



New Guidance to Businesses Following Safer at Home Extension until May 26, 2020

Effective April 24th at 8:00AM, the [Safer at Home Order #28](#) will remain in effect until 8:00AM on May 26, 2020. Under this order extension, many businesses may have questions about operations. For additional questions, please review the [Safer at Home Frequently Asked Questions](#) or contact the Greenfield Health Department at 414-329-5275 or email at Health@Greenfieldwi.us.

ALL businesses must:

- Avoid meeting in person whenever possible, and switch to virtual meetings, teleconference, and remote work (i.e. work from home);
- Comply with all [Department of Health Services guidelines for businesses](#);
- Follow Social Distancing Requirements between all individuals on the premise to the maximum extent possible.
- (All businesses are encouraged to follow [WEDC's best practices for a COVID-19 response plan](#).)

Does my business or my employees need documentation to continue working?

No. If a business is an essential business or operation as outlined in the Safer at Home order and the extension order, it does not need documentation or certification to continue work that is done in compliance with this order.

What if my business or operation is not essential?

Individuals are encouraged to work from home where possible. You are permitted to do the Minimum Basic Operations to maintain the value of your business's inventory, preserve the condition of the business's physical plant and equipment, ensure security, process payroll and employee benefits, or for related functions, including where these functions are outsourced to other entities.

Minimum Basic Operations include:

- Taking steps to facilitate employees working remotely;
- Fulfilling deliveries or mailing parcels so long as all the operations are performed by one person in a confined space, including a car or truck, and no signature is required;
- Providing curbside pick-up of goods, so long as the operations are performed by one person in a confined space, including a car or truck, no signature is required, and pick-ups are scheduled to maintain social distancing between customers.

Minimum Basic Operations **does not** include serving customers in person (other than the deliveries and curbside pick-up). Services or activities requiring more than one person may only continue via phone or virtually.



BE HEALTHY, BE CLEAN

Managing Employee Health (Including Contracted Workers)

Instruct employees with symptoms associated with COVID-19 to report them to their supervisors. Instruct sick employees to stay home and to follow the [CDC's What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#). Consult with the Greenfield Health Department for additional guidance. If an employee is sick at work, send them home immediately. Clean and disinfect surfaces in their workspace. Others at the facility with close contact (i.e., within 6 feet) of the employee during this time should be considered exposed.

Personal Hygiene for employees for all workers, regardless of specific exposure risks:

- Emphasize effective hand hygiene including washing hands for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Always wash hands with soap and water. If soap and water are not readily available, then use an alcohol-based hand sanitizer with at least 60% alcohol and avoid working with unwrapped or exposed foods.
- Avoid close contact with people who are sick. Stay home if you are sick.
- Practice good respiratory etiquette, including covering coughs and sneezes with a tissue, then throw the tissue in the trash and wash hands after.
- Avoid touching your eyes, nose, and mouth.
- Use gloves to avoid direct bare hand contact with ready-to-eat foods.
- Before preparing or eating food, always wash your hands with soap and water for 20 seconds for general food safety.
- Recognize personal risk factors. According to [Centers for Disease Control and Prevention \(CDC\)](#), certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19.

CLEAN & DISINFECT

**Clean and disinfect frequently touched surfaces daily. See the [CDC COVID-19 Disinfection Guidance](#)
Educate Employees and Prepare Customers on Prevention Efforts**

Place informational posters in prominent areas. CDC has developed a number of communication materials available in various languages, for employers to use. For example:

- Post the [Stop the Spread of Germs](#) poster where it would be visible to the public or to employees, such as near the entrance, in public or employee bathrooms, in the employee break room.
- Post the steps for proper handwashing in areas with sinks.
- Post the Symptoms of Coronavirus Disease 2019, and the [Stay Home When You Are Sick!](#) posters in areas where employees are likely to see them.

Post information about the steps your business is taking to keep customers safe from COVID-19 on your website and at your physical location.

Provide tissues and no-touch disposal receptacles for use by employees and customers

Instruct employees to [clean their hands often](#) with an alcohol-based hand sanitizer or wash their hands with soap and water for at least 20 seconds.

Advise employees to avoid touching their eyes, nose, and mouth with unwashed hands.

Provide soap and water and alcohol-based hand rubs in the workplace to encourage hand hygiene.

Ensure that adequate supplies are maintained.

Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

Whenever possible, maintain a physical distance of at least 6 feet from others.

SOCIAL DISTANCE

What are social distancing requirements? Social distancing requirements include:

- Maintaining social distancing of six feet between people;
- Washing hands with soap and water for at least 20 seconds as frequently as possible or using hand sanitizer;
- Covering coughs or sneezes (into the sleeve or elbow, not hands);
- Regularly cleaning high-touch surfaces;
- Not shaking hands; and
- Following all other public health

PICK-UP & DELIVERY

Managing Food Pick-Up and Delivery

- Observe established food safety practices for time/temp control, preventing cross contamination, cleaning hands, no sick workers, and storage of food, etc.
- Have employees wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, after blowing their nose, coughing or sneezing, or after touching high touch surfaces, e.g., doorknobs, and doorbells.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty. See, [CDC's How to Protect Yourself & Others.](#)
- Increase the frequency of cleaning and disinfecting of high-touch surfaces such as counter tops and touch pads and within the vehicle, by wiping down surfaces using a regular household cleaning spray or wipe.

- Make sure to read the label and follow manufacturer's instructions on use.
- Establish designated pick-up zones for customers to help maintain social distancing.
- Practice social distancing when delivering food, e.g., offering "no touch" deliveries and sending text alerts or calling when deliveries have arrived.
- Conduct an evaluation of your facility to identify and apply operational changes in order to maintain social distancing if offering take-out/carry-out option by maintaining a 6-foot distance from others, when possible.
- Keep hot foods hot and cold foods cold by storing in appropriate transport vessels.
 - Keep cold foods cold by keeping enough coolant materials, e.g., gel packs.
 - Keep hot foods hot by ensuring insulated cases are properly functioning.
- Keep foods separated to avoid cross contamination, e.g., keeping raw foods separated from cooked and ready-to-eat foods.
- Ensure that any wrapping and packaging used for food transport is done so that contamination of the food is prevented.
- Routinely clean and sanitize coolers and insulated bags used to deliver foods.