



Badger Bounce Back

Reopening State of Wisconsin Buildings – Facilities Technical Guidance

Index

[Preparing Facilities](#)

[Cleaning, Disinfecting & Supplies](#)

[Building Infrastructure](#)

[Building Equipment](#)

[Signage & Directional Requirements](#)

[Signage Samples](#)

[Sample Floor Plans](#)

[New Workplace Ongoing Operations – Facilities Management](#)

[Space Management & Design](#)

[Ongoing Cleaning Efforts](#)

[Appendix A – Cleaning Completed Notice](#)

[Appendix B – Cleaning Station Posting](#)

[Appendix C – Protective Screens](#)

[References](#)

I. Preparing Facilities

Cleaning, Disinfecting & Supplies

Additional Cleaning Requirements:

- Work with custodial groups to deep clean facilities prior to reopening all buildings.
- Once areas have been cleaned, label as such and have staff only enter once cleaned or determine an appropriate protocol for entering rooms after cleaning is completed. See [Appendix A](#) for sample notice.
- HEPA vacuum all carpeted flooring surfaces including entrance matting.
- Perform high traffic area hot water carpet extraction & plan and schedule for ongoing maintenance of flooring.
- Wipe down all surfaces including door handles on exterior, interior and parking garage levels, elevators, restrooms, kitchenettes, appliances, light switches, wellness room and equipment, locker rooms, copy machines, common area printers and café tables.
- Wipe all staff/customer desks and chair arms prior to return to work – do not move items on desks but clean all open surfaces. Place sanitized notices in completed areas.
- Dispose of all items in refrigerators and clean and disinfect interior and exterior surfaces.
- Plan to add day porter or other custodial staffing to each facility for enhanced sanitizing/disinfection requirements according to [CDC guidelines for workplaces](#).
- Remove garbage can tops and put communal garbage cans in open areas & plan and schedule for ongoing maintenance of these items.
- Add open waste receptacles for paper towel disposal outside of restroom locations & plan and schedule for ongoing maintenance of these items.

Cleaning Supplies Requirements:

- Ensure the use of disinfectants and sanitizer following [CDC guidelines](#).
- Review inventory of cleaning chemicals and materials necessary for cleaning. Order any additional needed cleaning products or ensure contracted vendors have appropriate inventory levels of supplies.
- Review inventory of sanitizer, wipes, and dispensers. Order any additional needed products planning for dispensers in conference rooms, mailrooms, dock areas, employee entrances, elevator lobbies and main building lobbies. Ensure supply chains and/or appropriate inventory for is available and within appropriate expiration dates. If supply chains for sanitizer are an issue for your agency, contact us as we may be able to help identify vendors or solutions.
- Ensure janitorial contractors and day porters have proper inventory on hand of disposable wipes and/or cleaning bottles and paper towel for all common area disinfection requirements.

- Ensure a safety data sheet is available for all chemicals and that Hazcom training has been provided to janitorial and building staff.
- Plan for cleaning stations on all occupied floors of buildings with cleaning products for staff use – ensure proper inventory is available. See [Appendix B](#) for the cleaning station postings.

Building Infrastructure

Mechanical/Plumbing

- Increased air filtration (new filters installed prior to return)
 - Refer to manufacturers' recommendations and guidance for filter selection. Use the highest efficiency rated filter recommended/allowed by the manufacturer (MERV rating)
 - When replacing air filters:
 - Use proper safety procedures and PPE
 - Avoid hitting, dropping, or shaking the filter
 - Do not use compressed air to clean a filter, which could allow materials in the filter to become airborne
 - Immediately dispose of used filters in a sealed plastic bag
 - Properly dispose of PPE/gloves in a sealed plastic bag
 - Clean hands when the task is finished
 - Minimize exposure to building interior areas when removing old filters from the site.
 - Recommended approach: transport to a waste collection area without entering the building
 - Alternative approach: if it's impossible to dispose of the filter without transporting through the building, choose routes that minimize exposure to normally occupied areas, including freight elevators and minimally used support space
- Increase outdoor air exchange (fresh air intake) and start 48hrs prior to return to flush buildings
- Plumbing – flush all water systems
- Work with water treatment service provider to ensure chemical levels are within defined ranges for cooling towers, closed water systems, water features, etc.
- Building operators/automation staff should verify the operation of mechanical systems and restore all sequences, set points and schedules modified during the rollback of operations

