

**PERSONNEL
COMMITTEE**

Monday, June 1, 2020

6:30 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/86965209858>

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Webinar ID: 869 6520 9858

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding the minutes of the meeting held on March 2, 2020.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding approval of Addendum C (Workplace Response Policy) within the Personnel Policy Manual.
5. SCHEDULE NEXT MEETING DATE.
 - a. Monday, July 6, 2020 at 6:30 pm.

6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, March 2, 2020 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

President Brad Czebotar called the regular meeting of the Personnel Committee to order at 6:30 PM in Conference Room A.

Members present: Brad Czebotar, Steve Kilpatrick, Peter Morehouse, Chris Spanos

Members not present: Trish Howen, Ken Machtan, Clair Utter

Staff Present: Village Administrator Schuenke and Village Clerk/Treasurer Cassandra Suettinger.

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES.

- a. Discussion and action regarding minutes of the regular meeting held on February 3, 2020.

Motion by President Brad Czebotar, second by Chris Spanos, to approve the minutes of the regular meeting held on February 3, 2020 as amended. Motion carries by unanimous consent.

4. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board to revise Chapter 7 (Holidays) within the Compensation and Benefits Manual, and Chapter 16 (Compensation) within the Personnel Policy Manual regarding on-call pay.

Village Administrator Schuenke provided an overview of the drafted revisions to Chapter 7 of the Compensation and Benefits Manual and Chapter 16 of the Personnel Policy Manual.

Motion by President Czebotar, second by Chris Spanos, to the Village Board to revise Chapter 7 (Holidays) within the Compensation and Benefits Manual, and Chapter 16 (Compensation) within the Personnel Policy Manual regarding on-call pay with the revisions made by the Committee. Motion carries 4 - 0 - 0 by acclamation.

- b. Discussion and action to make a recommendation to the Village Board to conduct maintenance to the pay plan for all Village positions according to Section 3.05(2). Village Administrator Schuenke provided an overview of the recommendation to conduct maintenance to the pay plan for all Village positions according to section 3.05(2). He provided two options for adjusting positions. He reported 5 out of the 12 positions studied fell out of their current ranges.

The Personnel Committee discussed the data, and felt it would be better to make a system wide adjustment for equity sake. President Czebotar recommended moving all positions up one grade. All employees whose wage falls below the minimum 88% step, would be brought up to the minimum effective the next pay period after Village Board approval. All employees who fall between grid points as a result of the move, would be moved up to the next highest grid point effective the last pay period of the year.

Motion by President Czebotar, discussion provided the second, to:

1. Adjust the pay ranges up one grid point for all positions,
2. Adjust any wages to the minimum that fall below as a result of the change effective the next pay period following Village Board approval.
3. Adjust the wages of the positions that fall in-between grid points to the next highest grid point effective the final pay period of 2020.

Motion carries 4 - 0 - 0.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, April 6, 2020 at 6:30 pm.

6. ADJOURNMENT.

Motion by Kilpatrick, second by Moorehouse, to adjourn at 7:40 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Cassandra Suettinger
Village Clerk/Treasurer



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, June 1, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding approval of Addendum C (Workplace Response Policy) within the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

Enclosed within your packet please find a draft policy regarding COVID-19 Workplace Response. The Village has been addressing these issues internally regarding illness, hygiene, cleaning, and protective measures but now they are formally required as policy according to the Forward Dane Plan that was issued on May 20th. Order #2 from the Health Department that was issued on the same day mandates these requirements for all employers as its generally outlined within the plan while we are granted some discretion on how the policy is put together.

The Policy was drafted by Staff in a similar format as what was used previously for Federal mandates that were adopted on March 31st. These are standard specific to the outbreak and have a sunset. Later if we want to keep some of these standards, at a future meeting we could talk about how better to integrate into our manual permanently. The Labor Attorney and Village Attorney have reviewed these policies, and recommend their approval as presented.

Our objective is to review what is presented here and make a recommendation to the Village Board for approval.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Personnel Policy Manual - Addendum C (Work Place Policy) 05292020 mgs
2. 20200522_COVID-19 Return to Work Guidelines
3. Forward_Dane

ADDENDUM C – COVID-19 WORKPLACE RESPONSE POLICY

C.01 General Purpose

(1) In accordance with guidance and/or orders issued by Public Health Madison & Dane County, State of Wisconsin, and Centers for Disease Control, the Village of McFarland (“Village”) has established the following workplace guidelines applicable to all Employees. As all of us are aware, the COVID-19 Pandemic is an evolving and dynamic situation, so our response to it may change as we and other authorities receive more information and understanding of the disease. The risks of the virus causing COVID-19 and other illnesses should be taken very seriously by all Employees to ensure the safety of themselves, fellow co-workers, and the public at large they serve. The Village will continue to monitor developments and we will update Employees when information changes as soon as we are able to do so and it is also relevant to our organization.

(2) The Village reserves the right to revise, supplement, rescind, or deviate from any of these policies or portion of this Policy from time to time as it deems appropriate, in its sole discretion and absolute discretion, and with or without advance written notice.

