

GREEN LAKE COUNTY, WISCONSIN

COVID-19 PLAN

Directive #6 – June 26, 2021

1. **Purpose.** The purpose of this plan is to provide guidance to Green Lake County Department Heads and employees on Green Lake County's plans for responding to the rapidly evolving coronavirus disease 2019 (COVID-19) public health emergency. This Plan will be reviewed by the Green Lake County Administrator and County Board Chair as needed.
2. **About COVID-19 and Its Spread and Symptoms**
 - 2.01 On March 11, 2020, the World Health Organization declared COVID-19 a pandemic.
 - 2.02 Please refer to the Green Lake County website under the COVID-19 for detailed information regarding the COVID-19 virus, how it spreads and what symptoms, if any, may appear. www.co.green-lake.wi.us
3. **Limiting Risk/Pharmaceutical Interventions.** Get vaccinated. COVID-19 vaccines are safe, effective, **free** and widely available. Authorized vaccines are available for individuals aged 12 and over at locations near to you. You do not need an ID or insurance to get it. Find an appointment on [vaccines.gov](https://www.vaccines.gov). Call 1-800-232-0233 for more information.
4. **Limiting Risk/Non-Pharmaceutical Interventions.** People who are vaccinated against COVID-19, meaning it has been two weeks or longer since they have finished their vaccine series, can safely engage in a lot more social situations. The first line of defense to help slow the spread of COVID-19 and to ease the burden on healthcare providers include the following:
 - 4.01 Wearing a mask;
 - 4.02 Maintain 6' social distancing when possible;
 - 4.03 Washing hands often using hot water and soap for 20 seconds or longer, particularly after coughing or sneezing;
 - 4.04 Staying home when sick;
 - 4.05 Get tested if you have symptoms or have been exposed to someone with COVID-19.
 - 4.06 Avoid crowded and poorly ventilated indoor spaces when possible;
 - 4.07 Get vaccinated.
 - 4.08 Prohibiting travel to areas with a high level of verified COVID-19 infections (see Travel Restrictions below);
 - 4.09 The County's Human Service Director shall serve as the liaison between department heads and the Public Health Officer.
 - 4.10 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.
 - 4.11 The Public Health Officer will periodically post information on the County Website and other social media sites concerning COVID-19. County departments that have social media sites are encouraged to post links to the Public Health Officer site.

5.0 Social Distancing

Social distancing includes any action to limit contact with others. There are three general options to take:

Limiting face-to-face meetings: Limit face-to-face meetings by using email, phone, or videoconferencing. Consider whether any meetings can be cancelled/rescheduled or conducted remotely with the use of technology. See www.dhs.wisconsin.gov/covid-19 for further guidance on gathering for vaccinated vs. unvaccinated individuals.

Modifying work schedules: Departments may be asked to consider whether modifying work schedules to reduce overlap of staff in our non-24/7 operations is feasible.

Working remotely: Departments may be asked to consider whether and how staff may be able to work remotely. It is acknowledged that not all departments and functions will be able to accommodate this. **Working remotely shall be subject to Department Head and County Administrator approval.** (See *Temporary Telecommuting Request Form*)

- **When to Stay Home from Work and Use of Personal Accrued Leave**

When staff need to stay home, either because they are ill, have been exposed, are caring for an ill family member, or are watching children due to school or daycare closures:

The most important message we can send is to stay home if you have any symptoms or have any reason to believe you may have been exposed to COVID-19. As we plan for ways to provide services for our clients at a time we may experience staffing shortages, the last action we want you to take is to potentially spread COVID-19 to your co-workers and clients.

Specifically, when you communicate to your normal department contact that you are sick or concerned about coming to work, you will be asked to report the following types of information:

- 1) Are you staying home because you are sick, or because you are caring for someone else?
- 2) Does the illness present flu-like symptoms (fever, cough, sore throat, headache/body aches), or something else?
- 3) If it is flu-like symptoms, do you have any reason to believe you may have contracted COVID-19?
- 4) Have you or a member of a party you have been traveling with come into contact with someone contagious with COVID-19?
- 5) Have you traveled to a state or country with "community spread/transmission" in the past 15 days?

