



Reopening Brown County

Recommendations from
Public Health

August 2020



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Brown County
Health & Human Services



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De Pere Health Department

Appendix D: Office Building Guidance

The local health agencies in Brown County are a resource that may be used by all businesses countywide. The following guidance is being provided to promote the safety of your employees and patrons, as well as to further a successful reopening. Please don't hesitate to contact us with specific questions regarding our guidance that relate to your business operation, and please continue to comply with all applicable Federal, State and Local laws, rules and regulations. You can do your part to prevent the spread of COVID-19 by implementing the following recommendations:

Recommendations Regarding Maintaining a Healthy Work Environment Planning to Reopen Recommendations:

- Ensure that systems such as mechanical, HVAC, water, fire, etc. are in good repair.
- If the facility has been shut down, run the water for at least 30 minutes to flush out the pipes.
- Thoroughly deep clean and sanitize the entire facility. Focus on high contact areas that will be touched by employees and visitors.
 - Use EPA approved disinfectants against COVID-19. They can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- Install physical barriers in locations where social distancing cannot be practiced, such as reception areas, break rooms, etc. (Plexiglas is transparent thermal plastic and is commonly used).
- When possible, arrange vendor deliveries to occur when minimal employees are present, such as before or after working hours or during lunch.
- Use floor markings to indicate a 6-foot separation in break rooms, lobbies, and other common areas.



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- Post signage that encourages social distancing, staying home when sick, cough and sneeze etiquette, and hand hygiene in clear view of employees. Management can provide frequent verbal reinforcement for added effectiveness.
- Consider using sign-in sheets to track all visitors.
- Provide hand sanitizer at entry points and reception areas. Touchless dispensers are recommended; pump bottles may also be used.
- If practicable, frequently disinfect high contact surfaces (door knobs, appliances, keyboards, light switches, elevator buttons, drawer handles, etc.) used by employees and visitors.

Stay Healthy/Stay Home When Sick Recommendations

- Prohibit sick employees from working.
- Have employees self-monitor for COVID-19 symptoms, such as: shortness of breath, cough, and fever.
- Businesses may want to consider a legally compliant policy or practice to screen employees for illness prior to entry and have policies in place that reinforce employees to stay at home if sick.
- Provide PPE to protect employees. An example is the use of a cloth face mask. These are designed to protect the people around the individual wearing the mask.
 - Masks should fit over the nose and mouth, and should fit snugly and comfortably around the side of the face.
 - Masks should be properly secured and should include multiple layers of fabric.
 - Manufacturer instructions should be followed regarding reusable masks, which may include laundering masks with warm/hot water, and machine drying them, after each shift.
 - Masks should be replaced if they become wet or soiled during a work shift.
 - Employees should be encouraged to not touch their mask to discourage disease transmission.



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- You should have a sickness policy that is available and clearly understood by all employees regarding when to stay home from work. Employees should not be punished or reprimanded if calling in sick for an excusable illness.
- Recommend implementing a "no penalty" cancellation policy to discourage sick attendees from holding or attending an event or training.

Social Distancing Recommendations

- Provide education to employees on the importance of maintaining a physical distance of 6 feet
- Maintain at least 6 feet physical distance by altering the physical environment (e.g., workstation spacing), and consider limiting the number of visitors within the office/lobby/etc.
- Discourage sharing of equipment/personal items.
- Employees should minimize close contact with others, such as shaking hands.
- Utilize technology to conduct virtual meetings and telework whenever possible.
- Continue to encourage virtual or phone conferences, where possible.

In addition, we advise you to monitor guidance and directives from the Federal Centers for Disease Control and Prevention (CDC), the Federal Health and Human Services Department, the State Department of Health Services, and the Wisconsin Governor's office.

If you have questions about these guidelines and how they may be applied to your facility, please don't hesitate to contact your local public health agency.



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