



## Notice of Public Meeting

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### AMENDED AGENDA - 2

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**Committee:** Human Resources Committee  
**Date:** Monday, January 10, 2022  
**Time:** 9:30 a.m.  
**Location:** 3<sup>rd</sup> Floor County Board Room  
**Remote Access:** [Click here to join the meeting](#)

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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 ~ Review of 2022 Step Placement Appeals Process
6. Review/Discussion/Action ~ Approval of Economic Development Coordinator and Grant Writer 70% Deputy County Veteran Service Officer 30 % Position Description
7. Review/Discussion/Action ~ HR Personnel Advisor Position Update
8. Review/Discussion/Action ~ Buffalo County COVID-19 Protocol Letters
9. Chairperson's Report
10. Administrative Coordinator's Report
11. Personnel Advisor Report
12. Public Comment Unrelated to Agenda Items
13. Review/Discussion/Action ~ Next Date and Time
14. Adjournment.

Date: January 4, 2022

Larry Grisen, 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:**

**Human Resources Committee**

**Date of Meeting:**

Monday, December 20, 2021

Mr. Grisen called the meeting to order at 6:00 p.m.

**Committee Members Present:** Mr. Larry Grisen, Ms. Mary Anne McMillan Urell, and Mr. Nathan Nelson. Mr. Michael Taylor joined the meeting at 6:10 p.m. Mr. Don Hillert was excused.

**Others Present for All or Parts of the Meeting:** Ms. Sonya Hansen, Ms. Roxann Halverson, Mr. Ryan VanDeWalle, Ms. Carol McDonough, and Sheriff Mike Schmidtknecht.

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

**Review/Discussion/Action regarding the Sheriff's Office Administrative Assistant Job Description:** Sheriff Schmidtknecht reviewed the position description. The Committee would like "participates in the hiring process" and "other duties as assigned" added to the section regarding essential duties. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Nelson. Carried.

**The Committee May Go into Closed Session to Discuss 2022 Employee Wage Scales and Establish Salary Rates for Land Information Officer and Personnel Advisor:** Mr. Grisen made a motion to go into closed session, seconded by Ms. McMillan Urell. Ms. McMillan Urell – yes, Mr. Grisen – yes, and Mr. Nelson – yes. Carried.

**The Committee May Return to Open Session:** Mr. Grisen made a motion to return to open session, seconded by Ms. McMillan Urell. Ms. McMillan Urell – yes, Mr. Grisen – yes, Mr. Taylor – yes, and Mr. Nelson – yes. Carried.

Ms. McMillan Urell made a motion to set the wage of the Land Information Officer at Step 4 Class F effective January 2, 2022, seconded by Mr. Taylor. Carried.

Ms. McMillan Urell made a motion to set the wage for the Personnel Advisor at Step 4, seconded by Mr. Nelson. Carried.

**Committee Chair Report:** None.

**Administrative Coordinator Report:** Mr. VanDeWalle discussed a meeting he had with Public Health regarding the increase in COVID cases. Public Health would like to see a face mask mandate for courthouse employees and visitors, and increase in

telecommuting, social distancing, and limit people in certain areas. Offices will need to update their emergency plans to keep offices running should there be an issue in their department.

**Public Comments:** None.

**Adjournment:** Ms. McMillan Urell made a motion to adjourn at 6:30 p.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann Halverson  
Buffalo County Clerk

# BUFFALO COUNTY

## POSITION DESCRIPTION

**Department:** Administration

**Position Title:** Economic Development Coordinator and Grant Writer 70%  
Deputy County Veteran Service Officer 30%

**Pay Rate:** Salary – (E) Exempt

**Direct Supervisor:** Economic Development Committee/ Administrative  
Coordinator

**Date:** December 2021

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### **Purpose of Position:**

The purpose of this position is to assist Buffalo County and its communities in Economic Development, Tourism, and Grant Writing. Work is performed under the direction of the Economic Development Committee and the Administrative Coordinator. (EDC) (G)

This position will also serve as the Revolving Loan Fund Administrator and oversee the process of administering loans granted by the Buffalo County Revolving Loan Fund Committee.

