

Minimum Requirements for Re-Opening – Plan Template (Version 3)

Department or Elected Office Name:

Service or Program:

Short Description of Service (1 – 3 sentences):

Please fill in all relevant information using the tables below, which structure questions around the minimum requirements in the “Re-Opening Guidance for Milwaukee County Services and Facilities.” If a requirement is not applicable, leave blank or write N/A. Answers should be concisely written.

1. Workplace

Workspace and Workflow Controls	
Please explain your plan for <u>Physical Distancing</u> . (Note: Your plan should promote physical distancing of at least 6 feet.)	
Please explain your capacity limits for covered by this re-opening plan, including the underlying calculation(s) (Note: For indoor, confined spaces capacity should be set to the lesser of 1) 25% (pre-COVID) capacity; 2) 1 person per 30 square feet of usable space; or 3) 150 total people in the enclosed area at a time, including staff.)	
Confirm that all shared rooms will have a room capacity sign posted, including conference rooms, break rooms, restrooms, and other shared spaces.	
What is your plan for addressing the flow of customers to increase space between and avoid contact with each other and County staff (i.e., entry way queues/lines, one-way aisles, wider aisles, necessary waiting areas)?	

<p>Confirm that your workstations are set up with at least 6 feet of distance between people and that stations are configured so people are not facing towards each other. If this is not possible, confirm that you have installed barriers or partitions at least 5' high.</p>	
<p>Breakrooms, kitchen seating areas, or other sitting areas:</p> <ul style="list-style-type: none"> • Confirm that appropriate signage is posted in areas, including room capacity signage. • Confirm that chairs and tables have been removed from the space to ensure 8' of space between employees is maintained at all times. • Confirm that disinfectant, hand sanitizer, soap and towels are available and visible. • Confirm that there is signage and that employees have been informed to disinfect dining/seating areas before and after each use. 	
<p>Confirm that a maximum of 2 people in a vehicle at once and face masks worn at all times. Confirm proper cleaning of the vehicle after use will be completed per <u>CDC guidelines</u>.</p>	
<p>Outdoor and open spaces on County Property Confirm that picnic tables, outdoor eating areas, or similar outdoor seating areas within a controlled environment are spaced at least 8' apart. How will you ensure that these areas are sanitized following every use?</p> <p>What other safety precautions are in place to support physical distancing and the flow of people?</p>	
<p>Confirm that you have acquired and posted <u>appropriate</u> signage in the following areas:</p>	

<ul style="list-style-type: none"> ○ Cleaning Shared Surfaces posted in communal work areas, including kitchens, common areas, and cubicle areas. ○ Do Not Enter If Symptomatic posted at entry points to facilities and public entrances to department services, both indoor and outdoor. ○ Elevator Capacity posted on door of elevators on all floor and inside of the elevator. ○ Face Mask Dispensing Station at face mask distribution stations. ○ Face Masks Required posted throughout facilities and on County grounds in employee and public-facing areas. ○ Face Masks Required Beyond this Point posted at controlled entry points. ○ Hand Washing above sinks in bathrooms and kitchens. ○ Physical Distancing posted throughout facilities and on County grounds in employee and public-facing areas. ○ Room Capacity posted on any room in which there may be more than one person in the room at a time (e.g., conference rooms, kitchens). ○ Courtesy Seating: Should be placed in public seating areas, especially where seating is limited. ○ Household Seating: Should be placed in public seating areas where chairs may be clustered together to allow members of a household to sit together. 	
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Environmental Controls	
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<p>Do you have face masks, cloth or disposable, available at entry points per the Universal Face Mask Policy and Procedures Administrative Order (20-14)? How are they being distributed?</p> <p><i>Note: not all services are required to provide masks to visitors.</i></p>	
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<p>Confirm that hand sanitizer is available at all transaction points, entry points, in communal areas with high touch points, and throughout the facility/service areas.</p>	
<p>Describe actions you have taken to increase ventilation, if possible.</p> <ul style="list-style-type: none"> • Are you able to increase ventilation rates? • Are you able to Increase the percentage of outdoor air that circulates into the system? • Are you able to keep bathroom doors propped open (when not an invasion of privacy)? • Identify any doors you plan to keep propped open to increase ventilation and reduce touch-points. 	
<p>What are you doing to limit communal touch points? For example:</p> <ul style="list-style-type: none"> • Have you removed lids/flaps on trash and recycling bins? • Have you eliminated shared workspaces? • How have you discouraged use of communal equipment? • Have you propped open doors, when appropriate? • How have you limited the exchange of materials between people? • Have you placed a barrier between employees and customers at service counters? 	
<p>Cleaning and Disinfecting</p>	
<p>Describe your plan for pre-opening cleaning and disinfecting protocols consistent with CDC guidelines for your industry and explain how you will meet those guidelines.</p>	

