

**MENOMINEE COUNTY, WISCONSIN**  
**COVID-19 Plan**  
 20 Mar 2020 (Rev. 02 Jun 2022)



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**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);

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

- 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.** 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 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 Mandatorily and properly wearing a face covering or mask (i.e., completely covering the nose and mouth) in offices while others are present, regardless of social distancing, in all common areas at all times, in vehicles while others are present, or while outside whenever social distancing is compromised, unless they are actively eating, drinking, exercising, or subject to a bona fide medical restriction preventing the individual from wearing a mask, and ensuring that visitors ten years of age and older properly wear masks within county/town facilities and vehicles;
  - 5.10 Establishes certain travel restrictions for unvaccinated personnel (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;
- 5.12 Avoiding non-essential large gatherings of 10 or more people unless all are vaccinated; 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—

- 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> or the Wisconsin Department of Health Services website: <https://www.dhs.wisconsin.gov/covid-19/index.htm>
- 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>2</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.

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<sup>2</sup> Source: CDC Environmental Cleaning and Disinfection Recommendations; <https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html#disinfect>, 11 Mar 2020

- 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.
  - 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>3</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>4</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.

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<sup>3</sup> Ibid.

<sup>4</sup> Ibid.

- 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 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. Illness, Isolation and Quarantine**

- 10.01 Illness in General. Officials and 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 individuals shall only be allowed to return to the workplace if the individual has been symptom free for 24 hours. The Public Health Director reserves the right to require individuals be tested for COVID-19 prior to the employee's return to work.
- 10.02 Isolation. Isolation is used to separate a person infected with COVID-19 from those who are not infected. Individuals who test positive for COVID-19, regardless of their vaccination status, are required to go into isolation. Those in isolation must:
  - A. Stay home for five days; and
  - B. Afterwards, can leave their residence if they have no symptoms or their symptoms have resolved after five days; and
  - C. Continue to wear a mask around others for five additional days while outside of the workplace. Officials and employees must continually wear a mask while in the workplace, unless alone in his/her office, or while driving in a vehicle with others.
- 10.03 Quarantine. Quarantine is used to separate and restrict the movement of people who come into close contact (within six feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19 to see if they become sick.
  - A. Unvaccinated/Partially Vaccinated. Individuals who have not been fully vaccinated or are more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) and have not yet received a COVID-19 vaccination booster shot must:
    - 1. Stay home for five days; and
    - 2. If symptoms develop, remain at home and call their healthcare provider to get tested for COVID-19; and

3. Take a test for COVID-19 on day five, if possible; and
  4. Afterwards, continue to wear a mask around others for five days when outside of the workplace or continually while in the workplace, unless alone in his/her office, or while driving in a vehicle with others; and
- B. Fully Vaccinated. Individuals who have received a COVID-19 vaccination booster shot, or completed the primary series of Pfizer or Moderna vaccine within the last six months, or completed the primary series of the J&J vaccine within the last two months must:
1. Wear a mask around others for 10 days while outside of the workplace or continually while in the workplace, unless alone in his/her office, or while driving in a vehicle with others; and
  2. Take a test for COVID-19 on day five, if possible; and
  3. If symptoms develop, go home and call their healthcare provider to get tested.
- C. COVID-19 Sick Leave
1. Individuals who have received a COVID-19 vaccination booster shot, or completed the primary series of Pfizer or Moderna vaccine within the last six months, or completed the primary series of the J&J vaccine within the last two months, or who are medically exempt from vaccination shall receive the following allocation of COVID-19 sick leave on January 1st each calendar year:
    - a. Full-time employees: 80 hours per calendar year
    - b. Part-time employees: A prorated share of 80 hours per calendar year
  2. "Medically exempt from vaccination" includes individuals who are pregnant, nursing mothers, or individuals that have been determined by a medical professional to be subject to medical contraindications and precautions for COVID-19 immunization.
  3. COVID-19 sick leave shall be used by employees only if they are: (a) ordered to isolate due to testing positive for COVID-19; (b) are experiencing symptoms of COVID-19 and will be obtaining a test for COVID-19; or (c) are caring for an immediate family member who has tested positive for COVID-19.
  4. Individuals caring for an immediate family member that 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.
  5. 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.

