

Blueprint for Reopening Walworth County

The Blueprint for Reopening Walworth County provides broad guidance for reopening the economy safely and incrementally. Walworth County encourages organizations to consider this guidance and apply it where able. Organizations should feel empowered to implement solutions that best meet their needs and should develop plans to adjust practices in the event of another wave of COVID-19.

COMMON QUESTIONS/CONCERNS:

1. The Supreme Court struck down Emergency Order #28. Will Walworth County's Public Health Department be issuing its own stay-at-home order?
 - a. No. Walworth County's Public Health Office has no plans to issue orders restricting businesses.
 - b. We anticipate that our business leaders will follow these guidelines and implement strategies to protect their customers and staff.
2. All business and institutions should visit the [Wisconsin Economic Development Coalition \(WEDC\)](#) for additional guidance.
3. What are the symptoms of COVID-19?
 - a. These symptoms may appear 2-14 days after exposure to the virus:
 - i. Fever, Cough, Shortness of breath or difficulty breathing, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell
 - b. For more information from the CDC, click [here](#).
4. What can I do to keep my employees safe?
 - a. Pre-screen employees for symptoms prior to starting shift.
 - b. Do NOT allow symptomatic people to work. Send them home if they arrive at work sick.
 - c. Encourage staff to wear a mask or face covering.
 - d. Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
 - e. Encourage all staff to cover coughs and sneezes using elbows (not hands).
 - f. Practice physical distancing and stay at least 6 feet from other people whenever possible.
 - g. Promote telework options for nonessential employees.
 - h. Promote physical distancing in the workplace and utilize disinfection guidelines per the CDC.
 - i. Consider special accommodations for personnel who are members of a vulnerable population.

- j. Consider expanding sick leave/ FMLA.
5. How can I keep my customers safe?
 - a. Encourage physical distancing. Keep customers 6 feet from each other.
 - b. Limit the number of workers present on premises to no more than is necessary to operate.
 - c. Adopt protocols to routinely clean and disinfect. Plan for enhanced cleaning in the event of a positive COVID-19 case in the workplace.
 - d. Adopt policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.
 - e. Discontinue use of water fountains/ bubblers. Utilize contactless bottle fill stations or single use cups.
6. What should I do if my employer is trying to force me to work while sick?
 - a. Contact the [Wisconsin Department of Workforce Development](#).
7. Should I wear a cloth mask in public?
 - a. If you are ill, you should remain at home.
 - b. The use of masks and face covering when healthy is largely a matter of personal preference.
 - c. Face coverings when properly worn can help limit disease spread, but physical distancing remains the most effective strategy.
 - d. The [CDC](#) offers guidance on proper face coverings.

General Guidelines for Reopening Walworth County

- Practice physical distancing of 6 feet or more for employees and customers.
- Consider creating designated work/business hours only for vulnerable populations and those at higher risk.
- Clearly communicate through social media, newsletters, and signage the safety steps each business is taking.
- Clearly and quickly inform your employees and wider community of any policy changes.
- Post signage at business to encourage:
 - Washing of hands and tools; gloves do NOT replace proper hand hygiene and can transmit disease from one surface to another, including to yourself and others.
 - The practice of physical distancing of 6 feet or more while working.
 - That individuals should NOT go to the business/work if they feel sick or have come into contact with someone who feels or has felt sick.

- That even individuals who do not feel sick (and have not had contact with someone who has) should assume they are sick and asymptomatic, and they should practice physical distancing, good hygiene, and other preventive measures when at the community garden.
- Post all signage in multiple languages (for example, English, Spanish, Hmong, Somalian, Lao).
- Use simple cloth face coverings as an additional, voluntary public health measure; instructions on making a [cloth face covering](#) are available from the CDC. You can also see our flyers for making cloth face masks: [How to make a cloth face covering without sewing](#) and [How to make a cloth face covering using a bandana](#).
- Commonly touched surfaces should be [cleaned and disinfected regularly](#) (for example, gates, railings, water spigots, tables, doorknobs).
- Provide proper cleaning and sanitizing measures for both employees and customers. See: [How to build a hand-washing station for \\$20](#).
- Provide hand sanitizer if a washing station is not possible.
- Cleaning materials to sanitize commonly touched surfaces such as spray bottles with a bleach mixture of 5 tablespoons bleach per gallon of water or 4 teaspoons bleach per quart of water.
- Consider postponing large group gatherings or events unless physical distancing of 6 feet or more and proper sanitation can be in place for spectators/guests.
- Screen employees for symptoms before entering the work facility to identify and isolate sick individuals.

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AGRICULTURE

Community Gardens

Safety measures:

- Create a garden schedule based on plot location or number.
- If anticipating large numbers of gardeners (for examples, weekends), create a schedule to stagger times for arrival and availability to reduce crowds and allow for safe spacing. One option is to divide the plots into two groups based on a checkerboard design, having separate shifts (for example, AM/PM, Sat/Sun) for each group to increase spacing.
- Consider creating designated work hours only for vulnerable populations and those at higher risk.
- Consider limiting access to or not supplying common or shared tools.
 - Do not allow for the sharing of gardening gloves.
 - If limiting or not supplying, consider providing information on where to get low- or no-cost supplies.
 - If limiting or not supplying, consider working with community partners to obtain donated supplies that can be given to an individual for personal use.
 - If limiting access, provide information on proper cleaning and disinfection of tools and instructions on where to dispose of cleaning material safely off-site.