(3) Under Emergency Order #2 issued on May 18, 2020 by the Public Health Madison and Dane County it required policies be developed in accordance with the Forward Dane Plan for all phases and sectors of employment if they are to reopen amidst the COVID-19 crisis. The goal of the Forward Dane Plan is to keep residents and communities safe and healthy while also remaining committed to reopening Dane County in a way that protects our public’s health while also building a strong foundation for long term economic recovery. Within this plan, it is required through the order that within all phases for every employer that they will adopt and implement policies that address hygiene, cleaning, and protective measures as part of our workplace response to the virus. This policy is created to comply with these requirements.

C.02 Employee Illness Policy.

(1) **Purpose.** All Employees are responsible for safeguarding the health and safety of others. For this reason, effective immediately, all Village Employees, regardless of position or authority, must comply with the following policy establishing workplace guidelines regarding employee illness.

(2) **Policy.**

(a) Much as Employees should do before interacting with members of the community in their personal lives, before reporting for work, all Employees will self-monitor for symptoms of illness prior to work arrival. Self-monitoring should include but not be limited to the following COVID-19 related symptoms:

- Cough.
- Shortness of breath or difficulty breathing.

- Fever > 100 F.
 - Chills.
 - Muscle pain.
 - Sore throat.
 - New loss of taste or smell.
 - Other less common symptoms have been reported include gastrointestinal symptoms like nausea, vomiting, or diarrhea.
- (b) Employees who have any symptom compatible with potential COVID-19 or Employees who have been exposed to another individual with potential COVID-19 should not and will not be allowed to report to the workplace. Employees should communicate this to their immediate Supervisor. An employee who reports to the workplace who is ill or exposed to COVID-19 or other contagious illness may cause great harm to coworkers and to the interests of the Village through substantial costs and disruption to operations. The Village provides many employees with paid leave banks to draw from to cover absences from work, and expects all employees to use eligible paid leave banks in a professionally responsible manner consistent with the interests of this policy and eligible uses of such paid leaves. Employees without paid leave may request unpaid leave from the Administrator.
- (c) The Village will follow the Return to Work Guidelines set and updated by the Medical Director as applicable, or other Village designated source, for those Employees who have symptoms compatible with potential COVID-19 or Employees who have been exposed to another individual with potential COVID-19. Current guidelines are attached hereto for reference but subject to change at the discretion of the Medical Director or other designated source.

C.03 Hygiene Policy.

(1) **Purpose.** All Employees are responsible for safeguarding the health and safety of others. For this reason, effective immediately, all Village Employees, regardless of position or authority, must comply with the following personal hygiene policy:

- (a) All Employees will be required to frequently wash hands with soap and warm water as needed and applicable.
- (b) All Employees shall follow property cough and sneeze etiquette as needed and applicable.

(2) **Policy.**

- (a) **Handwashing.** Employees are responsible for letting their Supervisor know when handwashing supplies or hand sanitizer are needed. Employees will wash their hands with soap and water for at least 20 seconds or use hand sanitizer at times including but not limited to the following:

- At the beginning of each shift and/or workday.
- Between meeting in person with members of the public.
- Before interacting in person with other Employees.
- After touching mask.
- When switching between work tasks.
- After using the restroom.
- Before and after lunch/break.
- After sneezing, coughing, or blowing nose.
- When hands are visibly soiled.
- Prior to leaving work.

- (b) **Cough & Sneeze Etiquette.** To help stop the spread of germs, Employees should:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash.
- Keep tissues at your work station.
- If you don't have a tissue, cough or sneeze into elbow and not hand.

C.04 Cleaning Policy.

- (1) **Purpose.** All Employees are responsible for safeguarding the health and safety of others. For this reason, effective immediately, all Village Employees, regardless of position or authority, must comply with the following facility cleaning and hygiene policy.

- (2) **Policy.** The Village will direct or provide upon request the following to all Employees:

- (a) The cleaning protocols and frequency of all common areas.
- (b) The proper use of cleaning supplies and safety concerns products used.
- (c) How to clean and disinfect after persons suspected/confirmed to have COVID-19 have been in the facility.

- (d) The cleaning schedule.
- (e) All other information as might be relevant to cleaning.

(3) **Responsibility.**

(a) **Supervisor.**

- Ensure performance by Employees under facility cleaning and hygiene procedures as needed and applicable.
- Ensure the cleaning frequency of the facility is increased as needed and applicable, including the restrooms.
- Ensure employees are cleaning high-touch surfaces (keypads, pends, counters, etc.) are disinfected multiple times a day, ideally between uses based upon their exposure to the public and/or other Employees.
- Ensure only EPA approved disinfectants effective against COVID-19 are used.
- Ensure Employees are stocking handwash sinks in breakrooms and restrooms with soap and single-use towels.
- Ensure access, where possible, to hand sanitizer for Employee and public use through the facility and within workstations.
- Where possible, provide sanitizer wipes to employees for wiping baskets, door handles, and other frequently touched areas.

(b) **Employee.**

- Fulfill all cleaning and disinfecting responsibilities assigned to employee.
- Communicate with supervisors regarding cleaning and disinfecting and areas requiring attention.
- Replenishing as they are able to or letting the Supervisor know when cleaning supplies are low.
- Performing cleaning as needed, assigned, or scheduled.
- Using proper disinfecting supplies when applicable.
- Employees should refrain from sharing equipment, tools, vehicles, technology, and/or others similar items. If sharing is necessary, the shared item will be disinfected between users.

C.05 Protective Measure Policy.

(1) **Purpose.** All Employees are responsible for safeguarding the health and safety of others. For this reason, effective immediately, the Village enacts the following policy regarding protective measures applicable to all employees, regardless of position or authority.