Building Equipment

- Determine which building equipment should be updated to provide touch free operations. Many of these upgrades have significant costs associated with them so evaluating these on a case by case basis may be necessary. DOA-owned facilities are in the process of transitioning to

touch free faucets in restrooms, touch free paper towel dispensers and upgrading commonly used light switches to occupancy sensors.

Signage & Directional Requirements

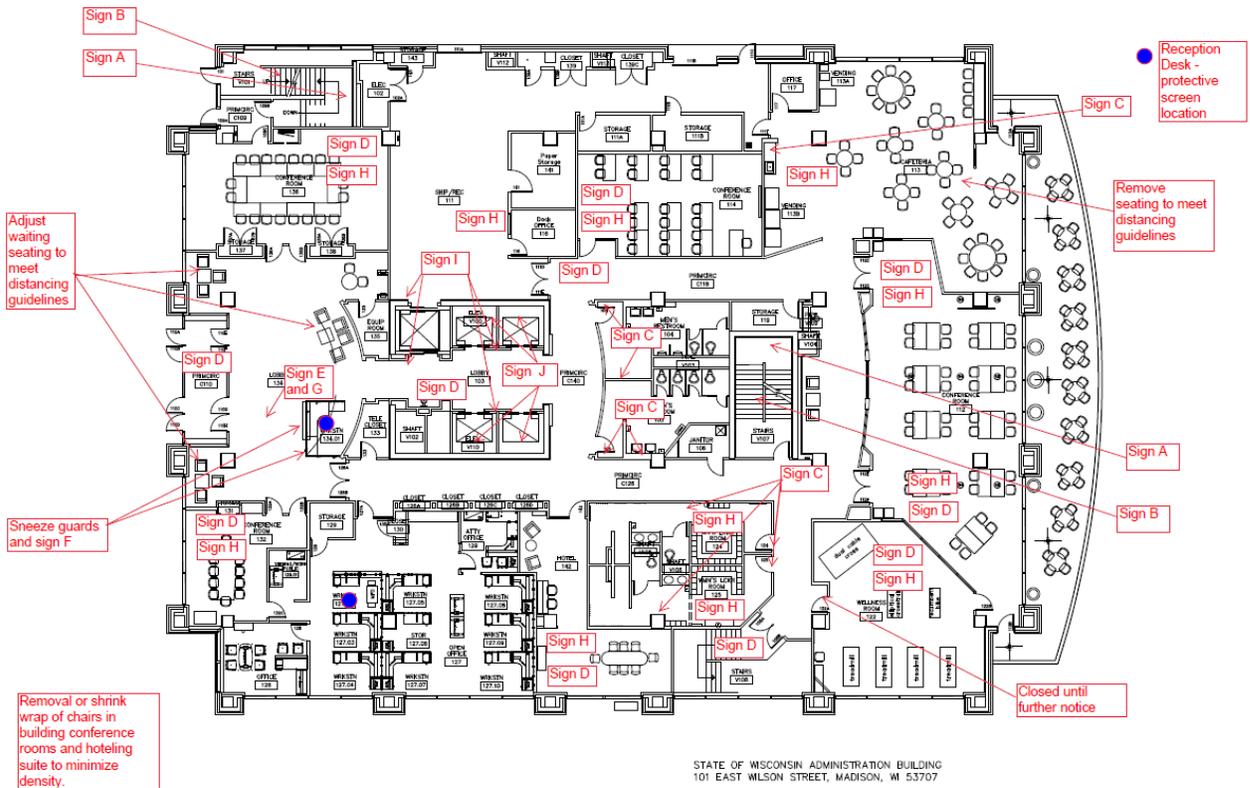
- Work with DOA, DFDM Space Management on signage needs within facilities.
- Base signage in DOA-owned facilities will be provided in common areas.
- Install additional signage that communicates messages in high traffic areas such as main entrances, elevators, stairwells, kitchenettes, locker rooms, wellness rooms and restroom facilities.
- Install a line or marker on the floor at the security desk or any other reception desk that will be used for public interaction 6’ back from the desk. Install signage requesting visitors remain behind lines or directing social distancing requirements such as floor signage.
- Include signage at each restroom reminding of social distancing and hygiene practices such as washing hands.
- Include signage at kitchenettes directing tenants to clean surfaces prior to and after use, maintaining social distancing and ensure washing hands.
- Include signage at locker rooms to maintain social distancing and ensure washing hands.
- Provide notice on wellness rooms that these areas are closed until social distancing requirements are lifted.
- Determine additional directional needs to maintain appropriate spacing/social distancing within facilities.
- Elevator instructional signage displaying healthy elevator use protocols.

