

Onward Oneida County



Guidance for Businesses Reopening During COVID-19

All employers need to consider how to prevent the spread 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.

6 STRATEGIES EMPLOYERS CAN IMPLEMENT TO SLOW OR PREVENT THE SPREAD OF 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



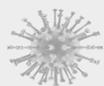
Clean often and provide single use products



Screen employees and have sick employees stay 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) and recommend they call their provider and get tested for COVID-19. A FREE screening is available at wihealthconnect.com.

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 (covering your cough) and use of personal protective equipment (masks and gloves). Post this poster where it's visible to public and employees.
- Clean AND disinfect frequently touched objects and surfaces such as keyboards, telephones, handrails, and doorknobs.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment. If necessary, clean and disinfect them before and after use.
- Practice social distancing by avoiding large gatherings and maintaining distance (6 feet) from others.



MAINTAIN HEALTHY BUSINESS OPERATIONS

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

- Utilize the [Business Toolkit](#).

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. Employees diagnosed with COVID-19 must complete their isolation and recovery and should speak with their provider before returning to work.

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.



ONEIDA COUNTY
HEALTH DEPARTMENT

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 Oneida County Health Department 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 \(COVID-19\)](#)

Oneida County Health Department

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