



## COVID-19 Guidance for Washburn County Lodging Facilities

Travel by infected persons can spread coronavirus from state to state, so it is vitally important for the tourism and hospitality industry to take a leading role in protecting the lives and health of Wisconsinites.

This guidance includes hotels/motels, tourist rooming houses, resorts, bed & breakfasts, and campgrounds.

### Compliance with the Safer at Home Order

Emergency Order #28 extended the Safer at Home order through 8:00 a.m. on Tuesday, May 26, 2020. Businesses must comply with the new guidance outlined in the order, including safer business practices. Under Emergency Order #28, all lodging facilities are considered “Essential Businesses” to ensure that those who need lodging for short-term residence and those who need lodging for essential travel purposes are able to obtain housing. This order does not prohibit individuals from residing at a hotel, motel, short term rental, or campground as their primary home or residence. This order does not require lodging facilities to obtain proof that the guest’s travel is essential. This guidance is not intended to promote recreational travel. It is to be used to guide decision making in essential business operations.

In compliance with Emergency Order #28 (Safer at Home), lodging facilities must:

1. Comply with requirements of bars and restaurants (see below);
2. Close swimming pools, hot tubs, and exercise facilities; and
3. Prohibit guests from congregating in lobbies or other common areas, including providing adequate space to adhere to social distancing requirements while queuing for front desk services.

Social distancing requirements, as listed in Emergency Order #28 (Safer at Home), include:

1. Maintaining social distancing of six (6) feet between people;
2. Washing hands with soap and water for at least 20 seconds as frequently as possible or using hand sanitizer;
3. Covering coughs or sneezes (into the sleeve or elbow, not hands);
4. Regularly cleaning high-touch surfaces;
5. Not shaking hands; and
6. Following all other public health recommendations issued by WI Department of Health Services and the U.S. Centers for Disease Control.
  - a. Washburn County Health Department advises the use of cloth face coverings when in public, especially in settings where social distancing is difficult (i.e. front desk services where a 6 foot distance is not possible). This recommendation applies to both employees and guests.

Activities prohibited by Emergency Order #28 (Safer at Home):

- All public and private gatherings of any number of people that are not part of a single household or living unit are prohibited.
- Gathering of members of a single household or living unit is not prohibited.
- **Lodging guests are to be from the same household or living unit. Multiple family units are not allowed to lodge together.**

## Requirements for other businesses under Safer at Home

Emergency Order #28 establishes requirements for other businesses that lodging facilities should be aware of.

**Restaurants** shall close, except as follows:

1. Restaurants may remain open for food take-out or delivery service only.
2. Alcohol sales must comply with the requirements for bars (listed below).
3. Customers may enter the above establishments only for the purpose of ordering, pick up, and paying for food or beverage or both.
4. No seating may be provided.
5. Food and drink may not be consumed on premises, either indoors or outdoors.
6. Establishments shall meet Social Distancing Requirements between all individuals on the premises to the extent possible.
7. Cease any self-service operations of salad bars, beverage stations, and buffets.
8. Customers are prohibited from self-dispensing any unpackaged food or beverage.

**Bars** (including breweries, brewpubs, wineries, distilleries, and alcohol beverage retailers) shall close except as follows:

1. Carryout sales of alcohol beverages and food are allowed, if permitted by state law and municipal ordinance.
2. Delivery of alcohol beverages to retail customers is prohibited.
3. Wineries holding direct wine shippers' permits may make deliveries of wine in accordance with their permit.
4. Customers may enter the above establishments only for the purpose of ordering, pick up, and paying for food or beverage or both.
5. No seating may be provided.
6. Food and drink may not be consumed on premises, either indoors or outdoors.
7. Establishments shall meet Social Distancing Requirements between all individuals on the premises to the extent possible.
8. Self-service operations of salad bars, beverage stations, and buffets are prohibited.
9. Customers are prohibited from self-dispensing any unpackaged food or beverage.

**Grocery stores** are to remain open, with the following requirements:

1. Close all seating intended for consuming food.
2. Close self-service operations such as salad bars, beverage stations, and buffets.
3. Self-dispensing unpackaged food areas (including fresh produce) may stay open. High-touch areas and areas that require customers use tongs or scoops (water dispensers, bulk bins, bakery displays) are encouraged, but not required to close. Stores must sanitize these areas frequently.

