



## Notice of Public Meeting

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<b>Committee:</b>	Executive Committee
<b>Date:</b>	Thursday, January 6, 2022
<b>Time:</b>	Immediately Following the Committee of the Board Meeting
<b>Location:</b>	3 <sup>rd</sup> Floor County Board Room
<b>Remote Access:</b>	<a href="#">Click here to join the meeting</a>

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The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting, but deviations from the order shown may occur:

1. Call to Order
2. Roll Call of Members
3. Public Comment Regarding Posted Agenda Items
4. Review/Discussion/Action ~ Minutes of the Previous Meeting
5. Review/Discussion/Action ~ Buffalo County COVID-19 protocol packets
6. Chairperson's Report
7. Administrative Coordinator's Report
8. Public Comment Unrelated to Agenda Items
9. Adjournment.

Date: January 5, 2022

Dennis Bork, Chair

By: Roxann M. Halverson, County Clerk

**Board Members:** If unable to attend, please contact the Chair. If the Chair is unavailable, please contact the County Clerk's Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

**Persons with Disabilities:** Buffalo County shall attempt to provide reasonable accommodations to the public for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodations to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

**Public Access to the Courthouse:** The South Entrance will be the only access to the building after 4:30 p.m.

*Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.*

## **BUFFALO COUNTY MINUTES**

**Committee/Board:** Executive Committee

**Date of Meeting:** Friday, October 8, 2021

The meeting of the Committee of the Board was called to order by Chair Dennis Bork at 10:34 a.m.

**Board Members Present:** Mr. Larry Grisen, Mr. Dennis Bork, and Mr. Max Weiss.

**Others Present for All or Part of the Meeting:** Ms. Roxann Halverson, Ms. Sonya Hansen, and Ms. Brenda Creighton.

**Public Comments Regarding Posted Agenda Items:** None.

**The Committee May go Into Closed Session to Discuss Candidates for Administrative Coordinator Position:** Mr. Grisen made a motion to go into closed session, seconded by Mr. Weiss. Mr. Dennis Bork – yes, Mr. Max Weiss – yes, and Mr. Larry Grisen – yes. Carried.

**The Committee May Return to Open Session:** Mr. Grisen made a motion to return to open session, seconded by Mr. Weiss. Mr. Dennis Bork – yes, Mr. Max Weiss – yes, and Mr. Larry Grisen – yes. Carried.

**Public Comments:** None.

**Adjournment:** Mr. Grisen made a motion to adjourn at 10:50 a.m., seconded by Mr. Weiss. Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk

**BUFFALO COUNTY EMPLOYEES RETURN TO WORK PLACE / GUIDELINES**  
**Version I: May 18, 2020 Updated: July 13, 2020 (HR Committee)**  
**Updated: July 31, 2020 (Governor Emergency Order #1)**  
**Updated: March 8, 2020 (HR Committee) March 22, 2021 (County Board)**  
**Updated: April 12, 2021 (HR Committee)**  
**Updated: May 24, 2021 (County Board)**

**The health and safety of our citizens and employees remains our top priority. Buffalo County continues to receive guidance from other governmental agencies and public health authorities to ensure that the most up-to-date information and protocols are in place.**

**Basic Facts About Coronavirus:**

COVID-19 is a respiratory illness caused by a virus. Symptoms often include a cough or shortness of breath and may also include fever, chills, muscle pain, headache, sore throat, diarrhea, vomiting, fatigue and a new loss of taste or smell or as additional symptoms are identified and updated from the CDC. The virus is spread mainly from person-to-person:

Between people who are in close contact with one another (within about six feet)

Through droplets produced when an infected person coughs, sneezes, or talks

The virus may be spread by people who are not showing symptoms. It may be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their face. Older adults and those with serious underlying medical conditions may be at higher risk for more serious complications.

No later than June 1, 2021, employees are to return to work at the courthouse unless they have received prior approval from the Department Manager/Elected Official and the Administrative Coordinator for alternative work arrangements. If formal telecommuting is being requested, Home Committee and Human Resources Committee approval is also required.

**Basic Facts About Face coverings:**

Face coverings are a critical step to help prevent people from getting and spreading COVID-19. A cloth face covering offers some protection to you as well as protecting those around you. CDC recommends that people wear face coverings in public settings, at events and gatherings, and anywhere you will be around other people if you are not fully vaccinated.

Effective, June 1, 2021 at 12:01 a.m. or by a subsequent superseding emergency order or other state legislative action, all Buffalo County employees, and visitors age 2 and older are strongly encouraged to wear a mask or cloth face-covering that covers his or her mouth and nose when inside a Buffalo County building. In accordance with CDC guidance, the following individuals **are exempt** from this face covering requirement:

- **Individuals who are fully vaccinated and are symptom free.**
- Individuals who have trouble breathing.

