

LIBRARY BOARD

Monday, June 15, 2020

4:00 PM

McFarland Municipal Center

AGENDA

You are invited to a Zoom webinar.
When: Jun 15, 2020 04:00 PM Central Time
Topic: Special Library Board Webinar

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/84252522369>

Or Telephone:
Dial US: +1 (312) 626-6799
Webinar ID: 842 5252 2369

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION

This is an opportunity for members of the public to address the Library 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 hcox@mcfarlandlibrary.org to be included as part of the meeting.

3. ACTION ITEMS
4. INFORMATION ITEMS
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Reopening Plan
 - b. Facility Cleaning Procedure
 - c. Long range planning/Space Needs study proposals

- d. Village Policy - COVID Workplace Response policy
- e. Changing staff workflow and work loads because of Covid-19.

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 BOARD SUMMARY SHEET

MEETING DATE: Monday, June 15, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Reopening Plan

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Reopening Plan 6-8-20
2. DPI masks

Reopening Plan Phase II

Opening to the Public

- a. If Items need to be quarantined:
 - i. Stacks must remain closed
 - ii. Magazine room must remain closed
 - iii. Not renewing most daily newspapers
- b. People are allowed to gather in groups from 10-49 – the most we would do not that we must.
 - i. We could create an Express Library in the lobby and meeting room. When a patron places a hold we would offer them an appointment in the express library or curbside delivery.
 - 1. Usage will be by appointment. 30 minute slots. Patrons will have a choice once their hold is filled and they notify the library
 - 2. Hours: 10-6 – Wed – Fri
 - 3. What happens when someone who doesn't have an appointment tries to enter?
 - 4. Self-checks will be moved into the meeting room
 - 5. Staff will mark off 6ft around areas
 - 6. Lucky day/new books/ displays will be moved into the meeting room/lobby.
 - 7. Patrons will be encouraged to place items that they have touched on carts. The items will be quarantined.
 - 8. Patrons will enter through the main (Milwaukee St.) entrance off the parking lot. The doors on Long Street will remain locked. To allow us to control capacity. A sign on the door will say that times must be scheduled and to call for an appointment. Once they get a hold notification they will be told to contact the library to schedule an appointment. Directional arrows on the floor will show patrons where to enter and exit
 - 9. Patrons will exit through the "emergency" exit from the meeting room.
 - 10. One library staff person will be in the lobby to help answer questions, help with account issues, register patrons, restock as needed, wipe down touch points frequently and keep an eye on things. They would have a PC and they would have a Plexiglas barrier. Patrons will be encouraged to use the self-checks whenever possible. If they must checkout at the desk, the patron will scan and bag their own library card and items.
 - 11. Self-checks will be cleaned frequently throughout the day. Patrons will be encouraged to use handgel or wash their hands before using the self-checks. Stylus will be provided for patron use and then put into a receptacle. The styluses will be disinfected each day.

12. An external book drop will be placed in the lobby. The external book drop will allow us to keep people away from the desk and to make it easier to quarantine items. The drop will be emptied each morning by an adult staff person and the items will be placed in quarantine in the study room.

13. Programming and meeting room reservation remains cancelled

14. Singage –

- a. Need to make an appointment to enter
- b. Reminders about social distancing
 - i. Signs around the express library
 - ii. Tape off
 - 1. Outside the library while waiting to enter
 - 2. Around staff work area
 - 3. Around self checks
- c. Washing hands in the bathrooms
- d. No kids under 16
- e. One person per household
- f. Masks preferred
- g. If you have symptoms please use the curbside service

15. Questions:

- a. What do we do with the Shelves?