(2) Policy.

(a) Employees shall be responsible for the following:

- Maintain six feet physical distancing from others whenever possible.
- Wear a face covering as directed by the Employer if physical distancing is not possible between the Employee and the public and/or other employees.
- Wear face coverings in elevators, restrooms and other areas within the business facility where physical distancing is not possible.
- Use additional protective measures such as gloves, eye protection, and face shields if in a stationary position and/or less than six feet from others.
- Use a transparent partition or barrier in place of a face covering for specific job duties (cloth face coverings are recommended, but not required, for additional protection when barriers are used).
- Demonstrate proper use of all personal protective equipment or PPE prior to performing work duties at worksite where applicable.
- Maintain physical distancing and minimize contact between members of the public and other employees.
- Not have any direct person to person contact (i.e., no hand shaking, no high fives, no hugs).
- Refrain from other unnecessary conduct that may enhance chances for transmission of COVID-19 or other contagions.

(b) Supervisors shall be responsible for the following:

- Require all employees who cannot physically distance to wear face covering if they are able.
- Limit in-person meetings by using other means of communications such as telephone, Zoom, Skype and email, that are not in person.

- Limit number of employees present on the premises at any given time as appropriate and applicable.
- Limit number of visitors at any given time as applicable and appropriate.
- Spread out workstations so employees can remain six feet apart at all times where practical.
- Stagger break and lunch times, and shift schedules including start and end times.
- Where consistent with the interests of efficient Village operations, permit temporary flexible/remote work schedules to reduce number of employees in the office at any one time.
- Ensure installation of physical barriers such as clear, plastic sneeze shields at reception areas or between workstations.
- Ensure removal of extra chairs and tables in dining area, waiting areas, breakrooms to allow people to remain six feet apart when possible
- Provide tape, chalk or other means of marking floors/ground in high traffic areas to show people where to stand when waiting (e.g. elevators, reception area).
- Ensure the use of tape or other markings on the floor or footprint graphics to show clients and visitors where to stand.
- Consider having visitors wait in their cars for a text or call when it's their turn to enter if needed, allowed, and applicable.
- Post physical distancing signage throughout the premises reminding everyone to practice physical distancing.
- Provide required reasonable accommodations for vulnerable workers or those unable to wear face covering.

C.07 Travel Policy.

(1) **Purpose.** Employees are recommended to consider the consequences of their essential and non-essential travel especially to areas of known Community Spread and areas defined by the Centers for Disease Control to be considered High Risk Locations. If Employees do travel for any reason, then the following will apply upon their return:

(2) **Policy.** Employees are recommended to restrict their non-essential travel especially to areas of known Community Spread and areas defined by the Centers for Disease Control to be considered High Risk Locations. If Employees do travel for any reason, the following will apply upon their return:

- (a) Employees that do travel for any reason should self-monitor upon return in accordance with Section C.02(2)(a) of this policy. Employees with symptoms should not report to work.
- (b) Employees that do travel and were in close contact with someone that was symptomatic or tested positive for COVID-19 will not be allowed to work in accordance with Section C.02(2)(b). The Employee may return to work in accordance with Section C.02(2)(c) of this policy.
- (c) Employees that do travel to an area identified by the CDC or other applicable health department as a high-risk location for COVID-19 transmission must notify the Administrator. The employee may be prohibited from returning to the workplace pending evaluation of the matter by the Village.

C.08 Employee Acknowledgement.

- (1) All Employees of the Village will be provided either an electronic and/or hard copy of this policy.
- (2) All Employees will acknowledge having received, reviewed, and understanding its contents.
- (3) Village will provide additional training, background, and information as needed for Employees upon request.
- (4) Employees understand that compliance with this policy is for their own benefit and the benefit and safety and welfare of coworkers. Violations of this policy may require significant response, including discipline or termination. Careless or willful violations of this policy that jeopardize or present risk to the safety and wellbeing of others or the interests of the Village, as determined by the Administrator or Department Head, require consideration for discharge.

C.09 Expiration of Benefit.

- (1) This policy will expire on December 31, 2020 unless the terms of the current health order are extended by Public Health Madison & Dane County or this policy is extended, modified, or repealed by the Village Board.

C.10 Questions.

- (1) If you have any questions regarding the operation or interpretation of this Policy, please contact the Village Administrator.

Guidelines for Return to Work – COVID 19 Pandemic

This guidance is based on currently available data about COVID-19 from the CDC, Wisconsin DHS, and Madison and Dane County Public Health. Recommendations regarding which providers are restricted from work may not anticipate every potential scenario and will change if indicated by new information. Recommendation is to self-monitor for fever and symptoms of COVID-19 on a daily basis for EVERYONE (see example of self-monitoring form). Contact your supervisor as soon as possible prior to your next scheduled shift if you screen positive OR you have developed a temperature >100 °F. Depending on current staffing situation, recommendations to return to work after illness or exposure, may be discussed on a case by case basis in coordination with the medical director.

For personnel with symptoms compatible with potential COVID-19: You have the option of a test-based strategy or non-test based strategy. Testing is not mandatory.

Test Based Strategy with POSITIVE results of COVID testing

- Remain under home isolation precautions for a minimum of 10 days from symptom onset AND
- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (e.g., cough, shortness of breath) if present AND
- Approval to return to work must be confirmed by supervisor and medical director.