If you are experiencing flu-like symptoms, please call and consult your medical provider. If you are exhibiting some symptoms but not sure whether you should stay home, please stay home and consult your physician via telephone for additional guidance.

Given the potential seriousness and magnitude of the situation, our goal is to remove as many barriers as possible for staff to be able to stay home if they are exhibiting symptoms or otherwise have reason to believe they may have been infected. In addition, a Department Head, in consultation with the County Administrator, may send an employee home who reports to work exhibiting signs of illness. Employees will be required to use their accrued leave balances or take the time unpaid if they are too ill or unable to telecommute during this period of illness.

Signs and/or symptoms of illness may generally include, but are not limited to, the following circumstances:

- The employee is exhibiting flu-like symptoms.
- Someone in the employee's family or household is exhibiting flu-like symptoms.
- The employee has been exposed to someone who is being quarantined due to suspicion of or potential exposure to COVID-19.
- A diagnosed case of COVID-19 by receiving a positive test result. An employee diagnosed with COVID-19 should contact the County Clerk to determine FMLA eligibility.

An employee shall return to work when fever-free for a sustained twenty-four (24) hour period, or once they have met quarantine requirements, if applicable.

Employees may be required to provide a negative COVID-19 test result prior to being allowed to return to work. Employees on a qualifying FMLA leave may be required to provide a negative COVID-19 test result and/or doctor's statement in order to return.

• **Travel Restrictions**

Green Lake County will follow CDC guidance in restricting employee travel.

a. **Domestic Travel During COVID-19**

1. Delay travel until you are **fully vaccinated**. If you are not fully vaccinated and must travel, follow CDC's **recommendations for unvaccinated people**. (www.cdc.gov)

People who are fully vaccinated with an FDA-authorized vaccine or a vaccine authorized for emergency use by the World Health Organization can travel safely within the United States.

CDC periodically updates these recommendations as more people are vaccinated, as rates of COVID-19 change, and as additional scientific evidence becomes available. This guidance applies to travel within the United States and U.S. territories.

2. **Recommendations For Fully Vaccinated People**

If you are **fully vaccinated**, take the following steps to protect others when you travel:

- During Travel
 - **Wearing a mask over your nose and mouth is required** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like a ferry or top deck of a bus).
 - Follow all state and local recommendations and requirements, including mask wearing and social distancing.

- After Travel
 - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
 - Follow all [state and local](#) recommendations or requirements.

You do NOT need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months. Proof may be required. You should still follow all other travel recommendations.

3. Recommendations For Unvaccinated People

If you are not fully vaccinated and must travel, take the following steps to protect yourself and others from COVID-19:

- Before you travel:
 - Get tested with a [viral test](#) 1-3 days before your trip.
- While you are traveling:
 - **[Wearing a mask over your nose and mouth is required](#)** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like on a ferry or the top deck of a bus). CDC recommends that travelers who are not [fully vaccinated](#) continue to wear a mask and maintain physical distance when traveling.
 - Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
 - Wash your hands often or use hand sanitizer (with at least 60% alcohol).
- After you travel:
 - Get tested with a [viral test](#) 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel.
 - Even if you test negative, stay home and self-quarantine for the full 7 days.
 - If your test is positive, [isolate](#) yourself to protect others from getting infected.
 - If you don't get tested and remain asymptomatic, stay home and self-quarantine for 10 days after travel.
 - Avoid being around people who are at [increased risk for severe illness](#) for 14 days, whether you get tested or not.
 - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
 - Follow all [state and local](#) recommendations or requirements.
- Visit your [state, territorial, tribal](#) or county health department's website to look for the latest information on where to get tested.

b. International Travel During COVID-19

1. **Do not travel internationally** until you are [fully vaccinated](#). If you are not fully vaccinated and must travel, follow CDC's international travel recommendations for unvaccinated people.