The position also will also serve as the Deputy County Veteran Service Officer under the direction of the Administrative Coordinator. The purpose of this position is to perform and assist with services and advocacy of Veterans' benefits to beneficiaries, dependents and interested community members. The Deputy County Veterans Service Officer will also assist with administrative office duties and projects and frequently assumes such roles as office director in the absence of the County Veteran Service Officer. (DVSO)

### **Essential Duties:**

- (EDC) Develops, recommends and implements strategies, policies and programs supporting the county's overall economic development goals and objectives.
- (EDC) Builds and maintains community relationships by representing Buffalo County as liaison, reporting and/or presenting to the community specific groups as needed.
- (EDC) Maintain a professional and cordial relation with fund providers and others they work with.

- (EDC) Markets, promotes, plans, coordinates, and implements county economic development activities and programs for business/industrial retention and expansion.
- (EDC) Serves as liaison with public, private and non-profit organizations for business attraction, creation, expansion and retention activities.
- (EDC) Works with and helps coordinate annual promotional activities with community organizations and attend meetings as needed.
- (EDC) Oversees, promotes and educates the public regarding economic incentive programs i.e. Revolving Loan Fund, Community Development Block Grants, TIF Districts, etc.
- (EDC) Work closely with county managers and employees, along with municipal officials and staff.
- (EDC) Assists with county community development programs and services pursuant to adopted plans, regulations and budgets.
- (EDC) Works closely with State, Regional, County and Community Economic Development and Tourism Specialists and other agents.
- (EDC) Develops and maintains site inventory available for business/industrial and other designated property.
- (EDC) Develops Buffalo County Tourism and Economic Development website, brochures, detailed maps, newsletters, news stories and promotional materials for the purpose of providing information to the public and marketing Buffalo County.
- (EDC) Researches, pursues, and submits grant applications for State, Federal and other aides for parks, economic development and tourism related grants projects; monitors cost shared projects; provides required reports, and formulates claims for reimbursement.
- (EDC) Promote awareness of grant opportunities for community organizations.
- (EDC) Creates and delivers presentations. Hosts listening sessions and outreach events as needed in various locations in the county for local businesses to meet and discuss needs/ideas/trends.
- (EDC) Coordinates local business tourism data collection in order to observe trends.

- (EDC) Builds relationships with businesses through visits, outreach and positive, interpersonal communication.
- (EDC) Prepares and distributes meeting agendas to Economic Development Committee. Takes, prepares and distributes meeting minutes. Drafts County Board resolutions related to Economic Development. Attends Economic Development Committee meetings and provides reports and updates including such matters as financial accounting summaries, budget, and utilization of facilities, fund-raising measures, donations and future planned activities.
- (EDC) Attends any other County Committee Meetings as requested.
- (EDC) Oversees interns and supervision of staff as needed.
- (EDC) Administers and carries out the functions of the Revolving Loan Administrator as outlined in the Revolving Loan Manual.
- (EDC) Possess broad knowledge of organizational structure, functions and needs, along with identifying and understanding the financial and budget matters of Buffalo County.
- (G) Develop and create high-quality grant proposal applications, narratives and supporting documents based on structural and organizational requirements.
- (G) Coordinate and develop an annual grants strategy that includes a schedule on follow-up progress of submitted proposals on an annual basis.
- (G) Conduct and continue to cultivate research to aid in identifying and soliciting new grants, along with compiling research and data to write and submit grants
- (G) Long-term additional responsibilities include business attraction; business retention; small business development initiatives; other economic development, redevelopment or capital improvement programs or projects.
- This list of duties is not to be construed as all-inclusive and may be modified as need requires. Special duty assignments will occur.

- (DVSO) Assist in the development, provide recommendations and implement strategies, policies and programs supporting the county's overall Veteran population.
- (DVSO) Assists with the preparation of Veterans' Benefits applications and correspondences.
- (DVSO) Advises veterans and beneficiaries regarding state and federal benefits and advocates on behalf of veterans and beneficiaries to appropriate third parties of interest.
- (DVSO) Receives, processes, enters data and safeguards confidential information in accordance with HIPAA law and county policy.
- (DVSO) Assists in providing information to veterans, beneficiaries, and third parties, regarding official documents, recorded documents, vital records, and legal information regarding VA benefits and programs.
- (DVSO) Performs bookkeeping/financial activities and may be required to close loans with Wisconsin Department of Veteran's Affairs
- (DVSO) Assists in implementing office policies. Assesses office needs and recommends policy changes.
- (DVSO) Assists CVSO in assuring office policies are carried out according to federal, state and county rules and regulations.
- (DVSO) Assists in claim development; provides rational and effective arguments and assist in gathering supporting documentation, evidence, and medical opinions.
- (DVSO) Prepares affidavits and notarizes official documents.
- (DVSO) Maintains office inventory of supplies, flags, and flag holders and is responsible for ordering within budget constraints.
- (DVSO) Perform all specified and implied duties of the County Veteran Service office in his/her absence.