- Limit access to tools with wooden handles as much as possible; if accepting tool donations, specify that you are seeking tools with hard, nonporous material for the handles, such as aluminum or plastic, as they are easier to clean and disinfect. If sharing tools or a wheelbarrow with wooden handles, clean the handles with a detergent or soap and water, and wipe the outer surface with a disinfectant.
- Consider that items that cannot easily be cleaned (for example, garden hoses) could be a site for the transfer of the virus.
 - Require gardeners to wash hands before and after handling the hose.
 - If possible, hoses could be locked up permanently and alternative sources for watering could be used, such as providing individual watering cans or gallon jugs.
- Commonly touched surfaces should be cleaned and disinfected regularly (for example, gates, railings, water spigots, tables, doorknobs).
 - Consider leaving garden gates open during hours of operation to avoid frequent contact with gate and handles.
 - Remove or block off public benches, picnic tables, or any other shared spaces that may promote close contact.

Communication:

- Clearly communicate through social media, newsletters, and signage the safety steps the garden is taking and what it means for gardeners.
- Clearly and quickly inform your gardeners and wider community of any policy changes.
- Post signage at garden to encourage washing of hands and tools; gloves do NOT replace proper hand hygiene and can transmit disease from one surface to another, including to yourself and others.
- Post signage reminding individuals to practice physical distancing of 6 feet or more while working.
- Post signage and communicate through other networks that individuals should NOT go to community gardens if they feel sick or have come into contact with someone who feels or has felt sick.
- Post signage and communicate through social media and other networks that even individuals who do not feel sick (and have not had contact with someone who has) should assume they are sick and asymptomatic, and they should practice physical distancing, good hygiene, and other preventive measures when at the community garden.
- Post signage and communicate through other networks that when possible, the minimum number of people from a given household or family should come to the community garden; this decreases the number of individuals interacting at the garden and touching common surfaces or objects, which decreases the risk of spread for everyone.
- Post all signage in multiple languages (for example, English, Spanish, Hmong, Somalian, Lao).

- Encourage the use of simple cloth face coverings as an additional, voluntary public health measure; instructions on making a [cloth face covering](#) are available from the CDC. You can also see our flyers for making cloth face masks: [How to make a cloth face covering without sewing](#) and [How to make a cloth face covering using a bandana](#).

Supplies:

- Hand and tool washing soap and facilities at each garden.
- See: [How to build a hand-washing station for \\$20](#)
 - Hand sanitizer if a washing station is not possible
- Cleaning materials to sanitize commonly touched surfaces such as spray bottles with a bleach mixture of 5 tablespoons bleach per gallon of water or 4 teaspoons bleach per quart of water.
- Secure place to lock up common tools so they can't be a source of transmission.
- Nonporous plastic tables that can easily be cleaned and disinfected.
- Automatic irrigation systems when possible.

To consider:

- Be prepared and understand that community gardens will be different this year due to the circumstances—be as flexible and understanding as possible.
- There may be fewer plots than normal as people avoid the garden due to sickness or fear of becoming sick—consider proactively working with members and other local partners to engage in fundraising or donations if you are concerned about revenues.
- There may be more gardeners or more new gardeners than normal, as high unemployment and food insecurity may make gardening an attractive option.
- Many municipal services that community gardens rely on may be operating different than normally—be patient and work with partners to address any disruptions this may cause your garden.
- Consider how you may be able to use harvest from your gardens to improve access for vulnerable populations in your community to fresh and healthy produce.

For Gardeners/Visitors

- **Do NOT visit the garden if you are feeling sick, showing signs of illness, or have had contact with anyone who is sick or has shown signs of illness.**

- Be patient and flexible with your community and garden organizers as they navigate changing conditions and guidance from other partners and agencies.
- Wash or sanitize hands before and after visiting the garden and regularly while at the garden, especially before or after touching any common surfaces or using any tools that may have been touched or used by someone else.
- Bring your own sanitizer or disinfecting wipes if you would prefer; even better, bring some to share or donate for the garden community to use if you can spare.
- If using gloves, machine wash gloves after each use if you can; consider packs of low cost cotton gloves that can be rotated.
- Minimize contact with surfaces (for example, doorknobs, gates, latches, railings).
- Cough or sneeze into your arm—do not cover mouth or face with your hands.
- Avoid touching your face while gardening.
- Rinse produce and wash hands well after returning home from the garden.
- Follow all new and existing garden policies, if you are unclear what your garden's policies are, contact your garden organizers for more information.
- Maintain physical distancing of 6 feet or more between yourself and others.
- Limit interactions and time spent at the garden.
- Limit the number of people from your household or family that go to the garden with you to the minimum possible.
- If possible, bring and use only your own tools. If using common or shared tools, wash the tools and your hands well with soap and water before and after use.
- Plan ahead and be prepared for limited access to the garden or inability to visit the garden if you or someone you live with gets sick.
 - Mulch now to prevent weeds and reduce soil moisture loss.
 - Use row covers for insect control when feasible.
 - Stay ahead of seasonal tasks.
- Physical distancing does not mean social isolation; gardeners are encouraged to stay in touch (for example, email, Zoom, Facebook).

Open Markets (Farmers Markets/ Flea Markets/ Rummage Sales / Fund Raisers/ Craft Fairs)

Consider keeping closed if unable to maintain social distancing, provide cashless or contactless transactions, or if there is difficulty in maintaining hand hygiene and sanitation standards.

Safety Measures:

- Close seating intended for consuming food unless physical distancing can be maintained.
- Prohibit food samples.
- Self-dispensing unpackaged food areas (including fresh produce) may stay open.
- Areas that require customers to use tongs or scoops are encouraged, but not required, to close; vendors must sanitize the tongs and scoops frequently.
- Follow social distancing requirements between all individuals on the premise to the maximum extent possible.
- Increase spacing between vendors.

Additional Best Practices for Operations

The following are best practices intended to minimize the spread of COVID-19 while maintaining an essential food resource for the community. Each market should proactively take action to provide a safe shopping environment, while considering the unique needs of the community. Not all recommendations will be suitable for all markets.

What can the market do?