- Individuals with medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory sensitivities that prevent the individual from wearing a face covering.
- When Federal or state law or regulations prohibit wearing a face covering.

Additional guidance for employees is listed below. Employees and visitors are also reminded to maintain a six-foot physical distance from other people whenever possible, even when wearing a face covering unless fully vaccinated and symptom free. Visitors and employees may remove their face coverings when necessary, to confirm the individual's identity.

**Employee Health and Hygiene:**

- Face Coverings:
  - Employees working in the field will always be required to wear face coverings as communicated by their Department Manager/Elected Official unless fully vaccinated and symptom free. If the face covering causes some other unforeseen safety hazard, these issues should be brought to the attention of their supervisor and addressed through work accommodation or physical adjustments to the worksite.
  - Employees scheduling appointments should inform visitors that face coverings are strongly encouraged unless they are fully vaccinated.
  - Employees are strongly encouraged to wear a face covering unless fully vaccinated and symptom free when entering or leaving their office (i.e., in hallways, lobby areas and stairwells, going to the restroom or break room, etc.) as timing your move through these spaces to avoid others is not feasible or practical.
  - Unvaccinated employees riding in Buffalo County vehicles with multiple persons on board are required to wear a face covering. Vehicles should be cleaned regularly and after use, like workstations.
  - Employees should always keep face coverings with them and to notify their supervisor if they need any additional face coverings, or if you need training on the use of face coverings.
  - Employees should remove their face coverings when communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
  - Employees working in the Buffalo County Jail shall follow department protocol to ensure the health and safety of its staff and individuals in its care.
  - Additional information regarding face coverings can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> .
- Employees are encouraged to continue to self-monitor daily for signs and symptoms of COVID-19 prior to reporting to work using the tool provided to them by their direct supervisor.
  - Self and monitoring tool: <https://www.dhs.wisconsin.gov/publications/p02598a.pdf>
  - Temperature Kiosk devices are available. Employees are encouraged to use them. If an employee experiences an abnormal temperature reading after two attempts, they should immediately contact their direct supervisor or designee to determine what steps should be taken prior to entering their department.

- Employees shall talk with their supervisors if they have any concerns about this return to workplace guidelines.
- Employees must report contact with any person who tests positive or who have symptoms for COVID-19 to their supervisor and their local health officer.
- Employees shall wash their hands frequently and effectively (at least 20 seconds) with soap and water throughout the day. Some workstations may have hand-sanitizer dispensers that can be used for hand hygiene in place of soap and water if hands are not visibly soiled.
- Employees shall cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, their mouth, nose, and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
- Employees should avoid touching others including handshakes, hugs, or other close contact unless fully vaccinated.
- Department Managers/Elected Officials shall post signage to promote worker hygiene. Signage may be found in the P Drive/Department Manager/COVID-19/Signs.
- Employees are discouraged from using other workers' phones, desks, offices or other work tools and equipment, when possible. Department Managers/Elected Officials are responsible to make sure that shared workspaces allow for social distancing (6 feet) between employee unless fully vaccinated.
- Employees working from shared phones, desks, offices and other work tools and equipment shall sanitize shared workplace items before and after each use.
- Employees accepting cash and papers should avoid touching their face afterwards. Any cash exchanged should be placed on the counter (not in hand), including when providing change back to visitor. Clean the counter after each visitor.

Buffalo County will take appropriate action to prevent, suppress, and control COVID-19 and other communicable diseases. In order to maintain a safe work environment, Department Managers/Elected Officials may send employees home who report to work that display symptoms to prevent the spread of COVID-19 to others. Department Managers/Elected Officials shall consult with Buffalo County Administration before sending an employee home. Employees who are experiencing COVID-19 symptoms are highly recommended to stay home.

**Basic Facts About Vaccines:**

COVID-19 vaccines are effective at protecting you from getting sick. People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

If you do not meet these requirements, you are not fully vaccinated. Keep taking all precautions until you are fully vaccinated.

**EMPLOYEES WHO HAVE BEEN TESTED, DIAGNOSED, OR CAME INTO CONTACT WITH SOMEONE WITH COVID-19 AND NOT FULLY VACCINATED:**

Employees who have been tested, diagnosed, or come into contact with someone with COVID-19 should report the situation to their supervisor or their department manager immediately.

Supervisors/department managers should then consult with Public Health, who will collaborate with Buffalo County Administration, in determining the work status for the employee.

