

WISCONSIN

GUIDANCE ON PREPARING WORKPLACES FOR COVID-19



OUTDOOR GATHERINGS



Outdoor activities have always been a key element of daily life in Wisconsin communities, and have perhaps become even more important during the COVID-19 pandemic, since they play a critical role in physical and mental health. While most public spaces have been open for passive use during the pandemic, most active uses have been limited, and facilities may need to make adjustments to operate safely in light of COVID-19. Allowing people to resume as many of their regular activities as possible with the necessary precautions

This document is intended to provide guidance for municipalities and civic organizations looking to accommodate small group gatherings in a safe way once it is permitted to do so. This guide includes instructions regarding outdoor gatherings, whether public or charitable in nature, including but not limited to farmers markets, outdoor fitness or educational programming, and other types of small-scale community celebrations or gatherings. In addition, please see the **"General Guidance for All Businesses"** document for guidance that applies to all industries, and please consult the other available industry guides as relevant for your specific business type.

Keeping employees and customers safe is the number-one priority for all businesses. This resource provides guidelines for protecting both of these groups. Organizations, municipalities and management entities are expected to be proactive in ensuring compliance and take definitive action to enforce the rules. It is not sufficient to post signage requesting that guests maintain distancing or to anticipate that staff will be able to manage customer interactions in real time (e.g., by installing signage instructing visitors to comply with distancing but not actually utilizing visual cues or physical barriers to support compliance).

Recommendations for Outdoor Gatherings

Employee health and hygiene

- ▶ Employees who have a fever or other symptoms of COVID-19 should not be allowed to work.
- ▶ Maintain an adequate supply of paper goods, soap and hand sanitizer to allow proper hand hygiene among employees.
- ▶ Provide tissues for proper cough/sneeze etiquette and no-touch disposal receptacles.
- ▶ For farmers markets, suspend fines for no-shows to ensure vendors don't feel pressured to work when sick.
- ▶ Consider suspending the use of hand stamps or wrist bands.

Face masks and cloth face coverings

- ▶ Face masks or cloth face coverings may be required based on the level of interaction with attendees (e.g., point-of-sale interactions).

- ▶ Instruct your employees in how to properly put on and remove a face mask or cloth face covering. The U.S. Centers for Disease Control and Prevention (CDC) provides guidance on how to properly wear a face covering and offers [tutorials for how to make one](#).
- ▶ If attendees will not be able to stay six feet away from others, recommend that they bring their own face mask or covering. Provide face masks at the event for any attendees who do not bring their own. Provide adequate no-touch trash receptacles for used masks. Considerations should be made for individuals who are unable or unwilling to wear a mask or cloth face cover.



PROTECT



WASH OFTEN



DISINFECT



CAUTION



Clean and disinfect

- ▶ High customer contact areas such as doorknobs, buttons, touchscreens, tables and stair rails should be cleaned every two hours, or after each user if feasible.
- ▶ Bathrooms should be sanitized frequently.
- ▶ Disinfecting wipes should not be used to wipe more than one surface. Use one wipe per item or area.
- ▶ Clean and sanitize any food contact surfaces between users. Food should not be sampled during an event.
- ▶ For farmers markets, consider closing areas that require customers to use tongs or scoops. If tongs and scoops are used, vendors must sanitize them frequently. Consider offering different sizes of prepacked items instead.

Social distancing

- ▶ Programmed events should be limited to 10 persons at a time in any given space, expanding to 50 people in Phase 2 of the [Badger Bounce Back plan](#).
- ▶ Where possible, event attendance should be staggered to minimize overlap and reduce density of participants.
- ▶ Consider designating alternate offerings for at-risk populations.
- ▶ For any gatherings that do occur (such as farmers markets or small-group programming), spacing between stations/booths should be at least 15 feet.
- ▶ Facilities that promote interaction among unrelated individuals (e.g., playgrounds, play areas, picnic shelters) should be closed if they cannot be adequately sanitized. A visible barrier such as tape, markings or a physical barrier should be used to indicate closure.

- ▶ Reduce parking at popular public spaces to disperse attendees among various entry points and/or minimize utilization by deterring visitors.
- ▶ Consider making walking or biking paths one-way to minimize unintentional interactions, especially during gatherings or events. Utilize directional arrows in chalk paint on surfaces to reinforce new patterns. If it is safe to do so, municipalities may consider expanding pedestrian and cycling corridors into the current vehicular right of way to allow for adequate spacing.
- ▶ Eliminate unnecessary physical contact between individuals, and maintain social distancing with a six-foot distance between individuals whenever possible.
- ▶ Offer cashless and contactless transactions whenever possible.
- ▶ When exchanging paper and coin money, do not touch your face afterward. Ask customers to place cash on the counter/table rather than directly into your hand. Place money on the counter (not in hand) when providing change back to customers. Clean the counter between each customer at checkout.



Additional attendee protections

- ▶ Post signage at entry points to public spaces reminding individuals experiencing COVID symptoms to stay at home and asking visitors to maintain social distancing.
- ▶ Install handwashing or sanitizing stations (with at least 60% alcohol if providing hand sanitizer) at entry points and key locations throughout the area in which the gathering is being held, including areas where attendees will come into contact with shared equipment and/or food service areas. Encourage attendees to use them.
- ▶ Remove all unnecessary touchpoints, especially those that cannot be sanitized between uses. Examples include the use of pens to sign receipts or visitor logs (cashless and contactless transactions are recommended), benches and drinking fountains.
- ▶ Utilize disposable instead of reusable items whenever possible, and provide adequate trash receptacles to accommodate waste.
- ▶ Increase the number of trash receptacles and frequency of trash pickup to accommodate increased use.
- ▶ Continue offering virtual experiences and curbside pickup of physical goods to accommodate all customers if possible.
- ▶ Do not allow visitors to utilize reusable bags or to bring activity items from home to an event if the activity items would be used by multiple participants.
- ▶ Discourage users from coming into contact with other participants' equipment. For example, sports field users should not return another user's stray balls or share equipment with unrelated parties.



