

# Menominee County, Wisconsin COVID-19 Plan

20 Mar 2020 (Rev. 05 Jan 2021)



- 1. Purpose.** The purpose of this plan is to provide guidance to Menominee County department heads and employees on Menominee County's plans for responding to the rapidly evolving coronavirus disease 2019 (COVID-19) public health emergency.
- 2. About COVID-19 and Its Spread<sup>1</sup>**
  - 2.01 On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel 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".
  - 2.02 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.
  - 2.03 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 is 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<sup>2</sup>.** COVID-19 symptoms include, but are not limited to, the following: cough, shortness of breath, fever, chills, sore throat, runny nose, muscle pain, headache, new loss of taste or smell, fatigue, and gastrointestinal symptoms, such as nausea, vomiting, diarrhea, or abdominal pain.
- 4. Risk and Complications.** Elderly people with chronic conditions are currently the most at risk from complications from COVID-19. Given the vulnerable populations within the

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<sup>1</sup> Source: Wis. Dept. of Administration, FAQ for Wis. State Employees, March 11, 2020.

<sup>2</sup> August 18, 2020 Amendment: Expanded the list of known COVID-19 symptoms.

County's care, careful adherence to this plan and guidance provided by the Shawano-Menominee Public Health Director is essential.

**5. Limiting Risk/Non-Pharmaceutical Interventions.** The first line of defense to help slow the spread of COVID-19 before a vaccine is available and to ease the burden on healthcare providers include the following:

- 5.01 Staying home when sick;
- 5.02 Covering coughs and sneezes using a tissue or sleeve, and disposing of the tissue properly immediately afterwards;
- 5.03 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;
- 5.04 Routinely cleaning frequently touched surfaces using a disinfectant bearing an EPA-approved emerging viral pathogens claims label;
- 5.05 Avoid touching your eyes, nose, and mouth with unwashed hands;
- 5.06 Not shaking hands with others;
- 5.07 Avoiding close contact with people who are sick, and keeping a six foot distance between yourself and other people;
- 5.08 Cleaning and disinfecting tables, doorknobs, light switches, countertops, desks, phones, keyboards, toilets, faucets, sinks and any other areas frequently touched by others;
- 5.09 Wearing surgical or cloth masks in and around the workplace (including in county/town vehicles) when employees come into routine contact with members of the public, or fellow employees, and social distancing is compromised<sup>3</sup>;
- 5.10 Prohibiting travel to areas with verified COVID-19 infections (see Travel Restrictions below);
- 5.11 Limiting the number of people congregating for a smoke break at or near one facility entrance area to not more than two people at a time, provided they maintain physical distancing of six feet or more, and prohibiting smoking at all main entrance areas to County and Town facilities<sup>4</sup>;
- 5.12 Avoiding non-essential large gatherings of 10 or more people<sup>5</sup>; and
- 5.13 Avoiding non-essential visits to long term care facilities.

**6. Response Coordination.** The Public Health Director for Shawano-Menominee County shall be responsible for coordinating Menominee County's response to COVID-19. The scope of that coordination shall include, but is not limited to—

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<sup>3</sup> May 12, 2020 Amendment: Added §5.09 to require masks be work in and around the workplace when social distancing is compromised.

<sup>4</sup> August 18, 2020 Amendment: Added §5.11 in its entirety to limit number of smokers congregating in an area to no more than two.

<sup>5</sup> May 12, 2020 Amendment: §5.12 revised by reducing the size of large gatherings from 20 to 10 in order to make it consistent with SOW Emergency Order #8.

- 6.01 Consulting with federal, state, and local emergency management and public health officials concerning the County's overall response to COVID-19;
- 6.02 Distributing official communications concerning the virus, its spread, and the County's response to it;
- 6.03 Providing recommendations to maintenance and housekeeping personnel on enhanced cleaning and sanitation not otherwise addressed in this plan;
- 6.04 Providing recommendations on office closures, and travel limitations and restrictions; and
- 6.05 Consulting with, and providing recommendations to, department heads on service delivery as it relates to COVID-19.