### **Preferred Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:**

- (EDC/G) Bachelor's degree in Community/Economic Development, Planning, Marketing, Business, Park, Recreation or Tourism Management, Public Administration or other related field required. Preferred three to five years progressively responsible related experience (grant writing, project management, marketing, business assistance, community services, planning, public speaking and development) or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must be computer literate and proficient in Microsoft Office Suite applications. Must be able to demonstrate clear, precise and effective oral, written and interpersonal communication skills amongst internal and external communications. Experience in using social media as a marketing source desired.
- (DVSO) The unique requirement of the is position also requires the applicant to be a Veteran according to the state and federal description and guidelines of a Veteran status as they will be authorized to act as a TVSO in place of the absence appointed CVSO.
- (DVSO) Complete training and testing for accreditation through all Milwaukee VARO veterans service organizations (i.e. NACVSO, WDVA, VFW, or American Legion) or U.S. Department of Veterans Affairs to present claims and maintain accreditation with ongoing training.
- (ALL) Valid motor vehicle operator's license required.

### **Physical Requirements:**

- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustments, including computer terminal, telephone, fax machine, calculator, photocopier, and TV/DVD.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements.
- Ability to exert very moderate physical effort to sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to sustain prolonged visual and mental concentration.
- Ability to speak publicly



- Ability to communicate orally and in writing with others.
- Ability to work independently.
- Ability to work and adapt to time sensitive deadlines.

**Environmental Adaptability:**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions or exposure to disease may cause discomfort, but poses little risk of injury, and is present only in unusual situations.
- Seasonal activity will result in exposure to extreme heat and cold in an outdoor environment.

Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Approved by Economic Development Committee:**  
**Approved by Human Resource Committee:**

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407 South Second Street, P.O. Box 517 - Alma, WI 54610

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**DATE**

**NAME**

**ADDRESS**

**ADDRESS**

Buffalo County Public Health has determined that you need to quarantine following close contact on **DATE** with someone who has COVID-19. Because of this, you are at a higher risk of becoming infected with COVID-19.

COVID-19 is caused by a new Coronavirus that was first identified in late 2019. It is spread from person to person through aerosolized droplets produced by coughing, sneezing or speaking. It causes mild symptoms in most people but in some people, it can cause more severe illness, such as pneumonia.

Symptoms of COVID-19 include (but are not limited to): fever (temperature of 100.4° F or higher), cough, difficulty breathing, chills, muscle/body aches, loss of taste/smell, fatigue, runny nose or nasal congestion, nausea, vomiting or diarrhea. If you have new or worsening symptoms, please contact me right away and isolate yourself from others. If you have an underlying medical condition, call your doctor even if your symptoms are mild, as you may be at increased risk for complications from COVID-19.

**CDC and DHS continue to recommend a full 14-day quarantine period after the time of exposure**, as this remains the safest strategy in preventing asymptomatic COVID-19 transmission. The incubation period for the virus is still 2-14 days.

14 Day Quarantine Alternatives:

7 Day Quarantine:

- No symptoms
- Have a negative test
  - Testing no sooner than day 6 or 7
- Return to work/school on day 8
- Continue to monitor for symptoms for a full 14 days
- If you develop symptoms isolate and get tested

10 Day Quarantine:

- No symptoms
- Return to work/school on day 11
- Continue to monitor for symptoms for a full 14 days
- If you develop symptoms isolate and get tested

- Continue to follow COVID-19 precautions such as wearing a mask, social distancing and avoiding social gatherings even after your quarantine period concludes

*The new guidelines for quarantine options shorter than 14 days balance reduced burden against a small but non-zero risk of post quarantine infection that is informed by new and emerging science.*

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407 South Second Street, P.O. Box 517 - Alma, WI 54610

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If you need medical care, you should call your health care provider before you go to the clinic or hospital. Tell them about your symptoms and that you were exposed to COVID-19. Take this letter with you when you go to the clinic or hospital. ***If you need emergency medical attention any time during the monitoring period, call 911 and let them know that you were exposed to COVID-19.***

Practice self-quarantine in your home and practice social distancing if you must go out. As long as you remain well you can go out ***if necessary***, to take care of essential activities but try to limit this and avoid busy times of day. I can assist you with obtaining food and other necessities if needed.

