

MENOMINEE COUNTY
PLAN FOR THE RESTORATION OF REGULAR WORK HOURS
28 May 2020



SECTION A.
PURPOSE OF THIS PLAN

This plan is created pursuant to Resolution No. 2020-05, entitled "COVID-19 Outbreak Emergency Guidelines", which was approved by the Menominee County Board of Supervisors on May 22, 2020, and which authorizes the creation and implementation of a plan that (a) restores county employees to a regular schedule utilizing a phased-in approach, and (b) expands public access to county offices. This plan is intended to replace the "Plan for the Limited Closure of County/Town Operations", as amended, which was adopted by the Menominee County Board of Supervisors on March 20, 2020, in response to the COVID-19 outbreak. In summary, that plan reduced the workweek for most county employees to 20-hours per week and limited the public's access to county offices to one or two days each week and by appointment only. This plan is intended to be completely implemented by June 22, 2020.

SECTION B.
GUIDANCE FOR THE GENERAL PUBLIC

1. Except for the Sheriff's Office and Menominee 911 Center, the public can only access county and town facilities by appointment.
2. The public is advised to wear masks while inside county or town facilities. Masks may be made available to the public, subject to availability. Members of the public that are unable or unwilling to wear masks in a county or town facility may be limited to common areas of the facility.
3. The public is required to maintain a minimum distance of six feet between themselves and others and to observe other non-pharmaceutical interventions (e.g., wash hands, cover their coughs and sneezes, stay home while sick) while visiting, or considering a visit to, a county or town facility.
4. The public is urged to continue utilizing on-line resources, if available, or to transact any business they have using the phone or e-mail.
5. Only one member of the public at a time will be allowed to visit County or Town offices unless the person physically requires the assistance of another or is also an active participant in the appointment, meeting, or transaction.

SECTION C.
SCHEDULE FOR RESTORATION OF REGULAR OFFICE HOURS

1. **Conservation, Forestry and Zoning**
 - 1.01 All personnel will resume their regular office schedule on Monday, June 1, 2020.
 - 1.02 The department will be open to the public Monday through Friday by appointment only.

2. County Veterans Service Office

- 2.01 All personnel will resume their regular office schedule on Monday, June 22, 2020.
- 2.02 The department will be open to the public Monday through Friday by appointment only.

3. Courthouse Complex – Upper Level

- 3.01 Departments or offices included: (a) Administration; (b) Clerk; (c) Clerk of Court; (d) Finance; (e) GIS/Land Information/Property Lister; (f) Register of Deeds; (g) Technology Services; and (h) Treasurer.
- 3.02 All personnel will resume their regular office schedule on Monday, June 1, 2020.
- 3.03 All departments in the upper level of the Courthouse Complex will be open to the public Monday through Friday by appointment only.

4. Courthouse Complex – Lower Level

- 4.01 Departments/offices included: (a) Sheriff's Office; and (b) Menominee 911 Center.
- 4.02 The Administrative Assistant in the Sheriff's Office will resume her regular office schedule on Monday, June 1, 2020. All other personnel were not operating on a reduced work schedule.
- 4.03 One visitor at a time may enter through the lower parking lot entranceway without an appointment to conduct business with the Sheriff's Office and Menominee 911 Center. Visitors entering the facility through the lower parking lot entranceway cannot proceed to the upper portion of the complex.

5. Emergency Management

- 5.01 All personnel will resume their regular office schedule on Monday, June 1, 2020.
- 5.02 The department will be open to the public Monday through Friday by appointment only.

6. Highway Department

- 6.01 All personnel will resume their regular office schedule on Tuesday, May 26, 2020.
- 6.02 The department will be open to the public Monday through Friday by appointment only.

7. Human Services

- 7.01 All personnel will resume their regular office schedule on Monday, June 8, 2020.
- 7.02 The department will be open to the public Monday through Friday by appointment only.

8. Maintenance

- 8.01 All personnel will resume their regular office schedule on Monday, June 1, 2020.
- 8.02 The department will be open to the public Monday through Friday by appointment only.

**SECTION D.
CONTINUATION OF TELECOMMUTING SCHEDULE FOR CERTAIN EMPLOYEES**

1. Department heads may continue to authorize an employee to work from home if all employees under similar circumstances are treated the same and—
 - 1.01 The employee cares for young children at home and the school or place of care for the child/children has been closed; or
 - 1.02 The employee is especially susceptible to serious health complications if exposed to the COVID-19 virus; or
 - 1.03 The employee provides care to a family member who is especially susceptible to serious health complications if exposed to the COVID-19 virus.
2. To the extent possible, employees that telecommute should periodically schedule regular office hours to ensure that the needs of the public are being addressed.
3. Department heads shall take appropriate measures to ensure that telecommuting employees are meeting the demands of their position. Such measures may include, but are not limited to, holding weekly tele/video conferencing meetings with such staff to set weekly goals and requiring the use of daily and/or weekly reports.
4. Elected officials are encouraged to continue staggering their schedules with their deputies.
5. Employees that are authorized to telecommute should prepare for the eventual discontinuation of telecommuting.

**SECTION E.
PLAN REVIEW**

This plan will be reviewed by the Department Heads at its regular department head meeting in June and may be modified as appropriate. This plan is also subject to review and modification by the Personnel and Finance Committee and/or Menominee County Board of Supervisors.