Whether indoors or outdoors, **places of public amusement and activity** are non-essential businesses and are closed under Emergency Order #28. This order includes, but is not limited to amusement parks, carnivals, water parks, licensed public or private swimming pools, splash pads, aquariums, zoos, museums, arcades, fairs, children's play centers, playgrounds, funplexes, theme parks, bowling alleys, movie and other theaters, concert and music halls, country clubs, social clubs, and gyms and fitness centers. The following exceptions apply:

1. Public and private golf courses may open, with restrictions.
2. Public parks and open space may be closed at the discretion of the local health officials if it becomes too difficult to ensure social distancing or the areas are being mistreated.

## Guidance for lodging facilities

The adoption of the following steps will protect the safety of staff and guests while complying with the Safer at Home order:

- Implement a no contact registration/sign-in process – have them call your office to register. If this is not possible, limit contact to one individual from the family unit checking in and maintain social distancing protocol to the highest extent practical.
- Track the names, contact information, and dates of everyone who will be staying at your facility. This would be needed by the Health Department should an outbreak occur at your facility.
- Limit access to members of a single household or living unit only – no unregistered guests.
- Establish schedules or reservations to use fish cleaning facilities and clean thoroughly between uses.
- Increase cleaning frequency of shared toilet facilities, laundry facilities, and shower buildings. When possible, close these structures – back up toilets must remain accessible.
- Encourage those traveling from areas with high levels of COVID-19 to reconsider travel to your facility and our community. Like you, we do not want your facility to be the location of an outbreak.
- Post reminders to limit the spread of COVID-19 (frequent handwashing, social distancing, covering coughs, and stay home when sick – signage is included in this packet).
- Encourage outdoor activities such as fishing, bike riding, going for walks, etc.
- Campgrounds should consider posting additional signage near any wastewater disposal areas emphasizing the importance of hand hygiene. Campgrounds may also consider closing these areas to non-residents/registered guests of the campground.
- Do **not** allow organized activities or sports.
- Do **not** allow the use of buildings or public spaces that would encourage social gatherings of any number of people.
- Do **not** allow the use of playground equipment, shared equipment such as canoes or kayaks, swimming pools, water playgrounds, water parks, or hot tubs.
- Do **not** open onsite bars or restaurants **except** for take-out orders, in compliance with the Safer at Home order (above). Stores that sell groceries and medicine are allowed to open. Do not allow any self-service foods such as fountain drinks, coffee machines, etc. Self-service operations of salad bars and buffets are prohibited.

## Cleaning recommendations

Emergency Order #28 requires essential businesses to increase standards of facility cleaning and disinfection and adopt protocols to clean and disinfect in the event of a positive COVID-19 case in the facility. The following are recommendations for all types of lodging facilities to assist you in complying with Emergency Order #28. Consider adopting those which are applicable to your facility.

- Increase the cleaning frequency of shared toilet facilities, including any shared spaces within the facility. Disinfect “high touch” areas frequently – entrance and exit doors, door knobs, stair railings, elevator buttons, tables, refrigerator doors, alarm clocks, remotes, ice/vending machines, water fountains, pens at the front desk, and room keys/cards.
- Front desks, if used, need to be cleaned frequently. If possible, provide disposable disinfectant wipes to front-of-house staff to disinfect surfaces between guests.
- Remove commonly touched surfaces that cannot easily be disinfected – books, magazines, throw pillows, etc.
- Launder all items according to the manufacturer’s instructions. Use the warmest water and dryer settings allowed according to the manufacturer’s instructions.

- Provide and maintain adequate handwashing supplies (hand soap, running water, disposable hand towels, waste cans, etc.) and hand sanitizer.
- Use 1/3 C bleach to 1 gallon water to make up disinfecting solution. Use in a spray or in your sanitizing bucket. Follow manufacturer guidance for other disinfectants.
- Post signs throughout the facility describing ways to prevent the spread of germs (frequent handwashing, social distancing, covering coughs, and stay home when sick – signage is included in this packet).
- Cleaning of shared spaces or units:
  - Consider earlier checkout and later check-in to allow additional time for in depth cleaning.
  - Do not enter the unit for at least 30 minutes after the guests have left. If possible, wait for 24 hours after the guests have left.
  - Open windows and doors to ventilate the unit.
  - Remote controls can be difficult to disinfect between guests. Consider placing the remote in a Ziploc bag. Wipe down the remote and place in a clean bag between guests.