- Pause or delay opening markets if safety measures cannot be adequately maintained.
- Consider alternative shopping methods, such as:
 - A one-sided drive-through market.
 - Online or phone ordering with market pick up.
 - Appointments for market shopping to minimize crowds.
- Ensure all forms of payment including electronic benefit transfer (EBT) cards, tokens, or checks can continue to be used at the market and for any alternative shopping methods.
- Minimize shopper time at the market.
- Pre-package prepared foods for off-site consumption.
- Don't permit non-food vendors; food plants may be sold (fruits, vegetables, and herbs).
- Don't permit music, tabling, activities, promotions, or pets in order to discourage large groups from gathering.
- Provide handwashing stations and/or hand sanitizers for both vendors and customers.
- Post physical distancing messaging and signage.
- Don't permit customer contact with products; only allow vendors to touch product before sale.
- Increase the spacing between vendors to allow customers and vendors to maintain safe distance; spacing of no less than 6 feet is recommended.

- Change market layout to minimize crowding and provide a safe distance; consider placing vendors on one side or having vendors face outward.
- Suspend fines for no-show vendors to help prevent sick vendors from coming to the market out of obligation.
- Communicate with customers and vendors:
 - Let customers know if your market is open, the start date is delayed, or if the market is closed.
 - If your market will remain open, be certain both customers and vendors know what you are doing to protect their safety and what they can do to protect themselves and others while at the market.
 - If your markets will be closed, connect your customers with vendors; customers may be able to pick up products on farm or arrange a local drop-off site for pre-packaged orders.
- Continue to visit the DHS and CDC websites for updated information on COVID-19.

What can vendors do?

- Don't come to market while sick or allow sick employees at the market.
- Avoid touching your face.
- Wear a cloth face covering.
- Have only one staff person handling payments; although there is little evidence that money, tokens, or credit cards can transmit COVID-19, having one person take money and talk with customers helps limit the contact of the farm staff to possible transmission.
- Provide single-use bags to customers.
- Sell pre-weighed packaged items to limit food handling and keep customers moving.
- Clean and disinfect all surfaces, including tables and tablecloths, before the market.
- Clean and disinfect high-touch surfaces regularly.
- Use barrier tables (an extra 3-foot-wide table between the customer and the product) or put a check out table in front of the product; if customers can't see what is being sold use a chalk or dry erase board to list products.
- Only allow staff at the booth to handle products.
- Wash hands regularly with soap and water.
- Use hand sanitizer only on visibly clean hands; hand sanitizer is not effective when hands are visibly dirty.
- Use single-use gloves where needed; if clean, gloves may be worn up to four hours.
- Maintain at least 6 feet of physical distance from customers and other vendors whenever possible.
- Remind customers to maintain at least 6 feet of physical distance between each other while waiting their turn and moving about the market.

What can customers do?

- Use alternative shopping methods if available, such as a drive-through market, online ordering with market pick up, or direct sales from the farm.
- Stay home if you are sick.
- Cover any coughs and sneezes with your elbow.
- Wear a cloth face covering.
- Do not bring children with you to the market if you have child care available.
- Minimize the number of people coming with you to the market; this helps keep crowds smaller.
- Use hand sanitizer or hand-washing stations frequently, if available.
- Maintain at least 6 feet of physical distance from other customers and vendors whenever possible.
- Come to the market at off-peak hours.

Additional Resources

- [DATCP COVID-19 Toolkit for Farmers and Agricultural Businesses](#)
- [DATCP Operating U-pick Produce Activities While Keeping Consumers Safe](#)
- [DATCP COVID-19 Food Supply, Delivery, and Recreational Facilities FAQ and Publications](#)

ANIMAL GROOMING

- Limit the number of patrons in the facility at one time.
- Encourage curbside hand-off of animals.
- Keep a daily log of individuals who enter.
- Maintain physical distancing practices.
- All staff should wear masks and gloves if possible.
- Groomers should follow the safety precautions below:
 - Curbside drop-off/pick-up
 - Encourage payments over the phone
 - Frequent disinfection procedures including:
 - Leashes and carriers

- Grooming and drying areas and each tool used
- Utilize the same kennel or carrier for that animal for the entirety of their visit.
- Staff should stay at home if feeling ill/symptomatic
- Pet owners should reschedule if they or their pet(s) are feeling ill/symptomatic

BEAUTY, GROOMING, & BODY MODIFICATION

Beauty, Grooming, & Body Modification

- Keep clients at least 6 feet from each other.
- Consider a daily log of individuals who enter.
- Maintain physical distancing practices.

CHECKLIST

Employee Health:

- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneeze using elbow (not hands).
- Practice physical distancing by setting up workstations at least 6 feet from other staff.
- Discourage staff from hugging, shaking hands, etc. of clients.

Disinfection:

- Disinfect frequently used items and surfaces, such as tools, instruments, counter tops, treatment rooms and styling stations every two hours. <https://www.tn.gov/commerce/news/2020/3/17/covid-19-guidelines-for-cosmetology-and-barber-licenses.html>
- Provide hand sanitizer for clients use.

Social Distancing:

- No more than 10 individuals in the business at a time, including stylists/artists.

- Encourage clients to schedule appointments via phone or online.
- Encourage clients to wait in their vehicle before appointment. Limit seating in waiting area.
- Remove all common items such as magazines, books, etc. from waiting area.

CHURCHES/RELIGIOUS ENTITIES

Consider keeping gatherings to fewer than 10 people in a room or confined space at a time. The use of virtual services is highly encouraged. For further information, refer to communication from your personal church/religious entity.

