



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 E: Retail Store 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

- Prior to opening, thoroughly deep clean and disinfect the entire facility.
- Upon opening, focus disinfection on high contact areas that will be touched by employees and customers (payment keypads, door knobs, etc.).
 - A list of EPA approved disinfectants for COVID-19 can be found at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- Ensure that mechanical, HVAC, life and fire safety systems are operational and in good repair.
- Install physical barriers at cash registers and customer service areas to protect employees and customers (Plexiglas is transparent thermal plastic and is commonly used).
- Offer designated shopping hours for high risk populations.
- Limit stocking shelves to before and after store hours.
- Use floor markings to encourage one-way floor traffic throughout the facility.
- Use floor markings to indicate a 6-foot separation in break rooms, checkout lines and waiting areas.
- Post pictograms or other visual signs that encourage social distancing and cough and sneeze etiquette.



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- Provide hand sanitizer at entry points and checkout lines. Touchless dispensers are recommended, but pump bottles may also be used.
- Clean and disinfect employee common areas, including break rooms, hourly if practicable.
- Provide sanitizing wipes near cart pickup locations for customers to self-sanitize shopping cart surfaces.
- Employees should wear face masks during their shift. Cloth face masks, which incorporate the following characteristics:
 - Masks should fit over the nose and mouth, and should fit snugly and comfortably around the side of the face.
 - Masks should fit securely
 - 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; and Employees should be encouraged to not touch their mask to discourage disease transmission.

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.



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- 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.
- 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.

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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