**7. Communication Protocol**

- 7.01 All e-mails, public health bulletins, and press releases concerning the County's overall response to COVID-19 shall be issued by the Public Health Director.
- 7.02 The Public Health Director shall be given direct access to the County's e-mail so that countywide, group and targeted e-mails can be distributed.
- 7.03 With the exception of the Public Health Director and 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 Director. Employees that are concerned with receiving the most recent and credible information concerning COVID-19 are encouraged to go to the Centers for Disease Control website: <http://www.cdc.gov/coronavirus/2019-NCOV/cases-in-us.html>
- 7.04 The County's Emergency Management Director shall serve as the liaison between department heads and the Public Health Director.
- 7.05 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-messaging at the local level.
- 7.06 At the department level, department heads may continue to provide information to their employees concerning the manner in which services will be provided to the public in light of COVID-19.
- 7.07 The Public Health Director will periodically post information on Facebook concerning COVID-19. County departments that have Facebook sites are encouraged to post links to the Public Health Director's Facebook site.
- 7.08 Department heads and employees are urged to remain vigilant for e-mail scams related to COVID-19.
  - A. Avoid clicking on links in unsolicited emails 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;
  - C. Do not reveal personal or financial information in email, and do not respond to e-mail solicitations for this information.

**8. Cleaning and Disinfecting**

- 8.01 Menominee County Maintenance is primarily responsible for cleaning and disinfecting all county and town facilities utilizing standards proven effective against COVID-19, and for coordinating with other departments' custodians on the proper cleaning and disinfecting standards related to COVID-19.
- 8.02 To the extent that employees are capable of doing so safely, they shall assist maintenance and housekeeping staff with disinfecting porous and non-porous surfaces.
- 8.03 The County's Maintenance Department shall develop a list of cleaning supplies bearing an EPA-approved emerging viral pathogens claims label.
- 8.04 Maintenance and/or housekeeping personnel shall place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.
  - A. Maintenance and/or housekeeping personnel shall provide tissues and hand sanitizer receptacles for use by employees and visitors.
  - B. Maintenance and/or housekeeping personnel 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.
- 8.05 Guidance on Cleaning Porous Surfaces<sup>6</sup>
  - 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, diluted household bleach solutions (Note: bleach can discolor fabrics), alcohol solutions with at least 70% 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 its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing: 5 tablespoons (1/3rd cup) bleach per gallon of water, or 4 teaspoons bleach per quart of water.

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<sup>6</sup> Source: CDC Environmental Cleaning and Disinfection Recommendations; <https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html#disinfect>, 11 Mar 2020

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 time, etc.).

8.06 Cleaning Porous Surfaces<sup>7</sup>

- A. For soft (porous) surfaces such as carpeted 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 emerging viral pathogens claims labels that are suitable for porous surfaces.

8.07 Cleaning Laundered Items<sup>8</sup>

- A. Wear disposable gloves when handling dirty laundry from an 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.
- 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. Department Heads/Supervisor Responsibilities**

- 9.01 Department heads are responsible for enforcing this plan and making sure all employees are doing their part to ensure this Plan is successful.
- 9.02 Supervisors shall be responsible for ensuring that employees who are sick do not report to work or that become sick while at work go home.
- 9.03 Supervisors shall be flexible when considering employee requests to use sick leave or other time off due to personal illness, to care for an ill family member, or to care for young children not in school or daycare. Additionally, supervisors are

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<sup>7</sup> Ibid.

<sup>8</sup> Ibid.

encouraged to not require physician statements prior to an employee's return to work, unless the illness is not due to a cold or flu like illness.

**10. Quarantines, Sick Leave and Emergency Leave**

10.01 Government Ordered. This Plan does not prescribe the manner in which government-ordered quarantine decisions are to be made. An order to quarantine would likely be issued or recommended by the Wisconsin Department of Health Services and/or Shawano-Menominee Public Health for non-Indians residing in Menominee County. Whereas, the Menominee Indian Tribe of Wisconsin's Clinic-Public Health would likely issue or recommend a quarantine for Indians and descendants residing in Menominee County/Menominee Indian Reservation.

10.02 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 periodically contact their healthcare provider and provide updates to their supervisors.
- B. Employees who have travelled to a place with a confirmed COVID-19 infection shall inform their supervisor upon his/her return from travel and prior to reporting for duty. The supervisor, through the Emergency Management Director, shall consult with the Public Health Director to determine whether the employee should self-quarantine.

