

## Village of Lake Nebagamon COVID-19 Administrative Response

### Scope & Objective

The Village is firmly committed to providing all employees a safe and healthy work environment. The safety and wellbeing of our employees is of great importance to us as employers, and as stewards of the community. We believe the prevention of illness is possible and are dedicated to that principle for our employees and our citizens. We deem this situation serious and are taking actions to safeguard municipal operations and mitigate the spread of COVID-19 to ensure safety for all.

### Actions

The Administrative staff are continuously monitoring information from the CDC, World Health Organization, and WI Dept. of Health Services and local agencies to help ensure actions taken are aligned with the latest recommendations and guidance.

- Employees able to work remotely are encouraged to do so whenever possible until further notice. The Village Office, Village Garage and Fire Hall will be closed to foot traffic and non-essential personnel. If two or more employees are working in the same facility, CDC guidelines regarding social distancing and environmental cleaning instructions will be followed whenever possible.
- All business travel for conferences and/or training is postponed until further notice.
- Until further notice, all public transactions normally completed in the Village Office will be done by telephone, email, regular mail, through the outdoor drop box, or by appointment. This includes in-person absentee voting. During regular business hours, a staff member will be available by phone or by appointment at the Auditorium. Appointments may also be made outside of these regular business hours.
- All Village Office appointments will be conducted in the meeting room downstairs in the Auditorium while maintaining the recommended 6 foot distance between persons.
- Access to the building for these appointments will be limited to the handicapped door facing the lake.
- All money and documents relating to personnel files, customer information, or voter registration information will remain in the Village Office.
- A maximum of 10 total people will be allowed at all Village Board and subunit meetings, including the Trustees and Administrative Staff. Using the guidance from the WI Dept. of Justice, these meetings will be broadcasted/streamed to allow for public oversight and participation. Details on how to do so will be provided on the Village website as they become available.
- Any employee who experiences symptoms or has been in direct contact with someone who is symptomatic or has been diagnosed is instructed to adhere to the following protocol:
  - ◆ The individual is required to immediately notify the Administrator or the Village President, whichever can be done faster. They will inform each other as applicable.
  - ◆ Amy Huber 218-428-5883, Darrell Kyle 715-817-0079
  - ◆ The affected individual will be sent home or instructed to stay home, depending on the individual's current stationing.
  - ◆ Discreet notification to co-workers and affected individuals will be made immediately.
  - ◆ If a Village facility or piece of equipment is thought to be potentially infected, the site and/or equipment will be shut down for a minimum period of 3-5 days, during which it will be cleaned and decontaminated.
  - ◆ CDC return to work guidelines will be followed for any symptomatic or diagnosed employee