



MEMORANDUM

TO: City of West Allis Business Owners

DATE: November 23, 2020

SUBJECT: COVID-19 Business Safety Plan

We appreciate all your efforts thus far to help control the spread of the COVID-19. The transition between the [Safe Opening guidelines](#) is contingent on case activity and your efforts to protect the health and safety of your employees and customers have a significant impact. At the time when COVID-19 cases are increasing significantly, you continue to have a major role in controlling that spread. To have a strong local economy, we need a healthy community and a healthy workforce.

In recognition of the important role you play, the West Allis Health Department strongly encourages you to develop and implement a written COVID-19 Business Safety Plan. The purpose of this plan is to outline how you have and will continue to help prevent the spread of COVID-19 among your employees and the public. Completion of this plan is voluntary, and we encourage business to submit their COVID-19 Safety Plan to the West Allis Health Department for review and feedback.

To aid you in the creation of the written COVID-19 Business Safety Plan, we have created a template as a resource (please see below). If you have questions or wish to submit your completed COVID-19 Safety Plan, please email COVIDSafetyPlan@westalliswi.gov.

For more information on current activities please refer to the City's COVID-19 webpage – www.westalliswi.gov/coronavirus, State's-industry guidance, such as [WEDC guidelines](#), or [CDC guidance](#) for more information on how to safely operate. A comprehensive list of resources is available on page 2 of this memo. Please continue to regularly check the State of Wisconsin's [website](#) for guidance that is applicable to your business or certain parts of your business functions.

While the majority of our businesses have been partners in working to control the spread, we have received complaints about businesses that are not following guidelines or recommendations (i.e. employees without masks, no social distancing, number of patrons, etc.). If we receive a verifiable complaint about your business, we will contact you to discuss the matter. We will work with you to review and update your COVID-19 Business Safety Plan. If you do not have a written plan we will assist you in the creation and implementation of one.

Subsequent verifiable complaints will result in a written warning and placement on an active monitoring list. Businesses on the active monitoring list are subject to unannounced follow-up visits by a Health Department Environmentalist. If an outbreak should occur at your business due to inadequate safety measures, action may be taken to limit capacity, among other things, or close your business in order to protect the public. Please take the proactive approach and partner with us by completing the COVID-19 Business Safety Plan.

Thank you for your continued help in our mitigation efforts.

COVID-19 Resources

Staying up to date on industry-specific guidance

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- ❑ Consult the [WAHD website](#) and applicable [Governor's Executive Orders #3](#) and [#1](#) on a periodic basis or whenever notified of the availability of new guidance.

State and Federal Resources for Businesses

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19

General Information

- ❑ [Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)
- ❑ [Re-opening Guidelines](#) - Wisconsin Economic Development Corporation (WEDC)
- ❑ [COVID-19 Employer Toolkit](#)
- ❑ [West Allis/West Milwaukee Safe Opening Guidelines](#)

Workplace Guidance

- ❑ [WI DHS COVID-19: Businesses, Employers, and Workers](#)
- ❑ [CDC Guidance for Business and Employers to Plan, Prepare and Respond to COVID-19](#)
- ❑ [OSHA Guidance on Preparing Workplaces for COVID-19](#)

Personal Protective Equipment Guidance

- ❑ [DHS Personal Protective Equipment](#)
- ❑ [Face Masks and Coverings](#)

Cleaning and Disinfecting Guidance

- ❑ [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes](#)
- ❑ [DHS Interim Guidance for Cleaning and Disinfection of Public and Private facilities for COVID-19](#)
- ❑ [EPA Approved Disinfectants for COVID-19](#)

Screening and Testing Guidance

- ❑ [CDC COVID-19 Symptoms](#)
- ❑ [DHS COVID-19 Testing](#)

Contact Identification and Notification

- ❑ [Next Steps: I tested positive for COVID-19](#)

COVID-19 Outbreaks

- ❑ [Preventing & Managing COVID-19 Outbreaks in the Workplace](#)



City of West Allis COVID-19 Business Safety Plan Template



Public Health
Prevent. Promote. Protect.

Business Information

Business Name

Business Address

Owner/Manager of Business

Phone Number

Email

I. Social Distancing

A. To ensure employees comply with social distancing requirements, you agree to do the following:

Ensure 6 ft. distancing between personnel unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

Ensure 6 ft. distancing between customers.