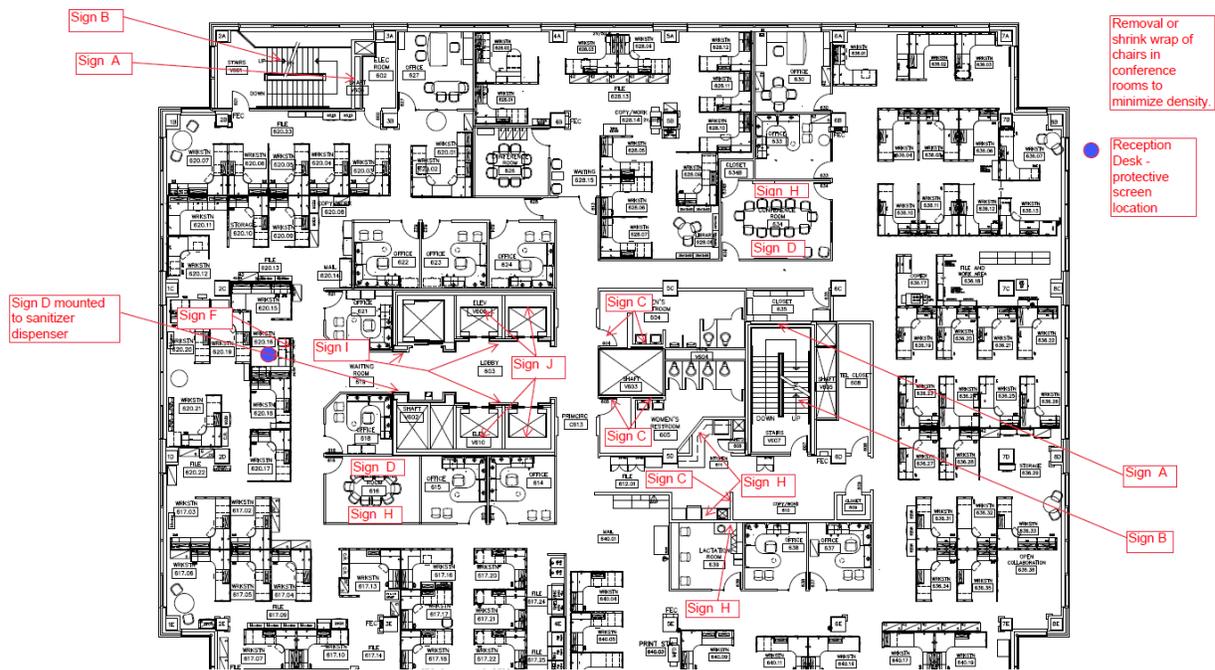
Sticker and paper instructional and directional signage that may be ordered by the Bureau of Publishing and Distribution is as follows:

A	B	C	D	E
				
<p>24" x 24" wall sticky</p>	<p>5" x 36" stair sticky</p>	<p>8" x 8" mirror/wall/door sticky</p>	<p>4" x 4" sticker</p>	<p>24" x 24" floor sticker</p>
<p>ZY825 - Gloss Vinyl w/Permanent Adhesive</p>	<p>ZY839 - Walk and Wall Material</p>			
<p>Stairwells</p>	<p>Stairwells</p>	<p>Restroom, Lactation, Locker room, kitchenettes</p>	<p>Dispenser</p>	<p>Security Desks/Customer Service Counters</p>
<p>\$22.11</p>	<p>\$6.91</p>	<p>\$2.46</p>	<p>\$0.61</p>	<p>\$32.14</p>