Churches/Religious Entities

- Operate under physical distancing protocols.
- Encourage the use of facemasks/coverings.
- Discourage shaking hands.
- Members and Clergy that are feeling ill should stay home.
- Continue option for virtual services for members.
- Discontinue use of common cup during communion. Use single-use disposable cups.
- Limit direct contact with congregation members during communion services. (Do not place Eucharist/wafer/bread or any other sacred consumables directly on tongues of congregation members. Consider the use of a napkin and place in hands.)

Disinfection:

- Disinfect frequently used items, equipment and surfaces before and after each service including faucets, doorknobs, pews, railings, hymnals, Bibles
- Do not reuse programs between services

ENTERTAINMENT

Festivals, Carnivals, Fairs, Concerts

- Summer events with large numbers of attendees should consider cancellation, postponement, or verifying that events can comply with physical distancing guidelines for guests and employees.
- Pause or delay opening of events if safety measures cannot be adequately maintained.
- Require and enforce a plan to address and maintain minimum safety standards for all vendors including safety and sanitation efforts required to be followed.
- Post physical distancing messaging and signage.
- Follow physical distancing requirements between all individuals on the premise to the maximum extent possible.
- Use floor markings in entry and payment areas to encourage social distancing.
- Provide online or touchless ticketing and payments.
- Provide for contact-free screening, security and entry procedures.
- Prepared foods can be pre-packaged to consume to eliminate congregation.
- Prohibit food samples.
- Close seating intended for consuming food.
- Provide handwashing stations and/or hand sanitizers for both vendors and customers.
- Don't permit customer contact with products for sale; only allow vendors to touch product before sale.
- Increase the spacing between vendors to allow customers and vendors to maintain safe distance; spacing of no less than 6 feet is recommended.
- Change event layout to minimize crowding and provide a safe distance; consider placing vendors on one side or having vendors face outward.
- Suspend fines for no-show vendors to help prevent sick vendors from coming to the market out of obligation.
- Continue to visit the DHS and CDC websites for updated information on COVID-19.
- Communicate with event goers letting individuals know if you event is opened, delayed, reduced in size or closed.
- If your event is opened, be certain to let customers and vendors know what you are doing to protect their safety and what they can do to protect themselves and others while at the venue.
- Implement process that controls exiting to assure physical distancing guidelines. Consider assigned exit times.

What can vendors do?

- Don't come to the venue while sick or allow sick employees at the event.
- Avoid touching your face.
- Wear a cloth face covering.
- Have only one staff person handling payments; although there is little evidence that money, tokens, or credit cards can transmit COVID-19, having one person take money and talk with customers helps limit the contact of the staff to possible transmission.
- Provide single-use bags to customers.
- Sell pre-weighed/packaged items to limit food handling and keep customers moving.
- Clean and disinfect all surfaces, including tables and tablecloths, before the event.
- Clean and disinfect high-touch surfaces regularly.
- Use barrier tables (an extra 3-foot-wide table between the customer and the product) or put a check out table in front of the product; if customers can't see what is being sold use a chalk or dry erase board to list products.
- Only allow staff at the booth to handle products.
- Wash hands regularly with soap and water.
- Use hand sanitizer only on visibly clean hands; hand sanitizer is not effective when hands are visibly dirty.
- Use single-use gloves where needed; if clean, gloves may be worn up to four hours.
- Maintain at least 6 feet of physical distance from customers and other vendors whenever possible.
- Remind customers to maintain at least 6 feet of physical distance between each other while waiting their turn and moving about the market.

What can customers do?

- Stay home if you are sick.
- Cover any coughs and sneezes with your elbow.
- Wear a cloth face covering.
- Minimize the number of people coming with you to the event, this helps keep crowds smaller.
- Use hand sanitizer or hand-washing stations frequently, if available.
- Maintain at least 6 feet of physical distance from other event goers and vendors whenever possible.
- Come to the event at off-peak hours.

Fireworks and Parades

- Consider cancelling or postponing community gatherings for firework shows and parades.
- Firework shows and parades should be held only if physical distancing for observers can be assured.
- Assess the square footage of the gathering space and consider limiting guests to four visitors per 1,000 square feet or 25% of the allowable capacity.
- Avoid distributing parade candy or other giveaways.
- Consider limiting parade float or groups to ensure physical distancing
- Eliminate ground shows.
- Limit to no more than 10 people per float unless more can be accommodated with 6-foot minimum spacing.
- Consider wearing cloth face masks.
- Anyone that experiences any symptoms related to COVID-19 should stay home.

FOOD SERVICE

Bars

REOPENING GUIDELINES

- Individuals seated at a bar should maintain 6-foot distance from each other.
- Require employees to wear facemasks and gloves.
- Conduct health surveys with workers prior to each shift.
- Limit tables to 6 guests. Excess chairs should be removed and tables may not be combined.
- Standing area capacity should be limited to no more than 50% capacity. For bar areas, two bar stools should be unavailable between unrelated customers. The same rules apply to outdoor patio areas.
- Maintain physical distancing in all smoking areas.
- Offer cashless/contactless transactions if possible.
- Encourage more/all staff to become ServSafe licensed. (<https://www.servsafe.com/landing-pages/free-courses>)
- Drink refills should utilize new cups/mugs.

