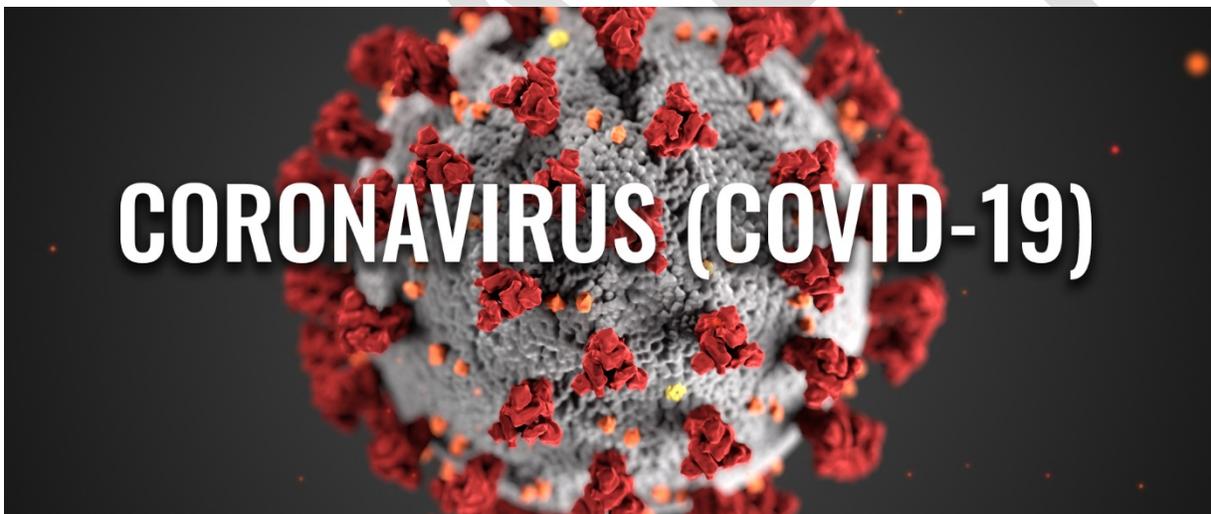


KENOSHA COUNTY KICKSTART

BEST PRACTICES FOR REOPENING KENOSHA COUNTY AMID THE COVID-19 PANDEMIC

Produced collaboratively between Kenosha County and municipal government
entities, businesses, and partners

MAY 2020



KENOSHA COUNTY KICKSTART PLAN

Kenosha County understands that to slow the spread of COVID-19 and to bring back our economy, we will need to implement a plan that phases an approach of reopening to accomplish saving of lives. We sincerely recognize the strain that the Safer at Home Order has placed on businesses, schools, healthcare systems, families, individuals and the community at large. We are deeply aware of the social determinants of health — in other words, that the economic strain facing many Wisconsinites is directly related to their health and well-being.

