



April 22, 2020

COVID-19 PREVENTION GUIDANCE FOR THE WORKPLACE

The guidance in this document is critical to keep in place even once Safer at Home orders are lifted.

IMPLEMENT A COVID-19 SCREENING PROTOCOL FOR THE WORKPLACE:

The Sawyer County Health Department recommends that all employers put COVID-19 screening protocols in place.

You can help prevent the spread of COVID-19 in your workplace by screening employees and vendors on a daily basis. If your business is not open to the public, you should also screen visitors before they enter your facility.

Sample screening protocol is available at this link:

<https://www.sawyercountygov.org/DocumentCenter/View/2350/COVID-19-Screening-Guidance-for-the-Workplace?bidId=>

EDUCATE YOUR EMPLOYEES ABOUT COVID-19:

Our only tools to prevent the spread of COVID-19 is through social distancing, which includes physical distance along with limiting the number of people we are in close contact with throughout our daily activities.

We need everyone to understand how COVID-19 is spread and what each person must do to help reduce the risk of spreading the virus.

CREATE SOCIAL DISTANCING IN THE WORKPLACE:

There are many ways a workplace can ensure social distancing. Below are some examples to implement. If you would like someone from the Sawyer County Health Department to do a walk-through of your facility to help you identify ways to improve social distancing please call 715-634-4806.

- Place staff members at least 6 feet away from one another
- Do not have in person meetings
- Close lunch rooms and limit access to areas where people gather
- Arrange the flow of customers to reduce crowding as much as possible
- Limit the number of shoppers in the store
- Stagger shifts
- Have as many employees work from home as possible

USE PERSONAL PROTECTIVE EQUIPMENT AND BARRIERS:

Review procedures to see what can change to reduce hand contact throughout the day.

- Ensure gloves are used only when needed for food safety or cleaning. Tasks such as bagging or stocking supplies do not require gloves. Wearing gloves all the time can lead to not having clean gloves when needed.

- Provide alcohol-based antiseptic rubs for employees and customers.
- Ensure all employees wash their hands frequently and thoroughly with soap and water for at least 20 seconds.

Recent information indicates people with COVID-19 may not have any symptoms, and even those who do have symptoms can transmit the infection before showing sign of illness.

- Sawyer County Health Department is recommending people wear cloth face coverings when they are in public settings where they cannot maintain 6 feet of distance from others.
 - This recommendation provides an additional layer of protection.
 - The recommendation should be for employees, vendors, visitors and customers.
 - Cloth face coverings may be made from household items or common materials.
 - It is not recommended that the general public use surgical masks or N-95 respirators, as those are in high demand for healthcare providers.
- Where possible, allow your staff to wear cloth face coverings. If possible, provide them with this protection.
- Require or strongly encourage anyone entering your business to wear a face covering or face mask.

Barriers that encourage keeping 6 feet apart are an important strategy.

- Where possible use a physical barrier such as a window or plastic to give an additional physical barrier.
- Mark the floor with lines or boxes so that people have a visual guide.
- Encourage self-check lines.

IMPLEMENT A CLEANING PROTOCOL:

If you haven't done so already, create a cleaning protocol for the workplace. Follow the link below for a helpful document that will ensure you are using the right cleaning products along with cleaning all those high touch surfaces. Remember that there is a two-step process to disinfection. First you clean and then you disinfect.

- <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>