6. Any unused portion of COVID-19 sick leave shall expire on December 31<sup>st</sup> each year and shall not carry over into a new calendar year.
- 10.04 Leave for Employees Not Entitled to COVID-19 Sick Leave. Employees who are not entitled to COVID-19 sick leave shall use sick leave, other available leave balance, or leave without pay if they are isolated, quarantined, or are otherwise experiencing symptoms of cold, flu, or symptoms of COVID-19.
- 10.05 Limited Telecommuting. 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, however, 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.
- 10.06 To the extent possible, remaining staff shall cover the duties and responsibilities of staff on emergency leave or sick leave.
- 10.07 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 The general public may access only those areas of County and Town facilities necessary for them to conduct their public business.
- 11.02 Members of the public ages 10 and older are required to wear face coverings or masks while inside county or town facilities, regardless of vaccination status. Face coverings or masks may be made available to the public, subject to availability.
- 11.03 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.
- 11.04 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.
- 11.05 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.
- 11.06 Suppliers, vendors, and service technicians shall be provided access only to those areas of the facility where their access is essential.
- 11.07 Family and friends of employees shall be prohibited from visiting or touring County and Town facilities.



- 11.08 Unaccompanied children shall not be allowed access to any County or Town facility.
- 11.09 The County's fitness center shall only be open to fully vaccinated County employees that have provided documented proof of vaccination to Administration. Fitness center users must sanitize equipment they have used immediately after their use. Violations may result in suspension of fitness center access and disciplinary action for violating a health regulation of the County.

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

**13. Telecommuting**

13.01 Department heads may authorize an employee to work from home if all employees under similar circumstances are treated the same and the employee cares for young children at home and the school or place of care for the child/children has been closed due to COVID-19 precautions.

13.02 To the extent possible, employees that telecommute should periodically schedule regular office hours to ensure that the needs of the public are being addressed.

13.03 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 employees working from home to submit daily and/or weekly logs detailing their accomplishments.

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.** Travel for vaccinated and unvaccinated employees and officials is unrestricted; however, employees and officials are encouraged to wear face coverings or masks, continue social distancing, and observe other non-pharmaceutical interventions while on travel and to carefully monitor for symptoms upon their return from travel.
- 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. 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.
- 19. Approval.** This Plan was adopted by the Menominee County and Town Board of Supervisors on March 20, 2020.

## **Menominee County COVID-19 Plan**

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### **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 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. Eliminated reference to emergency paid sick leave provided under the Families First Coronavirus Response Act; created an 80-hour, locally established emergency leave bank for COVID-19 related leave. See footnote #10 above for more details.
- 24 Feb 2021 - Authorized up to two employees to use the fitness center, "provided that, only two employees occupy the center at any given time, with only one person on each side; face coverings are worn at all times in between exercises and while exercising if it can be safely accommodated; and users sanitize equipment immediately after their use. Violations may result in suspension of fitness center access and disciplinary action for violating a health regulation of the County."
- 07 Apr 2021 - Revised §10.02.A. to provide an quarantine exception for employees who have been fully vaccinated against COVID-19. Amended §10.03.A. to reduce the symptom-free from illness requirement before employees could return to work from 72 hours to 24 hours.
- 13 May 2021 - Provides for the reopening of public facilities on Monday, May 17, 2021; repeals the companion plan entitled "Reopening of County and Town Operations", dated October 16, 2020, and incorporates language contained in that plan into the COVID-19 Plan; incorporates updated guidance on quarantine for mission critical personnel; clarifies that COVID-19 leave cannot be used by employees who have the cold, flu or other illness; narrows the use of telecommuting; eliminates the prohibition for travel to meetings, conferences, and training by employees who are fully vaccinated; updates CDC and DHS website links; and makes certain technical updates.
- 14 Jun 2021 - Revised §5.09 to §5.12, §11.02, §11.03, §11.09 and §15.01 to exempt fully vaccinated employees, residents and visitors from listed requirements and comply with changes per Menominee County Resolution 2021-02 and authorized by the Menominee County Board Chairperson.
- 08 Aug 2021 - This amendment reinstates the use of face coverings or masks by all County and Town officials and employees in the workplace, and by all guests and visitors to County and Town facilities, regardless of their vaccination status.
- 03 Jan 2022 - This amendment incorporates the new CDC guidance (issued Dec. 27, 2021, which reduces quarantine and isolation period to five days), incorporates the County Board's prohibition on unvaccinated employees receiving COVID-19 sick leave, and clarifies the difference between isolation and quarantine (revises §10 in its entirety). In addition, this amendment temporarily establishes an appointment-only restriction on County/Town facility access given the recent spike in COVID-19 infections locally.

## **Menominee County COVID-19 Plan**

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- 15 Mar 2022 - This amendment to the County's General COVID-19 Plan: (1) makes wearing of masks or face coverings optional, except upon the return of a County/Town employee or official from isolation or quarantine; (2) encourages rather than requires members of the public to wear face coverings or masks in County/Town facilities; and (3) eliminates all travel restrictions.
- 06 May 2022 - This amendment to the County's General COVID-19 Plan requires all County/Town officials, employees, and visitors ten years of age and older to wear face coverings or masks while in the workplace or while in County/Town vehicles while others are present.
- 02 Jun 2022 - This amendment removed the mask mandated established on May 6, 2022.