

**MENOMINEE COUNTY/TOWN OF MENOMINEE
COVID-19 PLAN FOR LIMITED CLOSURE OF
COUNTY/TOWN OPERATIONS**

20 Mar 2020 (Revised: 23 Mar 2020)



Due to the COVID-19 pandemic and the rapid advancement of community spread infections in Northeast Wisconsin, the Menominee County and Town Board of Supervisors have directed the limited closure of County and Town facilities as follows:

SECTION A.

MAXIMUM 20-HOUR WORK SCHEDULE EFFECTIVE MONDAY, MARCH 23, 2020

1. Guidance for the General Public

- 1.01 Open public office hours will be posted at all facility entranceways.
- 1.02 Though the public may find that employees are present at various facilities, the offices may be closed to the public.
- 1.03 The public is encouraged to call ahead to find out what the office hours are for the public.
- 1.04 The general public can only access county and town facilities by appointment only.
- 1.05 The public is urged to utilize on-line resources, if available, or to transact any business they have using the phone or e-mail.
- 1.06 Only one member of the public at a time will be allowed to visit County or Town offices unless the person (a) physically requires the assistance of another or (b) is a participant in the appointment, meeting or transaction.

2. County Courthouse Office Complex - Upper Level

- 2.01 Departments/offices included: (a) Administration; (b) Clerk; (c) Clerk of Court; (d) Finance; (e) GIS/Land Information; (f) Register of Deeds; (g) Technology Services; and (h) Treasurer.
- 2.02 Dates and Hours of Operation:
 - A. Official/employee work schedule:
 1. Monday, from 8:00 a.m. until 4:30 p.m.
 2. Tuesday, from 8:00 a.m. until 4:30 p.m.
 3. Wednesday, from 8:00 a.m. until 12:00 p.m.
 - B. Dates/hours open to the public only:
 1. Monday, from 8:00 a.m. to 12:00 p.m., by appointment only.
 2. Tuesday, from 12:00 p.m. to 4:00 p.m., by appointment only.
- 2.03 Special Considerations:
 - A. The Clerk of Courts will not hold public office hours. The public is urged to call the Clerk of Courts if they have any business with the office. Filing will continue to be processed in all cases via the Court's e-filing system and by mail. The Clerk of Court's service counter will be closed. Paper documents will not be accepted in person; instead, visitors may file documents or make payment by using the drop box.
 - B. All main entrances will be closed and locked, and will only be opened for the general public on the days and during the hours specified in Par. 2.02.B. above.

3. County Courthouse Office Complex - Lower Level

- 3.01 Departments/offices included: (a) Menominee 911 Center; and (b) Sheriff's Office.
- 3.02 Dates and Hours of Operation:
 - A. Official/employee work schedule: Unaffected; not subject to 20-hour work schedule.
 - B. Dates/hours open to the public only:
 - 1. Closed to the general public.
 - 2. The general public may make contact with the Sheriff's Office via intercom.
- 3.03 Special Considerations: None

4. Conservation, Forestry and Zoning Building

- 4.01 Departments/offices included: Conservation, Forestry and Zoning.
- 4.02 Dates and Hours of Operation:
 - A. Official/employee work schedule:
 - 1. Monday, from 8:00 a.m. until 4:30 p.m.
 - 2. Tuesday, from 8:00 a.m. until 4:30 p.m.
 - 3. Wednesday, from 8:00 a.m. until 12:00 p.m.
 - B. Dates/hours open to the public only: Tuesday, from 12:00 p.m. to 4:00 p.m., by appointment only.
- 4.03 Special Considerations: All main entrances will be closed and locked, and will only be opened for the general public on the days and during the hours specified in Par. 4.02.B. above.

5. Emergency Management

- 5.01 Dates and Hours of Operation:
 - A. Employee work schedule:
 - 1. Monday, from 8:00 a.m. until 4:30 p.m. - Telecommuting only
 - 2. Tuesday, from 8:00 a.m. until 4:30 p.m. - Telecommuting only
 - 3. Wednesday, from 8:00 a.m. until 12:00 p.m. - Telecommuting only
 - B. Dates/hours open to the public only: Closed to the general public.
- 5.02 Special Considerations: Available for meetings and emergencies upon request.