Test Based Strategy with NEGATIVE results of COVID testing

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (e.g., cough, shortness of breath) if present.

Symptom Based Strategy

- Remain under home isolation precautions for a minimum of 10 days from symptom onset AND
- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (e.g., cough, shortness of breath) if present.
- Approval to return to work must be confirmed by supervisor and medical director

After returning to work for all symptomatic personnel:

- Must wear a facemask **at all times** until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer
- Adhere to hand hygiene, respiratory hygiene, and cough etiquette (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles)
- Self-monitor for symptoms, and alert supervisor if fever develops, or if respiratory symptoms recur or worsen

For personnel who are asymptomatic but with laboratory-confirmed COVID-19 may return to work under the following conditions:

- Remain under home isolation precautions for a minimum of 10 days from the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms.
- If they develop symptoms, then the symptom based or test-based strategy above should be used.

COVID-19 Exposure for ASYMPTOMATIC Individuals

In Dane County, with community spread and limited testing, guidance below is the same regardless of whether someone has a confirmed COVID-19 test or not. Essential service personnel should ASSUME that they have come into contact with someone with COVID-19 or will at some point.

Because our local community now has defined sustained community spread, the recommendation to practice social distancing, remain at home or in a comparable setting unless necessary travel is required, and to cancel all non-essential travel is applicable to everyone. It is no longer reasonable to expect providers to undergo exclusion from work post travel if they are asymptomatic.

Self-monitoring means health care provider or member of public safety should monitor themselves for fever by taking their temperature twice a day and remain alert for symptoms (e.g., cough, shortness of breath, sore throat) – refer to example self-monitoring forms. Anyone on self-monitoring should be provided a plan for whom to contact if they develop fever or respiratory symptoms during the self-monitoring period to determine whether medical evaluation is needed.

Close contact is defined as:

- Being within approximately 6 feet (2 meters) of a suspected or known COVID-19 case for >15 minutes. Close contact can occur while caring for, living with, visiting, sharing a healthcare waiting area or room, or enclosed emergency vehicle with a COVID-19 case.

OR

- Having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on).

Exposure	Personal Protective Equipment	Work Restrictions
Prolonged, close contact with an individual with confirmed COVID-19	- Provider NOT wearing a mask - Provider NOT wearing eye protection - Provider NOT wearing ALL recommended PPE (gown, gloves, eye protection, and respirator) while performing an aerosol-generating procedure	- Exclude from work for 14 days after last exposure - Self-monitor for signs/symptoms of COVID-19 - Wear face mask per current policy - If symptoms develop, contact supervisor prior to returning to work
Any other exposure risk	Not applicable	- No work restrictions - Self-monitor for signs/symptoms of COVID-19 - If symptoms develop, contact supervisor prior to returning to work



FORWARD DANE

Phased Reopening Plan for Dane County
During the COVID-19 Pandemic

MAY 18, 2020



 **Public Health**
MADISON & DANE COUNTY

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Forward Dane Purpose

The COVID-19 pandemic is a significant threat to our county, state, and country and may continue for months or years until a vaccine is developed, but we don't have months or years to wait to act. Our goals are to:

- Reduce the number of people who contract COVID-19
- Reduce the number of people who die from COVID-19

In the absence of a vaccine or treatments specific to COVID-19, population-based mitigation strategies – such as contact tracing, isolation, quarantine and, most notably, strict social or physical distancing such as public health orders like Safer at Home—have saved lives and slowed the spread of COVID-19 in our communities. However, the strictest of these prevention strategies, like Safer at Home, also comes at a significant cost to our economy, businesses, schools, and the health and well-being of our community at large.

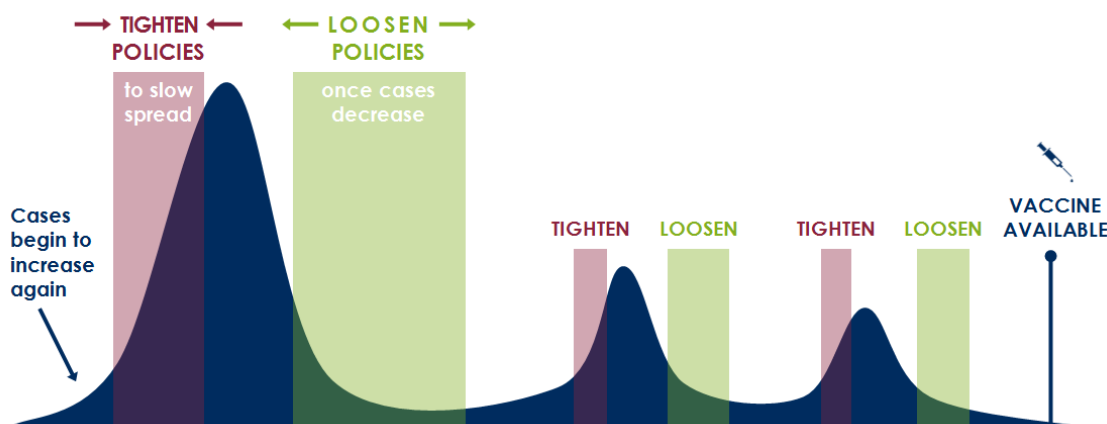
While our goal is to keep our residents and communities safe and healthy, we are also committed to re-opening Dane County in a way that protects our public's health while also building a strong foundation for long-term economic recovery. Our local public health infrastructure is strong. We have built the capacity in our community to test, support isolation and quarantine, conduct prompt contact tracing, and ensure the healthcare system is equipped to handle surges in COVID-19 illness.