Clean every unit as if a person with COVID-19 stayed in the unit. Review this CDC guidance to help better understand what may be required for cleaning services and how to protect yourselves and your employees: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

#### **Personal Protective Equipment (PPE) and Personal Hygiene for staff:**

- Wash hands often with soap and water for 20 seconds. Always wash hands immediately after removing gloves.
- Housekeeping staff should wear disposable gloves for all tasks in the cleaning process.
- Additional PPE may be required based on the cleaning and disinfectant products being used, and whether there is a risk of splash.
- Consider using a sneeze guard or other physical barrier for employees who have face-to-face contact with guests.
- Consider requiring staff to wear cloth face coverings while at work.

#### **Additional cleaning resources:**

- COVID-19 Hotel Guidance from the Illinois Department Of Public Health: <https://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/preventing-spread-communities/hotels>
- Lodging Establishment Cleaning Guidance for COVID-19: <https://www.health.state.mn.us/diseases/coronavirus/lodgingcleaning.pdf>
- For facilities housing people overnight, CDC recommends the use of its Guidance for Colleges and Universities: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>

### **Additional Resources for Businesses**

Emergency Order #28 Extending Safer at Home:

[https://content.govdelivery.com/attachments/WIGOV/2020/04/16/file\\_attachments/1428995/EMO28-SaferAtHome.pdf](https://content.govdelivery.com/attachments/WIGOV/2020/04/16/file_attachments/1428995/EMO28-SaferAtHome.pdf)

Emergency Order #34: Interim Order to Turn the Dial

[https://content.govdelivery.com/attachments/WIGOV/2020/04/27/file\\_attachments/1436850/EMO34-SAHdialTurn.pdf](https://content.govdelivery.com/attachments/WIGOV/2020/04/27/file_attachments/1436850/EMO34-SAHdialTurn.pdf)

Governor's FAQ for Safer at Home:

[https://content.govdelivery.com/attachments/WIGOV/2020/04/27/file\\_attachments/1436853/2020-04-27%20Safer%20at%20Home%20extension%20FAQ%20FINAL.pdf](https://content.govdelivery.com/attachments/WIGOV/2020/04/27/file_attachments/1436853/2020-04-27%20Safer%20at%20Home%20extension%20FAQ%20FINAL.pdf)

Wisconsin Economic Development Corporation Essential Businesses: <https://wedc.org/essentialbusiness/>

Washburn County Coronavirus Outbreak page: <https://www.co.washburn.wi.us/news/public-health/Coronavirus-Outbreak>

To receive digital copies of the signage include in this packet, or to request additional materials, please contact:

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Updated 4/27/2020

## COVID-19 Guidance for Washburn County Visitors

We want to keep Washburn County a safe place to live and visit – we need your help. Please keep the following in mind when visiting Washburn County:

1. The following lodging facilities are limited to members of a single household/living unit.  
Registered guests only.
  - a. Campsites
  - b. Hotel/motel rooms
  - c. Rental cabins
  - d. Tourist rooming house (Airbnb, VRBO)
2. **All guests must be registered.** This means all names of family members along with arrival and departure dates. This is important for contact tracing should the Health Department need to contact any close contacts of a positive COVID-19 case.
3. **If you or anyone in your family are ill, please reschedule your visit for another time.**  
Symptoms of COVID-19 may include: cough, sore throat, fever, shortness of breath, headache, fatigue, body or muscle aches, nausea, vomiting, diarrhea, loss of smell/taste.
4. No visitors – registered guests only.
5. Follow social distancing – keep 6 feet between you and non-household members.
6. All gatherings are prohibited outside of our immediate family, including outdoor activities such as bonfires.
7. Washburn County advises the use of cloth face coverings for all people entering public spaces where it may be difficult to maintain a 6 foot distance. If you have masks, bring them with you.
8. You should isolate yourself as much as possible from the public during the first 14 days of your visit to Washburn County, or the duration of your trip if it is shorter than 14 days. Monitor yourself for symptoms. Bring enough supplies for 14 days, or the duration of your trip if it is shorter than 14 days, so that you can limit your time in public spaces.
9. You are encouraged to order over the phone or online for any supplies or take-out food that you require.

