

GREEN LAKE COUNTY, WISCONSIN
COVID-19 PLAN

Directive #4 – May 20, 2020

1. **Purpose.** The purpose of this plan is to provide guidance to Green Lake County Department Heads and employees on Green Lake County's plans for responding to the rapidly evolving coronavirus disease 2019 (COVID-19) public health emergency. This Plan will be reviewed by the Green Lake County Administrator and County Board Chair weekly or more often as needed.
2. **About COVID-19 and Its Spread and Symptoms**
 - 2.01 On March 11, 2020, the World Health Organization declared COVID-19 a pandemic.
 - 2.02 Please refer to the Green Lake County website under the COVID-19 for detailed information regarding the COVID-19 virus, how it spreads and what symptoms, if any, may appear. www.co.green-lake.wi.us
3. **Limiting Risk/Non-Pharmaceutical Interventions.** The first line of defense to help slow the spread of COVID-19 before a vaccine is available and to ease the burden on healthcare providers include the following:
 - 3.01 Staying home when sick;
 - 3.02 Covering coughs and sneezes using a tissue or sleeve, and disposing of the tissue properly immediately afterwards;
 - 3.03 Washing hands often using hot water and soap for 20 seconds or longer, particularly after coughing or sneezing;
 - 3.04 Routinely cleaning frequently touched surfaces using a disinfectant bearing an EPA-approved emerging viral pathogens claims label;
 - 3.05 Avoid touching your eyes, nose, and mouth with unwashed hands;
 - 3.06 Not shaking hands with others;
 - 3.07 Wearing a mask;
 - 3.08 Maintain 6' social distancing;
 - 3.09 Cleaning and disinfecting areas frequently touched by others;
 - 3.10 Prohibiting travel to areas with a high level of verified COVID-19 infections (see Travel Restrictions below);
 - 3.11 The County's Human Service Director shall serve as the liaison between department heads and the Public Health Officer.
 - 3.12 At the department level, department heads may continue to provide information to their employees concerning the manner in which services will be provided to the public in light of COVID-19.
 - 3.13 The Public Health Officer will periodically post information on the County Website and other social media sites concerning COVID-19. County departments that have social media sites are encouraged to post links to the Public Health Officer site.

5.0 Social Distancing

Social distancing includes any action to limit contact with others. There are three general options to take:

Limiting face-to-face meetings: Limit face-to-face meetings by using email, phone, or videoconferencing. Consider whether any meetings can be cancelled/rescheduled or conducted remotely with the use of technology.

Modifying work schedules: Departments may be asked to consider whether modifying work schedules to reduce overlap of staff in our non-24/7 operations is feasible.

Working remotely: Departments may be asked to consider whether and how staff may be able to work remotely. It is acknowledged that not all departments and functions will be able to accommodate this. **Working remotely shall be subject to Department Head and County Administrator approval.** (See *Temporary Telecommuting Request Form*)

- **When to Stay Home from Work and Not Using Personal Accrued Leave**

When staff who will need to stay home, either because they are ill, have been exposed, are caring for an ill family member, or are watching children due to school or daycare closures:

The most important message we can send is to stay home if you have any symptoms or have any reason to believe you may have been exposed to COVID-19. As we plan for ways to provide services for our clients at a time we may experience staffing shortages, the last action we want you to take is to potentially spread COVID-19 to your co-workers and clients.

Specifically, when you communicate to your normal department contact that you are sick or concerned about coming to work, you will be asked to report the following types of information:

- 1) Are you staying home because you are sick, or because you are caring for someone else?
- 2) Does the illness present flu-like symptoms (fever, cough, sore throat, headache/body aches), or something else?
- 3) If it is flu-like symptoms, do you have any reason to believe you may have contracted COVID-19?
- 4) Have you or a member of a party you have been traveling with come into contact with someone contagious with COVID-19?
- 5) Have you traveled to a state or country with "community spread/transmission" in the past 15 days?

If you are experiencing flu-like symptoms, please call and consult your medical provider. If you are exhibiting some symptoms but not sure whether you should stay home, please stay home and consult your physician via telephone for additional guidance.

Given the potential seriousness and magnitude of the situation, our goal is to remove as many barriers as possible for staff to be able to stay home if they are exhibiting symptoms or otherwise

have reason to believe they may have been infected. In addition, a Department Head, in consultation with the County Administrator, may send an employee home who reports to work exhibiting signs of illness as described below.

To that end, the Green Lake County Board has given authority for the County Administrator, in consultation with the County Board Chair, to grant employees a **paid leave of absence** "when it is in the best interest of the County to do so."

Therefore, **employees will be granted a paid leave of absence that does not require them to use their accrued leave balances** generally in the following circumstances:

- The employee is exhibiting flu-like symptoms.
- Someone in the employee's family or household is exhibiting flu-like symptoms.
- The employee has been exposed to someone who is being quarantined due to suspicion of or potential exposure to COVID-19.
- A diagnosed case of COVID-19 by receiving a positive test result. An employee diagnosed with COVID-19 should contact the County Clerk to determine FMLA eligibility.

An employee shall return to work when fever-free for a sustained twenty-four (24) hour period. Employees on a qualifying FMLA leave may be required to provide a doctor's statement in order to return.

- **Travel Restrictions**

- a. It is strongly recommended that employees postpone or cancel personal travel outside of Wisconsin, domestic and international.
- b. If an unforeseen, urgent circumstance requires travel to a high transmission state or country, notify the County Administrator and Department Head. The County Administrator in conjunction with the Department Head shall make a determination regarding self-quarantine directives on a case by case basis.
- c. Self-Quarantine under the following two circumstances:
 1. If you or a member of your traveling party have come in contact with someone contagious or if you otherwise have reason to believe someone in your party may have contracted COVID-19.
 2. If you have travelled internationally or on a cruise ship.
 3. If you have traveled domestically to a high transmission state or designated 'hot spot' you are subject to this rule.

