

# Covid-19 Response Plan for employers who continue to operate during the “Safer at Home” order

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The following guidelines are for essential businesses that are remaining open during Wisconsin Gov. Tony Evers’ “Safer at Home” order.

By implementing a COVID-19 Response Plan, a company pledges to dedicating resources immediately to identify and mitigate situations in the workplace which may introduce, expose or spread COVID-19. Each company’s written plan, unique to the operations under their control, will document the identification and mitigation measures taken, including all engineering controls, administrative controls and safe work practices, and will update that plan on a regular basis for the duration of the COVID-19 situation.

Steps include:

- Ban in-person meetings (internal or external) and employee convenings (formal or informal) of any size. Employee communication handled virtually wherever possible.
- Employees scanned regularly on-site for body temperature (contingent on availability of scanning devices, which are in short supply due to acute global demand.)
- Immediate workflow audit that removes instances of employees being within 6’ of each other.
- Reduction of on-site work hours to minimum needed to sustain operations.
- Staggered shifts and work hours to minimize on-site human presence at a given time.
- Staggered use of all shared spaces, including bathrooms, breakrooms and lunchrooms.
- Staggered facility entry and exit procedures.
- Mandatory work at home for all employees except those necessary for baseline production and logistics functions.

- Sanitary processes implemented throughout facility (soap, hand sanitizer, single-use gloves, doors propped open, hands-free capabilities, no shared food.)
- Blue tape marking of surfaces that receive frequent human contact; disinfection of these surfaces multiple times daily.
- International travel ban – business and personal.
- Domestic business travel ban except for critical operations (with senior management approval). Domestic personal travel requires employee to self-quarantine for 14 days and be symptom-free before returning to work.
- Any employee returning from a Level 2 or 3 CDC travel country must self-quarantine for 14 days and be symptom-free before returning to work.
- No deliveries except those that support production activities or emergency building maintenance.
- No visitors (including suppliers and customers) except those approved by senior management.
- Employees must immediately report symptoms associated with COVID-19 exposure.
- Employees must report contact with any person who tests positive for COVID-19; employee must subsequently self-quarantine for 14 days and be symptom-free before returning to work.