However, we must not reopen too quickly or without the tools in place to minimize the spread of the virus. Doing so could threaten the progress we've made and have more significant health and economic consequences. This plan is meant to aid Public Health Madison & Dane County and everyone who lives, learns, works, prays, and plays in Dane County to think about when and how various community-level activities can be reopened, along with when and how mitigation strategies may need to be reinstated. This document is not meant to replace state or federal guidance but rather to supplement it with localized data and considerations. We will use this plan to think through situations specific to our own community.

This document provides Dane County-specific data and guidance for how and when we can begin to allow people to interact in a safe way and incrementally reopen businesses using a phased approach. It complements the Wisconsin Department of Health Services' Badger Bounce Back Plan and the guidance

provided by the Wisconsin Economic Development Corporation so everyone can understand their role in opening up our county.

While we hope that by following this plan our path to reopening will be linear, we cannot predict the path of this virus. It's possible that we may have to tighten or loosen policies so we can all stay safe and healthy and keep our healthcare and public health systems from becoming overwhelmed. We have created Forward Dane using data and the best evidence available so we can ensure our peaks stay low and we avoid the need for additional Safer at Home orders.



Responsibilities for Meeting Our Goals

In order to move Dane County forward, each sector must be aligned in our primary goals:

- Reducing the number of people who contract COVID-19
- Reducing the number of people who die from COVID-19

We all have a critical role to play in meeting these goals. By working together, we all can contribute to keeping people healthy and safe while moving Dane County forward.

Public Health

Because this pandemic is a public health emergency, public health professionals have the responsibility of tracking the virus and balancing the response. Some of the responsibilities that local public health has include:

- Receiving positive test results from healthcare in order to conduct contact tracing
- Ensuring quarantine and isolation
- Identifying and implementing population-level mitigation strategies and providing guidance for the safe reopening of our community, in alignment with state and federal plans
- Providing technical assistance to businesses, congregate facilities, and individuals to implement infection control best practices and contain outbreaks
- Tracking progress and local data
- Centering equity while communicating with the public and all sectors involved in the response to reduce the spread of illness

Healthcare

Healthcare systems will be on the frontlines of care, identifying individuals with positive diagnoses and caring for them when illness is severe enough to warrant supportive treatment. Additionally, as some of the largest employers in the region, occupational health and safety are also a critical component of what healthcare systems provide at a population level. Specific responsibilities for healthcare include:

- Identifying positive COVID-19 cases through testing; at a minimum, testing symptomatic individuals and contacts of positive cases
- Collaborating with public health and local businesses to test other emerging populations
- Developing plans and increasing capacity in case of a surge, including PPE supplies, ICU capacity, and respiratory capacity
- Using infection control procedures to screen staff for symptoms, test for COVID-19, and mitigate the spread of COVID-19 in employees

Businesses

The business community plays a critical role as the driver of our economy. To support a safe and successful reopening strategy, we ask for the private sector's support in keeping people healthy so they can safely be at work. To move Dane County forward, private sector responsibilities include:

- Protecting the health and safety of employees and customers
- Developing flexible sick leave policies and creating a culture in which employees can stay home when they are sick
- Monitoring staff for symptoms and working with local public health if an employee is diagnosed with COVID-19 or is a known contact to someone with COVID-19
- Implementing infection control policies, such as disinfecting surfaces frequently, keeping both employees and customers 6 feet apart from others, and other prevention measures
- Communicating to management, staff, and customers the importance of following prevention measures in order to prevent future outbreaks

Community Members

We ask everyone in Dane County to:

- Practice good hygiene, including washing hands with soap and water for at least 20 seconds and covering coughs and sneezes with a tissue or into an elbow
- Stay home when sick
- Clean high-touch objects like doorknobs, remotes, cell phones, and light switches frequently
- Follow public health recommendations and population-level prevention strategies, such as maintaining physical distancing and wearing cloth face coverings

Forward Dane Metrics

In order to reopen safely, we look at three types of data from a disease control standpoint.

- **Epidemiology** asks, can our healthcare and public health systems handle our growth in cases?
- **Healthcare** asks, is our healthcare system overwhelmed?
- **Public health** asks, are we able to contain infections that do occur?

Epidemiology

From a disease control standpoint, we must have few enough cases of COVID-19 to be swiftly contained. This is an important parameter, and our thresholds for phased reopening are set at levels that align with the progression of our epidemic locally—a lower positivity rate than what is seen at the state level and a low number of cases per 100,000 residents

Where we are today: Dane County has had a consistently low percent of tests that are positive, and our rate has been decreasing since its peak of 7% in late March. Our daily number of new cases has also been decreasing: only two days in the past month had a number of new cases in the double digits, compared to 18 days in the month before that. We're in a good place, but as testing ramps up (see Healthcare metrics), there are still a lot of unknowns related to identifying cases previously excluded from testing opportunities.

Healthcare

A sustained, high testing level is a critical metric that ensures our epidemiology criteria are meaningful. Testing is how we detect active infection, which leads to contact tracing and prevention of further disease transmission. Alongside testing to monitor the course of the epidemic, it is vital that healthcare systems are equipped to manage patient care in the context of a surge caused by COVID-19. To establish that hospitals are operating outside of crisis care, one of our metrics measures facility use, staffing, and critical supplies across Dane County hospitals. Given that healthcare workers power healthcare systems, we need to ensure evidence of robust testing of healthcare workers, and sustained low rates of positivity among healthcare workers.

