GUIDANCE FOR DANE COUNTY BUSINESSES & WORKPLACES

By using the following prevention strategies, you can help limit the spread of COVID-19 among your staff and patrons. This could mean reduced absenteeism among your staff and reduced likelihood of outbreaks, which could temporarily affect your staffing levels.

Public Health Madison & Dane County recommends the following layered prevention strategies to reduce spread of the virus and prevent illness. When working together, these strategies have a greater impact than any one strategy on its own.

Promote vaccination

Achieving high levels of COVID-19 vaccination among everyone eligible for vaccine is the most critical strategy to help prevent the spread of the virus, reduce severe illness, hospitalizations, and deaths. Encourage your staff to keep themselves and their families up to date with their COVID vaccinations.

Businesses and workplaces can promote vaccinations among staff by offering paid time off to get vaccinated and requiring vaccination for eligible staff.

Send home staff who are sick

Staff who have symptoms of infectious illness, such as COVID-19 or the flu, should stay home and get tested. Send home any staff who come to work with symptoms. If a person develops COVID-19 symptoms or was exposed to someone with COVID-19, they should get tested. Visit our website for more information on COVID-19 testing options.

Staff who were exposed to someone who has tested positive for COVID-19 do not need to stay home from work if they are not experiencing symptoms, but they should wear a high quality, well-fitting mask when around others for 10 full days. Our What to Do If I'm Sick or Exposed webpage has more information about steps people should take.

Provide high-quality masks for staff

Masks and respirators are effective at protecting yourself and others from getting and spreading COVID-19. Choose a mask with the highest protection that you can wear comfortably.

When Dane County is experiencing a high COVID-19 hospital admission level, encourage staff and patrons to mask indoors. Any staff member who chooses to wear a mask regardless of the COVID-19 hospital admission level should be supported in doing so. Staff returning from their 5-day isolation period after testing positive for COVID-19 and staff who were exposed to someone who has tested positive for COVID-19 should wear a high quality, well-fitting mask when around others. Our What to Do If I'm Sick or Exposed webpage has more information about steps people should take to limit COVID-19 transmission.

Support less crowded environments

If appropriate for your work setting, encourage staff to work from home in order to avoid disease spread in the office. Continue offering patrons options like carryout or curbside service. These options can reduce the amount of contact people have with others, which reduces spread of the virus. When space allows, spread out seating and workstations to reduce disease transmission.

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Ventilate, promote good hand and respiratory hygiene, and clean and disinfect

- Improving ventilation can reduce the number of virus particles in the air. Along with other prevention strategies, including wearing high-quality, well-fitting masks, bringing fresh outdoor air into a building helps keep virus particles from concentrating inside. This can be done by opening multiple doors and windows during suitable weather, using fans to increase the effectiveness of open windows, or making changes to the HVAC or air filtration systems. The CDC has more information on increasing ventilation safely in your space.
- Modeling and practicing respiratory etiquette (covering coughs and sneezes) is another important tool to decrease spread of illnesses, including COVID-19. Businesses and workplaces should monitor and reinforce those behaviors and provide adequate, easily accessible handwashing supplies for staff and patrons. When handwashing is not an option, provide hand sanitizer containing at least 60% alcohol.
- In general, cleaning once a day is enough to sufficiently remove viruses that may be on surfaces. Retain policies developed earlier in the pandemic for hygiene and cleaning. Our website has templates you can use. Visit the CDC's website for more information on proper cleaning and disinfection.

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