F	G	H	I	J
				
8.5" x 11"	12" x 12"	8" x 8"	8.5" x 11"	8.5" x 11"
paper	floor sticker	door/wall/cabinet sticky	Wall Sticky	Laminated paper
ZY81 - 20lb Bond	ZY839 - Walk and Wall Material	ZY825 - Gloss Vinyl w/Permanent Adhesive	ZY825 - Gloss Vinyl w/Permanent Adhesive	ZY81 - 20lb Bond
Security Desks/Customer Service Counters desk holders	Security Desks/Customer Service Counters waiting path	Lactation, Locker room, kitchenettes, cafes, conference rooms	Elevator lobbies	Elevator Inserts
\$0.20	\$8.04	\$2.46	\$3.59	\$0.69

Sample Floor Plans of DOA Building:





II. New Workplace Ongoing Operations – Facilities & Operations Management

Space Management & Design

Each Agency should review their current space layout and consider the following solutions for social distancing and space density measures. As spaces increase occupant, re-evaluate needs further to maintain social distancing.

Circulation Spaces

- Designate and sign the direction of one-way foot traffic in main circulation paths, corridors, stairs, entries.

Customer Service & Security Desks

- Install protective screens in public facing customer service areas such as security desks and customer service counters. See [Appendix C](#) for vendors.

Individual workstations

- Consider an alternate work plan and assign days so that workstation use is spread to every other station.
- Only provide seating for one person to ensure social distancing (6') requirements are maintained.
- Provide separation between desks (checkerboard pattern) if vacancy exists and allows this.
- Discontinue use of open collaboration areas near workstations. Use these areas to further spread employees out where possible.
- Add panels between desks including height adjustable panels for sit/stand desks. For DOA-owned facilities, Space Design has some additional panels and can implement this strategy on an as needed basis if product is available. Alternative options may be available if product

needs to be purchased.

- Solutions include temporary panels available from the **Bureau of Publishing and Distribution**:



Meeting and Shared Spaces

- Large meeting room capacities should be reduced to meet 6' social distancing standards.
- Other conference/common room capacity of spaces will be reduced to maintain 6' social distancing and, if necessary, chairs from meeting rooms should be removed.
- Maximum capacity of each room should be reduced to 36 square feet per person.
- Discontinue the use of shared workspace and/or identify and monitor sanitizing of space after each occupant use.
- Wellness Rooms should be posted as closed until social distancing measures are no longer necessary.
- Locker room use may be minimized or limited to ensure social distancing and posted accordingly.
- Use of face masks while indoors where required effective July 13, 2020 until further notice.

Ongoing Cleaning, Disinfecting & Supplies

- Cleaning enhancements by added day porter staff with added disinfecting requirements meeting [CDC guidelines for workplaces](#).
- Carpet cleaning with HEPA vacuuming for all areas and include increased frequency of carpet cleaning for common high traffic areas.
- Increased frequency of wiping surfaces in common areas such as conference rooms, mailroom, dock, cafe, employee entrances, elevator lobbies, lobby furniture and building lobby.

- Monitor inventory of disposable wipes, hand sanitizer and/or cleaning bottles and paper towel for staff and janitorial use.
- Remove room reservation calendars outside meetingrooms or ensure staff are not using shared materials for these calendars. Implement online reservations only.
- Remove shared conference phones or provide cleaning products for staff use. Implement the use of personal mobile phones or laptop softphones for teleconferences where possible.
- Recommend the removal of shared whiteboard pens and erasers.
- Secure supplies storage and designate specific personnel to manage stock and distribute it. Recommendation to implement a request system for supplies.