Where we are today: Hospital capacity and testing for health care workers are strengths in Dane County. Hospitals have prepared to implement crisis care, but we have avoided a significant surge of COVID-19 in our healthcare settings. Additionally, the number of new cases among health care workers has been decreasing since its peak in late March.

Public Health

The third aspect of disease containment is our ability to identify and isolate individuals with positive diagnoses in order to prevent further spread. Through rapid contact tracing, we can identify and notify contacts who have been exposed. Through education and isolation assistance, we can help keep people who test positive and their contacts separated from others for the duration of the infectious period, and lower the risk of spread in the community. Monitoring community spread—the percentage of cases with an unidentified risk factor—is how we can gain a sense of the scale of undetected disease spread.

Where we are today: The vast majority of individuals who have a positive diagnosis are contacted by public health staff the same day or the day after their positive test result gets reported however, we still see delays between the time a lab test is done and the time the result is ready and reported to public health. Once cases and their contacts are contacted and informed of isolation procedures, we have the ability to offer various forms of support to those who need it. All of these contact tracing and isolation procedures are most effective when we are able to identify potential routes of disease transmission. This is where we need to make the most progress. We're still seeing cases with no known route of disease transmission, which means there are likely people unknowingly spreading the virus in the community.

Process Measures

In addition to the publicly facing nine metrics, we'll be monitoring process measures when things aren't going well to help us understand where there may be a gap in the system. These process measures look at transmission dynamics (the "R" value of our epidemic), lab result reporting timeliness, outbreak monitoring within priority populations, capacity for supporting isolation/quarantine, and contact attempts of both cases and contacts.

Forward Dane Metric Status

Active monitoring of real-time data-based metrics are critical. If metrics are not being met, mitigation strategies may be needed at the county level, or an even smaller scale (municipality, facility, or business) to address an identified hotspot.

Category Measure			Threshold Metrics	Dane County (May 18, 2020)
Epidemiology	Cases	Below a threshold of 5% for positive tests as a percent of total tests averaged across most recent 14 day period	Green: Below 5% positivity Yellow: 5-10% positivity Red: Above 10% positivity	
	Cases	Below a low incidence threshold of 0.71 new cases per 100,000 people per day (this is below 4 cases per day for Dane County) averaged over most recent 14 day period	Green: Below 4 cases per day Yellow: 4-20 cases per day Red: Greater than 20 cases per day	
Healthcare	Testing	Testing supplies and staff facilitate adequate testing for disease control and surveillance with a goal of 154 tests per 100,000 (this is over 800 tests per day for Dane County) in most recent 14 day period	Green: Greater than 800 tests per day Yellow: 400-800 tests per day Red: Below 400 tests per day	
	Hospital capacity	Robust testing in place for health care workers	Green: 95% of hospitals have arranged for all COVID-19 symptomatic clinical staff treating patients at the hospital in the past week Red: Less than 95% of hospitals have arranged for all COVID-symptomatic clinical staff treating patients at the hospital in the past week	

Public Health	Hospital capacity	Treat all patients without crisis care	Green: 95% of hospitals answer “no” to all 3 questions Facility use status: the facility is damaged/unsafe or non-patient care areas are being used by the facility for patient care Staffing status: trained staff are unavailable or unable to adequately care for the volume of patients even with extension techniques Critical supply status: critical supplies are lacking, resulting in reallocation of life-sustaining resources and/or other extreme operating conditions Red: Yes to one or more questions	
	Hospital capacity	Stable or decreasing numbers of infected health care workers	Green: No significant increase in weekly healthcare worker infections for most recent 14 days Yellow: Significant increase in healthcare worker cases due to a known cluster in a single facility for most recent 14 days Red: Significant increase in new weekly healthcare worker cases for most recent 4 weeks	
	Lab reporting timeliness and contact tracing	All positive cases can be reported and contacted quickly to facilitate rapid isolation and quarantine for disease control	Green: More than 85% of all new cases are contacted within 48 hours of their test collection Yellow: 70-85% of all new cases are contacted within 48 hours of their test collection Red: Fewer than 70% of all new cases are contacted within 48 hours of their test collection	
	Community spread	Proportion of contacted COVID-19 cases who don't know where they could have gotten COVID-19 in most recent 14 day period	Green: Fewer than 20% of cases don't know where they could have gotten COVID-19 Yellow: 20-30% cases don't know where they could have gotten COVID-19 Red: More than 30% cases don't know where they could have gotten COVID-19	
	Surveillance	Stable or decrease of COVID-like syndromic cases reported within most recent 14 day period	Green: No significant increase in COVID-like syndromic cases for most recent 14 days Red: Significant increase in COVID-like syndromic cases for most recent 14 days	

Why a Phased Approach to Reopening is Important

The science of COVID-19 transmission is ever evolving. Research has shown that coughing and sneezing from a person with COVID-19 are highly effective routes of disease transmission. [Emerging research](#) suggests speech droplets generated by asymptomatic carriers are also a potentially important mode of disease transmission.