For more information on COVID-19 in Washburn County, and for additional guidance, visit the county's Coronavirus Outbreak page: <https://www.co.washburn.wi.us/news/public-health/Coronavirus-Outbreak>

Follow the Washburn County Health Department for important public information:  
<https://www.facebook.com/WashburnCoHealthDept/?ref=bookmarks>



## COVID-19 Employer Screening Guidance for the Workplace

Emergency Order #28 requires businesses to adopt policies to prevent workers from entering the premises if they display symptoms or have had contact with a person with a confirmed diagnosis of COVID-19. To ensure the safety of your employees and any individuals you may come in contact with during business, the Washburn County Health Department recommends employers put screening protocols in place.

### Screening Protocol

- Screen all employees before the start of each work shift
- Screen vendors before allowing them to enter your facility
- If your facility is not open to the public, screen all visitors

**Ask the employee, vendor, or visitor to answer “yes or no” to the following screening questions (unrelated to other existing health conditions):**

- Do you have a fever or feel feverish (chills, body aches)?
- Do you have a new or worsening cough?
- Do you have new or worsening shortness of breath?
- Do you have a sore throat?
- Do you have a headache?
- Do you have a loss or change in your sense of smell or taste?
- Do you have nausea, vomiting, or diarrhea?
- Do you have nasal congestion that is not caused by allergies?

**If anyone answers “yes” to any of these screening questions, activate your business’ emergency protocol for COVID-19.**

Protocols should include:

- Do not allow an employee, vendor, or visitor in the facility who has symptoms.
- Do not allow the employee to return to work until they have been screened and/or tested for COVID-19. See instructions for local provider screening and testing for COVID-19 on the county’s Coronavirus Outbreak page:  
<https://www.co.washburn.wi.us/news/public-health/Coronavirus-Outbreak>
- An employee who has tested positive for COVID-19, or has symptoms but has not been tested, **must** stay home for:
  - At least 7 days since symptoms first appeared; **AND**
  - At least 3 days (72 hours) since having a fever without the use of fever-reducing medications; **AND**



- At least 3 days (72 hours) since improvement in other symptoms, including cough and shortness of breath.

## Guidance for sick or potentially sick employees with COVID-19

### **Employees who have been sick with or without COVID-19:**

Workplaces should not require a provider's note – providers may be very busy and unable to provide this documentation in a timely matter. The Health Department will be following up with persons with confirmed COVID-19 tests and will provide guidance on when isolation can be lifted.

### **Employees who show signs of COVID-19 (fever, cough, sore throat, shortness of breath, etc.) while at work:**

Immediately ask the employee to put on a mask (cloth face covering) if they are not already wearing one. The employee should leave work as soon as possible. If the employee cannot leave the workplace immediately, provide them with a private room away from others until they are able to leave. The employee should follow guidance on screening and testing found here:

<https://www.co.washburn.wi.us/news/public-health/Coronavirus-Outbreak>

### **What to do if an employee has COVID-19:**

**You must keep this information confidential.** This is required by the Americans with Disabilities Act (ADA). The Health Department will work with the employer to inform any close work contacts of the sick employee that they may have been in close contact with a confirmed case of COVID-19 and will provide guidance to any of these work contacts.

### **Employees who have a family member at home with COVID-19:**

Employees with an ill family member should notify their employer. Employees should stay home and avoid public places. The Health Department will work with the employee to monitor their health for symptoms of COVID-19 for 14 days after the last day they were in contact with the sick person **OR** if it is a household contact, for 14 days after the sick individual is considered recovered.





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## COVID-19 Employee Self-Screening Guidance

To ensure the safety of yourself and those you may come in contact with, the Health Department recommends all essential employees monitor themselves for symptoms of COVID-19.

**Before each shift, screen yourself for the following symptoms, not explained by any existing health conditions:**

- Do you have a fever or feel feverish (chills, body aches)?
- Do you have a new or worsening cough?
- Do you have new or worsening shortness of breath?
- Do you have a sore throat?
- Do you have a headache?
- Do you have a loss or change in your sense of smell or taste?
- Do you have nausea, vomiting, or diarrhea?
- Do you have nasal congestion that is not caused by allergies?

