

**COVID-19 Toolkit**

*Resources provided by the Wisconsin Association of Campground Owners (WACO) - Updated April 13, 2020*

**About This Toolkit**

This is intended to serve as a resource for campgrounds as they prepare for potential impacts of COVID-19 on their business operations. The State of Wisconsin, including us here at the WACO office, continues to monitor the spread of COVID-19 (2019 novel coronavirus) in coordination with the Department of Health Services (DHS) Public Health and other local, state, and federal partners. WACO is also working to update our plan to ensure continuity of essential operations.

**State Agency Resources**

**Wisconsin COVID-19 Resources** – Set up by the Governor's Office, this website compiles all of the COVID-19 resources and information from State of Wisconsin agencies.

**The Latest News For Campgrounds**

- **Guidelines for Essential Recreational Businesses during the Safer at Home Order**
- **Guidance for Campgrounds to Slow the Spread of COVID-19**
- **Gov. Evers Emergency Order #13 – Work Permits For Minors**

**Small Business Administration & Related Resources**

- **Small Business Guidance & Loan Resources**
- **SBA Economic Injury Loan Application**
- **COVID-19 Resources FAQ** – By **CSAW Associates, LLC**
- **Personal Financial Worksheet** – From John Jaszewski of **campgrounds4sale.com**. Please contact John if you need assistance in filling it out.
  - Phone: (507) 450-5626
  - Email: **john@propertiespluswinona.com**

**COVID-19 Signs and Handouts**

These are great resources to give out to your campers at check-in, hang up around common areas, and to hang in employee areas.

- **Cleaning and Disinfecting** (Great for employee areas!!)
- **COVID-19 Fact Sheet**
- **Protect Your Family**
- **Why Social Distancing?**





## COVID-19 Signs and Handouts (cont.)

- [Mass Gathering Guidance](#)
- [Stop The Spread Of Germs](#)
- [COVID-19 Shopping Tips](#)
- [Respiratory Illnesses: Protect Yourself](#)

## Resources For Food Businesses

- [U.S. Department of Agriculture \(USDA\)](#): Frequently asked questions including food safety
- [U.S. Food & Drug Administration \(FDA\)](#): Frequently asked questions including food products

## Resources For All Employers

- [Centers for Disease Control and Prevention \(CDC\) Interim Guidance for Businesses and Employers](#): Recommended strategies including actively encouraging sick employees to stay home, performing routine environmental cleaning, advising employees before travel, and need to prepare for possible increased employee absences.
- [CDC Handouts & Posters](#): Print resources on how to stop the spread of germs and wash your hands. Available in multiple languages.
- [U.S. Small Business Association \(SBA\) Guidance for Businesses and Employers](#): Identifies common issues businesses may occur including capital access, workforce capacity, inventory and supply chain shortfalls, and insurance coverage issues.
- [U.S. Department of Labor Occupational Safety & Health Administration \(OSHA\)](#): Assistance on how to maintain operations during a pandemic and protecting employees.
- [CDC Environmental Cleaning and Disinfection](#): Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019.
- [U.S. Chamber of Commerce Foundation](#): Guidance to plan and respond to coronavirus.
- [U.S. Department of Homeland Security's Cybersecurity and Infrastructure Security Agency \(CISA\)](#): Guidance on identifying essential critical infrastructure workers

## Updates From Wisconsin Manufacturers & Commerce (WMC)

- [COVID-19 Update Webinars](#)
- WMC COVID-19 Update: Featuring Wisconsin DHS Secretary Andrea Palm - Wisconsin Manufacturers & Commerce (WMC), its trade association partners and local chambers hosted a business coalition update call. The webinar featured Wisconsin Department of Health Services Secretary Andrea Palm. Additionally, law firm Godfrey & Kahn provided businesses with an employment law update. [Click here to listen to the full webinar.](#)

## National Association of RV Parks & Campgrounds (ARVC)

- Get the latest ARVC news regarding COVID-19, [by clicking here.](#)
- [Marshall & Sterling: COVID-19 and Your Workplace \[CHECKLIST\]](#)
- [Campground Evaluation Toolkit: What Does Being Open Look Like? \[Marshall & Sterling\]](#)
  - [How to Use the Campground Evaluation Toolkit \[Marshall & Sterling\]](#)

## Wisconsin Economic Development Association (WEDA)

- [Information & Resources](#)

## Response Plan Resources

- [CDC Recommendations for an Infectious Disease Outbreak Response Plan](#): Tips to develop and prepare to implement a response plan, involving your employees in the process, identifying essential business functions, and establishing communication plans.
- [Ready.gov Business Continuity Plan](#): Includes a process diagram and support to conduct a business continuity impact analysis.
- [U.S. Department of Homeland Security](#): Offers free emergency planning table top exercises for businesses to review, share, and use.
- [Ready.gov Sample Emergency Plan](#): Shares a sample Business Continuity and Disaster Preparedness Plan template.



## Recommended Checklist

Basics of pandemic preparedness planning for all operations.

- ☐ Keep it simple. Gathering and organizing the right information is critical.
- ☐ Prevent spread.
  - ☐ Frequent and thorough handwashing.
  - ☐ Covering coughs and sneezes.
  - ☐ Avoiding touching your face.
  - ☐ Staying home when sick.
- ☐ Assess risk.
  - ☐ What biosecurity protocols are in place? Following sound biosecurity practices every day reduces the spread of virus, including in times of pandemic outbreak.
  - ☐ Who comes on and off of your premises?
  - ☐ Do you know what other locations or operations they have visited?
  - ☐ Do you have a travel questionnaire for employees and premises visitors?
  - ☐ Do you have hand washing or sanitizer stations available?
- ☐ Vendors and service providers.
  - ☐ Who are your vendors and service providers?
  - ☐ Do they have pandemic and business continuity plans? What are their plans?
  - ☐ Do you have backup vendors/service providers?
  - ☐ Share your mitigation measures with your vendors.
- ☐ Employees
  - ☐ Do you have complete and current contact information?
  - ☐ Are you imposing travel restrictions?
  - ☐ What are your sick/call-in procedures?
  - ☐ Are your employees cross-trained to back fill during absences?
  - ☐ How are you communicating with employees?
- ☐ Critical activities/essential functions.
  - ☐ Have you established lines of succession?
  - ☐ What are your business critical activities?
  - ☐ How long can you go without those activities?
  - ☐ What alternatives do you have in place to accomplish those activities?



# COVID-19

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## Contact Information

- Your WACO Office: [lori@seversonandassociates.com](mailto:lori@seversonandassociates.com) or call us at (608) 525-2327 - To view more COVID-19 information, [click here](#).
- Wisconsin Economic Development Association (WEDA):  
[weda@weda.org](mailto:weda@weda.org) or (608) 255-5666. [Find your local BOD contact](#).
- National Association of RV Parks & Campgrounds (ARVC):  
[info@arvc.org](mailto:info@arvc.org) or (303) 681-0401.
- DATCP Consumer Protection Hotline:  
[DATCPHotline@wisconsin.gov](mailto:DATCPHotline@wisconsin.gov) or (800) 422-7128: To report suspected scams, fraud, false marketing claims, price gouging or other consumer complaints.
- DHS: <https://dhs.wisconsin.gov> or dial 211: For health-related questions.
- [Local Public Health](#): Contact information for local health departments across the state.

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