16. Patron wired computer use (Phase II b) –

- a. Appointments will need to be made
- b. Kelly will create procedure for computer appointments and train staff
- c. Heidi will create cleaning protocol
- d. Printing up to 10 black and white pages for free.
- e. No Color printing
- f. We will remove or cover half of the computers to allow for social distancing
- g. Patron appointments will be staggered to allow for cleaning after each use.
- h. Would have to be in the main part of the library because of printer use.
- i. Have to enforce a gel in/gel out or wash in/ wash out policy
- j. Wipe down surfaces after use
- k. Software to allow automated printing and payment
- l. Fabric chairs will be moved and replaced with the plastic chairs from the meeting room so that they are easier to clean.

ii. Equipment building changes needed to open with a capacity of 10-49

- ~~1. An additional 2 self-check machines, bringing our total up to 4. Also replacement of the black self-check machine so that all machines are properly working.~~
- ~~2. An external book drop so that staff don't have to touch items until after quarantine~~
- ~~3. Plexiglas or glass barriers to set up around the circ person~~
- ~~4. The library system has to allow us to put desktop staff computers on the wireless network.~~
- ~~5. Small RFID pads to give us flexibility in setting up staff stations.~~
6. An additional sandwich board at the front of the library with express library information.
7. Software to allow for self-directed faxing, printing, and wireless printing
8. Get rid of the cash register and purchase Point of Sale software to minimize touch points.
9. PPE Dispenser -[https://www.displays2go.com/C-30248/Personal-Protective-Equipment-Dispensers-Medical-Offices-Hospitals?utm_source=bm23&utm_medium=email&utm_term=Shop+All+Personal+Protective+Equipment+Dispensers!&utm_content=Make+Getting+Back+to+Work+a+Breeze+\(when+you%27re+ready\)&utm_campaign=Back+to+Work+Campaign+6-3-20&bta_tid=13284351235476420323646788328197848407709857859475337109535598217904271659698142722662767012502567448118](https://www.displays2go.com/C-30248/Personal-Protective-Equipment-Dispensers-Medical-Offices-Hospitals?utm_source=bm23&utm_medium=email&utm_term=Shop+All+Personal+Protective+Equipment+Dispensers!&utm_content=Make+Getting+Back+to+Work+a+Breeze+(when+you%27re+ready)&utm_campaign=Back+to+Work+Campaign+6-3-20&bta_tid=13284351235476420323646788328197848407709857859475337109535598217904271659698142722662767012502567448118)
- 10.

- c. People are allowed to gather in groups of 50+ as long as social distancing recommendations are in place:
 - i. We could open the building to the public
 1. We remove a portion of our furniture from the building and spread out the remaining furniture to allow for more distance. How do we ensure that furniture is kept clean? Are we expected to clean after each use?
 2. Do we remove 50% of our internet computers to allow for space? Do we add Plexiglas barriers as well?
 3. Children's Toys & furniture - How do we ensure that furniture is kept clean and toys sanitized?
 4. Browsing of the stacks or closed stacks? Stacks are closed until the need for quarantining materials is over?

2. Staff plan –

- a. Move Ann to the far corner of the library
- b. Abby and heather can only be in the library one at a time OR MOVE THEIR DESKS TO SEPARATE AREAS OF THE OFFICE

3. Have a handouts:

- a. About book bundles.

- b. How to place Holds
- c. Common Linkcat issues
- d. Online Resources
- e. Databases
 - i. Flipster
 - ii. Creative Bug
 - iii. TRANSPARENT languages
 - iv. Reference USa
- f. Overdrive

RE: [wispubdir] Public Libraries Reopening Guide Released

Schultz, Shannon M. DPI <Shannon.Schultz@dpi.wi.gov>

Fri 6/5/2020 7:17 AM

To: Heidi Cox <hcox@mcfarlandlibrary.org>

If it were only that simple!

The challenge is that, while stores and such can require masks, a library is a government entity that operates under a statute that says that its use shall be free for the use of the inhabitants of the municipality under which it has been established and maintained. In other words, libraries have the legal obligation to allow anyone to use the library, although it can set policy that limits the use for justifiable reasons. Whether a mask is a justifiable reason remains yet to be seen. It does set the library up for potential legal action, particularly if the library requires masks but does not supply them. That said, if you offer curbside service and continue to offer it even after opening the doors, you can claim that they have not been denied access to materials. Then the focus would turn to whether they had access to your public computers...