**If you answered “YES” to any of the questions, do NOT go to work.**

- Follow your workplace procedures for reporting illness.
- Self-isolate:
  - Stay home and separate yourself from others in your household
  - Clean “high touch” surfaces frequently (door knobs, light switches, etc.)
  - Wear a mask when close to others in your household
- See instructions for local provider screening and testing for COVID-19 on the county’s Coronavirus Outbreak page: <https://www.co.washburn.wi.us/news/public-health/Coronavirus-Outbreak>
- Testing is recommended if you have symptoms of COVID-19. If you do not get tested, or test positive, you **must** continue to self-isolate for:
  - At least 7 days since symptoms first appeared; **AND**
  - At least 3 days (72 hours) since having a fever without the use of fever-reducing medications; **AND**
  - At least 3 days (72 hours) since improvement in other symptoms, including cough and shortness of breath.
- If you get tested for COVID-19 and it is negative, you must continue to self-isolate until you are symptom free for 24 hours.

# » WASH YOUR HANDS! «



1. Wet your hands with clean, running water (warm or cold), and apply soap.



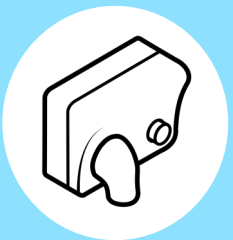
2. Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



4. Rinse your hands well under clean, running water. Let the water run back into the sink, not down to your elbows.



5. Dry your hands using a clean towel or air dry them.



# Respiratory Illnesses:

Protect yourself and those around you.

## Wash your hands.

Use hand sanitizer if you don't have soap and water.



**Cover your nose and mouth when you cough or sneeze.**

**Stay home when you are sick.**



BUREAU OF COMMUNICABLE DISEASES

[www.dhs.wisconsin.gov/dph/bcd.htm](http://www.dhs.wisconsin.gov/dph/bcd.htm) | [dhsdphbcd@dhs.wi.gov](mailto:dhsdphbcd@dhs.wi.gov)

Wisconsin Department of Health Services | Division of Public Health



# COVID-19

## Tips for Staying Safe

### REPORT SYMPTOMS

#### Let staff know how you feel



Some symptoms include fever, cough, shortness of breath, pressure in the chest, and confusion.

### WASH YOUR HANDS

#### Don't forget the soap



Wash your hands with soap for at least 20 seconds. After coming into contact with frequently touched surfaces, such as doorknobs and tables, make sure to wash your hands before touching your eyes, nose, or mouth.

### STRESS AND COPING

#### Take care of your body



Continue taking your prescribed medication, eat healthy, and drink enough water. Get plenty of sleep. Avoid alcohol and drugs.

### PERSONAL HYGIENE

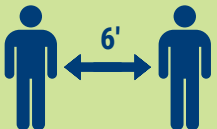
#### Don't spread germs



Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Don't forget to wash your hands afterward.

### PHYSICAL DISTANCING

#### Keep a personal radius



Stay at least six feet away from other people, including in sleeping areas. When sleeping, make sure you are head-to-toe with those around you.

### ESSENTIAL OUTINGS

#### Wear a cloth face covering



You can be infected and not show any symptoms. Wearing a cloth face covering can lower the risk of community spread when physical distancing is difficult to maintain.



WISCONSIN DEPARTMENT  
of HEALTH SERVICES

P-02620E (04/2020)

[www.dhs.wisconsin.gov/covid-19](http://www.dhs.wisconsin.gov/covid-19)

# COVID-19

## SHOPPING TIPS

### WATCH WHAT YOU TOUCH



#### Disinfect cart and basket handles

Sanitize or use disinfectant wipes to clean cart and basket handles before use.

### WASH YOUR HANDS



#### Don't forget the soap

Wash your hands with soap for at least 20 seconds.

### SHARING IS CARING



#### Be fair, please share

Stockpiling can mean someone may not be able to buy what they desperately need.

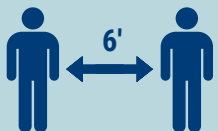
### PERSONAL HYGIENE



#### Don't spread germs

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Don't forget to wash your hands afterward.

### SOCIAL DISTANCING



#### Keep a personal radius

Staying at least six feet away from others, even in the checkout line, does not make you unfriendly, it makes you considerate.

### ESSENTIAL OUTINGS



#### Wear a cloth face covering

You can be infected and not show any symptoms. Wearing a cloth face covering can lower the risk of community spread when physical distancing is difficult to maintain.



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P-02620D (04/2020)

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## What to Clean:

- 

## HARD SURFACES

- ## SOFT (POROUS) SURFACES

- PREPARE A BLEACH SOLUTION BY MIXING:**

- 