

SUMMARY OF MANDATORY REQUIREMENTS FOR BUSINESSES UNDER MADISON/DANE COUNTY ORDER

General Limitations on Mass Gatherings	General Business Limitations
<p>MASS GATHERINGS - Requires Physical Distancing of at least 6 feet at all times</p> <p>Inside Commercial facility - 50 or less Inside private property/residence - 10 or less Outside - 50 or less</p>	<p>Limit occupation to 25% of <u>approved</u> capacity</p>
<p>Duration</p>	
<p>From 5/26/2020 until Phase 2 benchmarks achieved</p>	
<p>Business Requirements</p>	
<p>Develop and implement detailed written hygiene policy that includes:</p> <ul style="list-style-type: none"> i. Ensuring employees with fever or other COVID-19 symptoms of COVID-19 are not allowed to work. ii. Establishing hand-washing expectations and ensuring supplies are available to employees. iii. Describing proper cough and sneeze etiquette. <p>Develop and implement a written cleaning policy and procedure that includes:</p> <ul style="list-style-type: none"> i. Guidelines for cleaning and disinfecting frequently touched surfaces multiple times a day. ii. Guidelines for frequently wiping down all shared equipment, such as work spaces, credit card machines, lunchroom items, carts, and baskets. iii. Guidelines for cleaning common areas and equipment between use or shift changes. iv. Protocols for cleaning and disinfecting in the event of a positive COVID-19 case on site. <p>Develop and implement a written protective measure policy and procedure that includes:</p> <ul style="list-style-type: none"> i. Ensuring individuals are at least six (6) feet from others whenever possible. ii. Ensuring employees are provided with and wear face coverings when unable to maintain at least six (6) feet of distance from others. If a transparent petition is in place, a face covering is recommended, but not required. 	<p>Document staff receipt, acknowledgement, or training on the policies.</p> <p>Limit staff and customers in offices, facilities, and stores. All businesses should, to the greatest extent possible, facilitate remote work and limit the number of people present in the workspace. To the greatest extent feasible, businesses should:</p> <ul style="list-style-type: none"> i. Offer online or virtual services, including for meeting with clients, providing counsel, or other services. ii. Hold meetings and collaborate online or by phone. iii. Alternate work teams or stagger shifts. <p>Safe business requirements when remote work is not possible. When remote work is not possible, take the following measures to limit exposure to COVID-19 to staff, customers, and the public:</p> <ul style="list-style-type: none"> i. Where possible, offer curbside pick-up, curbside drop-off, and delivery of goods and services. ii. Where possible, offer online or phone payments, appointments, and reservations. iii. Cease door-to-door solicitation. iv. Ensure spacing of chairs in waiting rooms to ensure physical distancing <p>Meetings, trainings, conferences, and religious services are “Mass Gatherings” & must comply with Mass Gatherings requirements.</p> <p>Adhere to PHMDC requirements and strongly consider implementing the PHMDC recommendations and guidelines.</p>

Industry-Specific Requirements In Addition to General Business Requirements

Sellers of food or groceries

- i. Encourage pickup and delivery options.
- ii. Prohibit customer self-dispensing of bulk food items and condiments.
- iii. Cease customer self-service operations of all unpackaged food.
- iv. Indoor dine-in capacity to 25% of approved seating levels. Space tables at least six (6) feet apart. Limit each table to a maximum of six (6) guests who are members of the same household or living unit.
- v. Outdoor seating is allowed. Space tables at least six (6) feet apart. Limit each table to a maximum of six (6) guests who are members of the same household or living unit.
- vi. Sampling of food is prohibited.

Restaurants and bars

- i. Encourage pick-up and delivery options.
- ii. Cease any customer self-service operations of all unpackaged food.
- iii. Prohibit customer self-dispensing of condiments.
- iv. Indoor dine-in capacity to 25% of approved seating levels. Space tables at least six (6) feet apart. Limit each table to a maximum of six (6) guests who are members of the same household or living unit.
- v. Outdoor seating is allowed. Space tables at least six (6) feet apart. Limit each table to a maximum of six (6) guests who are members of the same household or living unit.
- vi. At bar areas, maintain at least six (6) feet between each stool.
- vii. Require customers to use seating options.
- viii. Play areas and lounge areas must remain closed.
- ix. Sampling of food is prohibited.

Retail stores

Retail stores shall:

- i. limit the number of individuals in the business (excluding employees) up to 25% of approved capacity levels.
- ii. if larger than 50,000 square feet, offer at least two hours per week of dedicated shopping time for vulnerable individuals.
- iii. establish lines outside with markings six (6) feet apart for customers waiting to enter; allow customers to wait in their cars; and schedule pick-ups or entries to the store.
- iv. Malls may open for retail. Play areas and other congregating areas outside retail establishments must be closed and clearly marked as closed.

Salons and spas

Facilities including hair salons, barber shops, nail salons, day spas, electrolysis providers, waxing salons, eyebrow-care establishments, tattoo and piercing parlors, body art establishments, tanning facilities and similar facilities shall:

- i. Limit the number of customers or clients to 25% of approved capacity levels. If capacity level is four (4) or less, one (1) client or customer is permitted.
- ii. Space customer or client chairs, tables, or stations at least six (6) feet apart from each other.
- iii. Provide services by appointment only.
- iv. Require employees to wear face coverings at all times when customers present.
- v. Require customers to wear face coverings to the greatest extent possible.

Gyms and fitness centers

Gyms, fitness centers, and similar facilities shall:

- i. Provide materials for members to disinfect equipment before and after exercise at each piece of equipment or station.
- ii. Limit the number of individuals in the business (excluding employees) to 25% of the approved capacity limit.
- iii. Increase frequency of cleaning of all equipment, common areas, locker rooms, and restrooms.
- iv. To the extent possible, space equipment at least six (6) feet apart, especially for treadmills and other high-exertion aerobic fitness equipment.
- v. Use floor markings to indicate spacing of individuals, particularly in areas where individuals congregate or cluster including drinking fountains, the front desk or reception area, and cleaning stations.
- vi. Group exercise classes may only be offered if physical distancing can be maintained at all times and there is no person-to-person contact.
- vii. Activities where physical distancing cannot be maintained are prohibited.

Additional industry-specific requirements are included in the order for:

- **Places of amusement and activity**
- **Lodging, including hotels, motels, campgrounds, B&B, and vacation rentals**
- **Drive-in Activities**

Additional provisions are also spelled out for:

- **Health care, public health, human services, and infrastructure operations, as well as manufacturing and government functions.**
- **Religious Entities.**
- **Leased Premises.**