

WHAT TO DO IF COVID-19 AFFECTS YOUR BUSINESS

POSITIVE EMPLOYEE, CUSTOMER, OR CLIENT:

1. Contact trace - identify who came into direct contact with the Positive Test Case(s) or were within 6 ft. for a total of 15 mins. or more in a single day, with or without a mask.
2. Notify close contacts (see 'What is a Close Contact?' flyer) of the exposure, keeping the identity of the Positive Test Case confidential. Require all close contacts to quarantine for 14 days after last exposure to the Positive Test Case, and provide close contacts the 'What is a Close Contact?' flyer.
3. Keep all staff informed - especially those at high risk (65 years or older or have preexisting medical conditions).
4. A toolkit for businesses is available through Public Health - email PCPublicHealth@co.portage.wi.us or call 715-345-5350 option 8.

WHEN TO NOTIFY THE PUBLIC:

If you are unable to contact trace (ex: large gathering or can't track customer/client), you may consider making a press release notifying of dates and times exposure may have occurred. If you need assistance in this situation, contact Public Health - email PCPublicHealth@co.portage.wi.us or call 715-345-5350 option 8.

CLEAN:

- Clean visibly dirty surfaces with soap and water prior to disinfection.
- Use the appropriate cleaning or disinfectant product - use an EPA-approved disinfectant against COVID-19.
- Always follow the directions on the label to ensure safe and effective use - read safety information and application instructions.
- Continue routine cleaning and disinfection.

PREVENT SPREAD:

- Disinfect high touch surfaces (door handles, menus, etc.) as much as possible.
- Encourage staff to complete pre-shift health screenings.
- Wear face coverings.
- Wash hands frequently with soap and water.
- Maintain 6 ft. of distance from those outside of your household.
- Stay home if you are ill.

