

**MENOMINEE COUNTY/TOWN OF MENOMINEE  
COVID-19 PLAN FOR THE LIMITED OPERATION  
OF CERTAIN COUNTY OFFICES**

**14 AUG 2020**



**SECTION A.  
PURPOSE OF THIS PLAN**

On the evening of Thursday, August 13, 2020, County officials received confirmation that a County employee tested positive for COVID-19. It is believed that the employee's contacts with fellow employees and the general public were greatly limited, and that the employee wore a mask and followed other non-pharmaceutical interventions required under policy and recommended by CDC guidelines. Efforts to learn more about the employee's contacts is being undertaken, as are efforts to deep clean the office and the entire facility where the employee was located. Until further notice, the County Board Chairperson has directed the creation of this plan.

**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 general public is required to wear masks while inside county or town facilities. Masks will be made available to the public. Members of the public that are unable to wear masks out of medical necessity or other bona fide reason 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.  
LIMITED OPERATION OF CERTAIN COUNTY OFFICES**

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

## **Plan for the Limited Operation of Certain County Offices**

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### **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 Employees that are able to work from home are authorized and expected to do so.
- 3.03 Elected officials are requested to stagger their schedules with their deputies so that they are not in the offices together at one time.
- 3.04 All departments in the upper level of the Courthouse Complex will be open to the public 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 Dispatch Center will continue its normal schedule.
- 4.03 The Sheriff's Office will continue its normal schedule. The Administrative Assistant, however, is authorized to work from home or is authorized emergency leave if she is unable to work from home.
- 4.04 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 The Emergency Management Director is authorized to work from home.
- 5.02 The department will be open to the public by appointment only.

### **6. Highway Department**

- 6.01 All personnel will continue their normal schedule.
- 6.02 The department will be open to the public Monday through Friday by appointment only.

### **7. Human Services**

- 7.01 The department will be closed on Friday, August 14, 2020.
- 7.02 The HSD Director will designate essential management personnel and staff that are needed for continuity of operations; such employees will resume their normal schedule on Monday, August 17, 2020.
- 7.03 Specified and/or non-essential employees able to work from home are authorized and expected to do so. Specified and/or non-essential employees not able to work from home are authorized emergency leave until further notice.
- 7.04 The department will be open to the public by appointment only.

### **8. Maintenance**

- 8.01 All personnel will continue their normal schedule.
- 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. Employees that are authorized to telecommute should prepare for the eventual discontinuation of telecommuting.

**SECTION E.  
EFFECTIVE DATE**

This Plan goes into effect immediately on Friday, August 14, 2020.

The Menominee County Board Chairperson may further reduce the work schedule and open office hours for the public upon the recommendation of the Public Health Director and/or Emergency Management Director.