<ul style="list-style-type: none"> • Are cleaning supplies readily available to all employees? • What are your high touch-point disinfection protocols? • If appropriate, have you reviewed any cleaning contracts with janitorial services to ensure each facility is maximizing cleaning of high surface touch-points (especially in public areas) and there is ongoing sanitation throughout the day? • What is your plan for assigning additional cleaning and disinfecting protocols to staff to the extent janitorial services aren't available for routine (every 2 to 3 hours) daily disinfecting? 	
Food Service Areas	
<p>If re-opening plan encompasses opening food service, please confirm that service can accommodate pick-up or walk-up service and list the capacity limit set for the space(s) for food service.</p>	
<p>Are cash payments allowed? If yes, is hand sanitizer available at all payment transaction points?</p> <p>How will you ensure that employees working at transaction points wash their hands with soap and water ever 2 – 3 hours?</p>	
<p>Is seating available? If so:</p> <ul style="list-style-type: none"> • Confirm that for enclosed spaces, the capacity is set to the lesser of 25% capacity, 1 person per 30 sq ft, or 150 maximum people in the seating area at a time, including staff. • Confirm that tables are at least 8 feet apart for both indoor and outdoor seating areas. • What is your plan to sanitize tables and seats between each use? 	

<ul style="list-style-type: none"> Confirm that you are not providing indoor seating areas for employees and guests waiting for food, and explain your plan for physical distancing guests while waiting for pick-up. 	
Confirm that you are providing disposable tableware, utensils and individual serving condiments.	
Confirm that there are no shared service stations or activities of any kind (e.g., potlucks, buffets, condiment and utensil stations).	
Retail Shops (Gift Shops and Pro Shops)	
Do you have face mask signage for the shop?	
Describe your plan for limiting customers to the lesser of : 1) 25% capacity; 2) 1 person per 30 square feet of usable space; or 3) 150 total people in the enclosed area at a time, including staff. Is a capacity sign posted for the shop?	
Confirm that employees have been provided with face covering. Confirm that face masks are available for visitors as needed.	
Are cash payments allowed? If yes, is hand sanitizer available at all payment transaction points? How will you ensure that employees working at transaction points wash their hands with soap and water ever 2 – 3 hours?	
What is your plan for physical distancing for customers in line for entry, as well as between customers and employees inside the shop?	

Indoor Event Spaces	
What is the capacity for space(s) in that will be used during events in the facility? How was the capacity set [please show the underlying calculation using the lesser of: 1) 25% (pre-COVID) capacity; 2) 1 person per 30 square feet of usable space; or 3) 150 total people in the enclosed area at a time, including staff]?	
Please confirm that all events in the space will be seated events (minus speakers, presenters, etc. who may stand).	
<p>How many floor plans are you submitting for review and approval for use in the event space? Floor plans should follow guidance in order for floor plans for break-out sessions, food/beverage service, and other modified setups.</p> <p>Confirm that events will only use these pre-defined floor plans during events.</p> <p><i>Note: If a different floor plan is required for an event, a department may either submit a new floor plan to add to their inventory or may submit a re-opening plan to the ROSC for the specific event needing a different setup.</i></p>	
How will you ensure that prior to renting a space that renters understand COVID-19 safety requirements of them while using the event space? How are requirements included in contracts?	
Confirm that dancing is not available at any events with the exception of dances between the married couple at weddings (note that the married couple may remove	

their face masks for the dance if they are at least 6' from all guests).	
Please explain how food and beverages (non-alcoholic and alcoholic) services will be served during the event. Confirm that service will be provided while people are seated. Please confirm that there will be no communal food or beverage stations.	
Please explain how alcoholic beverages will be controlled to allow for no more than two (2) drinks per person.	
Please explain how you will provide spaces of at least 8 feet between people (not in the same household) when food or drink is being consumed.	
How will the space and equipment be disinfected during and/or between events?	
Who will be staffed at events of over 100 people where food and/or alcoholic beverages are being served? How will this person enforce COVID-19 safety provisions of the facility rental during the event?	