**THIS AREA HAS BEEN
DISINFECTED.**

**IF YOU ENTER THIS SPACE OR USE ANY
CUBICLES, OFFICES, OR CONFERENCE
ROOMS IN THIS AREA, PLEASE CONTACT:**

**BUILDING MANAGEMENT
608-266-1485**

**TO MAKE ARRANGEMENTS TO HAVE THE
AREA YOU USED DISINFECTED PRIOR TO
BUILDING OPENING.**

CLEANING STATION GUIDELINES:

**TO KEEP EVERYONE SAFE & HEALTHY,
DISINFECTANT AND PAPER TOWEL IS PROVIDED
FOR TENANTS TO USE ON TOUCH POINTS
THROUGHOUT THE AREA.**

PLEASE REMEMBER

1. Use on touch points Before & After Use
2. Return the disinfectant spray bottles to the Cleaning Station for the next user.
3. Use only as necessary
4. Follow label directions
5. Report any concerns associated with the use of these cleaning products
6. Chemical Safety Data Sheets and/or training can be obtained by contacting Building Management
7. If supplies run low, please contact:

**BUILDING MANAGEMENT
608-266-1485**

Protective Screen Vendor Listing

Trendway Corporation-Holland

On State Contract

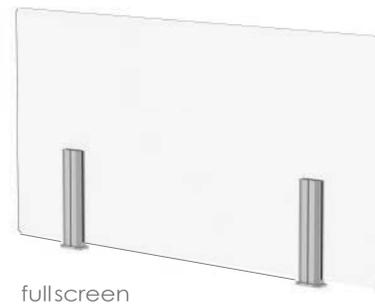
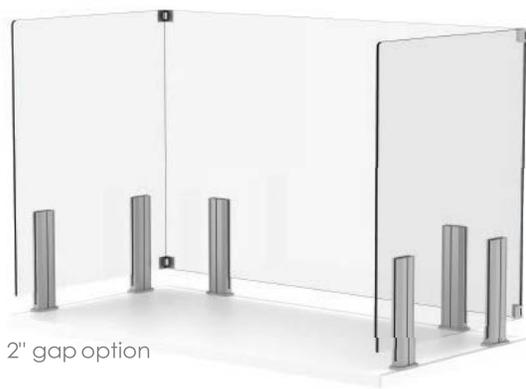
50% discount off list prices below if total order is less than \$10,000
 Available in U shape or single, frosted, or clear, with or without slot

Sold through multiple vendors including Brothers Interiors, Century House, Duet Resource Group, IBVI Industries for the Visually Impaired, Jonas Office Products, Lakeshore Business Interior Inc, National Business Furniture LLC, and Workspace Studio.

Refer to Vendornet Furniture contracts and the company website

<https://vendornet.wi.gov/Contract.aspx?Id=3a9b5d3e-e26a-ea11-811c-0050568c7f0f>

<https://trendway.com/>



Single Screen | Post Style Bracket | Screw Mount

Dimensions		Insert Material		Catalog #
Width	Height	Clear Acrylic	Frosted Acrylic	
24"	24"	\$420	\$456	SCNSMPS2424
30"		\$430	\$495	SCNSMPS3024
36"		\$499	\$573	SCNSMPS3624
42"		\$510	\$575	SCNSMPS4224
48"		\$520	\$580	SCNSMPS4824
54"		\$530	\$825	SCNSMPS5424
60"		\$540	\$835	SCNSMPS6024
66"		\$684	\$840	SCNSMPS6624
72"		\$695	\$851	SCNSMPS7224
24"	30"	\$420	\$494	SCNSMPS2430
30"		\$447	\$648	SCNSMPS3030
36"		\$499	\$655	SCNSMPS3630
42"		\$510	\$660	SCNSMPS4230
48"				