Restaurants, Food Trucks and Coffee Shops

Restaurants & Coffee Shops

- Require employees to wear facemasks and gloves.
- Conduct health surveys with workers prior to each shift.
- Remove common condiments from tables and close all self-service food and drink stations.
- Adjust menu offerings and kitchen workflows to allow employees to maintain six feet of separation. This likely requires only one employee per station.
- Use floor markings in entry and checkout areas to encourage social distancing.
- Customers should wait outside in their cars for tables. Advance reservations are preferred to walk-in dining.
- Provide hand washing stations or sanitizer at entry and encourage customers to use it.
- Sanitize common areas and surfaces every two hours and tables/chairs after each use
- Disposable utensils should be used and menus should be disposable or sanitized between each use.
- Dining rooms should maintain 6 feet between tables. When possible, physical barriers should separate tables/booths. Tables and booths that are not compliant should be clearly signed and blocked off (i.e. with visible tape) across seats and tables.
- Limit tables to 6 guests. Excess chairs should be removed and tables may not be combined.
- Standing area capacity should be limited to no more than 50% capacity. For bar areas, two bar stools should be unavailable between unrelated customers. The same rules apply to outdoor patio areas.
- Smoking patios should be closed or limited to one individual at a time.
- Drink refills should utilize new cups/mugs.
- Food contact surfaces must be sanitized between each use.
- Encourage more/all staff to become ServSafe licensed.
- For restaurants, the NRA/ServSafe is offering a [free takeout/delivery training guide](#) to advise on curbside and delivery operations.
- Offer cashless and contactless transactions whenever possible. Continue contactless services whenever possible.
- Customer contact areas (doors, buttons) should be sanitized every two hours, or between each user if feasible. Disposable wipes should not be used to clean multiple surfaces.
- Provide hand sanitizer (at least 60% alcohol) at entrance, and encourage customers to use it.

- All common areas should be closed. These include, but are not limited to, waiting areas, child play areas, self-serve food and beverage bars, etc. Restroom use by customers should be discouraged, with facilities sanitized between users when necessary. Maintain social distancing in social areas.

CHECKLIST

- Ensure hot and cold water is available throughout the facility.
- Ensure all coolers are maintaining 41°F prior to use.
- Flush all water lines throughout facility, including ice machines and other directly connected equipment.
- Clean and sanitize all work surfaces and equipment.
- Calibrate thermometers prior to use.
- Ensure dish machines and sanitizer dispensers are dispensing at proper concentrations.
- Discard any foods that are spoiled or beyond the 7-day date mark.
- Ensure no pests are present. If so, clean and sanitize any area and treat properly.

Employee Health:

- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic employees to work. Send home if they arrive at work sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneezes using elbow (not hands).
- Practice social distancing by set up work stations at least 6 feet from other staff.

Disinfection:

- Disinfect frequently touched surfaces including door knobs, phones, equipment handles, counters, faucet handles.

Dining Room:

- Limit number individuals at one table.
- Separate tables by a minimum of 6 feet.
- Limit occupancy to 50% of occupancy limit in dining area.
- Disinfect frequently touched surfaces in between customers (table, condiments, menus).
- Eliminate or limit seating in waiting area.

- No self-service areas including salad bars, buffet and beverage service.

HOTELS & MOTELS

- Guests should be prohibited from congregating in lobbies or other common areas and physical distancing requirements should be implemented.
- Room service and breakfast services need to follow all restaurant protocol such as contactless delivery of food and no buffet style serving.
- Use floor markings in entry and checkout areas to encourage social distancing.
- Hotel and motel swimming pools, hot tubs, and exercise facilities should remain closed.
- Offer cashless/contactless transactions such as check-in and check-out processes if possible.
- Disinfect frequently used items, equipment, and surfaces every two hours including faucets, doorknobs, chair rails, elevator buttons, etc., both in individual hotel rooms and common spaces.

BUSINESSES

Corporations, Manufacturing

- Promote telework options for nonessential employees, promote physical distancing in the workplace, and utilize disinfection guidelines per the CDC.
- Consider special accommodations for personnel who are members of a vulnerable population.
- Consider creating alternating work teams where possible to ensure that should staff become infected, there are alternate non-infected staff available to maintain operations.
- Consider expanding sick leave/FMLA.
- Do not let any employee (including yourself) who is exhibiting or has recently exhibited COVID 19 symptoms come to work for at least 72 hours after symptoms subside or they have been cleared by a medical professional.
 - Tips for identifying COVID symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

- Ensure that you have an adequate supply of paper goods, PPE (masks, gloves) and soap/sanitizer on hand to ensure quality hygiene among employees and staff. Enforce use of these items when interacting with customers unless otherwise specified in the guidelines.
- Discourage staff from sharing work tools and equipment (desks, phones, cooking utensils), when possible. If necessary, disinfect them before and after use.
- Provide employees with training on new disinfection and sanitation processes and procedures.
 - Identify staff members that will be responsible for oversight and ensuring ongoing disinfection and sanitation.

Retail - Department Stores, Malls, Shops, Greenhouses and retail landscaping Etc.

- Promote physical distancing in the workplace and utilize disinfection guidelines per the CDC.
- Utilize curbside pick-up as much as possible to reduce in-store traffic and mitigate outdoor lines.
- Install markings for where customers line up to enable the customers to stay six feet apart.
- Consider alternatives to lines, including texting customers to wait in their cars, and scheduling pick-up or entries.
- Stores with less than 50,000 square feet of customer floor space should limit the number of people in the store, including employees, to 25% of their total occupancy limits.
- Stores with more than 50,000 square feet of customer floor space should limit the number of customers (excluding employees) to 4 people per 1,000 square feet.
- Consider offering select shopping times for vulnerable populations.

Businesses

CHECKLIST

Employee Health:

- Pre-screen employees for symptoms prior to starting shift. Maintain staffing log for 30 days.
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick. Send employees home if they become sick during the work day.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).

- Encourage all staff to cover coughs and sneezed using elbow (not hands).
- Practice social distancing by set up work stations at least 6 feet from other staff.

Disinfection:

- Disinfect frequently used items, equipment and surfaces every two hours. Item to consider are doorknobs and handles, cart and basket handles, bathroom faucets and check out stations and payment keypads.