CONSIDERATIONS PRIOR TO OPENING

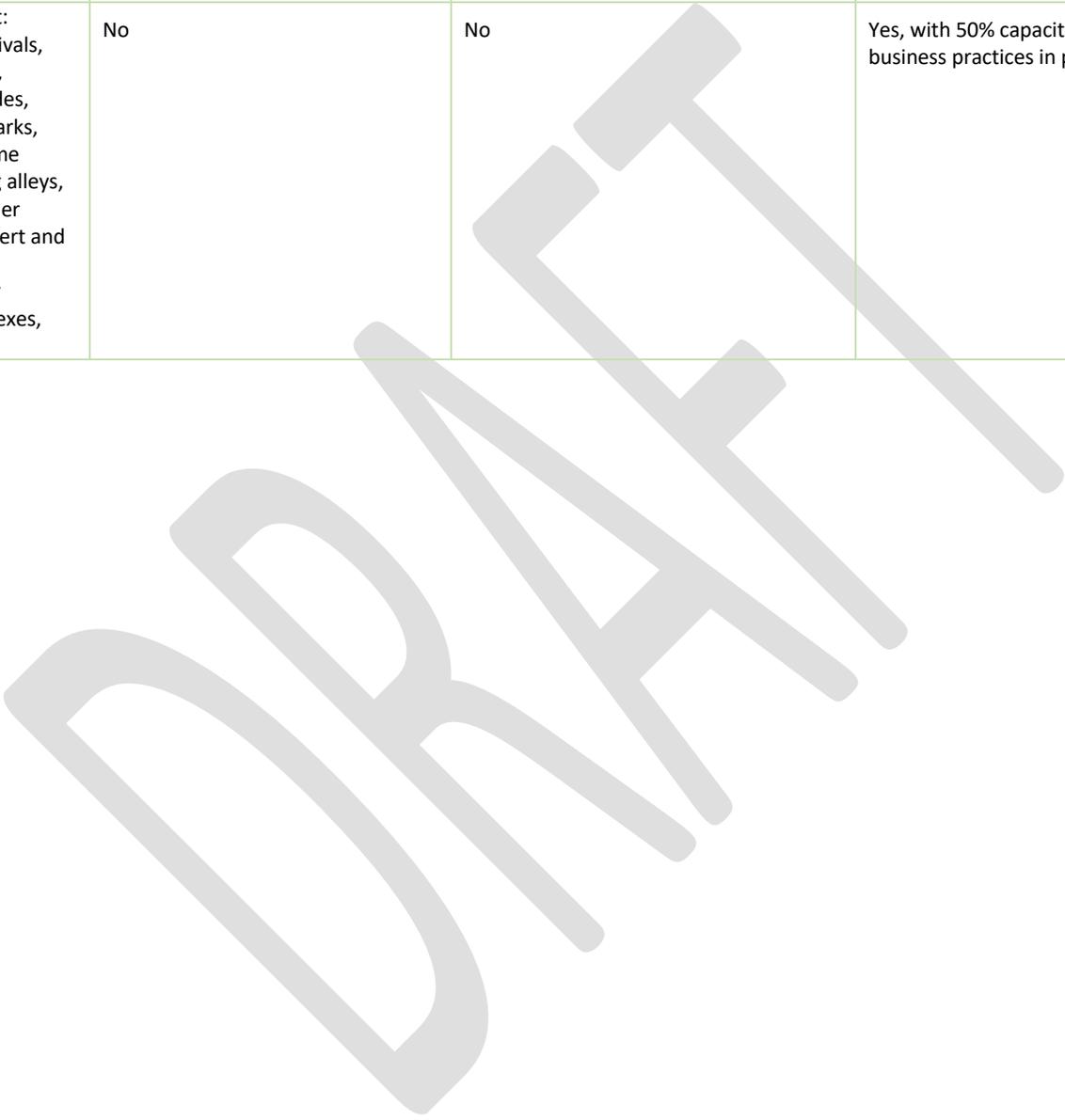
What we hope to prevent during Kickstart Kenosha is a situation in which an additional wave of disease that is so intense hits healthcare and public health systems, lacking the capacity to respond appropriately. Toward ensuring this goal, we suggest that Kenosha County work collaboratively to understand critical aspects of the virus and Kenosha County's preparedness to address future waves from a more local and regional perspective. Healthcare, public safety and public health must be able to re-assess frequently regarding re-opening Kenosha.