It is this science that serves as the basis of our phased approach to reopening. Crowded restaurants, open work spaces, indoor and contact sports, facilities where distancing is a challenge, activities with a lot of deep breathing (such as singing)—these areas and activities are inherently more prone to transmission of COVID-19, particularly when a person who has COVID-19 doesn't know it. We also know that populations of color have been disproportionately impacted during this epidemic. A rush to reopen risks furthering inequities if people are placed in unsafe work or community environments.

This is why our phased approach starts carefully to minimize risk of exposure to the greatest extent possible while supporting way to get back to business. With Safer at Home, many of the potential places or activities for transmission to occur weren't happening. As we re-introduce those activities, we must ensure we are still able to identify and contain the number of cases that are likely to result from more people being exposed in more settings.

While we hope that we do not see numbers of cases or deaths increase to the point where we need to move into a more restrictive phase, because so much is unknown with this virus, it is a possibility that we may have to face. That decision, if necessary, will be made using data and science, with the best interest of our community's health in mind, while understanding the economic and emotional impact of moving back and forth.

The following data metrics will be assessed to move through reopening phases:

- If all metrics are at least yellow, move to Phase 1.
- Assess at 14 days after implementation of Phase 1.
 - If more than half of metrics are green and epidemiology criteria are not red, move to Phase 2.
 - If criteria are not met after 14 days, assess regularly until criteria are met.
- Assess at 14 days after implementation of Phase 2.
 - If more than half the metrics in Dane County are green, and no metrics in Dane County or the Southern Region are red, move to Phase 3.
 - If criteria are not met after 14 days, assess regularly until criteria are met.
- Continue in Phase 3 until widespread protections are available.

Phased Reopening Plan

	SAFER AT HOME	PREPARE FOR SAFE REOPEN	PHASE ONE IMPLEMENT	PHASE TWO MAINTAIN	PHASE THREE SUSTAIN	PHASE FOUR NEW NORMAL
Population level disease transmission mitigation	Most Restrictive	Minimal loosening of restrictions to allow businesses to prepare for phased reopening	More Restrictive -----Less Restrictive If localized outbreaks occur, enact all measures possible to stay within current phase. If metrics are not maintained, may have to consider returning to a previous phase.			To be determined
Data metrics to move through phases		If all metrics are at least yellow, move to Phase 1.	Assess at 14 days after implementation of Phase 1. If more than half are green and Epi criteria are not red, move to Phase 2. If criteria are not met after 14 days, assess regularly until criteria are met.	Assess at 14 days after implementation of Phase 2. If more than half the metrics in Dane County are green, and no metrics in Dane County or the Southern Region are red, move to Phase 3. If criteria are not met after 14 days, assess regularly until criteria are met.	Continue in this phase until widespread protections are available.	
Public Health requirements for all phases and sectors	Public Health requirements for all phases and employers - Written and implemented hygiene policy and procedure that includes: - Ensuring employees who have a fever or other symptoms of COVID-19 will not be allowed to work. - Hand washing expectations and supplies available for staff - A description of proper cough and sneeze etiquette - Written and implemented cleaning policy and procedure that includes: - Cleaning and disinfecting frequently touched surfaces multiple times a day - Frequently wiping down any shared equipment, such as work spaces, credit card machines, lunch room items, carts, baskets, etc. - Cleaning common areas and equipment between use or shift changes. - Protocols to clean and disinfect in the event of a positive COVID-19 case - Written and implemented protective measure policy and procedure that includes: - Ensuring people are at least 6 feet from others whenever possible. - Ensuring employees are provided with and wear face coverings when unable to maintain at least 6 feet of distance from people. - If a transparent partition is in place, a face covering is recommended, but not required. - Documented staff receipt, acknowledgement, or training on the policies					

	SAFER AT HOME Dane County Order issued May 13, 2020	PREPARE FOR SAFE REOPEN Dane County Order issued May 18, 2020	PHASE ONE All activities in Phase 1 that cannot maintain physical distancing must take place only with household members. Example: dining, theater	PHASE TWO	PHASE THREE
	Must also follow Public Health requirements in all phases, in addition to sector specific requirements.				

Long-Term Congregate Living

Long-term care facilities	No outside visitors No group activities or communal dining	No outside visitors No group activities or communal dining	No outside visitors No group activities or communal dining	Visitors for compassionate care Screen visitors for symptoms of illness No group activities or communal dining	Screen visitors for symptoms of illness
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Public and Private Schools, Childcare Centers, Summer Programs, and Institutions of Higher Education

K-12 schools	No	No in-person instruction Minimum basic operations and activities approved by Public Health Madison & Dane County	No in-person instruction Minimum basic operations and activities approved by Public Health Madison & Dane County	Yes	Yes
Post-secondary education institutions	Yes, for purposes of facilitating distance learning, performing critical research, or performing essential functions as determined by the institution	Yes, for purposes of facilitating distance learning, performing critical research, or performing essential functions as determined by the institution	Yes, for purposes of facilitating distance learning, performing critical research, or performing essential functions as determined by the institution	Yes	Yes
Child care settings	No more than 10 staff and fewer than 50 children present	No more than 50 children present per license	No interaction between groups/classrooms Groups cannot be larger than 15	No interaction between groups/classrooms Groups cannot be larger than 15	Yes