The language in the Guide seems to be consistent across many types of organizations—masks are either strongly recommended or required for those over the age of 2 or unless a medical condition prevents their use. There is always a window that allows an individual to determine for themselves whether or not to wear one. So, even if you require them, you are going to see people without them and not be able to ask about their medical condition. That means it comes down to enforcement, which is a day to day operations issue, which means you handle it as you see fit. So, considering all of this, you may want to ask what your board wants to gain by requiring them. If their goal is to ensure that no one entering the library is without a mask, then that is unrealistic. If their goal is to require, knowing that some people still won't wear them but they are at least taking a firm stance, then why even bother with risking a legal conflict? I think the key takeaway is that, regardless of whether they use the word "require," there will be people walking around in the library without a mask and there will be little you can do about it. I think it may be more important to address how you handle those demonstrating symptoms, regardless of whether they are wearing a mask.

Did that help at all? I hope it at least helps to figure out your approach.

Shannon M. Schultz, Public Library Administration Consultant
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Wisconsin Department of Public Instruction
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VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, June 15, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Facility Cleaning Procedure

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. E. D. Locke Cleaning protocol

Cleaning Protocol for reopening

The guidelines from the CDC and the Dane County Public Health Department have been posted at the Circulation Desk, the Curbside delivery desk, in the staff breakroom and the Shelver area. Staff are asked review these guidelines.

Gloves: The library will provide gloves for staff. Gloves are mandatory when:

- Handling unquarantined items such as emptying the book drop or delivery bins
- Working curbside delivery
- Cleaning and disinfecting
- Working a public service desk

Bookdrops: All items from the book drop should be quarantined for 72 Hours before checking in. Items are placed on carts and put in a study room. They will have a post-it note that will say "Check in after X date".

Procedure: Don gloves, open book drop and remove items. Throw out the gloves and wash your hands.

Staff workstations & Phones: Disinfect/clean your area and phone before you leave. Clean and disinfect

- Phone after using if you are not alone
- Chair handles and the back of the chairs
- Keyboards, mice, other peripherals
- The counter around the work area

Personal Hygiene

Wash hands often with soap and water for 20 seconds.

- Always wash immediately after removing gloves and after contact with a person who is sick.
- Wash hands at the beginning and end of your shift, when changing tasks (going from check-out to check-in). Wash your hands before and after doing the book drop and handling the delivery.
- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water. Use hand sanitizer on gloved hands as needed.

Additional key times to wash hands include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before and after eating or preparing food.
- After handling money

Heavily touched surfaces:

- Doorknobs, handles, counters – Before open, at close, & frequently throughout the day wipe down/disinfect (unless no patrons in building)
- Bathroom fixtures, handles, etc – frequently, depending upon patron occupancy
- Drinking Fountains – drinking fountains are currently unavailable.

Computer Workstation cleaning:

1. Encourage patrons to use hand gel before using a computer
2. Use alcohol-based wipes or a spray containing at least 70% isopropyl alcohol.
3. Do not spray directly onto the device. Always spray onto a cloth or paper towel. Make sure wipes are damp but not dripping. Do not get moisture into any openings gaps, ports, keyboards, etc.
4. Wash or sanitize hand after sanitizing equipment.

Self-Check cleaning:

1. Encourage patrons to use hand gel before using the self-check
2. Turn off the power
3. Use 70% isopropyl alcohol on a soft cloth or microfiber towel
4. Do NOT use:
 - a. Paper towels
 - b. Windex, ammonia, household cleaners or bleach
 - c. Abrasive cleaning agents or abrasive pads

If the library has been exposed to COVID through patrons or staff:

- **Library will close for 48 hours and CDC disinfection recommendations will be performed:**

CDC guidelines: *Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible. Open doors and windows or adjust the HVAC system to improve air circulation.*

- *Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.*
- *[Vacuum the space if needed.](#) Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.*
 - *Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.*
 - *Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.*
- *Once area has been **appropriately disinfected**, it **can be opened for use**.*
 - ***Workers without close contact** with the person who is sick can return to work immediately after disinfection.*
- *If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.*

Remaining library staff will follow the village's guidelines entitled "Covid-19 Exposure for ASYMPTOMATIC Individuals"



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AGENDA ITEM: Long range planning/Space Needs study proposals

PREVIOUS ACTION:

ISSUE SUMMARY:

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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, June 15, 2020

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DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Village Policy - COVID Workplace Response policy

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Personnel Policy Manual - Addendum C (Work Place Policy) 06042020 mgs (2)
2. 20200522_COVID-19 Return to Work Guidelines

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 proper 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



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, June 15, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Changing staff workflow and work loads because of Covid-19.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None