| ACTION | <u>PHASE ONE</u> <i>May 14, 2020</i> | <u>PHASE 2</u> <i>Based on re-evaluation of Gating Criteria</i> | <u>PHASE 3</u> <i>Based on re-evaluation of Gating Criteria</i> |
|---|---|---|---|
| Long-Term, Congregate Living, and Hospitals | | | |
| Visits to nursing homes, congregate facilities, and hospitals | No outside visitors, essential services only | Yes, limited number adult family members with screening for signs and symptoms | No limits, but screening visitors for signs and symptoms |
| Mass Gatherings | | | |
| Gatherings, including religious/worship | Yes-10 people maximum (outdoor wedding services with more than 10 people would be allowed, provided social distancing requirements are met) | Yes-50 people maximum, with continuation of allowance for larger outdoor wedding services | Yes, maximum size of gatherings will be determined |
| Low-Risk Recreation Activities: including but not limited to tennis, pickleball, cans, and frisbee golf | Yes-10 people maximum | Yes | Yes |
| Team and contact sports and recreation activities | No | No | Yes, maximum size of gatherings will be determined |
| Outdoor playground equipment | Yes-10 people maximum | Yes-50 people maximum | Yes |
| Beaches | Yes, if physical distancing; multiple language signage | Yes, maintain physical distancing | Yes |
| Businesses | | | |
| Open Restaurants, including food trucks, fast food, & coffee shops | Yes, with 25% capacity limits and safe business practices in place | Yes, with 50% capacity limits and safe business practices in place | Yes, with continuation of safe business practices in place |
| Open Bars | No, but allow take-out and delivery for full menu facilities | Yes, with 25% capacity limits and safe business practices in place | Yes, with continuation of safe business practices in place |
| Open non-essential businesses & non-profits | Yes, with 25% capacity limits and safe business practices in place | Yes, with 50% capacity limits and safe business practices in place | Yes, with continuation of safe business practices in place |
| Retail Establishments | Yes, with 25% capacity limits and safe business practices in place | Yes, with 50% capacity limits and safe business practices in place | Yes, with continuation of safe business practices in place |
| Open Post-Secondary education institutions | No | Consider reopening with safe business practices in place | Yes, with continuation of safe business practices in place |
| Open K-12 schools | No | Yes, if able to meet gathering size limits | Yes, with continuation of safe business practices in place |
| Open Daycares | Yes, with limits on capacity | Yes, with limits on capacity | Yes, with continuation of safe business practices in place |
| Libraries | Yes, with 25% capacity limits and safe business practices in place | Yes, with 50% capacity limits and safe business practices in place | Yes, with continuation of safe business practices in place |



| | | | |
|---|---|---|---|
| <p>Place of Public Amusement: water parks, licensed public or private swimming pools, splash pads, museums, country clubs, social clubs</p> | <p>Yes, with 25% capacity limits and safe business practices in place</p> | <p>Yes, with 50% capacity limits and safe business practices in place</p> | <p>Yes, with continuation of safe business practices in place</p> |
| <p>Entertainment: Festivals, carnivals, fairs, concerts, parades, arcades, amusement parks, carnivals, theme parks, bowling alleys, movie and other theaters, concert and concert halls, children’s play centers, funplexes, miniature golf</p> | <p>No</p> | <p>No</p> | <p>Yes, with 50% capacity limits and safe business practices in place</p> |



GUIDANCE FOR ALL PHASES

Public Guidance for All Phases

It is recommended that members of the public be continually reminded to practice healthy habits at ALL phases of this pandemic. We recommend that the following information be shared through all venues (in person, on television, through social media, in print form, and in all applicable languages) widely and frequently:

- Physical distancing of 6' or more between individuals who belong to different households.
- Continue to practice good hygiene
 - Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
 - Avoid touching your face
 - Sneeze or cough into a tissue, or the inside of your elbow
 - Disinfect frequently used items and surfaces
 - Use face coverings while in public
- People who feel sick should stay home
 - Do not go to work or school
 - Remove self from congregate settings, especially if around vulnerable individuals
 - Contact and follow the advice of a medical provider
- Cloth face coverings are strongly recommended for all public activities for anyone who can wear them (recognizing that those with certain medical or physical conditions may not be able to)

Safe Workplace Practices for All Businesses

Businesses are strongly encouraged to enact procedures and protocols that mitigate the introduction, exposure to, and spread of COVID-19 in the workplace at all phases of this pandemic.

STAFF SCREENING

- All employees to be screened for symptoms and exposure prior to each shift
- All employees must immediately report symptoms associated with COVID-19 exposure and be excluded from the workplace, pending medical and/or public health guidance
 - Note this guidance is usually related to a period of isolation or quarantine. At this time, a non-healthcare employer should NOT require a negative test before returning to work.
- Workers must report contact with any person who tests positive for COVID-19, and/or quarantined/isolated people. There are two cadres of "close contact" that should be reported:
 - A household member
 - A non-household member with whom the employee had "direct close contact", defined as being within 6' of the individual for 10 minutes or longer, or having had ANY direct contact with bodily secretions such as being coughed on
- Workers testing positive for COVID-19 must be in contact with their local health department and should return to work only after being released from isolation at the direction of public health.

POLICIES

- Ensure sick leave policies are flexible and consistent with public health guidance and that workers are aware of these policies

- Maintain flexible policies that permit workers to stay home to care for a sick family member
- Anticipate having higher than average percentages of workforce out sick. Additionally, if there is an increase in staff illness, employer may need to temporarily close to facilitate deep cleaning of facility and widespread isolation/quarantine of those exposed. Employers should reach out to their local health department for help in making such determinations.

SANITATION, HYGIENE AND FACILITY CLEANING

- Make hand sanitizer and disposable disinfectant wipes available to staff and in areas where staff or customers congregate
- Make sure bathrooms are fully stocked with soap and hand towels, and that sinks are in working order
- Prop doors open and allow for hands-free capabilities
- Add foot-pull access to doors that allows hand-free entry
- Discourage the sharing of food, drinks, and utensils
- No communal feedings (buffets, worker potlucks, etc.)
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment
- Clean and disinfect high-touch surfaces (such as doorknobs, handles, carts, credit card machines, door frames, counters, fridge handles, etc.) multiple times a day
- Frequently wipe down any shared equipment, such as workspaces, lunchroom items, carts, and baskets, etc.
- Clean common areas during shift changes
- Provide proper personal protection equipment for all staff as needed
- Develop policies for all workers to wear masks while at work
- Require hourly disinfection of restrooms with a posted time of cleaning time stamped sign

ENGINEERING CONTROLS

- Maximize ability of drive through window, curbside pick-up or delivery for customer service, even when in-person shopping is allowed
- Consider installing high-efficiency air filters
- Increase ventilation rates in the work environment, if feasible
- Install physical barriers, such as clear plastic sneeze guards (Plexiglas), if able in reception areas or high interaction areas

TRAVEL

- Update and adapt travel policies as CDC travel guidance changes
- Set policies that minimize domestic and international travel. Only travel for unavoidable and essential business purposes that cannot be filled virtually
- Any worker returning from travel should complete a self-quarantine for 14-days in their home and be symptom-free before returning to work

WORKSITE VENUE AND SETUP

- Whenever feasible, strongly encourage staff to work from home, except for minimum required for basic on-site functions. Employers should continue to encourage telework past the time it is required if feasible, and develop a plan to have staff return to onsite work in phases



- Close common areas where personnel are likely to congregate or have close, direct contact; alternatively, employers can enforce strict social distancing protocols, in which workers are kept 6' apart whenever possible
- Limit in-person meetings of any size, communicate virtually
- Reduce on-site work hours to minimum needed to sustain operations
- Stagger shifts and work hours to maximize social distancing
- Stagger use of all shared spaces, including bathrooms, breakrooms and lunchrooms
- Stagger facility entry and exit procedures maintaining at least 6' physical distancing
- Limit seating in waiting area, marking to allow 6 feet of physical distancing
- Remove all common items such as magazines, books, etc. from waiting area
- Limit non-essential deliveries
- Limit non-essential visitors (including suppliers and customers) except those approved by management
- Paint/tape off six-by-six-foot boxes on the floor or areas where customers queue, such as at check-in desks or check out registers
- If feasible, use plastic sheeting, Plexiglas, or another transparent barrier to separate workers from customers, such as:
 - At check in-desks
 - At cash registers
 - Between the front and rear seat of vehicles
 - On lunchroom tables

WORKPLACE POLICIES

- Encourage on-site workers to wear cloth face coverings
- Develop an active monitoring system that assesses symptoms, exposures, and temperatures upon arrival to the worksite (preferred), or if not possible, ask workers to monitor on their own and report them at the beginning of each shift
- No hand shaking or other forms of physical contact
- When possible, prevent workers from working at multiple buildings, plants and sites
- Continue restricted access to hospitals, long term care facilities, assisted living facilities, and other congregate settings that include vulnerable populations
- Create special accommodations for personnel who are members of a vulnerable population
- Keep daily logs of people entering premises