**A. Employees with COVID-19 symptoms:**

- a. Employee should stay home, call their supervisor, and call their primary health care provider.
  - i. Mayo Clinic
    1. Eau Claire: 715-838-5222
    2. La Crosse: 608-785-0940
    3. Mondovi: 715-926-4858
  - ii. Winona Health
    1. General line: 507-454-3650
    2. COVID-19 Nurse Line: 507-457-7619
  - iii. Gundersen
    1. General line: 608-782-7300
    2. After hours: 608-775-4454 or 800-858-1050
- b. Employees who are tested:
  - i. Employee will need to stay home and self-quarantine until they receive the results of their tests.
  - ii. If test is negative, employee may return to work once symptoms have resolved for 24 hours and continue to self-monitor for symptoms.
  - iii. If test is positive, the employee's local health department will work with them to determine when they may resume working. Employee should report test results to their supervisor and discuss guidance provided by the local health department. Department Manager/Elected Official shall notify the Administration Office as soon as possible.
  - iv. Antibody tests do not rule out illness. Consult with public health if questions or concerns arise.
- c. If employee chooses not to get tested, there is no way to know if their symptoms are because of COVID-19 or something else. Therefore, public health will work with them to determine if we suspect them to have COVID-19. Generally, we will recommend:
  - i. Self-isolating at their home until symptoms have resolved for 72 hours and 10 days after symptom onset (whichever is later).
  - ii. Working from home if they can.

**B. Directions for employees with symptoms that are not typical for COVID-19:**

- a. Employee should not come to work, call their supervisor, and call their primary health care provider if needed. Consult with public health if there are questions or concerns about whether symptoms could be related to COVID-19.
- b. Employee may resume working once their symptoms have resolved for 24 hours.
  - i. This is a general practice that all employees should practice, and it is not specific to COVID-19.

**C. Directions for employees with a contact exposure:**

You are a “close contact” if any of the following situations happened while you spent time with the person with COVID-19, even if they did not have symptoms:

- Had direct physical contact with the person (for example, a hug or handshake).
  - Were within 6 feet of the person for more than 15 minutes.
  - Had contact with the person’s respiratory secretions (for example, cough or sneezed on; contact with a dirty tissue; sharing a drinking glass, food, towel, or other personal items).
  - Stayed overnight for at least one night in a household with the person.
- a. Employees should report their exposure to their supervisor and local health department.
  - b. The local health department for the employee will work with them to determine when they may resume working.
    - i. Generally, recommendations include:
      - 1. Self-quarantine for 14 days following exposure.
      - 2. In some circumstances, employees may work if they remain asymptomatic and have the ability to wear a face covering at all times or able to telecommute.
      - 3. If an employee develops symptoms during this time and they resolve before their quarantine period is over, they still need to self-quarantine for the full 14 days since their exposure.
  - c. The Department Manager/Elected Official shall notify Buffalo County Administration to report incident.
  - d. Administration will discuss with Department Manager / Elected Official (and the applicable employee) in collaboration with the Public Health Department:
    - 1) The appropriate form(s) to complete, and
    - 2) The expectations for returning to work, which follows the State of WI Dept. of Health Services (DHS) isolation timeframe – regardless of if they have been tested for COVID-19. Isolation Release: <https://www.dhs.wisconsin.gov/publications/p02632.pdf>

If you had contact with someone who was diagnosed, but it was not close contact, you may be able to work and should self-monitor for 14 days from the date of contact. If you develop any symptoms, you should stay home from work. The local health department will contact you if you were considered to

have 'close contact' with someone who was diagnosed with COVID-19. For more information go to <http://www.dhs.wisconsin.gov/covid-19/diagnosed.htm> .

**EMPLOYEES WHO COME INTO CONTACT WITH SOMEONE WITH COVID-19 AND WHO HAVE BEEN FULLY VACCINATED:**

The CDC has issued modified public health recommendations for people who have been fully vaccinated for COVID-19.

They are no longer required to quarantine following close contact with a person with COVID-19 and should monitor themselves for symptoms for 14 days after the last date of exposure. If you develop any symptoms of COVID-19, isolate from others, contact your health care provider, and notify your immediate supervisors, and get tested.

Employees still need to practice normal pandemic behavior to protect themselves and others.

This guidance may be subject to change in the future as more data is collected and will adjust and follow CDC recommendations.

**Directions for employees with symptoms that are not typical for COVID-19:**

- a. Employee should not come to work, call their supervisor, and call their primary health care provider if needed. Consult with public health if there are questions or concerns about whether symptoms could be related to COVID-19.
- b. Employee may resume working once their symptoms have resolved for 24 hours.
  - i. This is a general practice that all employees should practice, and it is not specific to COVID-19.