Businesses, Workplaces, and Faith & Spiritual Communities

Office spaces	Yes, with exemptions	Yes, with exemptions	25% capacity	50% capacity	Yes
Restaurants, bars, & food trucks	Take-out and delivery service	Take-out and delivery service Minimum basic operations to prepare for safe reopen	25% indoor capacity Outdoor seating allowed Space tables at least six feet apart. Limit each table to a maximum of six guests. At bar areas, maintain at least six feet between each household No self-service No customer self-dispensing	50% indoor capacity Outdoor seating allowed Assure spacing requirements (to be defined) No self-service No customer self-dispensing	Outdoor seating allowed Assure spacing requirements (to be defined) No self-service No customer self-dispensing
Essential infrastructure businesses (Such as food production, healthcare, transport, manufacturing, construction, and agriculture, including their corporate offices)	Yes	Yes	Yes	Yes	Yes
Stores that sell groceries and medicine	No dine-in No self-service No customer self-dispensing	No dine-in No self-service No customer self-dispensing	Dine-in capacity 25% No self-service No customer self-dispensing	Dine-in capacity 50% No self-service No customer self-dispensing	Dine-in capacity 75% No self-service
Retail establishments	Mail, delivery, and curbside pick-up operations Stores with outside-facing entrances allowed up to 5 patrons Essential business operating with restrictions	Mail, delivery, and curbside pick-up operations Stores with outside-facing entrances allowed up to 5 patrons Essential business operating with restrictions	25% capacity No sampling of goods (example: food or make-up)	50% capacity No sampling of goods (example: food or make-up)	75% capacity No sampling of goods (example: food or make-up)

Gym/recreational facilities	No	No Minimum basic operations to prepare for safe reopen	25% capacity Basketball courts and other areas where contact sports occur should be closed Saunas and steam rooms closed	50% capacity Basketball courts and other areas where contact sports occur should be closed Saunas and steam rooms closed	75% capacity
Salons, tattoo parlors, and spas	No	Minimum basic operations to prepare for safe reopen	Services provided by appointment only No client should remain in a waiting area prior to receiving services Employees wear face coverings or mask at all times Customers wear face coverings to the extent possible	Services provided by appointment only No client should remain in a waiting area prior to receiving services Employees wear face coverings or mask at all times Customers wear face coverings to the extent possible	Employees wear face coverings or mask at all times Customers wear face coverings to the extent possible
Lodging (Such as hotels, motels, short-term rentals, campgrounds)	Yes	Yes	Yes	Yes	Yes
Community centers & visitor/info centers	No	No Minimum basic operations to prepare for safe reopen	25% capacity	50% capacity	75% capacity
Car washes	Automatic and self-service car washes only	Automatic and self-service car washes only	Automatic and self-service car washes Full service and express detail, exterior only	Yes	Yes
Cleaning services	No, residential Yes, commercial	No, residential Yes, commercial	Yes	Yes	Yes

Exterior home work (aesthetic or optional)	Yes, if it can be done by one person	Yes	Yes	Yes	Yes
Interior home work (aesthetic or optional)	No	No Minimum basic operations to prepare for reopening	Yes	Yes	Yes
Indoor shopping malls	Stores with outside-facing entrances allowed up to 5 patrons Curbside allowed	Stores with outside-facing entrances allowed up to 5 patrons Curbside allowed Minimum basic operations to prepare for reopening allowed	25% capacity	50% capacity	75% capacity
Faith-based services, religious entities, and places of worship (indoor)	Allowed with less than 10 people per room	25% capacity	25% capacity	50% capacity	75% capacity

Recreational Activities

Low contact recreational activities (Such as walking, bike riding, tennis, disc golf, pickle ball, dog parks)		Yes	Yes	Yes	Yes
High risk recreational activities (Such as contact or team sports)	No	Yes, with household members	Yes, with household members	To be determined	To be determined
Outdoor playgrounds & splash pads	No	No	No	Yes	Yes
Indoor playgrounds, funplexes, trampoline parks, miniature golf, and skating rinks	No	No	No	50% capacity	75% capacity
Golf courses	Yes, with restrictions	Yes, with restrictions	Yes, with restrictions	Yes	Yes

Outdoor recreational rentals	Yes, with restrictions	Yes, with restrictions	Yes, with restrictions	Yes	Yes
Licensed swimming pools	No	No Minimum basic operations to prepare for reopening	25% capacity	50% capacity	75% capacity
Indoor places of arts and culture (Such as movie & other theaters, social clubs, museums)	No	No Minimum basic operations to prepare for reopening	25% capacity Minimum 6 feet spacing between groups	50% capacity	75% capacity
Outdoor places of amusement and activity (Such as amusement parks, zoos, miniature golf)	No	No Minimum basic operations to prepare for reopening allowed	25% capacity	50% capacity	75% capacity
Outdoor Entertainment (Such as festivals, carnivals, fairs, concerts)	No	No	25 people maximum (not including employees)	100 people maximum (not including employees)	250 people maximum (not including employees)
Bowling Alleys	No	No	25% capacity Customers must bring their own equipment	50% capacity	75% capacity

Mass or Social Gatherings

Indoor mass gatherings in public venues & private property	No	No	10 people maximum (not including employees) Must maintain physical distancing	50 people maximum (not including employees) Must maintain physical distancing	100 people maximum (not including employees) Must maintain physical distancing
Outdoor mass gatherings in public venues & private property	No	No	25 people maximum (not including employees) Must maintain physical distancing	100 people maximum (not including employees) Must maintain physical distancing	250 people maximum (not including employees) Must maintain physical distancing