IN PARTNERSHIP WITH WISCONSIN'S REGIONAL ECONOMIC DEVELOPMENT ORGANIZATIONS:

7 Rivers Alliance
 Centergy
 Madison Region
 Economic Partnership
 Milwaukee 7

Momentum West
 Prosperity Southwest
 Grow North
 The New North
 Visions Northwest

CHECKLIST GUIDE FOR REOPENING

Your Outdoor Event Facility or Planning Outdoor Gatherings

After reading through the available guidance for your business sector at wedc.org/reopen-guidelines use this checklist to ensure that you have taken the necessary steps to open your business safely, protecting the health of your employees and customers. In addition to reviewing this checklist, be sure to consult your local health department, as some communities may have additional local regulations in place.

Policy Checklist

- Create a policy for identification and isolation of sick people, including employee self-monitoring, required reporting of illness, sick leave policies and isolating individuals that become ill at work.
- Assess leave policies for quarantined/isolated workers and those caring for sick family members.
- Create a policy on personal protective equipment (PPE). Recommend that employees wear face masks or cloth face coverings when social distancing is not feasible. You may also wish to recommend usage of face masks or cloth face coverings for public-facing activities, such as point-of-sale interactions.
- Connect employees to employee or community assistance resources such as the Wisconsin COVID-19 hotline (211) or COVID-19 Resilient Wisconsin dhs.wisconsin.gov/covid-19
- Create a customer service policy. To the extent possible, customers should wear face coverings when receiving services. Recommend customers bring their own face mask or covering, and also provide them for customers who don't bring their own. Considerations should be made for customers who are unable or unwilling to wear a mask or cloth face cover. Refuse service to any customer who arrives with symptoms.
- Create a response plan in the event that an employee has COVID-19 symptoms or is suspected or confirmed to have COVID-19. This should include criteria for impacted employees to return to work and guidance for identifying, communicating with and accommodating potentially exposed workers.

Communications Plan Checklist

- Establish an employee communications schedule and develop a training plan for employees with modules on social distancing, hygiene and sanitation best practices, what to do if they feel sick, proper use of PPE and cloth face coverings, and how to educate guests about the new policies and practices.
- Develop a marketing plan for customers that addresses business signage, social media communications, new business policies and customer instructions (stay home if you are sick, limit items you touch, closure of common areas, hygiene including handwashing, social distancing reminder).
- Communicate with vendors or service providers to ensure adequate spacing between booths/trucks (at least 15 feet) and facilitate load-in and load-out strategies that minimize congestion.
- Establish a system for continually updating customers on shopping options and policies as circumstances change.

Facility Plan Checklist

- Post signage about policy changes for customers and employees.
- Provide tissues and no-touch trash receptacles.
- Set up sanitizer or handwashing stations at entrances and in convenient locations around the event/space.

- Remove unnecessary touchpoints or items that cannot be sanitized between uses (e.g., display items, seating).
- Install social distancing markers or directional arrows on floors to encourage maintaining distance of at least six feet where possible, and to minimize contact.
- Install social distancing markers or directional arrows on the ground to encourage maintaining distance of at least six feet where possible, and to minimize contact. Reduce capacity to ensure adequate social distancing. Consider making walking or biking paths one-way to minimize inter-actions.
- Close facilities that promote interaction among unrelated individuals (e.g., playgrounds, picnic shelters, drinking fountains) if they cannot be adequately sanitized.
- Implement touchless payment systems/options whenever possible.
- Minimize the need for employees to share equipment/tools (pens, markers, scissors, walkie-talkies, etc.) by purchasing additional sets as needed. If sharing cannot be avoided, provide a means to sanitize shared items after each use.

Operations Plan Checklist

- Assign one or more staff members (ideally one per shift) to take the lead on cleaning and disinfecting. Review cleaning/disinfecting/sanitizing product labels to determine glove and other PPE requirements. Provide chemical hazard training to employees.
- Eliminate unnecessary physical contact between staff and customers. Consider suspending the use of hand stamps and wristbands.
- Discourage employees and attendees from sharing equipment, tools or other objects.
- For programmed events, stagger event attendance to reduce density of participants, minimize overlap and accommodate adequate cleaning. Programmed events should include registered individuals only, or include collection of participant information to assist with contact tracing.
- Disposable items should be used instead of reusable items whenever possible. Customers should not bring their own shopping bags. No refills, samples or self service food items should be allowed.
- Purchase face masks or cloth face coverings for customers and PPE for staff.
- Purchase cleaning supplies appropriate to sanitize the type of surfaces and products found in your facility.
- Create a plan for accommodating at-risk customers by continuing virtual offerings, offering curbside pickup or delivery of physical items, or adding designated by-appointment-only hours.
- Suspend fines for no-shows to ensure that vendors/participants do not feel pressured to attend when sick.
- Events with food trucks, see guidelines and checklist for restaurants, bars and food service.

Cleaning Schedule

Between Customers/Frequently

- Common areas (door handles, payment machines)
- Restrooms
- Customer touchpoints (barricades, tables)