**REFERENCES:**

- A. [COVID 19: Businesses, Employers, and Workers](#)
- B. [COVID-19 Health Alert #2](#)
- C. [FAQs for Law Enforcement Agencies and Personnel](#)
- D. [COVID-19: Symptoms of Illness](#)
- E. [What is the difference between isolation and quarantine?](#)
- F. [Isolation Guidance](#)

**Building Access and Safeguards:**

- All doors will be open for public access commencing June 1, 2021.
- Signage will be posted at the entrance to encourage unvaccinated individuals to continue to wear a mask.
- Appointments for services are continued to be encouraged. Services may be available to the public via other means than physically coming to the courthouse. The county website will provide the public with information on how to access services.
- All office counter windows may have a physical barrier in place.

- Face coverings are strongly encouraged by visitors who meet with employees in their offices or workspace unless the employee is fully vaccinated. Employees shall also wear face coverings when meeting with visitors unless fully vaccinated. Face coverings will be available for sale at the County's cost to the public. Face covering will be provided for employees.
- Department Managers may develop their own face covering/face covering policy for employees to follow within their departments that may be more restrictive than this policy.
- Employees will immediately clean their workspace after the conclusion of the meeting. Supplies will be available in each department.
- Employees are encouraged to direct visitors to use the drop box in the Sheriff's Department entrance whenever possible.
- Employees will be trained in using cleaners and disinfectants by Buildings and Grounds Manager or Janitor.
- Visitors will be advised to use the hand sanitizer before and after any meetings. Signs will be displayed to inform the public of this safe practice. Employees should either wash their hands or use hand sanitizer before and after any meetings.
- Elevator shall be limited to two (2) persons unless parties are from the same household or all passengers are fully vaccinated. Signage will be posted outside the elevator to encourage compliance.
- No loitering signs will be placed throughout the courthouse.
- Department Managers/Elected Officials shall remove items from visitor contact that cannot be sanitized.
- Department Managers/Elected Officials shall sanitize pens between usages or develop a method to sanitize pens at the end of each workday.  
Department Managers/Elected Officials will encourage staggered breaks and lunch schedules to minimize occupancy; or limit and monitor occupancy based on the size and layout of the room to maintain appropriate social distancing measures unless fully vaccinated.
- Employees are encouraged to prop open doors to reduce touching of handles whenever possible.

**Building Cleaning:**

- Each Department shall develop protocol for cleaning, sanitizing, and wiping down high-touch surfaces between visitors and department employees.
- Employees are responsible for cleaning their own tablets, touchscreens and keyboard or other high touch surfaces in their workspace.
- Employees will be provided with disinfectant wipes, cleaner, or sprays that are effective against the virus and will receive training from the Buildings and Grounds department.
- If an employee was present at the job site during their infectious period (within 48 hours) of suspected or confirmed to have COVID-19 infection, the Buildings and Grounds staff will follow the CDC's cleaning and disinfecting guidelines.
- Buildings and Grounds will clean high-touch surfaces in public areas of the courthouse at a minimum of two (2) times per day.
- Buildings and Grounds will work closely with Department Managers/Elected Officials to provide additional cleaning measures on a case-by-case basis.

## **TRAVEL RESTRICTIONS**

This information in this section is subject to change at any time given the fluid nature of the COVID-19 situation. The most current guidance from the CDC, Wisconsin DHS, and/or the Buffalo County Department of Public Health supersedes all other guidance/language in this section.

### **Business Travel:**

- Business travel will be considered on a case-by-case basis and must be approved by the Department Manager/Elected Official. Travel outside the State of Wisconsin for business shall be approved by Home Committee. Business travel for client services required for program compliance are exempt from requiring Home Committee approval.
- Employees are to self-monitor for symptoms of COVID-19 before travel and cancel if they become sick. Employees shall refer to protocol on pages 4-5.

### **Personal Travel in the United States:**

COVID-19 cases and deaths have been reported in all 50 states, and the situation is constantly changing. Because travel increases chances of getting infected and spreading of COVID-19, staying home is the best way to protect yourself and others from getting sick.

