

# War Memorial Center COVID-19 Preparedness Plan Updated July 1, 2020

The War Memorial Center (WMC) is committed to providing a safe and healthy environment for our employees, tenants, and visitors. To ensure we have a safe and healthy environment, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic.

**COVID-19 SYMPTOMS:** COVID-19 is a respiratory illness which symptoms include cough, fever, chills, muscle pain, shortness of breath, sore throat, and a new loss of taste or smell. Symptoms can be mild to severe and appear 2-14 days after being exposed to the virus. It is primarily spread from person-to-person but you may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

## **WAR MEMORIAL CENTER PROTOCOLS**

The WMC will maintain a COVID-19 Preparedness Plan based on CDC recommendations and industry best practices for avoidance and containment of COVID-19. This plan will be updated as needed.

**Signage:** COVID-19 social distancing and handwashing posters have been placed throughout the building including screening posters at each entrance. Elevator maximum occupancy signs have been posted at the elevators.

**Screening:** All employees, tenants, contractors, and visitors must follow the CDC self-screening procedures prior to entering the building. Anyone with symptoms of COVID-19 will not be permitted into the WMC.

**Confirmed positive COVID-19 tested or symptomatic individual on premises:** If there is a confirmed positive COVID-19 tested individual or COVID-19 symptomatic individual presently on the premises, WMC staff, while wearing face mask and gloves, should isolate and escort the individual outside the building maintaining at least a six (6) foot separation from the individual. Once outside, WMC staff should obtain the individual's name and telephone number and a list of any person the individual had contact with in the building. The individual should then be sent home or to a healthcare provider. If the individual is unable to drive, they should call someone (family member or Uber) to pick them up. WMC staff assigned this duty are Laurie Kildegaard or Dan Buttery or any other staff member when Laurie or Dan are not present. Cleaning staff will follow the cleaning and disinfecting protocols listed in Appendix A.

**Confidentiality/Privacy:** The WMC will maintain employee confidentiality, as required by law, for any employee reporting COVID-19 situations. The WMC reserves the right to inform other employees and non-employees that an unnamed person has been diagnosed with COVID-19 if the other employees or non-employees might have been exposed to the disease so the employees may take measures to protect their own health.

**Personal protective equipment:** The WMC will provide employees with gloves and washable face coverings. Employees who wish to wear their own face covering should first seek approval from their supervisor.

**Events and activities:** The WMC will follow CDC and City of Milwaukee guidelines for events and activities. These protocols include reduced number of attendees to accommodate safe social distancing, increased cleaning and disinfecting as described in Appendix A, and other protocols. See the WMC Events Manager for more details.

**Visitor appointments:** Visitor seating has been removed from the reception area. Guests should wait in the corridor for the appropriate WMC staff person to escort them to their office. Protective barriers have been installed at staff desks with high visitor traffic (reception desk and events manager desk). There shall be a limit of two visitors for meetings with event staff at the event staff desk. Event staff meetings that require additional visitors should be held in Memorial Hall, Fitch Plaza, or a meeting room where social distancing can be maintained.

**Facility cleaning and disinfecting:** The WMC has intensified cleaning and disinfecting as described in Appendix A.

**Hand sanitizing dispensers:** Hand sanitizing dispensers are in place throughout the facility. Touchless hand sanitizing dispensers will be installed mid-July.

## **EMPLOYEE PROTOCOLS**

**Stay home when sick.** If you have COVID-19 symptoms or if you have been in close contact with someone who has a suspected or confirmed case of COVID 19, notify your supervisor, get tested for COVID-19, and stay home. If you tested positive for COVID-19, do not return to work until you are symptom free for at least 7 days since the date symptoms first appeared. Work remote if able.

**Practice good hygiene.** Wash your hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap and water are not available. If your hands are visibly dirty, use soap and water over hand sanitizer. Key times for employees to clean their hands include:

- Before and after work shifts
- Before and after work breaks
- After blowing their nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After putting on, touching, or removing cloth face coverings

Avoid touching your eyes, nose, or mouth with unwashed hands.

**Cover coughs and sneezes.** Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of their elbow. Avoid coughing or sneezing into your hands. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing etiquette on the CDC website.

**Limit in person meetings.** Communicate with customers virtually whenever possible.

**Practice social distancing.** Maintain at least six (6) feet distance from others when moving through the workspace. Do not shake hands with others.

**Use personal protective equipment.** Wear a face covering when working in the presence of customers. It is optional to wear a face covering when sitting at a desk that has a protective barrier.

Wear a face covering when unable to maintain a six (6) foot separation from others.

Wear a face covering and gloves when setting up event equipment or spraying sanitizer. When setting up event equipment, you should take frequent breaks in a private space and remove your face covering to get fresh air.

Dispose of gloves after each use.

Wash your company provided face covering after each use.

Make accommodation requests through Human Resources who will review request in compliance with the American with Disabilities Act (ADA).

**Workstations and work tools:** Practice routine cleaning and disinfection of frequently touched objects and surfaces at your workstation such as keyboards and telephones. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2<sup>external icon</sup>, the cause of COVID-19, and are appropriate for the surface.

Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.

**Maintain a close contact log.** Maintain a close contact log detailing the date of contact, person's name and telephone number.

*More COVID-19 information can be found at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>*

War Memorial Center  
COVID-19 Preparedness Plan  
Appendix A

Facility Cleaning and Disinfecting

The WMC has intensified regular housekeeping practices.

The WMC upgraded to 95% MERV 14 filters in the HVAC system.

FDC approved antimicrobial treatment has been applied as follows:

- Event equipment tables
- Restrooms and Memorial Hall Service Kitchen: walls, ceilings, and surfaces under 12 feet including touch points, doors, flat surfaces, window treatments, and floors. These areas were also disinfected with UV light.

The WMC maintenance staff will disinfect event equipment before each event and regularly disinfecting high touch surfaces such as doorknobs, light switches, and elevator buttons.

Gibb Building Maintenance is responsible for cleaning and disinfecting the facility daily.

The WMC will ensure that hand soap, hand towels, and hand sanitizer dispensers are always filled.

The WMC staff are responsible for cleaning and disinfecting their workstations and work tools.

If there is a confirmed positive COVID-19 tested individual, the WMC will follow the CDC's recommend protocols which are as follows:

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.
- If machinery or equipment is suspected to be contaminated and can be cleaned, follow CDC's cleaning and disinfection recommendations as follows: First, clean dirty surfaces with soap and water. Second, disinfect surfaces using products that meet Environmental Protection Agency (EPA) criteria for use against SARS-CoV-2 and are appropriate for the surface. If machinery or equipment is suspected to be contaminated and cannot be cleaned, it can be isolated. Isolate papers or any soft (porous) surfaces for a minimum of 24 hours before handling. After 24 hours, remove soft materials from the area and clean the hard (non-porous) surfaces per the cleaning and disinfection recommendations. Isolate hard (non-porous) surfaces that cannot be cleaned and disinfected for a minimum of seven days before handling.

After cleaning, staff should clean their hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer.