

**UPDATED MAY 15, 2020**

# **Burnett County, Wisconsin COVID-19 Plan**

**Original Plan Provided March, 16 2020**

- 1. Purpose.** The purpose of this plan is to provide guidance to Burnett County department heads and employees on Burnett County's plans for responding to the rapidly evolving coronavirus disease 2019 (COVID-19) public health emergency. This document is to supplement the administrative flexibility and provide further clarification of Resolution 2020-10, recommended for approval by Administration Committee on March 16, 2020. Furthermore, this plan may be amended from time to time as necessary to accommodate the rapidly changing environment. Any plan implementation, or implementation/modifications by County Administration, through the flexibility of Resolution #2020-10 shall not constitute precedent setting measures.
- 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. Transmission can occur without symptoms; and
    - E. It is possible that a person can get COVID-19 by touching a surface or object that has the live 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.

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

- 3. COVID-19 Symptoms.** COVID-19 presents with flu-like symptoms (fever, cough or sore throat, headache or body aches, and in some cases diarrhea and vomiting) or acute respiratory illness symptoms (i.e. cough, shortness of breath).
- 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 Burnett HHS 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 if COVID-19 is spreading in the community;
  - 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** Prohibiting travel to areas with verified COVID-19 infections (see Travel Restrictions below);
  - 5.10** Avoiding non-essential large gatherings of 20 or more people; and
  - 5.11** Avoiding non-essential visits to long term care facilities.
- 6. Response Coordination.** The Burnett County COVID-19 Response Team includes: The County Administrator, Sheriff's Department leadership, Emergency Management Director, HHS Director, Public Health, and IT. The scope of their coordinated efforts the last eight weeks has included, 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; and
- 6.06** Providing guidance to community partners on business operations, surge planning, PPE requisition, and preparing for the re-opening of County government.

**7. Communication Protocol**

- 7.01** All e-mails, public health bulletins, and press releases concerning the County's overall response to COVID-19 are approved by the COVID-19 Response Team.
- 7.02** With the exception of the HHS Director, Public Health and County Administrator, 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 HHS 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>
- 7.03** The County Administrator, or designee, shall serve as the liaison between department heads and the HHS Director.
- 7.04** The County's HHS 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.
- 7.05** 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.
- 7.06** The HHS Director will periodically post information on the County website concerning COVID-19.
- 7.07** 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 email solicitations for this information.

**8. Cleaning and Disinfecting**

- 8.01** Burnett County Maintenance is primarily responsible for cleaning and disinfecting the Burnett County Government Center utilizing standards proven effective against COVID-19.
- 8.02** To the extent that employees are capable of doing so safely, they shall assist maintenance with disinfecting porous and non-porous surfaces. Daily, staff shall clean, with maintenance provided sanitizing wipes, all office equipment and high touch 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** Each employee is expected to clean their workspace prior to leaving for the day.
- 8.05** All employees shall refrain from utilizing another employee's workspace and/or equipment.
- 8.06** Maintenance 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 personnel shall provide tissues and hand sanitizer receptacles for use by employees and clients.
  - B. Maintenance 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.
- 8.07** 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.
  - 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.).

**8.08** Cleaning Porous Surfaces<sup>3</sup>

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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

<sup>3</sup> Ibid.

- 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.

**8.09** 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.
- 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. Emergency Leave**

**9.01** Emergency Leave/Sick Leave. Please refer to EFMLA previously provided. Employees may be required to use their available leave balances. If the employee does not have enough leave to cover the duration of their absence, and the County Administrator authorizes it, the County will allow the employee to take up to 80 hours of leave time before it is earned, which would result in a negative balance in their leave banks. Should an employee end employment before that leave time is due them, whatever amount that is still in the negative will be withheld from their last check. The County Administrator may also authorize a variety of paid time off at the County expense as he deems necessary and appropriate, without setting precedent. The County Administrator shall utilize the flexibility as outlined in Resolution #2020-10 as deemed necessary.

**9.02** To the extent possible, remaining staff shall cover the duties and responsibilities of staff on emergency leave.

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<sup>4</sup> Ibid.

- 9.03** 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).
- 10. Office Closures.** Complete department/office closure will only be authorized by the County Administrator upon the recommendation of the HHS Director, and in Consultation with the County Board Chair.
- 11. Telecommuting**
- 11.01** Office workers may be allowed to work from home, subject to the approval of their immediate supervisor and the department head, but only after—
- A. It has been confirmed that COVID-19 is spreading in the community and the employee is deemed to be at a higher risk for complications from COVID-19 infection; or
  - B. The department or office has been closed.
  - C. Or at the discretion of the County Administrator.
- 11.02** Department heads are urged to identify how many employees have desktop computers or laptops at home capable of making a VPN connection to the workplace.
- 11.03** The IT Director shall determine whether additional desktops or laptops for home use need to be purchased, as well as other software programs that would allow for increased video conferencing.
- 11.04** VPN Access
- A. The IT 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.
- 12. Backup Site.** This plan shall utilize the Highway/Forestry Facility as necessary to carry out services.
- 13. Travel Restrictions**
- 13.01** All Burnett County business travel to trainings, seminars, and conferences is restricted until further notice.
- 13.02** Trainings required to obtain or maintain licensing or credentialing may be allowed but only if the training cannot be postponed.
- 13.03** Travel required for a court proceeding or a bona fide law enforcement, medical examiner, or first responder matter is exempt from these restrictions.
- 13.04** The County Administrator may relax these restrictions on a case-by-case basis.
- 14. Personal Protective Equipment Issuance**
- 14.01** Burnett County provided two washable masks to each staff member to be worn as they desire.

- 14.02** A face mask shall be worn when interacting face to face with any client, board member, or attending a Committee or County Board meeting.
- 14.03** 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.
- 14.04** Gowns, subject to their availability, may be ordered by departments if needed by service providers going into homes.
- 14.05** 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.
- 15. 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. Review of CoG plans is appropriate to determine what service, if necessary, may be put on hold.
- 16. Funding.** Requests for contingency funding shall be made to the County Administrator, and shall follow existing finance policies. The County Board of Supervisor’s may approve additional financial or contingency funds, which shall prevail.
- 17. Compliance Monitoring.** Violations of this plan shall be regarded as a violation of the County’s Human Resources and Personnel Policies and Manual. Human Resources will handle such violations through their established process.
- 18. Emergency Declaration.** On March 19, 2020 the Burnett County Board of Supervisors approved Resolution 2020-10 issuing an emergency declaration for Burnett County due to the effects of COVID-19.
- 19. Reopening of Burnett County Government Center.** On March 20, 2020 at 4.30 PM the County made the decision to close the Burnett County Government Center to the general public, and required all client to have a prearranged meeting to access the facility. Since that time, Governor Evers has issued further “Safer-at-home” orders that have slowly been pulled back. The “turning of the dial” has resulted in the reopening of additional businesses, services, and recreational opportunities for the Public. Burnett County is making the decision to reopen our doors to the public on May 26, 2020 at 8.30am. While the County is making the decision to re-open our facility to clients, we may elect to modify hours in the future and/or reclose the facility as necessary. The following section of this plan is to enhance and update the existing COVID-19 plan and provide guidance for staff regarding operations. Please review this section closely and seek information if it is unclear for how your department may operate.
- 20. Operational Guidance for Reopening**

  - 20.01 Social Distancing.** Departments should develop social distancing plans. Three key factors for consideration include the following: 1) Physical workspace modifications, 2) Limiting in-person interactions and physical contact, and 3) Employee scheduling and remote working.

    - A. Physical Workspace Modifications.**

Department Heads should determine what, if any, modifications need to be made, such as:

- separating desks and work stations;
- closing or modifying common/conference rooms;
- modifying high-touch surfaces, such as leaving doors open to reduce touches;
- displaying markings on floors or signs reminding clients and employees to maintain social distancing in areas where people congregate;
- installing plexiglass barricades at front counters

Building Maintenance shall be consulted with to determine feasibility and may be able to assist you with implementing modifications.

**B. Limiting in-person interactions and physical contact.**

Including but not limited to:

- Holding fewer in-person meetings and using increased conference calls or video conferences;
- Limiting the size of in-person staff gatherings (e.g., less than five people);
- Instructing employees not to use other employees' workspaces or equipment.

**C. Employee Scheduling and Remote Working**

Department Heads are encouraged to continue utilizing the remote work flexibility mentioned herein, and may also want to consider staggered/flexible shifts when/if possible.

**20.02 Screening.** Screening will continue to occur at the front doors for all clients to Burnett County Government Center and Burnett County Highway and Forestry Facility, and signage will be located outside the doors providing such awareness to the public. The screening schedule will continue to be developed by the County Clerk's office for the Burnett County Government Center and shall continue until further notice. Due to the inability to stage one person at the front doors, staff from all departments will be required to participate in the screening schedule as developed by the County Clerk's office.

The Highway and Forestry facility, as well as the Sheriff's Department will be provided with screening materials, training, and PPE coordinated through Emergency Management and Public Health.

No staff member of Burnett County shall bring any client into the facility without going through the proper screening procedure unless approved by the County Administrator, or his designee.

In addition, at the screening location within the Burnett County Government Center, a building layout will be provided to better orient clients to the office they are intending to visit. This layout is to provide clear direction to our client and reduce travel to unnecessary areas within the facility.

**20.03 Procedure if a COVID-19 Positive Employee has been at work.**

The county will immediately communicate with the staff of the impacted building and close/disinfect the area used by the COVID-19 positive staff member. Confidentiality for the impacted employee must be maintained. Our Public Health Department will conduct a communicable disease investigation to determine the



impact of the diagnosed employee's contact with coworkers, the public and their family and quarantine accordingly. Employees who had close contact with the COVID-19 positive staff member may be asked to go home. Employees diagnosed with COVID-19 will be required to quarantine for 10 days and only return to work if they are symptom free for 72 hours.

Furthermore, the County may elect to take further action following the Public Health Department investigation, up to and including closure of any department(s) and or facility for up to 24 hours to allow for proper disinfecting.

Any department/facility closure will result in the utilization of the inclement weather policy and procedure for payroll purposes.

**20.04 When do I need to self-monitor, quarantine, or self-isolate?**

If an employee has symptoms of acute respiratory illness, they should be sent home and they should CALL their primary care provider and describe the symptoms and follow the medical advice. If they are members of the county's health insurance plan, they may also use Teladoc. The county is not currently requiring a doctor's excuse to return to work if an employee exhibits symptoms of COVID-19. We do ask that they honestly report their health status to their manager or HR and not return to work until they are symptom free for 72 hours.

- If you or someone in your home might have been exposed, self-Monitor and be alert for symptoms. You may continue to work if you have been symptom free for the previous 72 hours.
- If you feel healthy but recently had close contact, or someone in your home had close contact, with a person with COVID-19, please self-Quarantine at home for 14 days and self-monitor. Check your temperature twice a day and watch for symptoms. You may return to work on the 15th day if you have been symptom free for the previous 72 hours.
- If you have been diagnosed with COVID-19 or are waiting for test results; have multiple symptoms of COVID-19 such as cough, fever, and shortness of breath; or have been provided a doctor's note to self-isolate, please self-quarantine and self-isolate at your home in a specific "sick room" or area and away from other people, animals, including pets. If possible, use a separate bathroom. You will be required to quarantine for 10 days and only return to work if you are symptom free for 72 hours.

