

**MENOMINEE COUNTY/TOWN OF MENOMINEE  
CONTINUATION OF THE TEMPORARY CLOSURE OF  
COUNTY AND TOWN OPERATIONS**

**09 OCT 2020**



**SECTION A.  
PURPOSE OF THE CLOSURE**

Due to an ongoing surge in COVID-19 cases among Menominee County residents and members of the Menominee Tribe, as well as an increase in COVID-19-like symptoms and positivity rates among Menominee County employees, Menominee County temporarily closed between September 18, 2020, and October 12, 2020. Having seen a slight improvement in the overall health condition of County employees or their household members since the temporary closure went into effect, but not enough to justify reopening, the County has decided to continue the temporary closure until October 19, 2020.

**SECTION B.  
EFFECTIVE DATE OF THE TEMPORARY CLOSURE**

The temporary closure will continue in effect through Sunday, October 18, 2020. The County will resume operation on Monday, October 19, 2020, unless the temporary closure is subsequently extended.

**SECTION C.  
ESSENTIAL GOVERNMENT OPERATIONS TO REMAIN OPEN ON A LIMITED BASIS**

1. The Sheriff's Office and Menominee 911 Center will remain open.
2. The Menominee County Highway Department, Maintenance Department, Emergency Management Director, Technology Services Department, and Human Services Departments will be closed; however, the department heads of those respective departments are authorized to enter the workplace and schedule and/or call upon such personnel as are necessary to address high priority issues.
3. The Medical Examiner and Town Firefighters are authorized to respond to calls as necessary, but all routine training and meetings are prohibited.
4. The Administrative Coordinator is authorized to enter the workplace to address priority issues and to schedule and/or call upon other department heads and support personnel as are necessary to address priority needs of residents, other departments, and to administer payroll and other financial functions.
5. The County Clerk, Clerk of Courts, Register of Deeds, and Treasurer's Office shall be closed; however, the elected officials in these offices are authorized to perform such work in their respective offices and to schedule and/or call upon their deputies as necessary to address priority office issues.

## **Temporary Closure of County and Town Operations**

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6. To the extent such is possible, all personnel authorized to enter the workplace shall limit their activities to performing only those duties vital to accomplishing the priority task at hand and shall promptly leave the workplace once that task has been accomplished.

### **SECTION D. NON-ESSENTIAL GOVERNMENT OPERATIONS CLOSED ON A LIMITED BASIS**

All departments and programs not identified in Section C above shall be closed; however, department heads assigned to those departments and programs are authorized to make all necessary and proper arrangements to meet deadlines, appointments, and other obligations during the temporary closure.

### **SECTION E. COMPENSATION**

All officials and employees who are affected by the temporary closure and are not able to work from home shall charge their leave hours to emergency leave. Further, all officials and employees charging their time to emergency leave or who are otherwise charging their time to other cost objectives are (a) prohibited from frequenting stores, restaurants, taverns, or meeting in large groups of 10 or more people during their normally scheduled work hours; and (b) shall comply with the requirements of the County's COVID-19 Plans and other department-specific policies pertaining to the COVID-19 pandemic. Employees that do not remain at home during their regular working hours are not entitled to emergency leave.

### **SECTION F. GUIDANCE FOR THE GENERAL PUBLIC**

1. The general public is urged to utilize on-line resources, if available, or to transact any business they have using the phone or e-mail.
2. Office appointments will be scheduled only on a priority basis.

Issued pursuant to authority granted by Resolution No. 2020-05.

/s/  
Elizabeth Moses,  
County Board Chairperson  
October 9, 2020