At this time, based on the recommendations of federal and state public health authorities, Buffalo County is asking all employees to cooperate in reporting non-essential travel plans outside or beyond their normal routine or attendance or participation in mass gatherings (50 or more people) to their direct supervisor at least two weeks prior to travel or attendance. For purpose of defining normal routine use your recent last month of travel. Air travel is highly discouraged and more than likely will require self-isolation if you are not fully vaccinated. Employees who are fully vaccinated with an FDA-authorized vaccine or have recovered from COVID-19 in the past three months will not need to get tested or self-quarantine after domestic travel. Employees should follow all other travel recommendations from the CDC. Employees should watch for symptoms for 14 days after travel, immediately isolate yourself if you develop symptoms. If you test positive, immediately isolate yourself and follow public health recommendations. Do not travel until it is safe for you to be around others; this includes your return trip home. The Department Manager/Elected Official in consultation with the Administration Office and Public Health will assess and develop a return-to-work plan based on the risk that may include self-isolation and/or telecommute options. CDC information and data, along with any other relevant information available, will be used as references in developing plans. Notification timelines may be modified on a case-by-case basis.

If an employee voluntarily travels and is subject to a Federal, State, or local quarantine or isolation order due to the COVID-19 virus, they may not be eligible for Emergency Paid Sick Leave under the Emergency Family Medical Leave Expansion Act. Employees shall use Personal Time Off (PTO)/Vacation, Sick Leave or Holiday Pay prior to using any unpaid leave.

If you travel protect yourself and others during your trip:

- Clean your hands often.

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing, and before touching your face or eating.
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.
- Avoid touching your eyes, nose, or mouth.
- Avoid close contact with others and keep 6 feet of physical distance from others if you are not fully vaccinated.
- Wear a cloth face covering in public if you are not fully vaccinated.
- Cover coughs and sneezes.
- Pick up food at drive-throughs, curbside restaurant service, or store if you are not fully vaccinated.

For more information on travel, please go to the CDC website and review the following information <https://www.cdc.gov/coronavirus/2019-ncov/travels/travel-in-the-us.html#travel-restrictions> .

**Personal International Travel:**

The CDC recommends that travelers avoid all nonessential travel to all global destinations. Employees who plan to travel internationally must inform their supervisor/department manager, who will contact the Administration Office, prior to the departure. For more information see <https://www.cdc.gov/coronavirus/2019-non/travelers/map-and-travel-notice.html> .

**Return to Work after Travel:**

If an employee develops symptoms after travel, they should report those symptoms and the situation to their supervisor or department manager immediately. Supervisor/department managers should then consult with the Administration Office, in determining the work status for the employee. The Administration Office will work with the Buffalo County Public Health Department.

**Social Distancing:**

- All departments are encouraged to develop and implement policies to maintain social distancing to reduce the risk of infection unless fully vaccinated. Physical space should always be increased between employees and visitors to maintain at least a six-foot distance if not fully vaccinated.
- Employees are encouraged to use e-mail, text, call or use virtual methods to communicate with co-workers rather than meeting with them in person if not fully vaccinated.
- Markings will be placed throughout the courthouse to identify areas for social distancing.
- Benches located within the courthouse will be moved to improve social distancing practices.
- Breakrooms should limit occupancy to maintain social distancing.

**Wellness Workout Facility:**

Full access to the Wellness Workout Facility will begin June 1, 2021, including guests. Face coverings will be required for unvaccinated guests and employees.

Employees must sign in and sign out to assist if contact tracing becomes necessary.

Employees will wipe down all equipment they use after each use, dispose of the wipes appropriately and will place the placard on the equipment with their initials and date that the equipment was cleaned.

Employees should wash their hands before and after leaving the facility.

Signage will be displayed to remind employees of safe practices, such as hand hygiene and cough/sneeze etiquette.

**County Vehicles:**

- Employees shall wipe down keys, steering wheel, doorknobs, shifting lever and other high touch areas after use and complete placard card showing date and initial that vehicle has been cleaned. Sanitary wipes will be placed in county-owned vehicles.
- Occupancy is limited to two (2) people per vehicle and both individuals are required to wear face coverings unless exemptions apply, or all individuals are fully vaccinated.

**Committee and Board Meetings and Conference Rooms:**

- Conference rooms will be available for public meetings effective June 1, 2021.
- Conference rooms will be limited to occupancy. Face coverings will be strongly encouraged for unvaccinated attendees.
- Buildings and Grounds staff will clean meeting and conference rooms that are not located in any departments. Department Managers/Elected Officials shall assist with cleaning meeting and conference rooms after use and complete the Verification of Cleaning form.
- Department Managers will coordinate with Buildings and Ground staff to develop any department conference rooms cleaning schedules.

**Vendor Deliveries:**

- Vendors will be strongly encouraged to wear face coverings unless fully vaccinated.

**Enforcement:**

Any violation of this policy may be subject to disciplinary action up to and including termination.

**Adoption and Modifications:**

This guideline shall become effective June 1, 2021, at 12:01 a.m. and may be modified or terminated as recommended by the Human Resource Committee and approved by the County Board of Supervisors as of May 24, 2021.