In this circumstance, self-quarantine means remaining away from work and other public areas, typically in one's home, for 14 calendar days.

- d. Employees who voluntarily choose travel destinations to states designated by the CDC as having sustained community transmissions will be subject to a 14-day self-quarantine prior to be allowed to return to work. Compensation during the 14-day self-quarantine period will be through the use of earned vacation, personal days or will be without pay.

As noted above the CDC provides a daily update of the list of states deemed sustained community transmission states.

- e. County travel shall be limited to essential purposes to conduct County business or operations.
- f. County travel required for a court proceeding, a bona fide law enforcement purpose, or by the medical examiner for a death investigation, is exempt from the restriction in Section 7.

- **School or Daycare Closure:** Subject to Department Head and County Administrator approval, if an employee chooses to be home to take care of their children who are not in school and/or daycare, a temporary waiver to Green Lake County Personnel Policy - Sick Leave (Pg. 29-30), is implemented as of March 18, 2020. The temporary waiver will remain in effect until further action is taken by the County Administrator and County Board Chair or until the Green Lake County Emergency Declaration expires or is rescinded.

The restriction for new employees disallowing use of sick leave during their first six (6) months of employment is waived.

The employee will be required to use their accrued vacation time, other benefited time, sick time, in that order, prior to taking unpaid time.

Taking unpaid time under this section will not affect the accrual of benefits.

For tracking purposes, the Department Head shall provide a report to the County Administrator listing those employees who are on leave due to a school or daycare closure.

- **New Leave Entitlements Under Families First Coronavirus Response Act (FFCRA):** On March 18, 2020 the President signed into law the FFCRA relief package. The FFCRA includes two (2) distinct provisions that provide emergency leave to employees. (1) The Emergency Paid Sick Leave Act (EPSLA), and (2) the Emergency Family and Medical Leave Expansion Act (EFMLEA). The FFCRA effective date is April 2, 2020. Staff should contact the County Clerk's Office with any questions related to the FFCRA.

- **Emergency Declaration:** On May 12, 2020 County Board Chair Reabe issued an Emergency Declaration by Proclamation effective for 90 days. As a result, all department heads shall continue tracking all expenses relating to COVID-19 planning and preparedness.

- **Building/Office Closures:** Effective May 26, 2020 all County buildings shall continue to be closed to the public with the following exceptions: In the Green Lake County Government Center the Constitutional offices of the County Clerk, County Treasurer and Register of Deeds shall be open to the public. Effective June 1, 2020 the Land Use, Planning and Zoning Office shall be open to the public. Effective June 4, 2020 the Land Conservation Office shall be open to the public. Effective June 8, 2020 the Veteran Services Office shall be open to the public. Please continue to use the drop box in the lobby or utilize online services to avoid the necessity of having to enter the building. The Government Center will be open when required while court is in session.

- **CIRCUIT COURT:** The Government Center will be open when required while court is in session. The Court may issue orders on how cases will be handled and cases may be adjourned day to day. Please check regularly with the Green Lake County Clerk of Circuit Court's webpage.

- **CLERK OF CIRCUIT COURT'S / REGISTER IN PROBATE OFFICES:** Please place any documents for filing, including payments, in the drop box located in the lobby of the Government Center. For any questions, please contact (COURTS) 920-294-4142 or (PROBATE) 920-294-4044.
- **CONTACT THE DISTRICT ATTORNEY OFFICE AT 920-294-4046 FOR ITS AVAILABILITY TO THE PUBLIC.**
- **HEALTH AND HUMAN SERVICES:**
 - Please schedule an appointment with the department for time- sensitive, critical or emergency services only.
 - Visitors with an appointment will be escorted by a county staff person to and from the appointment.
 - Appointments should be limited to only those individuals necessary to transact business.
 - Health and Human Services staff shall continue to rotate and stagger staff hours in a combination of onsite and telecommuting practices to protect staff from possible cross-contamination with COVID protecting the viability of the essential services provided by the department.
- **COVID-19 PROTECTIVE MEASURES:** For the safety and well-being of Green Lake County staff and the public:
- **When the public or staff enter the Green Lake Government Center, the following measures must be followed:**
 - Each individual must participate in health screening protocols prior to entering the building and proceeding through security.
 - Unless mandatory, children under the age of 16 will not be allowed to enter the building.
 - Everyone must wear a mask when entering the building and moving about common areas (hallways, waiting rooms, conference rooms, public rest rooms, courts, common office areas, etc.) and while visiting offices, attending a meeting, gathering or court hearing. (exceptions will be made for members of the public who may have a health condition that may not allow for a mask)
 - Anyone who refuses to participate in health screening protocols or wear a mask will not be allowed to enter the premises.
 - Anyone who fails the health screening will not be allowed to enter the premises, and will be asked to return after being at least 24 hours symptom free.
 - Anyone who is entering the building to attend court proceedings and fail the health screening will only be allowed to enter the building conditionally if approved by the designated judicial officer.
- **COUNTY MEETING ROOMS:** County meeting rooms will not be available for the use of outside groups to conduct meetings. All public meetings of the County Board and Committees will remain open to the public and we ask that you practice social distancing if attending. Refer to meeting agendas for instructions on how to participate in public meetings that may be held virtually or by phone.
- Exceptions to Green Lake County Policies and Procedures and this COVID-19 Plan may be considered and approved jointly by the County Administrator and County Board Chair on a case by case basis.
- Given the extent of the COVID-19 pandemic and the fluidity of the situation, this plan may be revised and/or updated frequently. Please ensure you are referring to the most recent version of this plan.