10.03 Emergency Leave/Sick Leave<sup>9</sup>

- A. Employees who are experiencing symptoms of cold, flu or COVID-19 (see Section 3 above) shall not be allowed to enter the workplace and shall use their available leave balances for the duration of their absence from the workplace. Said employees shall only be allowed to return to the workplace if the employee has been symptom free for 72 hours and the Public Health Director, or his/her designee, consents to the employee's return to work.
- B. Effective January 1, 2021, all full-time employees shall receive an allocation of 80 hours of COVID-19 sick leave and all employees working less than 40 hours per week shall receive an allocation of COVID-19 sick leave based on a proportional share of 80 hours. COVID-19 sick leave shall be available for use by employees only if they are: (1) ordered to isolate due to testing positive for COVID-19; (2) ordered to quarantine due to having close contact with a person who has tested positive for COVID-19 and the employee seeks testing for COVID-19 exposure; or (3) are caring for an immediate family member who has tested positive for COVID-19. Employees who are experiencing symptoms of cold, flu or COVID-19 that do not seek testing for COVID-19 shall not be

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<sup>9</sup> January 5, 2021 Amendment: Revised §10.03 in its entirety. This section originally incorporated language pertaining to the Families First Coronavirus Response Act, which was a federal law that expired on Dec. 31, 2020. That Act required employers to provide up to 80 hours of Emergency Paid Sick Leave and to grant paid time off through an expansion of the Family Medical Leave Act. This amendment continues a local form of Emergency Paid Sick Leave, or COVID-19 sick leave, but does not continue the expanded FMLA benefit locally. COVID-19 sick leave is, technically, emergency leave under the Personnel Policies and Procedures Manual.

eligible to use COVID-19 Sick Leave. Employees who are caring for an immediate family member who has tested positive for COVID-19 shall not be allowed to return to the workplace until the Public Health Director, or his/her designee, consents to the employee's return to work. Any unused portion of COVID-19 sick leave shall expire on December 31, 2021.

- C. Employees who have exhausted their allocation of COVID-19 sick leave may be granted the use of emergency leave if: (1) the employee can justify, in writing, why his/her exposure to COVID-19 or close contact with a person infected with COVID-19 is due to circumstances beyond the employee's control; (2) the employee's written justification evidences the employee took reasonable safety precautions to safeguard him/herself from exposure; (3) use of the employee's available leave balances would expose the employee to undue hardship should other illness or emergency befall the employee; and (4) the request is supported by the employee's department head, Emergency Management Director, and Public Health Director.
- D. Employees who are quarantined and experiencing no symptoms, or who have recovered from cold, flu or COVID-19 like symptoms and are awaiting approval to return to the workplace, may be authorized to work from home by their immediate supervisor if they have the means to work from home. Under no circumstance will an employee who is isolated after having tested positive for COVID-19 and/or is actively experiencing cold, flu or COVID-19 like symptoms be expected or allowed to work from home.

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

10.05 Department heads and supervisors are required to protect their employees' right to privacy under the Americans with Disabilities Act (ADA) and Health Insurance Portability and Protection Act (HIPPA). Protected health information concerning an employee can only be shared with the Public Health Director.

**11. Access to County/Town Facilities Restricted**

11.01 Generally, only County and Town officials and employees can access County and Town facilities.

11.02 Residents may access only those areas of County and Town facilities necessary for them to conduct their public business.

11.03 Federal, state and local officials performing bona fide law enforcement duties or statutory and regulatory compliance responsibilities shall be provided access to those areas of County and Town facilities essential to them performing those duties.

11.04 Suppliers, vendors, and service technicians shall be provided access only to those areas of the facility where their access is essential.

11.05 Family and friends of employees shall be prohibited from visiting or touring County and Town facilities.

11.06 Unaccompanied children shall not be allowed access to any County or Town facility.

11.07 The County's fitness center shall be only available to County employees, with only one at a time permitted access to the facility<sup>10</sup>.

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

**13. Telecommuting**

13.01 Office workers may be allowed to work from home, subject to the approval of their immediate supervisor and the department head, but only after—

A. It has been confirmed that COVID-19 is spreading in the community and the employee is deemed to be at a higher risk for complications from COVID-19 infection; or

B. The department or office has been closed.

13.02 Department heads are urged to identify how many employees have desktop computers or laptops at home capable of making a VPN connection to the workplace.