54"		\$520	\$665	SCNSMPS4830
60"		\$578	\$1,288	SCNSMPS5430
66"		\$590	\$1,295	SCNSMPS6030
72"		\$684	\$1,299	SCNSMPS6630
		\$695	\$1,310	SCNSMPS7230
24"	36"			
30"		\$499	\$571	SCNSMPS2436
36"		\$510	\$648	SCNSMPS3036
42"		\$658	\$803	SCNSMPS3636
48"		\$670	\$805	SCNSMPS4236
54"		\$680	\$810	SCNSMPS4836
60"		\$685	\$1,288	SCNSMPS5436
66"		\$695	\$1,295	SCNSMPS6036
72"		\$1,000	\$1,300	SCNSMPS6636
		\$1,000	\$1,310	SCNSMPS7236

Universal Presentation Concepts

Gail Anderson

Account / Customer Service Manager

1501 S. Stoughton Rd.

Madison, WI 53716

(608) 222-5658 or (800) 859-7442

gail@upcdisplays.com

www.upcdisplays.com

- Lead time estimates are 1-2 weeks
- Using 3/16" Plexiglass with plexiglass legs
- Prices will vary based on size of order



- + Transmission Barrier
- + Simple Assembly
- + Lightweight
- + Pass Through Cut-out (12" x 3")
- + Finished Edges
- + Rounded Corners
- + Easy to Clean
- + Custom Branding Available

Available in 2 Standard Sizes and 2 Different Thicknesses

23.5" height x 31.5" width

23.5" height x 23.5" width

Thickness: 1/8" or 3/16"

Thickness: 1/8" or 3/16"



www.healthshield.care
 FOR QUESTIONS AND TO PLACE ORDERS
 CALL TOLL FREE 1-800-859-7442 - EMAIL: sales@upcdisplay.com



Max-R/Prestwick

Ryn Soper

Sales Executive

W248N5499 Executive Drive Phone (800) 505-7926

Sussex, Wisconsin 53089

p: (888) 868-6297 x1233

www.max-r.com

<https://www.max-r.com/catalog-government/>

- On UW State contract, standard sizes only unless large order
- 10-day lead time on custom, less on standard sizes.
- ¼" thick polycarbonate with polycarbonate legs



GMB & Associates, LLC

Greg Bednar, CSI, CDT
 Direct Line 414-659-2462
 Racine, WI.

- Lead time 8-9 weeks.
- Standard sizes only unless 50 or more pieces of one size screen
- 6mm thick methacrylate or 4mm tempered glass with metal legs

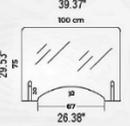
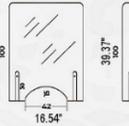
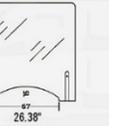
Freestanding protective screen made of 6 mm thick methacrylate or 4-mm tempered glass, ideal for the **administrative and retail sectors**.

Its rounded-edge design with solid steel support using anti-slip patches make it a stable and effective protective element.

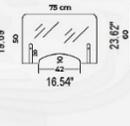
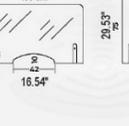
In its lower central part it has a window for handing over products or payment by cash or card.



RETAIL Sectors

<p>39.37" 100 cm</p>  <p>29.53" 75 cm</p> <p>26.38"</p>	<p>39.37" 100 cm</p>  <p>29.53" 75 cm</p> <p>18.54"</p>	<p>39.37" 100 cm</p>  <p>26.38"</p> <p>15cm = 5.9"</p>
--	---	---

ADMINISTRATIVE Sectors

<p>29.53" 75 cm</p>  <p>18.54"</p>	<p>39.37" 100 cm</p>  <p>23.62" 60 cm</p> <p>16.54"</p>	<p>39.37" 100 cm</p>  <p>29.53" 75 cm</p> <p>16.54"</p> <p>10cm = 3.9"</p>
---	---	---

GMB & Associates, LLC
Wisconsin
United States

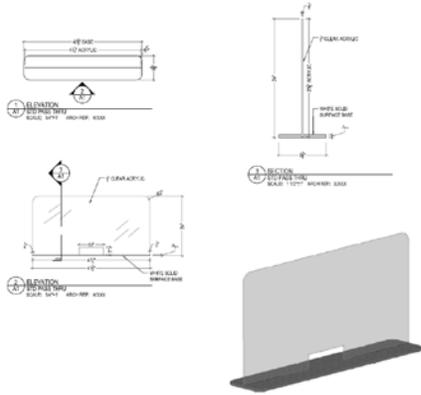
Free Standing Screens Protective Panel - Self-Supporting