For the most up to date local and state coronavirus information, please visit <https://www.buffalocounty.com/> and <https://www.dhs.wisconsin.gov/>.

**Potential Quarantine End Dates:**

- **7 day with proof of a negative test:**
- **10 day:**
- **14 day:**

If you have any questions, please call me at **608-418-0851** or our main line at (608) 685-4412.

Sincerely,

**Gabrielle Janovec**

**Lead COVID-19 Investigator**

Buffalo County Health & Human Services

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407 South Second Street, P.O. Box 517 - Alma, WI 54610

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DATE  
NAME  
ADDRESS  
ADDRESS

Dear NAME,

The Wisconsin Department of Health Services and your local health department have determined that you should practice self-isolation for 10 full days in order to protect your community from 2019 novel coronavirus (COVID-19). You should isolate until you are symptom free for 24 hours AND it has been 10 days since symptom onset or from the date you were tested if you haven't had symptoms. If you have not been symptom free for 24 hours on the 10<sup>th</sup> day, your isolation end date will be extended. This decision was made because you tested positive for COVID-19. Your isolation either started when your symptoms started, or the date you got tested if you are asymptomatic.

**Self-Isolation:**

- Stay home (or other location approved by public health). This means do not go to work, school, or public areas. If you need medical care, it is important you follow the instructions below.
- While at home separate yourself from other people in your home. As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.
- Avoid sharing personal household items. You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, they should be washed thoroughly with soap and water.
- Wash your hands often and practice good hygiene.
- Wear a facemask if you need to be around other people and cover your mouth and nose with a tissue when you cough and sneeze.
- Postpone all non-essential medical appointments until you are out of isolation. If you have an essential appointment during the isolation period, please tell your local health department who will help coordinate the visit.

**If your symptoms get worse or you have difficulty breathing:**

- Contact your local health department. If you require medical assistance, your local health department will tell you how to get to a doctor if an ambulance is not required. Do not use public transportation, ridesharing, or taxis.
- ***If you need emergency medical attention any time during the monitoring period, call 911 and let them know that you were exposed to COVID-19 and are having symptoms.***
- ***If you come into close contact with anyone during the self-isolation period, let them know that you were exposed to COVID-19 and are having symptoms. You may show them this letter as proof.***

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407 South Second Street, P.O. Box 517 - Alma, WI 54610

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We are asking all recent cases that we have been unable to reach to complete this form in order to help us speed up our collection of information and sharing important guidance. Sharing this information will help us to ensure quick protection of you, your family, friends, and our community. Your information will be kept confidential and nobody, but the health department, will have access to your responses. Thank you for your help.

To access the form, use your phone's camera to scan this code:



OR visit this link, also located on the main COVID 19 page on the Buffalo County website:

<https://hipaa.jotform.com/212385125027045>

As a reminder, if you have been symptom free for 24 hours after 10 full days, you can return to work and/or school on the 11<sup>th</sup> day. If you have any questions, please call me at 608-418-XXXX or call your health care provider.

Sincerely,

Your Name

Your Position

Buffalo County Health & Human Services

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407 South Second Street, P.O. Box 517 - Alma, WI 54610

---

DATE

NAME

ADDRESS

ADDRESS

Dear NAME,

The Wisconsin Department of Health Services and your local health department have determined that you should practice self-isolation because you have tested positive for COVID-19.

You may end isolation *if*:

- It has been at least 10 days since your symptoms began (or the date your test was conducted if you have not had symptoms), **AND**
- You have had no fever for 24 hours without using medication that would reduce the fever, such as Tylenol or Advil, **AND**
- Your other symptoms have been improving for 24 hours without the use of medication.

If you are able and willing to wear a well-fitting mask in public, you may end isolation *if*:

- It has been at least 5 days since your symptoms began (or the date your test was conducted if you have not had symptoms), **AND**
- You have had no fever for 24 hours without using medication that would reduce the fever, such as Tylenol or Advil, **AND**
- Your other symptoms have been improving for 24 hours without the use of medication.
- ***\*\*If you opt for this option, you must wear a well-fitting mask that covers both your nose and mouth whenever you are around others from day 6 to day 10.\*\****

**Self-Isolation:**

- Stay home (or other location approved by public health). This means do not go to work, school, or public areas. If you need medical care, it is important you follow the instructions below.
- While at home separate yourself from other people in your home. As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.
- Avoid sharing personal household items. You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, they should be washed thoroughly with soap and water.
- Wash your hands often and practice good hygiene.
- Wear a facemask if you need to be around other people and cover your mouth and nose with a tissue when you cough and sneeze.
- Postpone all non-essential medical appointments until you are out of isolation. If you have an essential appointment during the isolation period, please tell your local health department who will help coordinate the visit.