Social Distancing:

- Limit the number of people in the store (excluding employees) to 4 people per 1,000 square feet of customer floor space.
- Offer at least two hours per week of dedicated shopping time for vulnerable populations. (people over 60, pregnant women and those with chronic conditions)
- Encourage clients to purchase online for curbside pick-up.
- Establish mechanism to maintain 6 feet separation while waiting in line to enter or check out. Consider marking six-foot intervals on the floor for patrons to stand on.
- Consider adding a partition with a pass-through opening at the bottom of the barrier in checkout lanes and service counter as a barrier shield.
- Consider a daily log with name and contact information of individuals that enter. Keep record of logs for 30 days.

LARGE VENUES

Theaters, Sporting Venues, Museums, Marinas, Zoos

Provide online or contact free ticketing and payments.

Provide for contact-free screening, security and entrance procedures

Implement process that controls exiting to assure physical distancing guidelines. Consider assigned exit times.

Indoor Venues:

- Maintain physical distancing protocols.

- Limit admission/seating to 25% of capacity.

Outdoor Venues:

- Events with large numbers of attendees should consider cancellation, postponement, or developing plans to ensure guests can adhere to physical distancing guidelines in order to limit number of people congregating.
- Pause or delay opening of event if safety measures cannot be adequately maintained.
- Require minimum safety standards for all staff including safety and sanitation efforts required to be followed.
- Provide handwashing stations and/or hand sanitizers for both vendors and customers.
- Post physical distancing messaging and signage.
- Don't permit customer contact with products; only allow vendors to touch product before sale.
- Change event/venue layout to minimize crowding and provide a safe distance; consider placing vendors on one side or having vendors face outward.
- Continue to visit the DHS and CDC websites for updated information on COVID-19.

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Large Venues

- Operate under physical distancing protocols.
- Maximum seating at 25% of capacity. (Capacity should be assessed every 2 weeks and phased up in increments of 25%)

CHECKLIST

Employee Health:

- Pre-screen employees for symptoms prior to starting shift
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick
- Encourage staff to wear a mask or face covering
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer)
- Encourage all staff to cover coughs and sneezed using elbow (not hands)
- Practice social distancing by set up workstations at least 6 feet from other staff

Disinfection:

- Disinfect frequently used items, equipment and surfaces every two hours
- Have supplies for event staff and participants, such as hand sanitizer that contains at least 60% alcohol, tissues, trash baskets, disposable facemasks, and cleaners and disinfectants

LIBRARIES

- Promote physical distancing in the workplace and utilize disinfection guidelines per the CDC.
- Consider special accommodations for personnel who are members of a vulnerable population.
- Consider expanding sick leave/FMLA.
- Consider having select times for vulnerable populations.
- Utilize curbside pick-up as much as possible to reduce traffic.
- Install markings for where customers line up to enable the customers to stay six feet apart
- Limit the number of people in the library, including employees, to 25% of total occupancy limit.

RECREATION

Parks, Beaches, Outdoor Recreation Areas

- Limit admission to 25% of capacity
- Maintain physical distancing protocols

Amusement Parks, Waterparks, Pools

- Limit admission to 25% of capacity
- Maintain physical distancing protocols

Arcades, Bowling Alleys, Skating Rinks

- Promote physical distancing in the workplace and utilize disinfection guidelines per the CDC.
- Consider special accommodations for personnel who are members of a vulnerable population.

- Consider expanding sick leave/FMLA.
- Install markings for where customers line up to enable the customers to stay six feet apart.
- Consider alternatives to lines, including texting customers to wait in their cars, and scheduling pick-up or entries.
- Limit admission, including employees, to 25% of total occupancy limit.

Outdoor Recreation Rentals (includes boats, kayaks, canoes, paddle boats, golf carts, and ATVs)

- Encourage on-line or phone payment.
- Schedule rental pick-up and drop-off ahead of time to ensure social distancing between customers.
- Limit the number of customers permitted inside the business or facility.
- Clean rented equipment after each use.

Golf Courses

- Participants should practice physical distancing.
- Limit clubhouse occupancy to 25% of allowed capacity.
- Encourage reservations and payments to be made online or by phone ahead of time.
- Allow the use golf carts, but clean after each use.
- If providing food, limit opportunities for patrons to congregate. Utilize “curbside” like pick-up for food and beverage.
- Portable toilets should be cleaned often and restocked with hand hygiene products. Also, encourage visitors to bring their own hand sanitizer for use in these facilities.

Organized Sports

- Contact sports are discouraged.
- Non or minimal contact sports may be continued if participants and spectators can maintain physical distancing.
- Practice in small groups that allow players and coaches to properly distance.
- Cap the number of people at practices and games to a number that ensures physical distancing can be maintained.
- Spectators seating should be separated from player seating.
- Discourage handshakes, high-fives, and other unnecessary contact.
- Provide sanitizing wipes for players and coaches.
- All equipment should be sanitized throughout the duration of the activity.

- Players should have a designated area for personal equipment such as bat bags, gloves, helmet, etc.
- Provide for hydration sources outside use of water fountains. Provide contactless water bottle fill stations. Encourage participants to bring their own from home.
- Clean bathrooms at regular intervals including all common touch points.

Playgrounds

- Clean bathrooms at regular intervals including all common touch points.
- Physical distancing should be encouraged at playgrounds.
- Post physical distancing messaging and signage.
- Provide handwashing stations and/or hand sanitizers. Encourage use at regular intervals.
- Consider keeping playgrounds closed if unable to provide a schedule for regular cleaning and sanitizing of playground equipment.

Recreation

- Participants should practice physical distancing.