2. Employees and Contractors

Reporting to County Facilities	
Describe your plan for employee telework. (Note: at this time, employees who are able to telework, fully or in-part, should continue to do so.)	

<p>Confirm that department has procedures for prohibiting the reporting to work of symptomatic employees or contractors.</p> <ul style="list-style-type: none"> ○ If a person does report to work, they should be sent home. ○ Continue following procedures, including return to work procedures, per the Responding to Symptomatic Individuals Admin. Order 20-7. ○ If a person feels sick they should be advised to contact and follow the advice of their medical provider immediately. 	
<p>Describe any flexible work options you intend to implement to maximize physical distancing of at least 6 feet. How are you limiting in-person meetings and maximizing remote meetings?</p>	
<p>Protective Practices</p>	
<p>Face coverings are required for all employees and contractors without a qualifying exemption per the <u>"Universal Face Mask Policy and Procedures Administrative Order (20-14)."</u> Describe how you intend to enforce the mask policy for your employees and contractors.</p>	
<p>What types of face coverings will be required for your employees? Do you know what type of face covering your contractors or vendors will provide?</p> <ul style="list-style-type: none"> ○ Homemade cloth masks or disposable procedural masks supplied by the employee or contractor? ○ County-supplied cloth mask or disposable procedural mask? 	
<p>Do you have face covering signage posted?</p>	

How are you ensuring that employees/contractors are washing their hands every 2 – 3 hours with soap and water?	
Have you communicated that non-essential personal travel is discouraged and non-essential business travel is prohibited (See Travel Admin. Order 20-2)?	
Communication and Training	
<p>Describe your plan for communicating workplace and workforce changes, such as the face covering policy and physical distancing, to employees so they are prepared for work when they return.</p> <p><i>Note: HR has developed Countywide training for returning employees that includes universal hygiene methods, proper face covering usage, and how to effectively communicate to the public.</i></p>	
Is there any specific, task-related protocol training that your employees will require on their first day back? For example, cleaning and disinfecting for a cashier’s work area or which PPE to use for a specific task. How will this be communicated (e.g., manager direction, written protocols)?	
How are your vendors or contractors who work in County facilities or grounds communicating their pandemic protocols and plans to their employees?	

3. Service Users and Visitors

Protective Practices	
Face masks are required for all visitors and service users ages 3 and over to indoor County facilities and outdoor areas where physical distancing is impossible or unlikely	

<p>to be consistently maintained unless person has a qualifying exemption. Please see "Universal Face Mask Policy and Procedures Administrative Order (20-14)". If a visitor comes to access your service without a mask, what is your plan for helping reinforce County policy and encourage compliance (e.g., give person a new mask, reinforce with signage or messaging from employees, refuse service)?</p>	
<p>If you manage the County facility or entry points covered in this re-opening plan, how will you distribute masks to visitors upon entry (if required per the universal face mask order)?</p>	
<p>How will you mitigate the risks to employees delivering services when a service user will not or cannot wear a face mask, especially when physical distancing is not possible?</p>	
<p>High-risk Visitors or Service Users</p>	
<p>Do you have a plan to accommodate visitors or service users, such as a virtual option, deferment plan, alternate participation mechanism, or specific time reserved only for high-risk users in which extra cleaning and disinfecting and physical distancing (lower maximum capacity) occurs?</p>	
<p>Communications Plan</p>	
<p>How will service users know about changes and new expectations for accessing the service? How will service changes, including new expectations for accessing the service (e.g., appointment only, face mask required), be communicated to service users? Where will this information be available? How will information be distributed? If special accommodations are available for</p>	

high-risk service users, how will you communicate about available accommodations?	
Would you like to use any enterprise-wide communication channels to aid in the dissemination of information about service changes (e.g., County press release, website update, social media post)? If yes, what specific support are you requesting?	