

# 2022 GUIDANCE FOR DANE COUNTY BUSINESSES & WORKPLACES

Implementing all prevention strategies listed below provides the best opportunity to prevent the spread of COVID-19 among your staff and patrons, which means reduced absenteeism and reduced likelihood of outbreaks which could temporarily impact your staffing levels.

Based on [CDC guidance](#), Public Health Madison & Dane County recommends the following layered prevention strategies to reduce spread of the virus and prevent illness. When working together, these strategies have a greater impact than any one strategy on its own.



## Promote vaccination

Achieving high levels of COVID-19 vaccination among everyone eligible for vaccine is the most critical strategy to help prevent the spread of the virus, reduce severe illness, hospitalizations, and deaths. Encourage your staff to be [up-to-date with their COVID vaccinations](#).

Businesses and workplaces can promote vaccinations among staff by offering paid time off to get vaccinated and requiring vaccination. Businesses can further promote vaccination by requiring patrons to be vaccinated in order to attend large gatherings and crowded events.



## Send home staff who are sick

Staff who have symptoms of infectious illness, such as COVID-19 or the flu, should stay home and get tested. Anyone who comes to work with symptoms should be sent home. If a person develops COVID-19 symptoms or is a close contact, they should get tested. There are [numerous testing options](#) in our community, including having a test kit mailed to your home. [Our website](#) has instructions for what to do if you an employee was at work while contagious.

Staff who are close contacts to someone who has tested positive for COVID-19 should cooperate with contact tracing, including staying home for isolation or quarantine. Our [What to Do If I'm Sick or Exposed webpage](#) has more information about steps people should take.



## Provide high-quality masks for staff who want to wear them

Masks can help [provide protection from COVID-19](#). The masks that give you the most protection are [high filtration masks](#), like N95s, KN95s, and KF94s. Wear the mask with the highest protection that you can also wear comfortably.



## Support less crowded environments

If appropriate for your work setting, encourage staff to work from home in order to avoid disease spread in the office. Continue offering customers options, like carryout or curbside service. These options can reduce the amount of contact people have with others, which reduces spread of the virus. When space allows, spread out seating and workstations to reduce disease spread.



## Ventilate, promote good hand and respiratory hygiene, and clean and disinfect

- Improving ventilation can reduce the number of virus particles in the air. Along with other preventive strategies, including wearing a well-fitting, multi-layered mask, bringing fresh outdoor air into a building helps keep virus particles from concentrating inside. This can be done by opening multiple doors and windows during suitable weather, using fans to increase the effectiveness of open windows, or making changes to the HVAC or air filtration systems. The CDC has more information on [increasing ventilation](#) safely in your space.
- Modeling and practicing respiratory etiquette (covering coughs and sneezes) is another important tool to decrease spread of illnesses, including COVID-19. Businesses and workplaces should monitor and reinforce those behaviors and provide adequate, easily accessible handwashing supplies for staff and patrons.
- In general, cleaning once a day is enough to sufficiently remove viruses that may be on surfaces. Retain policies developed earlier in the pandemic for hygiene and cleaning. [Our website has templates](#) you can use. Visit the [CDC's website](#) for more information on proper cleaning and disinfection.