Image	Item	QTY	Price / Unit
	Protective Panel - Self-Supporting Actiu ACT-ZMR1112-51-0 Material: Clear Glass Size: 39.5" W X 39.5" H Opening: 6" H Quantity Per Pack: 2 Average Leadtime: About 6 Weeks*	1	\$563.50
	Protective Panel - Self-Supporting Actiu ACT-ZMR1712-51-0 Material: Clear Glass Size: 29.5" W X 39.5" H Opening: 6" H Quantity Per Pack: 2 Average Leadtime: About 6 Weeks*	1	\$476.56
	Protective Panel - Self-Supporting Actiu ACT-ZMR1172-51-0 Material: Clear Glass Size: 39.5" W X 29.5" H Opening: 6" H Quantity Per Pack: 2 Average Leadtime: About 6 Weeks*	1	\$476.56
	Protective Panel - Self-Supporting Actiu ACT-ZMA1712-51-0 Material: Clear Glass Size: 39.5" W X 29.5" H Opening: 4" H Quantity Per Pack: 2 Average Leadtime: About 6 Weeks*	1	\$476.56
	Protective Panel - Self-Supporting Actiu ACT-ZMA1162-51-0 Material: Clear Glass Size: 39.5" W x 23.5" H Opening: 4" H Quantity Per Pack: 2 Average Leadtime: About 6 Weeks*	1	\$434.70



Pete Maier
Commercial Cabinetry, Store Fixtures and Displays
2202 Advance Road, Madison, WI 53718
p 608.221.3220 · f 608.221.1897 · direct 608.443.2155
petem@hillcraft.com · www.hillcraft.com

- 2-week lead time from approval of shop drawings
- ¼" plexiglass. Does do custom sizes but adjusts for maximum use of material.



LERDAHL
JESSICA HOLTSAPPLE

PO Box 620586 | 7182 US Hwy 14 | Middleton, WI 53562

www.lerdahl.com

d 608.824.8204

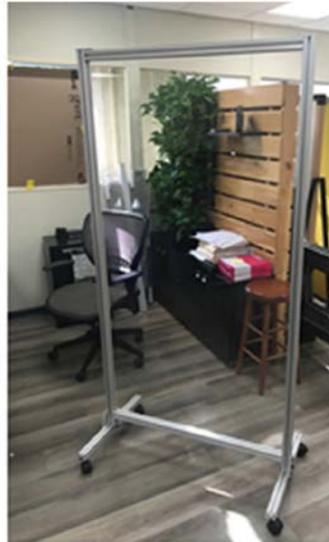
o 608.831.1010

LERDAHL.COM



GLOBAL PROTECTIVE SCREENS
www.globalfurnituregroup.com
*Delivery & Install not included.
*Non-contract pricing.
*Freight is included.
*Lead time is 4-5 weeks.

GHENT PROTECTIVE SCREENS
www.ghent.com
*Delivery & Install not included.
*Non-contract pricing.
*Freight is included.
*Lead time is 4-5 weeks.



Regal Plastics

3160 Airport Road, La Crosse, WI
877.784.2334 608.784.2334 Fax: 608.784.2336
jdrury@regalplastic.com
Office: (608) 784.2334
Mobile: (816) 813.1973



- 177" thick Lexan (polycarbonate)
- Lead time 4 weeks

Office Furniture Warehouse of Madison

6406 Ronald Reagan Avenue
Madison, Wisc. 53704

Zach Ninmann

zach@ofwgo.com

www.ofwgo.com

(608) 807-8787

- ¼" Plexiglass with metal base
- 10-12 day lead time



References

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

https://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/326_360/332

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030>

<https://www.osha.gov/laws->

[regs/regulations/standardnumber/1910/1910.132](#)

<https://www.dhs.wisconsin.gov/>

<https://www.bessaworkplacehealth.com/otss>

<https://www.cushmanwakefield.com/en/united-states>
