

Thursday, April 9, 2020

Dear Local Municipality Partners,

PHMDC has [developed a document](#) listing businesses and other places in Dane County that they have deemed opened or closed per the Order. These Orders are enforceable by law, and PHMDC and local law enforcement are following up on every complaint report of non-essential businesses still operating in our community. After first contact and educational consultation with PHMDC, if the business continues to believe they are essential, our legal Attorneys will work with them directly. During this process, PHMDC may allow this business to remain open while awaiting legal guidance, although some may choose to close while waiting for a legal answer. PHMDC's experience has been that most businesses are eager to do the right thing to be compliant, but have received different messaging about staying open from their corporate offices or misinformation from others regarding the Orders.

For businesses deemed non-essential, the Orders do allow *Minimum Basic Operations* provided that employees comply with *Social Distancing Requirements*, to the extent possible, while carrying out specific operations. *Minimum Basic Operations* are defined as:

- The minimum necessary activities to maintain the value of the business's inventory, preserve the condition of the business's physical plant and equipment, ensure security, process payroll and employee benefits, or for related functions, including where these functions are outsourced to other entities.
- The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.

Most important, for businesses that remain open and deemed essential, is to follow the [social distancing requirements](#). Our department has received many reports of essential businesses not following through with these requirements. Please remind essential businesses in your municipality that they must be in compliance to continue operations. These *social distancing requirements* are as follows:

- Maintaining social distancing of six (6) feet between people
- Washing hands with soap and water for at least 15-20 seconds as frequently as possible or using hand sanitizer
- Covering coughs or sneezes (into the sleeve or elbow, not hands)
- Regularly cleaning high-touch surfaces
- Not shaking hands
- Following all other public health recommendations issued by [DHS](#) and the [U.S. Centers for Disease Control](#).

Additionally, we have created [Best Practices for Businesses](#) and a business factsheet [Preparing your Business for Coronavirus](#) for sharing with others. Feel free to share this information widely with your community so that business owners and the public alike are aware of what these orders require. I encourage all to review [PHMDC's website](#) daily and have your businesses [sign up](#) to receive our industry specific emails. It would also be helpful if you could pass our link on to your business community. As this is a rapidly evolving situation, PHMDC is continually updating our website so the most accurate information and recommendations are available. Our website also has additional links to others websites for information that may be industry specific along with the Governor's most recent orders.

Again, as the business liaison for PHMDC, I am interested in supporting you and your community and here to answer your questions. Feel free to email me directly with questions you have at [bkoenig@publichealthmdc.com](mailto:bkoenig@publichealthmdc.com) and I will try to respond as quickly as possible. Thank you and best to you, your family and your community.

*This is a rapidly evolving situation; please check [our website](#) for the latest information and recommendations.*

Regards,

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