Unique Best Practices In Addition to Safe Workplace Practices for All Businesses Listed Above

| <i>Business</i> | <i>Disinfection</i> | <i>Social Distancing</i> | <i>Best Practices</i> |
|---|---|---|--|
| Farmers Markets | <ul style="list-style-type: none"> Portable bathrooms will be equipped with hand sanitizer and/or washing stations next to each facility | <ul style="list-style-type: none"> Vendor set up should be separated by at least 10 feet of distance Vendors should put up markings to provide for reminders of social distancing while waiting for services Utilize a separation barrier between food and guests Limit seating throughout the market | <ul style="list-style-type: none"> Prohibit any food samples Do not use any reusable bags from clients Do not allow pets or animals within the farmer market Have vendors post signage with their items available for sale and prices <ul style="list-style-type: none"> Emphasize special times for vulnerable populations to shop Require that vendors pick and bag all items being sold Post signage with maps of each vendor throughout the market to eliminate browsing Post signage if people are sick, they are not allowed into the market Have one vendor handling all food transactions and one handling all payments Sell pre-weighed items to limit food handling |
| Community Gardens | <ul style="list-style-type: none"> If using shared tools, they need to be disinfected between users | <ul style="list-style-type: none"> Limit access to the garden Limit seating or remove seating throughout garden areas | <ul style="list-style-type: none"> Create a garden schedule based on a plot location or number Remove commonly used tools and require that everyone utilize their own tools Allow only a minimum number from a given household or family to visit the gardens Emphasize special times for vulnerable populations to garden Post signage in multiple languages |
| Animal Services: grooming, kennel services, and veterinarian services | <ul style="list-style-type: none"> Disinfect frequently used items and surfaces, such as grooming tools, stations, and cages in between grooms Disinfect any leash or holding equipment for animals Keep animals in one kennel while in grooming process. Disinfect every kennel thoroughly after the animal is complete with services | <ul style="list-style-type: none"> Clients need to pre-schedule appointments No walk-in appointments should be allowed | <ul style="list-style-type: none"> If product is needed for purchase, staff should handle all product sale items No testers, treats, or product should be available to animals |
| Beauty, Grooming & Body Modification: barbers, hair salons, nail salons, tanning salons, tattoo parlors, day spas, etc. | <ul style="list-style-type: none"> Disinfect each station and tools after every client | <ul style="list-style-type: none"> Clients need to pre-schedule appointments or wait in vehicles until waved in No walk-in appointments allowed | <ul style="list-style-type: none"> If product is needed for purchase, staff should handle all product sale items No testers or product should be available to guests |



Unique Best Practices In Addition to Safe Workplace Practices for All Businesses Listed Above