Buffalo County, Wisconsin  
COVID-19 Plan  
March 17, 2020

1. Purpose. The purpose of this plan is to provide guidance to Buffalo County department heads and employees on Buffalo County's plans for responding to the rapidly evolving coronavirus disease 2019 (COVID-19) public health emergency.
2. About COVID-19 and Its Spread\*
  - 2.1 On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 coronavirus outbreak, first identified in Wuhan, China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona', 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV".
  - 2.2 There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.
  - 2.3 COVID-19 is a new disease and the CDC is still learning how it spreads, the severity of illness it causes, and to what extent it may spread in the United States. Currently, the virus is thought to spread mainly from person to person as follows:
    - A. Between people who are in close contact with one another (within about 6 feet);
    - B. Through respiratory droplets produced when an infected person coughs or sneezes;
    - C. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs;
    - D. People are thought to be most contagious when they are most symptomatic (the sickest);
    - E. Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads; and
    - F. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.
3. COVID-19 Symptoms. COVID-19 can present with a fever, cough, and shortness of breath.

\*Source: Wis. Dept. of Administration, FAQ for Wis. State Employees, March 11, 2020.

4. Risk and Complications. Elderly people and individuals with chronic conditions are at risk of complications from COVID-19.
5. Limiting Risk/Non-Pharmaceutical Interventions. The first line of defense is to help slow the spread of COVID-19 before a vaccine is available and to ease the burden on healthcare providers including the following:
  - 5.1. Stay home when sick;
  - 5.2. Covering coughs and sneezes using a tissue or sleeve, and disposing of the tissue properly immediately afterwards;
  - 5.3. Washing hands often using hot water and soap for 20 seconds or longer, and immediately washing your hands with soap and water for at least 20 seconds after coughing or sneezing;
  - 5.4. Routinely cleaning frequently touched surfaces using a disinfectant bearing an EPA-approved emerging viral pathogen claim label;
  - 5.5. Avoid touching your eyes, nose, and mouth with unwashed hands;
  - 5.6. Not shaking hands with others;
  - 5.7. Avoiding close contact with people who are sick, and keeping a six-foot distance between yourself and other people if COVID-19 is spreading in the community;
  - 5.8. Cleaning and disinfecting tables, doorknobs, light switches, countertops, desks, phones, keyboards, toilets, faucets, sinks and any other areas frequently touched by others;
  - 5.9. Prohibiting or discouraging travel to areas with verified COVID-19 infections (see Travel Restrictions below);
  - 5.10 Avoiding non-essential large gatherings of 10 or more people; and
  - 5.11 Avoiding non-essential visits to long term care facilities.
6. Response Coordination. The Public Health Officer for Buffalo County is responsible for coordinating Buffalo County's community response to COVID-19. The scope of that coordination shall include, but is not limited to the following:
  - 6.1 Consulting with federal, state, and local emergency management and public health officials concerning the County's overall response to COVID-19;
  - 6.2 Distributing official communications concerning the virus, its spread, and the County's response to it;

- 6.3 Providing recommendations to maintenance and janitorial staff on enhanced cleaning and sanitation not otherwise addressed in this plan;
- 6.4 Providing recommendations on office closures, and travel limitations and restrictions; and
- 6.5 Consulting with and providing recommendations to the Administration Office and department managers on service delivery as it relates to COVID-19.

The Administration Office will work closely with the Public Health Officer in the coordination of response efforts.

## 7. Communications Protocol

- 7.1 All e-mails, public health notices, and press releases concerning the County's overall response to COVID-19 shall be issued by the Public Health Officer.
- 7.2 With the exception of the Public Health Officer, County Administrative Coordinator and the Emergency Management Director, all employees shall refrain from distributing group e-mails, notices, pamphlets, brochures or other forms of correspondence concerning COVID-19 so as not to confuse, contradict or in any other way interfere with official communications issued by the Public Health Officer. Employees that are concerned with receiving the most recent and credible information concerning COVID-19 are encouraged to go to the Center for Disease Control website: <http://www.cdc.gov/coronavirus/2019-NCOV/cases-in-us.html>, the Wisconsin Department of Health Services website: <https://www.dhs.wisconsin.gov/covid-19/index.htm> and the Buffalo County Public Health Webpage <https://www.buffalocounty.com/483/COVID-19-Coronavirus>.
- 7.3 The County's Emergency Management Director shall serve as the liaison between department managers and the Public Health Officer and will utilize Alert Sense when appropriate for communicating messages. If the Emergency Management Director is not available, the County Administrative Coordinator may designate another individual to serve in this capacity.
- 7.4 The County's Emergency Management Director may periodically issue e-mails concerning COVID-19 in order to provide site-specific information or to counter mixed-messages at the local level.
- 7.5 At the department level, department managers 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.
- 7.6 The Public Health Officer will periodically post information on the Buffalo County website and Facebook concerning COVID-19. County departments that have Facebook sites are encouraged to share links from the Public Health Facebook site and the Buffalo County website at [www.buffalocounty.com](http://www.buffalocounty.com).
- 7.7 Department heads and employees are urged to remain vigilant for e-mail scams related to COVID-19.