13.03 The Technology Services Director shall determine whether additional desktops or laptops for home use need to be purchased.

13.04 VPN Access

A. The Technology Services Director has to perform the install on individually owned desktops/laptops. Those desktops/laptops must have current and approved antivirus software.

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

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

**15. Travel Restrictions**

15.01 All airline travel is restricted until further notice.

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

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

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

15.05 Travel required for a court proceeding or a bona fide law enforcement, medical examiner, or first responder matter is exempt from these restrictions.

15.06 Employees that have travelled out of state or to areas with high positivity rates of COVID-19 infection are required to monitor their health for symptoms described in Section 3 above upon their return from travel. Employees that begin to experience any of the symptoms described in Section 3 above shall self-quarantine and/or be

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<sup>10</sup> May 12, 2020 Amendment: County Board authorized re-opening of the fitness center to County employees only, and only one at a time.



sent home and isolated. Guidance and recommendations governing quarantine and isolation are prescribed in Section 10 above.

15.07 The Public Health Director may relax these restrictions on a case-by-case basis.

**16. Personal Protective Equipment Issuance**

16.01 Surgical masks, subject to their availability, may be ordered by Maintenance and/or departments. These masks may help prevent the spread of infection from the public that are symptomatic.

16.02 Fitted Masks. These masks may be beneficial for service providers going into homes. Fitted masks may be ordered but the employees will be required to undergo a fit test. The Human Services Department nurse will be re-certified to conduct fit testing.

16.03 Gowns, subject to their availability, may be ordered by departments if needed by service providers going into homes.

16.04 Latex and latex-free gloves, subject to their availability, may be ordered by Maintenance and/or departments for the use of employees having substantial contact with the public.

**17. Department Specific Plans.** Each department is encouraged to develop supplemental COVID-19 plans specific to their service area, provided that they do not conflict with the guidance and direction contained in this Plan.

**18. Tabletop/Drill Exercises.** Within two weeks following this plan's adoption by the Board of Supervisors, the Public Health Director and/or Emergency Management Director shall coordinate a table top exercise or drill to test the effectiveness of this plan and shall offer recommended changes to this plan based on the outcome of that exercise.

**19. Funding.** Requests for contingency funding shall be made to the Personnel and Finance Committee. Supplemental appropriations are subject to recommendation by the Personnel and Finance Committee and the County Board of Supervisors.

**20. Compliance Monitoring.** The Public Health Director and/or Emergency Management Director shall be responsible for ensuring department heads and employees are complying with this plan. Violations of this plan shall be regarded as a violation of a safety or health regulation under the County's Personnel Policies and Procedures Manual.

**21. Emergency Declaration.** The Public Health Director and/or Emergency Management Director may recommend the County Board Chairperson and/or County Board of Supervisors declare a state of emergency. In the event of an Emergency Declaration, all department heads shall begin carefully tracking all expenses relating to COVID-19 planning and preparedness.

**22. Approval.** This Plan was adopted by the Menominee County and Town Board of Supervisors on March 20, 2020.

**Revision History:**

07 Apr 2020 – Revised §10 to eliminate employees' need to use available leave balances for first three days of quarantine. Employees will now be required to use up to 80 hours of emergency paid sick leave, which was authorized by the Families First Coronavirus Response Act and

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the County's policy implementing that Act. See County's Families First Coronavirus Response Act Policy adopted on 07 Apr 2020 for more details.

- 12 May 2020 – Inserted §5.09 requiring wearing surgical/cloth masks in/around workplace and in vehicles when social distancing is compromised. Changed large gathering size referred to in §5.10 from 20 to 10. Modified §11.07 to allow use of fitness center by County employees only, and only one at a time.
  
- 18 Aug 2020 – Revised §3 to expand the list of known COVID-19 symptoms. Inserted §5.11 to limit number of people congregating in areas for smoke breaks. Revised §15.06 to clarify obligation of employees that travel out of state or to areas with high positivity rates.
  
- 05 Jan 2020 - Revised §10.03 in its entirety. See footnote #9 above for more details.