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407 South Second Street, P.O. Box 517 - Alma, WI 54610

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**If your symptoms get worse or you have difficulty breathing:**

- Contact your local health department. If you require medical assistance, your local health department will tell you how to get to a doctor if an ambulance is not required. Do not use public transportation, ridesharing, or taxis.
- ***If you need emergency medical attention any time during the monitoring period, call 911 and let them know that you were exposed to COVID-19 and are having symptoms.***
- ***If you come into close contact with anyone during the self-isolation period, let them know that you were exposed to COVID-19 and are having symptoms. You may show them this letter as proof.***

We are asking all recent cases that we have been unable to reach to complete this form in order to help us speed up our collection of information and sharing important guidance. Sharing this information will help us to ensure quick protection of you, your family, friends, and our community. Your information will be kept confidential and nobody, but the health department, will have access to your responses. Thank you for your help.

To access the form, use your phone's camera to scan this code:



OR visit this link, also located on the main COVID 19 page on the Buffalo County website:  
<https://hipaa.jotform.com/212385125027045>

If you have any questions, please call Public Health at 608-685-4412 or your health care provider.

Sincerely,

Your Name

Your Position

Buffalo County Health & Human Services

---

407 South Second Street, P.O. Box 517 - Alma, WI 54610

---

DATE

NAME

ADDRESS

ADDRESS

Dear NAME,

The Wisconsin Department of Health Services and your local health department have determined that you have been identified as a close contact to someone who tested positive for COVID-19. Someone is considered "contagious" starting 2 days before their symptoms started or 2 days before their test was done if they hadn't yet developed symptoms. Anyone who has had direct contact for any length of time (a hug, kiss, high five, etc.), or who was within 6 feet for 15 minutes or more, while the person with COVID-19 was contagious is considered "exposed."

***Whether or not someone must quarantine, and the length of a person's quarantine, depends on their vaccination status and whether or not they have symptoms.***

A fully vaccinated person who has had a booster shot, or who does not yet need a booster shot (was vaccinated < 6 months ago with Moderna/Pfizer or > 2 months ago with Johnson & Johnson):

- Does not have to quarantine
- Should monitor themselves for symptoms\* for 10 days following their most recent exposure
- Should get tested on day 5
- Should isolate and get tested if they develop symptoms\*

A person who is NOT fully vaccinated, or is eligible for a booster shot but has NOT had one (was fully vaccinated > 6 months ago with Moderna/Pfizer or > 2 months ago with Johnson & Johnson, and hasn't had a booster):

- Should quarantine for 5 days following the last exposure
- Should wear a well-fitting mask over the nose and mouth for days 6 – 10 following exposure
- Should get tested on day 5, even if they don't have symptoms\*
- Should also get tested at any time if symptoms\* develop, and should isolate at home away from others

\*Symptoms of COVID-19 include (but are not limited to): fever (temperature of 100.4° F or higher), cough, difficulty breathing, chills, muscle/body aches, loss of taste/smell, fatigue, runny nose or nasal congestion, nausea, vomiting or diarrhea. If you have new or worsening symptoms, please contact Public Health or your health care provider right away and isolate yourself from others. If you have an underlying medical condition, call your doctor even if your symptoms are mild, as you may be at increased risk for complications from COVID-19.

If you need medical care, you should call your health care provider before you go to the clinic or hospital. Tell them about your symptoms and that you were exposed to COVID-19. Take this letter with you when you go to the





## HEALTH & HUMAN SERVICES

Dave Rynders, MSSW – Director

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407 South Second Street, P.O. Box 517 - Alma, WI 54610

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clinic or hospital. ***If you need emergency medical attention any time during the monitoring period, call 911 and let them know that you were exposed to COVID-19.***

If you have any questions, please call Public Health at (608) 685-4412 or your health care provider.

Sincerely,

NAME

TITLE

Buffalo County Health & Human Services

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**Phone:** (608) 685.4412

**Fax:** (608) 685.3342

**Email:** [dhhs@co.buffalo.wi.us](mailto:dhhs@co.buffalo.wi.us)

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