- A. Avoid clicking on links in unsolicited e-mails and be wary of email attachments;
- B. Use trusted sources-such as legitimate, government websites-for up-to-date, fact-based information about COVID-19;
- B. Do not reveal personal or financial information in email, and do not respond to e-mail solicitations for this information.

## 8. Cleaning and Disinfecting

8.1 Buffalo County Maintenance is primarily responsible for cleaning and disinfecting the courthouse facility utilizing standards proven effective against COVID-19, and for coordinating with departments on the proper cleaning and disinfecting standards related to COVID-19. The Buffalo County Maintenance and Janitorial staff will work closely with the Sheriff Department's management team to coordinate and assist as needed.

8.2 To the extent that employees can do so safely, they shall assist maintenance with disinfecting porous and non-porous surfaces.

8.3 The County's Maintenance department shall provide cleaning supplies and work with departments to keep supplies available for use.

8.4 Maintenance shall place posters that encourage staying home when sick, cough and sneeze etiquette and hand hygiene at the entrance to the courthouse and other workplace areas where they are likely to be seen. Signs will be provided to the Highway Department for use at their facilities.

8.5 Maintenance shall monitor hand sanitizer receptacles for use by employees and visitors that are located at each elevator entrance to ensure adequate supplies are maintained.

8.6 Maintenance shall provide soap and water and alcohol-based hand rubs in the workplace, ensure that adequate supplies are maintained, and place hand rubs in multiple locations or in conference rooms to encourage hand hygiene

### 8.7 Guidance on Cleaning Porous Surfaces\*\*

A. Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.

B. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

C. For disinfection, dilute household bleach solutions (Note: bleach can discolor fabrics), alcohol solutions with at least 60% alcohol, and most common EPA-registered household disinfectants should be effective.

1. Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past expiration date. Never mix household bleach with ammonia or other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing: 5 tablespoons (1/3 cup) bleach per gallon of water, or 4 teaspoons bleach per quart of water.
2. Products bearing EPA-approved emerging viral pathogens claims labels are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact times, etc).

#### 8.6 Cleaning Porous Surfaces \*\*\*

- A. For soft (porous) surfaces such as carpet floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
- B. After cleaning, launder items as appropriate in accordance with the manufacturer's instructions.
- C. If possible, launder items using the warmest appropriate water setting for the items and dry items completely, or use products bearing EPA-approved viral pathogens claims labels that are suitable for porous surfaces.

#### 8.7 Cleaning Laundered Items\*\*\*\*

- A. Wear disposable gloves when handling dirty laundry from all ill person and then discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Clean hands immediately after gloves are removed.
- B. If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.

\*\* Source: CDC Environmental Cleaning and Disinfection Recommendations;  
<https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html#disinfect>, 11 March 2020.

\*\*\* Ibid.

\*\*\*\* Ibid.

- C. If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
- D. Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.

E. Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

## 9. Quarantines, Sick Leave and Emergency Leave

9.1 Government Ordered. This Plan does not prescribe the manner in which government-ordered quarantine decisions are to be made. An order to quarantine may be issued Buffalo County Public Health Officer.

### 9.2 Self-Quarantine

A. Employees who have come into direct contact with individuals who are infected with COVID-19 or are experiencing symptoms are urged to report such to their supervisors and self-quarantine at home for 14 days. Employees who are quarantined are expected to follow guidance from their local health department, periodically contact their healthcare provider and provide updates to their supervisors.

B. Employees who have travelled to a county with a confirmed COVID-19 case or a State designated by the Center for Disease Control as having “community transmission” or “community spread” indicated with a “Yes” shall inform their supervisor upon his/her return from travel and prior to reporting to duty. This information can be found at <http://www.cdc.gov/coronavirus/2019-NCOV/cases-in-us.html> . The Supervisor and the County Administrative Coordinator shall consult with the Public Health Officer to determine whether the employee should self-quarantine.

C. Employees traveling out of Wisconsin or beyond their normal routine, we are asking that all staff communicate their travel plans, including the location to which they are traveling, airports through which they will be traveling, and their return date, to their direct supervisor. This will help the County to prepare for and respond to issues that may arise.

