HYGIENE POLICY
Handwashing, Cough, & Sneeze Etiquette

Personal hygiene is one of the best ways to reduce disease transmission. All facilities should be more attentive to their hygiene practices, including frequent and proper hand washing, cough, and sneeze etiquette.

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and COVID-19.

Germs can be easily spread by:
- Coughing, sneezing, or talking
- Touching your face with unwashed hands after touching contaminated surfaces or objects
- Touching surfaces or objects that may be frequently touched by other people

The Village of Cross Plains is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, all Village employees, regardless of position or authority, must comply with the following personal hygiene policy:
- All employees will be required to frequently wash hands with soap and warm water.
- All employees shall follow proper cough and sneeze etiquette.

Handwashing Policy

The Village is responsible for explaining to all employees how to hand wash: Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer.

The Village is responsible for explaining to all employees when to hand wash. Employees must wash hands, at a minimum:

- At the beginning of each shift,
- Between every client,
- Before interacting with other employees,
- After touching mask,
- When switching tasks,
- After using the restroom,
- Before and after breaks,
- After sneezing, coughing, or blowing nose,
- When hands are visibly soiled, and
- Prior to leaving work.

Employees are responsible for replenishing or letting the person-in-charge know when handwashing supplies or hand sanitizer are low.

Cough & Sneeze Etiquette

The Village is responsible for providing tissues at work stations, if feasible.

The Village is responsible for explaining cough and sneeze etiquette to all employees. To help stop the spread of germ employees should:

- Cover mouth and nose with a tissue when coughing or sneezing
- Throw used tissues in the trash
- If don't have a tissue, cough or sneeze into elbow, not hand

Modifications to this policy, including rescinding this policy, will also be based on recommendations from Public Health Madison & Dane County and the Centers for Disease Control and Prevention.

Public Health
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EMPLOYEE ILLNESS POLICY

An employee illness policy is required for a Safe Reopen during the COVID-19 emergency response.

The Village of Cross Plains is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, the Village enacts the following policy applicable to all employees, regardless of position or authority:

- All employees will self-monitor for symptoms of illness prior to work arrival.
- Employees who have any symptoms of fever OR respiratory illness will not be allowed to work as reinforced by the employee illness reporting agreement for COVID-19.
- Employees living in a household where a member(s) or another close contact tested positive for COVID-19 will not be permitted in the workplace.
- Employees are required to sign an employee illness agreement indicating they understand the policy and agree to follow the guidelines.

Modifications to this policy, including rescinding this policy, will also be based on recommendations from Public Health Madison & Dane County and the Centers for Disease Control and Prevention.

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EMPLOYEE HEALTH REPORTING AGREEMENT

For COVID-19 Response

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Employees should self-monitor daily for these COVID-19 symptoms:
1. Cough
2. Shortness of breath or difficulty breathing
3. Fever >=100.4F
4. Chills
5. Muscle pain
6. Sore throat
7. New loss of taste or smell
This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Employees must report if they are diagnosed with COVID-19:
• by a positive lab test, or
• diagnosis from a health care provider (without lab testing)

Employees must also report COVID-19 Exposures:
• Living with a person that has been diagnosed with COVID-19, or
• Having close contact with a person that has been diagnosed with COVID-19

I understand the Employee Health Reporting Agreement for COVID-19 and agree to:

1. Self-monitor prior to reporting to work each day.
2. Report symptoms, positive diagnosis or exposure to COVID-19 to the Person-in-Charge.
3. Follow the exclusions and/or restrictions that may be required of me.

I understand and agree to follow all best practices adopted by my business to prevent the spread of COVID-19 including but not limited to:

1. Communicate virtually whenever possible.
2. Limit in-person meetings and gatherings.
3. Practice frequent hand hygiene.
4. Wear PPE (cloth face coverings, masks, gloves, eye protection, etc) required by my employer.
5. Maintain social distancing with other employees, customers, and clients.
6. Follow heightened cleaning and sanitizing of workspace and equipment.

Employee Name (please print) _____

Employee Signature _____Date _____

Person in Charge Signature _____ Date _____

WORK RULES FOR ILL EMPLOYEES

The Person-in-Charge must help prevent the spread of COVID-19 by teaching new hires and all employees the importance of not working when sick.

Exclusions and Restrictions
Employee is not allowed to work in the establishment.

	What should the employee do?	When can the employee return to work?
If you have been **diagnosed** and are **symptomatic**	• If you have symptoms of COVID-19, call your healthcare provider for advice and to discuss testing. • Isolate yourself in your home, and do not go out when you are sick. Practice excellent hygiene and if you have others in your home, isolate yourself in one room (if possible). • Cover coughs and sneezes. Do not share personal household items. Clean your hands often. Clean all "high-touch" surfaces like doorknobs often. • Monitor your symptoms and call your health care provider if symptoms worsen.	Stay home and avoid others until you have been: • 72 hours without a fever (without fever-reducing medicine), • your symptoms improve, • **AND** it has been 10 days since the first day you had symptoms. Employers should screen employees before allowing return to work.
If you have a positive COVID-19 viral test and are **asymptomatic**	Monitor your health for fever, cough, and shortness of breath for 10 days.	Asymptomatic individuals with lab-confirmed COVID-19 should remain in isolation until: • At least 10 days have passed since the collection date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms. NOTE: patients who develop COVID-19 symptoms during this period should extend isolation precautions for at least 10 days from the date of symptom onset (see above).
If you may have been **exposed** to a person with COVID-19 but are not sick	Monitor your health for fever, cough, and shortness of breath for 14 days after your last contact with the sick person. NOTE: If exposure occurred at work, you may be able to continue working based on exposure assessment. Please discuss with your employer.	Stay home; do not go to work. Avoid public places for 14 days. NOTE: patients who develop COVID-19 symptoms or test positive during this period should extend isolation precautions for at least 10 days from the date of symptom onset (see above).

Employees with no known exposure to COVID-19, are not exhibiting symptoms of COVID-19, and have not tested positive for COVID-19 may work unrestricted as long as all business best practices are followed.

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