Public Health
Prevent. Promote. Protect.
Hales Corners Health Department

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Detailed Guidelines for Safe, Phased Reopening – Phase C

1. **Safety of individuals.** All individuals should take precautions when leaving their homes to ensure their safety, the safety of the members of their household, and the safety of the public.

    a. **All individuals.** For individual safety and the safety of the community, all individuals should:

        i. Maintain social distancing of 6 feet between individuals who are not members of the same living unit or household, to the extent possible.

        ii. Wash hands often.

        iii. Cover coughs.

        iv. Frequently clean high touch surfaces and objects.

        v. Consider wearing a face covering in public, in gatherings, workplaces, or where it is difficult to maintain social distancing.

    b. **Sick or symptomatic individuals.** Individuals who are experiencing symptoms related to COVID-19 should take additional precautions. COVID-19 symptoms are listed on the Department of Health Services website and may include cough, shortness of breath, fever, chills, and headache. Individuals with any symptom of COVID-19 are strongly encouraged to get tested. Symptomatic individuals should abide by the following:

i. Stay home as much as possible.

ii. Do not go to work or school.

iii. If possible, wear a face covering if you should go out in public

iv. If you test positive for COVID-19, follow local health official directives regarding isolation.

c. **Vulnerable individuals.** Vulnerable individuals include people over 65 years of age, pregnant women, people in long-term care facilities, people with compromised or weakened immune systems, and people with serious underlying health conditions including high blood pressure, chronic lung disease, serious heart conditions, liver disease, kidney disease requiring dialysis, diabetes, obesity, or asthma. To the extent possible, vulnerable individuals should continue to stay home. Members of households with vulnerable individuals should be aware that by returning to work or other public gatherings, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents.

d. **Homeless individuals.** Individuals experiencing homelessness are strongly urged to obtain shelter. Governmental and other entities are strongly urged to make such shelter available as soon as possible to the maximum extent practicable and to follow the Wisconsin Department of Public Health (DHS) and the U.S. Centers for Disease Control and Prevention (CDC) guidance on COVID-19 risk mitigation practices.

e. **Unsafe homes.** Individuals whose homes or residences are unsafe or become unsafe, such as victims of domestic violence, are urged to leave their home and stay at a safe alternative location.

2. **Gatherings.**

a. **Gatherings.** Gatherings include:

i. Any indoor or outdoor group of individuals who are not maintaining at least 6 feet of space between all individuals at all times.

ii. Any group of individuals in a confined space or room.

b. **Gatherings of 50 individuals or less permitted.** Gatherings may include groups of 50 individuals or less. Individuals are strongly encouraged to maintain social distancing whenever possible.

c. **Living units and households.** Gatherings do not include individuals in the same living unit or household. However, the members of a living unit or household should be counted individually for gatherings that include any individuals who are not a member of the living unit or household.

3. **Schools, libraries, and public spaces**

a. **Child care settings.** Following all guidelines issued by the Wisconsin Department of Family Services for phased opening.

b. **K-12 schools.** Public and private K-12 schools shall remain closed for pupil instruction and extracurricular activities for the remainder of the 2019-2020 school year, which ends June 30, 2020. Schools may continue to facilitate distance learning or virtual learning. Schools may continue to be used for government functions and food distribution. This section does not apply to facilities operated by the Wisconsin Department of Corrections.

Schools and school districts should review Department of Public Instruction and Department of Health Services guidelines. Schools and school districts should begin planning for additional or expanded operations and think creatively on how to serve their students while ensuring the safety of their students, staff, and community.

c. **Higher education institutions.** Higher education institutions may determine policies and practices for safe operations. However, higher education institutions should not open congregate living situations including dormitories without strict policies that ensure safe living conditions.

