Racine County Return to Work Toolkit

Rebound Racine County provides broad best practices and guidance for reopening the economy safely and incrementally. Racine County encourages organizations to consider this guidance holistically and apply it where able. Organizations should feel empowered to enact the solution most appropriate to their needs and should consider what their actions will be if there is another wave of COVID-19.

OVERARCHING QUESTIONS AND BUSINESS PRACTICES TO REOPEN:

1. **What are the symptoms of COVID-19?**
   a. These symptoms may appear 2-14 days after exposure to the virus:
      i. Fever, Cough, Shortness of breath or difficulty breathing, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell

2. **What are General Safe Business Practices?** Each business and industry must have a plan to protect employees and consumers, make the physical workspace safer and implement processes that lower risk of infection in the business.
   a. Restrict the number of workers present on premises to no more than is strictly necessary to perform the essential operation
   b. Continue telecommuting options possible
   c. Adjust workplace hours and shift design as necessary to reduce density in the workplace
   d. Enact social distancing protocols
   e. Restrict non-essential travel for employees
   f. Require all employees and customers to wear masks if in frequent contact with others
   g. Increase standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19
   h. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible
   i. Enact a continuous health screening process for individuals to enter the workplace – prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19
   j. Continue tracing, tracking and reporting of cases in conjunction with the local health department
   k. Enact sick leave policies that ensure employees who need to isolate and/or quarantine per health department requirements are allowed to do so with loss of job
   l. Adopt protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.

3. **What can a business do to keep its employees safe?**
   a. Pre-screen employees for symptoms prior to starting shift
   b. Do NOT allow symptomatic people to work. Send them home if they arrive at work sick
   c. Ask staff to wear a mask or face covering
   d. Provide the opportunity for staff to wash hands often (or provide hand sanitizer)
   e. Encourage all staff to cover coughs and sneezes using elbows (not hands)
   f. Practice social distancing and stay at least 6 feet from other people whenever possible
4. **What can a business do for engineering controls to keep employees safe?**
   a. Evaluate ventilation and UV filters with a higher MERV rating
   b. Increase ventilation rates
   c. Increase the percentage of outdoor air that circulates into the system
   d. Evaluate separation surfaces to prevent cross-communication of breathing air
   e. Consider implementing barriers to ensure 6 feet minimum separation
   f. Close common space areas e.g. lunchrooms if social distancing or masks are not viable
   g. Use kickplates or automatic doors for high use areas or prop doors
   h. Add signage where appropriate to remind employees of safe practices for social distancing and hygiene etiquette.
5. **What personal protective equipment (PPE) do I need for my business?**
   a. Most businesses will need PPE for workers in close contact with other workers and/or the public and/or vendors, primarily face masks and gloves
   b. PPE type will depend on sector and business operations
6. **What should I do for common areas in my business?**
   a. Consider closing if social distancing cannot be met
   b. Separate sections to practice the social distancing practices e.g. limit number of chairs, section off areas to allow only so many people at a time to occupy an area.
   c. Disinfect all areas after every use
   d. Provide proper disinfection products to help clean areas after use.
   e. Provide the opportunity for people to wash hands (or provide hand sanitizer)
   f. Disinfect any type of vending machines frequently
   g. Require hourly disinfection of restrooms with a posted sign and sign off of time of cleaning
7. **What is the uniform community messaging for reopening?**
   a. Everyone should wear a cloth mask in public (refer to the CDC for guidance on proper face coverings)
   b. Everyone should maintain social distancing guidelines to ensure the health and wellbeing of all residents
   c. Vulnerable populations should continue to stay home as much as possible
   d. No one should go out or go to work sick
   e. Everyone should employ health etiquette for handwashing, sneezing, etc.
   f. We are all in this together