| <i>Business</i> | <i>Disinfection</i> | <i>Social Distancing</i> | <i>Best Practices</i> |
|---|--|---|---|
| Churches/Religious Entities-Places of Worship | <ul style="list-style-type: none"> Disinfect frequently used items, equipment and surfaces before and after each service, including pews, railings, hymnals, Bibles Do not reuse programs between services | <ul style="list-style-type: none"> Continue options for virtual services for members Space out seating in congregation by marking off areas in pews to allow for families or individual people to sit | <ul style="list-style-type: none"> Discontinue use of communion cup. Use single-use disposable cups Limit direct contact with congregation members during communion services. (Do not place Eucharist/wafer/bread or any other sacred consumables directly on tongues of members or into bare hands. Use napkin for pickup while wearing gloves. No passing of offering basket between members |
| Lunchrooms, cafeterias, break rooms, lobbies | <ul style="list-style-type: none"> Disinfect any type of vending machines frequently | <ul style="list-style-type: none"> Separate sections to practice social distancing Limit number of chairs Stagger the amount of people in the areas | <ul style="list-style-type: none"> Remove all condiment items. Require that they be requested by proper personnel |
| Hotels & Motels | <ul style="list-style-type: none"> Disinfect any type of vending machines frequently | <ul style="list-style-type: none"> Provide adequate space for queuing for front desk services Pools, spas, hot tubs, saunas, and exercise equipment will be restricted from use Prohibit washer/dryer use for the public | <ul style="list-style-type: none"> Stop serving continental self-serve breakfast, happy hours, or any type of complimentary beverage or food item |
| Restaurants: including food trucks, fast food restaurants, coffee shops, cafes, bars | | <ul style="list-style-type: none"> Separate sections to practice social distancing. Limit tables to 6 guests | <ul style="list-style-type: none"> Bar games, including but not limited to pool, darts, video games, gambling machines, juke boxes, etc., should be cleaned regularly, with attention to touchpoints. Offer cashless/contactless transactions if possible Provide disposable menus and disposable silverware Encourage more/all staff to become ServSafe licensed No-self serve food allowed Remove common condiments Adjust menu offerings and kitchen workflows to allow employees to maintain six feet of separation. Encourage offering reservations for seating and implement some type of wait list system so people can wait in their cars instead of the business |
| Retail: Including department stores, malls, consignment, furniture, sporting goods, arts & crafts, boutiques, CBD, tobacco/vape, Etc. | | <ul style="list-style-type: none"> Establish mechanism to maintain 6 feet separation while waiting in line to enter or check out. Add partitions to checkout lanes to create a shield | <ul style="list-style-type: none"> Discourage touching of products and do not provide any testing products Continue to encourage curbside pick-up and online ordering |
| Camps | <ul style="list-style-type: none"> Disinfect regularly all commonly used items | <ul style="list-style-type: none"> Stagger offerings throughout the day to decrease number of students who interact | <ul style="list-style-type: none"> Provide meal services in smaller groups instead of large cafeterias or large groups Plate each child's meal to eliminate children handling utensils |



Unique Best Practices In Addition to Safe Workplace Practices for All Businesses Listed Above

| <i>Business</i> | <i>Disinfection</i> | <i>Social Distancing</i> | <i>Best Practices</i> |
|--|--|--|---|
| | | <ul style="list-style-type: none"> Encourage drop off children without parent/guardian entering building | <ul style="list-style-type: none"> Ensure that children are washing hands prior to and immediately after eating |
| Extracurricular Activities: including fishing charters, zip lining, driving ranges, outdoor recreational rentals | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> Clients need to pre-schedule appointments No walk-in appointments allowed Separate by 6 feet or more | <ul style="list-style-type: none"> Post information regarding if a customer feels sick, they shouldn't be partaking in activities |
| Shared Rides including Uber, Lyft, Taxis, Busses, Etc. | <ul style="list-style-type: none"> Disinfect after each rider | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> Post information regarding if a customer feels sick, they shouldn't be utilizing public transportation |
| Florists, garden centers, greenhouses, & retail landscaping | | <ul style="list-style-type: none"> Establish mechanism to maintain 6 feet separation while waiting in line to enter or check out. Add partitions to checkout lanes to create a shield | <ul style="list-style-type: none"> Eliminate delivery services with allowing one person in a confined space, including a car or truck. |
| Wellness & Fitness including gyms, yoga studios, workout studios, personal fitness, etc. | <ul style="list-style-type: none"> Assign staff members whose main responsibilities will be disinfecting equipment Discontinue providing towels and mats for members | <ul style="list-style-type: none"> Discontinue group classes Pools, spas, hot tubs, saunas, and exercise equipment will be restricted from use Move equipment to create social distancing | |
| Auctions: in-person auctions | | | <ul style="list-style-type: none"> Auctions may continue as virtual auctions or online auctions All auction preparations, meetings, inventory review, and consumer preview of goods shall occur virtually After a virtual or online auction, the auctioneer or auction company may deliver, mail, or provide curbside pick-up of goods if it can be done by one person in a room or confined space, including a vehicle Delivery, curbside, pick-up, or parcel services cannot require a signature by the recipient |
| Photographers | | | <ul style="list-style-type: none"> In-person studios shall remain closed; outdoor weddings, funerals, and religious gatherings with fewer than 10 individuals in a single room or confined space, whether indoors or outdoors complying with physical distancing and protective measure requirements |

COMMON QUESTIONS/CONCERNS:

1. What should I do if my employer is trying to force me to work while sick?
 - a. Contact the [Wisconsin Department of Workforce Development](#).