4. **Businesses.** All businesses are exempt from the limitation on gatherings under Section 2.b. All businesses are subject to the following requirements:

   a. **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 may implement the following, to the greatest extent possible:

      i. Offer online or virtual services, including for meeting with clients, providing counsel, or other professional services.

      ii. Hold meetings and collaborate online or by phone.

      iii. Alternate work teams or stagger shifts.

   b. **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:

      i. Limit the number of people on the premises to no more than is strictly necessary to perform the business operation.

      ii. 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.

      iii. 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.

      iv. To the extent possible, conduct in-person meetings outside or in large open spaces.

v. 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.

vi. 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.

vii. 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.

viii. Where possible, offer curbside pick-up, curbside drop-off, and delivery of goods and services.

ix. Where possible, offer online or phone payments, appointments, and reservations.

x. Cease door-to-door solicitation.

xi. 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.

xii. Review the Wisconsin Economic Development Corporation guidelines on safe business practices, available here: https://wedc.org/reopen-guidelines/.

c. Industry-specific requirements

i. **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. Such establishments shall:

1. Cease any self-service operations, such as salad bars, beverage stations, and buffets.

2. Except for grocery stores, prohibit customers from self-dispensing all unpackaged food.

ii. **Restaurants and bars.**

1. Restaurants should limit the number of individuals in the business (including employees) to 75% of seating capacity established by the local municipality.

2. Bars should limit the number of individuals in the business (including employees) to 75% of seating capacity established by the local municipality.

3. Encourage pick-up and delivery options.

4. Self-service operations such as salad bars, beverage stations, and buffets should cease.

5. Customers should not self-dispense any unpackaged food or beverage.

6. 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. Recommend customers use seating options and close any area that is standing-only.

7. Play areas and lounge areas should remain closed.

iii. **Retail stores**

1. Businesses should limit the number of individuals in the business (including employees) to 50% 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.

iv. **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:

1. Clean and disinfect all tools, combs, chairs, and countertops after each customer or client.

2. 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.

3. Use a clean capes and towels for each customer or client. Launder capes and towels by washing and drying on the highest temperature setting.

4. Limit the number of individuals in the business (including employees) to 50% of the total occupancy limit established by the local municipality.

5. Space customer or client chairs, tables, or stations at least 6 feet apart from each other.

v. Gyms and fitness centers. Gyms, fitness centers, and similar facilities should:

1. Provide materials for members to disinfect equipment before and after exercise at each piece of equipment or station.

2. Increase frequency of cleaning of all equipment, common areas, locker rooms, and restrooms.

3. To the extent possible, space equipment at least six feet apart, especially for treadmills and other high-exertion aerobic fitness equipment.

4. Limit the number of individuals in the facility (including employees) to 50% of the total occupancy limit established by the local municipality.

5. 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.

6. Group exercise classes may only be offered if social distancing can be maintained at all times and there is no person-to-person contact.

7. Team sports and other activities where social distancing cannot be maintained are not advised.

8. Saunas, whirlpools, and steam baths should be closed or limited to one individual or family unit at a time and cleaned between each use.

vi. **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:

1. To the extent possible, all reservations and payments should be made in advance online or by phone.

2. 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.

3. Businesses should limit the number of individuals on the premises (including employees) to 50% of the total occupancy limit established by the local municipality.

4. Seating, stations, or recreational areas should be spaced to ensure at least six feet of social distancing between each individual.

5. 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.

vii. **Lodging,** including hotels, motels, campgrounds, B&B, and vacation rentals.

1. Swimming pools, hot tubs, and exercise facilities should be closed.

2. Discourage guests from congregating in lobbies or other common areas, including providing adequate space to adhere to social distancing while queuing for front desk services.

3. 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.

4. Schedule at least 24 hour gaps in the use of rooms between guests.

5. Follow all requirements in Section 4.c.ii. and 4.c.iii. of these Guidelines regarding restaurants and bars.

viii. 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.

5. **Health care operations, public health operations, human services operations, essential infrastructure operations, and government functions.** These operations are exempt from the limitation on gatherings under Section 2.b. These operations should follow Sections 4.a. and 4.b.

6. **Fairs, carnivals, festivals, parades, and other large outdoor gatherings.** Large outdoor gatherings are not advised and highly discouraged.

7. **Places of Worship.** Places of worship should follow the guidelines of the faith-based leadership organization. Congregants and attendees should comply with social distancing of at least six feet between individuals who are not from the same household or living unit. Additional safety and cleaning protocols are strongly encouraged.

8. **Travel.**

   a. Individuals are strongly encouraged to remain close to home. Travel to second homes or residences should be avoided if possible. Consistent with federal guidance and to protect our neighboring states, Wisconsinites are discouraged from engaging in unnecessary travel.

   b. Individuals traveling on public transportation, rideshare services, taxis, and other forms of shared transportation are encouraged to wear a face covering. Social distancing should be maintained to the greatest extent feasible.

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