

**MENOMINEE COUNTY/TOWN OF MENOMINEE  
REOPENING OF  
COUNTY AND TOWN OPERATIONS  
16 OCT 2020**



**SECTION A.  
REOPENING OF COUNTY AND TOWN OPERATIONS**

Except for the Highway Department, all departments and offices of the County and Town shall reopen and resume their normal schedules effective as of Monday, October 19, 2020. The Highway Department shall reopen effective as of Monday, October 19, 2020, but operators and support staff may be scheduled for duty on a regular or as needed basis through the week of October 19<sup>th</sup> only.

**SECTION B.  
GUIDANCE FOR THE GENERAL PUBLIC**

1. 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.  
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.

## **Reopening of County and Town Operations**

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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 employees working from home to submit daily and/or weekly logs detailing their accomplishments.
4. Elected officials shall stagger their schedules with their deputies such that both the official and deputy are not in the office at the same time. To the extent possible, the official or deputy not scheduled to work in the office shall be expected to telecommute from home. Due to election preparations, the Clerk and Deputy Clerk may continue to work at the Courthouse on the same schedule, provided they are not working within the same office.

### **SECTION D. COMPENSATION**

All officials and employees who are not scheduled for duty in the office 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 Plan and other department-specific policies pertaining to the COVID-19 pandemic. Employees unable to work in the office and that cannot work from home are not entitled to emergency leave if they do not remain at home.

### **SECTION E. APPLICABILITY OF OTHER COVID-19 PLANS**

The requirements of the COVID-19 Plan, as amended on August 18, 2020, and department specific policies pertaining to the COVID-19 pandemic remain in effect.

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

/s/  
Elizabeth Moses,  
County Board Chairperson  
October 16, 2020