Post social distancing markers using tape or signs that imply 6 ft. of spacing in common areas and other areas such as clock in/out stations, cashier areas, etc.

Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

B. List some common situations that may not allow for 6 ft. of social distancing between individuals.

What measures will you apply to ensure the safety of your employees and customers in such situations?

C. How will you manage interactions between customers and visitors for social distancing requirements (as applicable)?

D. Describe where customers will wait for a table or for to-go-orders?

E. Is a reservation process used to help prevent people from gathering? Yes No

If no, explain:

F. How will you manage social distancing during shift changes, lunch breaks, etc.?

II. Personal Protective Equipment (PPE)

A. To ensure employees comply with protective equipment requirements, you agree to do the following:

- We will provide employees with an acceptable face covering at no cost to the employee and have an adequate supply of coverings in case of replacement.
- Face coverings will be cleaned or replaced after use or when damaged or soiled, may not be shared and should be properly stored or discarded.
- Limit the sharing of objects and discourage touching of shared surfaces; or when in contact with shared objects or frequently touched areas, wear gloves, sanitize or wash hands before and after contact.

B. What quantity of face coverings- and any other PPE- will you need to get to ensure that you always have a large enough supply on hand for all employees and customers? How will you get these supplies?

C. What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

D. List some common objects that are likely to be shared between employees and customers.

What measures will you apply to ensure the safety of your employees and customers when using these objects?

III. Hygiene and Cleaning

A. To ensure employees comply with hygiene and cleaning requirements, you agree to do the following:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Trade and Consumer Protection (DATCP) and maintain cleaning logs on site that document date, time, and scope of cleaning.
- Provide and maintain hand hygiene stations for personnel and customers, including handwashing with soap, water and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (ex. Utensils, condiments, menus) and surfaces, as well as high traffic areas, such as restrooms and common areas must be completed.

B. Who will be responsible for maintaining a cleaning log? Where will the log be kept?

C. Where at the business will you provide employees and customers with the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

D. What policies will be implemented to ensure regular cleaning and disinfection of the areas in your business? What products are you using that are effective against COVID-19?

IV. Communication

A. To ensure the business and its employees comply with the communication requirements you agree to do the following:

- Post signage throughout the business to remind personnel and customers to adhere to proper hygiene, social distancing requirements, proper use of PPE, and cleaning and disinfecting protocols.
- Consistently inform employees and customers of any updated changes to policy and/or procedures.
- If a worker tests positive for COVID-19, employers will immediately notify the local health department and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or customers who came in close contact with the individual, while maintaining confidentiality required by state and federal law regulations.

B. If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying the West Allis Health Department? Who will be responsible for identifying and contacting tracing those who may have been exposed?

V. Process

A. Screening. To ensure the business and its employees comply with screening requirements, you agree to do the following:

- Implement mandatory COVID-19 screening (e.g. questions, temperature checks) before employees begin work each day and for essential visitors, asking about (1) COVID-19 Symptoms in the past 14 days. (2) positive COVID-19 test in the last 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in the past 14 days. Responses must be checked every day and documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before the employee starts work or on site? Who will be responsible for performing them, and how will those individuals be trained?

If screening is on-site, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply the PPE?

B. Testing. Individuals who carry the COVID-19 virus may or may not have symptoms. Testing helps to identify those with the virus. To help control the spread of disease, testing is important. The objective is a sustainable system of screening, and testing identifies ill employees. Do you require or recommend employees be tested for COVID-19?

Please check one: Require Recommend Neither

If required, how frequently?

If recommended, under what circumstances?

C. Contact tracing and disinfection of contaminated areas due to exposure. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee who tests positive for COVID-19, how will you clean areas that have been contaminated? What products that are effective against COVID-19 will you use and how will you acquire them?

In the case of an employee who tests positive for COVID-19, how will you inform close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

VI. Other

- A. Please use this Space to provide any additional details about how your business's Safety Plan, including anything to address specific to your business.

Once completed, please submit your completed COVID-19 Safety Plan to COVIDSafetyPlan@westalliswi.gov for review and feedback.