

## Forward Dane Phased Reopening Plan–Dane County Focal Points

Action	Safer At Home (thru 5/18/20)	Prepare for Safe Reopen (5/18/20- 5/26/20)	Phase One Implement (5/26/20-6/14/20)	Phase Two Maintain (6/15/20-6/29/20)	Phase Three Sustain	Phase Four New Normal
	Most Restrictive	Minimal loosening of restrictions	More Restrictive.....	Less Restrictive	To be determined	
AARP Tax Clinics	No	No	Yes--if private space allows	Yes--if private space allows	Yes	Yes
Adult Day Centers	No (Colonial Club is open)	No (Colonial Club is open)	Yes--following best practices	Yes--following best practices	Yes	Yes
Blood Pressure Checks	No	No	No	Yes if private space allows	Yes	Yes
Case Management	Yes--by phone/email; <b>limited</b> in-person contact	Yes--by phone/email; <b>limited</b> in-person contact	Yes--by phone/email; <b>limited</b> in-person contact	Yes--by phone/email/in person; must wear PPE at home-visits	Yes--by phone/email/in person; must wear PPE at home-visits	Yes
Congregate Meal Sites	No	No	No	Yes--but not encouraged at this time**	Yes with social distancing	Yes
Cultural Diversity Groups	No	No	No	No	Yes with masks & social distancing	Yes
Delivery Services (food & supplies)	Yes--thru Transportation Call Center	Yes--thru Transportation Call Center	Yes--thru Transportation Call Center	Yes--thru Transportation Call Center	No	No
Drive-Thru Meal Options	Yes--for age 60+	Yes--for age 60+	Yes--for age 60+	Yes--for age 60+	No	No
Exercise Classes	Yes--online only	Yes--online only	Yes--online only	Yes--online only	Yes with social distancing	Yes
Evidence-based Health Promotion Classes	No	No	No	No	Yes	Yes
Farmers' Market Voucher Distribution	No	No	Yes--thru mail only	Yes--thru mail only	Yes--thru mail only	Yes
Focal Point Buildings	Closed to public; limited staff in building	Closed to public; limited staff in building	Yes--25% capacity following best practices	Yes--50% capacity following best practices	Yes--75% capacity following best practices	Yes
Foot Care Clinics	No	No	Yes--if private space allows	Yes--if private space allows	Yes--if private space allows	Yes
Groceries	Yes--delivered to door	Yes--delivered to door	Yes--delivered to door	Yes--delivered to door	No	No
Group Exercise Classes	Yes--online only	Yes--online only	Yes--online only	Yes--online only	Yes	Yes
Home-Delivered Meals	Yes--reduced criteria for eligibility; multiple meals per day	Yes--reduced criteria for eligibility; multiple meals per day	Yes--reduced criteria for eligibility; one meal per day	Yes--reassessing for eligibility, referring to new food access outside of HDM, one meal per day	Meet eligibility for meals; one meal per day/5 meals max per week	Meet eligibility for meals; one meal per day/5 meals max per week
Driver Escort Rides (to medical appointments)	Yes--essential appointments only (thru Transportation Call Center)	Yes--essential appointments only (thru Transportation Call Center)	Yes--essential appointments only (thru Transportation Call Center)	Yes--essential appointments only (thru Transportation Call Center)	Yes (thru RSVP)	Yes (thru RSVP)
Loan Closet	Yes--thru CM only	Yes--thru CM only	Yes--thru CM only	Yes--with masks & social distancing	Yes--with masks & social distancing	Yes
Shopping Trips/Grocery	Yes--in groups of 1 or 2 only	Yes--in groups of 1 or 2 only	Yes--in groups of 1 or 2 only	Yes--in groups of 1 or 2 only	Yes	Yes
Shopping Trips/Other	No	No	No	No	Yes	Yes
Social/Educational/Recreational Activities	No	No	No	Yes for groups of 10 or less--with masks & social distancing	Yes for groups of 50 or less--with masks & social distancing	Yes
Social/Educational/Recreational Trips	No	No	No	No	Yes	Yes
Supportive Home Care	Yes--if client/residents are well	Yes--if client/residents are well	Yes--if client/residents are well	Yes--if client/residents are well	Yes	Yes
Volunteers	Age 60+ not allowed; under age 60 allowed following best practices	Age 60+ not allowed; under age 60 allowed following best practices	Yes--following best practices	Yes--following best practices	Yes	Yes

\*People over age 60, including staff and those who are medically vulnerable, should continue to shelter in place. Online education/remote work encouraged whenever possible.

\*\*Must consult with AAA & Public Health if considering and abide with social distancing; eat in shifts of 10 or less; no more than 4 at a table; tables 6 feet apart; attendees agree to tablemates

**Public Health requirements for all phases and employers**

1. Written and implemented hygiene policy and procedure that includes:
  - Ensuring employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
  - Hand washing expectations and supplies available for staff.
  - A description of proper cough and sneeze etiquette.
2. Written and implemented cleaning policy and procedure that includes:
  - Cleaning and disinfecting frequently touched surfaces multiple times a day.
  - Frequently wiping down any shared equipment, such as work spaces, credit card machines, lunch room items, carts, baskets, etc.
  - Cleaning common areas and equipment between use or shift changes.
  - Protocols to clean and disinfect in the event of a positive COVID-19 case.
3. Written and implemented protective measure policy and procedure that includes:
  - Ensuring people are at least 6 feet from others whenever possible.
  - Ensuring employees are provided with and wear face coverings when unable to maintain at least 6 feet of distance from people. If a transparent partition is in place, a face covering is recommended, but not required.
4. Documented staff receipt, acknowledgement, or training on the policies

**Adaptable Templates:** <https://publichealthmdc.com/coronavirus/forward-dane/requirements>

**Additional considerations for reopening**

1. Converse with management on what phase the facility opens.
2. Work with City/Board to evaluate conduct policies in advance of any purposed reopening.
3. Rate all facility programs using the four phase approach to determine what phase it will occur.
4. Discuss physical building & determine what areas to open first so can then be managed by limited staff. Consider size & air circulation of each area. Open large rooms first.
5. Require all public to wear masks inside the facility if unable to maintain 6 feet distancing from others.
6. Require social distancing.
7. At the main door entry point, take the temperature of all people entering the building.
8. Place signage at entryway that states "Please do not enter if you have any signs of illness".
9. Evaluate the first point of contact between staff & public. Install plexiglass or see through vinyl barrier between public & staff.
10. Rope off areas to maintain a traffic flow inside the facility.
11. Protect staff office areas and make off limits to public since they are an enclosed smaller space.
12. Consider the requirement to provide contact tracing (sign-in when entering the building required?)