Remember that self-quarantine is not a punishment but rather a selfless act intended to keep our community, including the elderly and at-risk individuals, from being infected.

9.3 Emergency Leave/Sick Leave. Employees will be required to use their available leave balances for the duration of their illness. A recommendation to allow the employees to use emergency leave (i.e., paid leave not requiring an employee to use his/her leave balances) must be recommended by the department manager and approved by the County Administrative Coordinator. The employee must file a request for such leave.

9.4 To the extent possible, remaining staff shall cover the duties and responsibilities of staff on emergency leave or sick leave.

9.5 Department managers and supervisors are required to protect their employees’ right to privacy under the American with Disabilities Act (ADA) and Health Insurance Portability and Accountability Act (HIPAA).

10. Office Closures. Complete department/office closure will only be authorized by the County Board Chairperson upon the recommendation of the Public Health Officer.

## 11. Telecommuting and Alternative Work Schedules

11.1 Employees may be allowed to work from home, subject to approval of their immediate supervisor, their department manager and the County Administrative Coordinator, but only after the following:

A. Community spread is identified in Wisconsin.

B. The department or office has been closed.

C. Work has been identified as essential services and no other staff within the department/office is able to perform such services.

11.2 Department managers shall identify how many employees have desktop computers or laptops at home capable of making a VPN connection to the workplace.

### 11.3 VPN Access

A. Department managers shall work with the County Administrative Coordinator and the contracted IT Vendor to determine and approve any VPN access. Those desktops/laptops must have current and approved antivirus software.

B. Department managers shall, to the extent possible, coordinate VPN access for employees in advance of a qualified event.

11.4 If telecommuting is not an option, the Department may recommend alternative work schedules. Alternative work schedules will be approved on a case-by-case basis by the County Administrative Coordinator as recommended by the Department Manager.

12. Backup Site. This plan does not recommend a backup site for continuity of operations giving limitations of space and technology infrastructure.

## 13. Travel Restrictions

13.1 All airline travel for County business is restricted until further notice. All other airline travel for all other purposes is highly discouraged.

13.2 All non-essential travel to trainings, seminars, and conferences is restricted.

13.3 Travel to meetings in areas of the State with confirmed COVID-19 infections is restricted.

13.4 Trainings required to obtain or maintain licensing or credentialing may be allowed but only if the training cannot be postponed.

13.5 Travel required for a court proceeding or a bona fide law enforcement matter is exempt from these restrictions.

13.6 The Public Health Officer in consultation with the County Administrative Coordinator may relax these restrictions on a case-by-case basis.

## 14. Personal Protective Equipment Issuance

14.1 Employees shall work with their direct supervisor if there is a need for personal protective equipment (PPE). Visit the CDC for PPE guidelines.

14.2 Department Managers will coordinate with Emergency Management if there is a need for personal protective equipment if they have no means for obtaining this equipment.

15. Social Distancing

Social distancing includes any action to limit contact with others. There are three general actions we have directed departments to take:

A. Limiting face-to-face meetings: To the greatest extent possible, you should be considering how to limit face-to-face meetings, including by using e-mail, phone conferences, or videoconferencing. Consider whether any meetings, either within the department or within the community, can be cancelled/rescheduled or conducted remotely with the use of technology. Our default position should be that in-person meetings, will be cancelled unless there is a compelling need. We are planning on providing departments with some additional technology conferencing tools soon to assist in this.

B. Modify work schedules: We have asked departments to consider whether modifying work schedules to reduce overlap of staff in our non-24/7 operations is feasible.

16. Wellness Workout Facility: The Wellness workout facility will be closed until further notice.

17. Department Specific Plans. Each department shall develop supplemental COVID-19 plans to their service area, if they do not conflict with the guidance and direction contained in this policy. Plans shall be reviewed and approved by the County Administrative Coordinator.

18. Conference Rooms. Conference Rooms will be closed to the public.

19. Compliance Monitoring. County Administrative Coordinator in consultation to the Public Health Officer and Emergency Management Director shall be responsible for ensuring department managers and employees are complying with this plan. Violations of this plan shall be regarded as a violation and are subject to disciplinary action.

20. Emergency Declaration. The Public Health Officer and/or Emergency Management Director and/or the County Administrative Coordinator has recommended to the County Board Chairperson and/or County Board of Supervisors to declare a state of emergency. In the event of an Emergency Declaration, all department managers shall begin carefully tracking all expenditures relating to COVID-19 planning and preparedness.

21. Approval. This Plan was adopted by the County Board of Supervisors on March 17, 2020. This plan shall become effective immediately and is subject to revision by the Executive Committee under such Emergency Declaration.