CHECKLIST

Employee Health:

- Pre-screen employees for symptoms prior to starting shift
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick.
- Encourage staff to wear a mask or face covering
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer)
- Encourage all staff to cover coughs and sneezes using elbow (not hands)
- Practice social distancing by set up workstations at least 6 feet from other staff

Disinfection:

- Cleaned and disinfected regularly, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches
- Regularly stocked supplies for handwashing, including soap and materials for drying hands

- Portable toilets should be cleaned often and restocked with hand hygiene products. Also, encourage visitors to bring their own hand sanitizer for use in these facilities

Social Distancing:

- Monitor areas where people are likely to gather and consider temporary closure to support social distancing practices
- Post signs discouraging groups from gathering in larger number

SCHOOLS, CHILDCARE, & SUMMER CAMPS

Schools

REOPENING BEGINNING FALL 2020 SEMESTER

- Staff and students should practice physical distancing as much as possible.
- Encourage the use of facemasks during passing periods.
- Students or staff that are feeling ill/symptomatic will not be allowed to come to school.
- Consider having students eat meals in homeroom classroom.
- Follow DPI guidelines.

CHECKLIST

Student Health:

- Pre-screen students for symptoms prior to starting school day
- Do NOT allow symptomatic students to attend school. Send them home if they arrive sick
- Provide the opportunity to wash hands often (or provide hand sanitizer)
- Encourage all students to cover coughs and sneezes using elbow (not hands)
- Practice social distancing by set up workstations/desks at least 6 feet from other students

Employee Health:

- Pre-screen employees for symptoms prior to starting shift
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick
- Encourage staff to wear a mask or face covering
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer)
- Encourage all staff to cover coughs and sneezes using elbow (not hands)
- Practice social distancing by set up workstations at least 6 feet from other staff

Disinfection:

- Frequently clean and disinfect particularly high-touch surfaces such as faucets, toilets, doorknobs, computers, desks, phones, and light switches
- Regularly stocked supplies for handwashing, including soap and materials for drying hands

Social Distancing:

- Monitor areas where people are likely to gather and consider temporary closure to support social distancing practices
- Post signs discouraging groups from gathering in larger number

Graduations

- Follow DPI guidelines regarding holding non-essential activities on school grounds.
- Consider multiple ceremonies in smaller groups, ex. ceremony for last names A-G, etc.
- Hold outdoor ceremonies.
- Limit number of attendees to immediate family.
- Enforce physical distancing between groups.
 - Arrange chairs in cohorts spaced a minimum of 6 feet apart.
- Discontinue hand shaking as part of the ceremony.
- Encourage face masks/coverings.

Summer School/Camps

- Provide proper cleaning and sanitizing measures for both employees and visitors. Provide hand sanitizer if hand washing is not available. Make sure to clean commonly touched surface.
- It is recommended to screen employees and guests for symptoms before entering the facility.
- Consider moving drop-off and pick-up of children outdoors to minimize number of people entering facility.
- Schedule regular hand washing throughout the day as recommended by the CDC.
- Summer school and camps should practice physical distancing and stagger offerings throughout the day to decrease number of students who interact.
- Assess between summer school and camp sessions. If there is an outbreak, postpone or cancel following session until outbreak is resolved.

Childcare

- Limit number of children and staff.
- Consider moving drop-off and pick-up of children outdoors to minimize number of people entering facility.

- Consider a daily log of individuals who enter.
- Maintain physical distancing practices and increased disinfection.

Childcare

CHECKLIST

Employee Health:

- Pre-screen employees for symptoms prior to starting shift
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick
- Encourage staff to wear a mask or face covering
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer)
- Encourage all staff to cover coughs and sneezes using elbow (not hands)
- Practice social distancing by set up workstations at least 6 feet from other staff

Disinfection:

- Routinely disinfect surfaces and objects that are frequently touched, especially toys and games
- All cleaning materials should be kept secure and out of reach of children
- Cleaning products should not be used near children
- Staff should ensure that there is adequate ventilation when using disinfection products to prevent children from inhaling toxic fumes
- Toys that cannot be cleaned and sanitized should not be used

Social Distancing:

- Upon arrival, stand at least 6 feet away from the parent/guardian and child
- Ask the parent/guardian to confirm that the child does not have symptoms
- Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If the child is symptomatic, they must be kept home
- Implement a staggered drop off and pick up procedure

General:

- Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation
- Keep each child's bedding separate and consider storing in individually labeled bins

Diapering:

- Prepare (includes putting on gloves and washing hands)
- Clean the child
- Remove soiled diapers and wipes
- Replace diaper
- Wash child's hands
- Clean up the diaper station
- Wash hands

Washing, Feeding and Holding Children:

- Childcare providers should wear an oversized long-sleeved button-down shirt to protect themselves from children's secretions
- Wear long hair up in a ponytail
- Change the child's clothes if secretions are on the clothes and place contaminated clothes in a bag
- Wash hands before and after handling infant bottles
- Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water

Meal Service:

- Serve meals in classrooms instead of in a cafeteria or large group
- Plate each child's meal to serve it so that multiple children are not using the same serving utensils
- Food preparation should not be done by the same staff who diaper children
- Sinks used for food preparation should not be used for any other purposes

- Caregivers should ensure children wash hands prior to and immediately after eating
- Caregivers should wash their hands before preparing food and after helping children eat

SHARED RIDES

Uber, Lyft, Taxis, Busses, Etc.

- Limit to no more than 10 people per shared ride (applies mainly to busses and shared vans), unless more can be accommodated with 6-foot minimum spacing (some buses).
- Employees should wear cloth face masks.
- Clean the inside of vehicles between rides.
- Employees that experience any symptoms related to COVID-19 should stay home.

Small Business

Small Businesses

- Limit the number of patrons in the store at one time.
- Consider a daily log of individuals who enter.
- Maintain physical distancing practices.

CHECKLIST

Employee Health:

- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneezes using elbow (not hands).
- Practice social distancing by set up work stations at least 6 feet from other staff.

Disinfection:

- Disinfect frequently used items, equipment and surfaces every two hours. Item to consider are doorknobs and handles, cart and basket handles, bathroom faucets and check out stations and payment keypads.