6. Human Services

- 6.01 Dates and Hours of Operation:
 - A. Employee work schedule:
 - 1. Monday, from 8:00 a.m. until 4:30 p.m.
 - 2. Tuesday, from 8:00 a.m. until 4:30 p.m.
 - 3. Wednesday, from 8:00 a.m. until 12:00 p.m.
 - B. Dates/hours open to the public only:
 - 1. Monday, from 8:00 a.m. to 12:00 p.m., by appointment only.
 - 2. Tuesday, from 12:00 p.m. to 4:00 p.m., by appointment only.
- 6.02 Special Considerations:
 - A. Crisis response will be addressed on an emergency basis.
 - B. All main entrances will be closed and locked, and will only be opened for the general public on the days and during the hours specified in Par. 6.01.B. above.

7. Maintenance Department

- 7.01 Dates and Hours of Operation:
 - A. Employee work schedule:
 - 1. Monday, from 6:00 a.m. until 3:30 p.m.
 - 2. Tuesday, from 6:00 a.m. until 3:30 p.m.
 - 3. Wednesday, from 6:00 a.m. until 12:00 p.m.
 - B. Dates/hours open to the public only: Closed to the general public.
- 7.02 Special Considerations: Mail runs will occur on Monday through Wednesday only. The final mail run will occur at noon on Wednesdays.

8. Highway Department

- 8.01 Dates and Hours of Operation:
 - A. Employee work schedule:
 - 1. Administrative, stockroom and custodial personnel:
 - a. Monday, 7:00 a.m. until 3:30 p.m.
 - b. Tuesday, 7:00 a.m. until 3:30 p.m.
 - c. Wednesday, 7:00 a.m. until 11:00 a.m.
 - 2. Highway and shop operations:
 - a. Monday, from 6:00 a.m. until 4:30 p.m.
 - b. Tuesday, from 6:00 a.m. until 4:30 p.m.
 - c. On-Call: This department will continue to provide services on-call and as-needed regardless of the 20-hour work schedule.
 - B. Dates/hours open to the public only: Monday, 7:00 a.m. to 11:00 a.m., by appointment only.
- 8.02 Special Considerations: All main entrances will be closed and locked, and will only be opened for the general public on the days and during the hours specified in Par. 8.01.B. above.

9. Medical Examiner and Fire Department

- 9.01 Dates and Hours of Operation:
 - A. Employee work schedule: On-call
 - B. Dates/hours open to the public only: By appointment only
- 9.02 Special Considerations: None

10. University of Wisconsin - Extension

- 10.01 Dates and Hours of Operation:
 - A. Employee work schedule: Telecommuting only
 - B. Dates/hours open to the public only: Telecommuting only
- 10.02 Special Considerations: None

11. Veterans Service Office

- 11.01 Dates and Hours of Operation:
 - A. Employee work schedule:
 - 1. Monday, from 8:00 a.m. until 4:30 p.m.
 - 2. Tuesday, from 8:00 a.m. until 4:30 p.m.
 - 3. Wednesday, from 8:00 a.m. until 12:00 p.m.
 - B. Dates/hours open to the public only:
 - 1. Monday, from 8:00 a.m. to 12:00 p.m., by appointment only.
 - 2. Tuesday, from 12:00 p.m. to 4:00 p.m., by appointment only.

- 11.02 Special Considerations: All main entrances will be closed and locked, and will only be opened for the general public on the days and during the hours specified in Par. 11.01.B. above.

12. Guidance on Non-Essential Personnel and Personnel Susceptible to Serious Health Complication from COVID-19 Infection

- 12.01 Non-essential personnel and personnel deemed especially susceptible to serious health complications from COVID-19 infection, as identified by the department head, shall be allowed to work from home.
- 12.02 All essential and non-essential personnel shall be required to make themselves available for all phone calls, e-mails (if available), and to report to the workplace if needed during their normal working hours (e.g., 40-hour workweek); however, personnel that have been quarantined or isolated due to potential COVID-19 infection shall be exempt from this requirement.
- 12.03 All essential and non-essential personnel that are at home during what would otherwise be their normal working hours are expected to remain home so as to limit the spread of COVID-19.

**SECTION B.
FUTURE CHANGES TO SCHEDULES**

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.

Revision History:

- March 23, 2020: Menominee County Board of Supervisors changed the public office hours for all departments to appointment only.