and implemented cleaning policy and procedure that includes:

1. Cleaning and disinfecting frequently touched surfaces multiple times a day
2. Frequently wiping down any shared equipment, such as work spaces, credit card machines, lunch room items, carts, baskets, etc.
3. Cleaning common areas and equipment between use or shift changes
4. Protocols to clean and disinfect in the event of a positive COVID-19 case

## Create and Adopt a Protective Measure Policy

Businesses and workplaces must have a written and implemented cleaning policy and procedure that includes:

1. Measures ensuring people are at least 6 feet from others whenever possible.
2. Measures ensuring employees are provided with and wear face coverings when unable to maintain at least 6 feet of distance from people. (If a transparent partition is in place, a face covering is recommended, but not required.)

## Templates for Policies

Public Health Madison & Dane County has created the following for business success in creating and adopting these policies required by the Orders:

- Template policies
- Training materials
- Factsheets
- Posters
- Found on our website at: <https://publichealthmdc.com/coronavirus/forward-dane/requirements>

## Business are Required to Post:

Per Orders, businesses must post the following signs:

- Workplace Requirements for Employers and Workers [https://publichealthmdc.com/documents/workplace\\_requirements.pdf](https://publichealthmdc.com/documents/workplace_requirements.pdf)
- Masks Required [https://publichealthmdc.com/documents/Masks\\_required\\_sign.pdf](https://publichealthmdc.com/documents/Masks_required_sign.pdf)

## Optional Posters

OPTIONAL

- Guidance for Workers [https://publichealthmdc.com/documents/guidance\\_for\\_workers.pdf](https://publichealthmdc.com/documents/guidance_for_workers.pdf)
- Covid-19 Paid Leave [https://publichealthmdc.com/documents/ffcra\\_tips.pdf](https://publichealthmdc.com/documents/ffcra_tips.pdf)
- Families First Coronavirus Response Act: Employee Paid Leave Rights [https://www.dol.gov/sites/dolgov/files/WHD/Pandemic/FFCRA-Employee\\_Paid\\_Leave\\_Rights.pdf](https://www.dol.gov/sites/dolgov/files/WHD/Pandemic/FFCRA-Employee_Paid_Leave_Rights.pdf)

## Preventing the Spread of COVID-19



## #MaskUpDane

- [Using Cloth Face Masks in the Workplace](https://publichealthmdc.com/documents/Cloth%20face%20cover%20use%20in%20the%20workplace.pdf) factsheet (<https://publichealthmdc.com/documents/Cloth%20face%20cover%20use%20in%20the%20workplace.pdf>)
- [Americans with Disabilities Act and Face Coverings](https://www.cityofmadison.com/civil-rights/programs/disability-rights-services-program/mask-faq) covers how a business mask policy interacts with the Americans with Disabilities Act (<https://www.cityofmadison.com/civil-rights/programs/disability-rights-services-program/mask-faq>)
- Sign up to help promote wearing masks at [#MaskUpDane](https://publichealthmdc.com/news/maskupmadison-and-maskupdane-collaboration-promotes-mask-wearing-to-the-public) (<https://publichealthmdc.com/news/maskupmadison-and-maskupdane-collaboration-promotes-mask-wearing-to-the-public>)

## What to Do When Employee Tests Positive

- See our Factsheet  
[https://publichealthmdc.com/documents/employee\\_testing\\_positive.pdf](https://publichealthmdc.com/documents/employee_testing_positive.pdf)
- For Business Questions:  
[CovidBusinessSupport@publichealthmdc.com](mailto:CovidBusinessSupport@publichealthmdc.com)

## If an Employee Tests Positive

- You do not need to contact PHMDC
- Do not allow employee testing positive or close contacts to work
- PHMDC contact tracers will assist with notifying customers, clients, and other employees that may have been close contacts

## Definition of a Close Contact

- Within 6 feet of an infected person
- For 15 *cumulative* minutes or longer
- Starting from 48 hours before illness onset or positive test

## Will my business be contacted if one of my employees tests positive?

- Yes, if an employee was at the worksite while contagious
- PHMDC may ask for names, addresses and phone numbers of close contacts
- You are to comply with this request under statute 252.03(1)
- You may be asked to notify employees exposed
- Do not share any information on the positive person with other employees per HIPAA

## What to tell your staff

- Report *promptly* to all staff that a person at the worksite tested positive
- Do not share any protected health information
  - Do not personal use pronouns,
  - Do not share job description or department
- Do not allow employee testing positive or close contacts to work
- PHMDC contact tracers will assist with notifying customers, clients, and other employees that may have been close contacts

## How Prepared is Your Business?

- Take our [Readiness Assessment Quiz](https://publichealthmdc.com/coronavirus/forward-dane/requirements)  
(<https://publichealthmdc.com/coronavirus/forward-dane/requirements>)
- Make changes to improve your safety score