Social Distancing:

- Limit the number of people in the store (including employees) to 25% of the total occupancy limits established by the local municipality.
- Encourage clients to purchase online for curbside pick-up.
- Establish mechanism to maintain 6 feet separation while waiting in line to enter or check out. Consider marking six-foot intervals on the floor for patrons to stand on.
- Consider adding a partition with a pass-through opening at the bottom of the barrier in checkout lanes and service counter as a barrier shield.
- Consider designating hours for at risk populations.
- Consider a daily log with name and contact information of individuals that enter.

INFORMAL EVENTS and GATHERINGS

- Limit social gatherings to meet social distancing guidelines of 6 feet part or 4 people per 1,000 square foot.
- Encourage use of single-use utensils.

TRAVEL

- Minimize non-essential business and personal travel.
- Contact the states directly to ensure that your travel complies with their rules and orders.

VULNERABLE POPULATIONS

Long-term Care Facilities, Nursing Homes, Assisted Living, Etc.

- Follow recommendations of regulatory agencies including CDC and DHS.

- Precautions should be made to isolate vulnerable residents.
- Visitors to Long Term Care Facilities should be prohibited.
- Disinfect frequently used items, equipment and surfaces every two hours. Items to consider include doorknobs and handles, cart and basket handles, bathroom faucets and check-out stations and payment keypads.

WELLNESS & FITNESS FACILITIES

Gyms, Yoga Studios, Martial Arts, Pilates, CrossFit

Wellness & Fitness Facilities

- Operate under physical distancing protocols.
- Adhere to strict sanitation protocols

CHECKLIST

Employee Health:

- Pre-screen employees for symptoms prior to starting shift.
- Pre-screen members for symptoms before they enter the facility.
- Do NOT allow symptomatic people to work or exercise. Send them home if they arrive at facility sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneezes using elbow (not hands).
- Practice social distancing by setting up work stations at least 6 feet from other staff.

Disinfection:

- Disinfect frequently used items, equipment and surfaces every two hours. Item to consider are doorknobs and handles, drinking fountains, locker room/common areas.
- Provide disinfectant for members to wipe down equipment after each use.
- Assign staff members whose main responsibility will be disinfecting equipment.
- Discontinue providing towels and mats for members.

Social Distancing:

- Limit the number of people in the facility (including employees) to 1 person per 250 square feet
- Move equipment to create safe social distancing.
- Consider designating hours for at risk populations.

- Limit group classes to maintain social distancing guidelines.
- Close spas, saunas and pools.
- Consider a daily log with name and contact information of individuals that enter.

Coronavirus (COVID-19) Employee Screening Tool

Employer Version

Instructions: Use this form to screen all entering employees. The Public Health Department recommends that employees in congregate spaces be screened daily.

Statement to Employee

Coronavirus disease 2019 (COVID-19) is a respiratory disease that can result in hospitalization or death, even for young people with no underlying medical conditions. You can help prevent the spread of COVID-19 by staying at least 6 feet away from others, avoiding touching your face, coughing and sneezing into a tissue or an elbow rather than your hands, and washing your hands with soap and warm water for at least 20 seconds. Hand sanitizer can be used if soap and water are not available.



DATE: (dd/mm/yy)

EMPLOYEE NAME: (First, Last)

SYMPTOMS:	
<p>In the past 24 hours, have you or anyone in your household experienced:</p> <p>If employee has experienced any of the symptoms listed, they should not go to work.</p> <p><u>Guidance for Employer:</u></p> <ul style="list-style-type: none"> Instruct employee to contact their primary medical provider. 	<input type="checkbox"/> Fever (100.4°F or higher) <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Cough <input type="checkbox"/> Chills <input type="checkbox"/> Repeated shaking with chills <input type="checkbox"/> Muscle pain <input type="checkbox"/> Headache <input type="checkbox"/> Sore throat <input type="checkbox"/> New loss of taste or smell
<p>In the past week, have you or anyone in your household experienced 2 or more of these symptoms:</p>	<input type="checkbox"/> Fever (100.4°F or higher) <input type="checkbox"/> Fatigue <input type="checkbox"/> Chills <input type="checkbox"/> Repeated shaking with chills <input type="checkbox"/> Muscle pain <input type="checkbox"/> Headache <input type="checkbox"/> Sore throat <input type="checkbox"/> New loss of taste or smell
POTENTIAL CONTACT:	
If employee answers "yes" to either of these questions, they should go home and self-quarantine for 14 days.	



Have you had close contact with a confirmed COVID-19 patient while that person was ill?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you or anyone in your household been told to isolate or quarantine?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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EMPLOYEE NAME: (First, Last)

DATE: (dd/mm/yy)

SYMPTOMS:	
<p>In the past 24 hours, have you or anyone in your household experienced:</p>	<input type="checkbox"/> Fever (100.4°F or higher) <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Cough <input type="checkbox"/> Chills <input type="checkbox"/> Repeated shaking with chills <input type="checkbox"/> Muscle pain <input type="checkbox"/> Headache <input type="checkbox"/> Sore throat <input type="checkbox"/> New loss of taste or smell
<p>In the past week, have you or anyone in your household experienced 2 or more of these symptoms:</p>	<input type="checkbox"/> Fever (100.4°F or higher) <input type="checkbox"/> Fatigue <input type="checkbox"/> Chills <input type="checkbox"/> Repeated shaking with chills <input type="checkbox"/> Muscle pain <input type="checkbox"/> Headache <input type="checkbox"/> Sore throat <input type="checkbox"/> New loss of taste or smell
POTENTIAL CONTACT:	

Have you had close contact with a confirmed COVID-19 patient while that person was ill?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you or anyone in your household been told to isolate or quarantine?	<input type="checkbox"/> Yes <input type="checkbox"/> No