Fully vaccinated travelers are less likely to get and spread COVID-19. However, international travel poses additional risks, and even fully vaccinated travelers might be at increased risk for getting and possibly spreading some COVID-19 variants.

The COVID-19 situation, including the spread of new or concerning variants, differs from country to country. All travelers need to pay close attention to the [conditions at their destination](#) before traveling. (www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html)

The CDC will update these recommendations as more people get vaccinated, as rates of COVID-19 change, and as additional scientific evidence becomes available.

2. Recommendations For Fully Vaccinated People

- Before you travel
 - Make sure you understand and follow all airline and destination requirements related to travel, mask wearing, testing, or quarantine, which may differ from U.S. requirements. If you do not follow your destination's requirements, you may be denied entry and required to return to the United States.
 - Check the current [COVID-19 situation in your destination](https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html).
(www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html)
- During traveling:
 - **Wearing a mask over your nose and mouth is required** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like a ferry or top deck of a bus).
 - Follow all recommendations and requirements at your destination, including mask wearing and social distancing
- Before you arrive in the United States:
 - All air passengers coming to the United States, **including U.S. citizens and fully vaccinated people, are required** to have a negative COVID-19 test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.
- After travel:
 - Recommend getting tested with a [viral test](#) 3-5 days after travel.
 - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
 - Follow all [state and local](#) recommendations or requirements after travel.

3. Recommendations For Unvaccinated People

If you are not fully vaccinated and must travel, take the following steps to protect yourself and others from COVID-19:

- Before you travel:
 - Get tested with a [viral test](#) 1-3 days before your trip.
 - Make sure you understand and follow all airline and destination requirements related to travel, testing, or quarantine, which may differ from U.S. requirements. If you do not follow your destination's requirements, you may be denied entry and required to return to the United States.
 - Check the [COVID-19 situation in your destination](https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html).
(www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html)
- While you are traveling:
 - **Wearing a mask over your nose and mouth is required** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like on a ferry or the top deck of a bus). CDC recommends that travelers who are not [fully vaccinated](#) continue to wear a mask and maintain physical distance when traveling.
 - Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
 - Wash your hands often or use hand sanitizer (with at least 60% alcohol).
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- Before you arrive in the United States:
 - All air passengers coming to the United States, including U.S. citizens and fully vaccinated people, **are required** to have a negative COVID-19 viral test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.
- After you travel:
 - Get tested with a [viral test](#) 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel.
 - Even if you test negative, stay home and self-quarantine for the full 7 days.
 - If your test is positive, [isolate](#) yourself to protect others from getting infected.
 - If you don't get tested, stay home and self-quarantine for 10 days after travel.
 - Avoid being around people who are at [increased risk for severe illness](#) for 14 days, whether you get tested or not.
 - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
 - Follow all [state and local](#) recommendations or requirements.
- Visit your [state](#), [territorial](#), [tribal](#), and county health department's website to look for the latest information on where to get tested.

Do NOT travel if you were [exposed to COVID-19](#), [you are sick](#), [you test positive for COVID-19](#), or you are waiting for results of a COVID-19 test. Learn when it is [safe for you to travel](#). (www.cdc.gov/coronavirus/2019-ncov/travelers/when-to-delay-travel.html) Don't travel with someone who is sick.

International Travel Recommendations and Requirements	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before traveling out of the US	Yes	
Mandatory test required before flying to US	Yes	Yes
Get tested 3-5 days after travel	Yes	Yes
Self-quarantine after travel for 7 days with a negative test or 10 days without test	Yes	
Self-monitor for symptoms	Yes	Yes
Wear a mask and take other precautions during travel	Yes	Yes



Last Updated May 19, 2021
 Content source: National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases

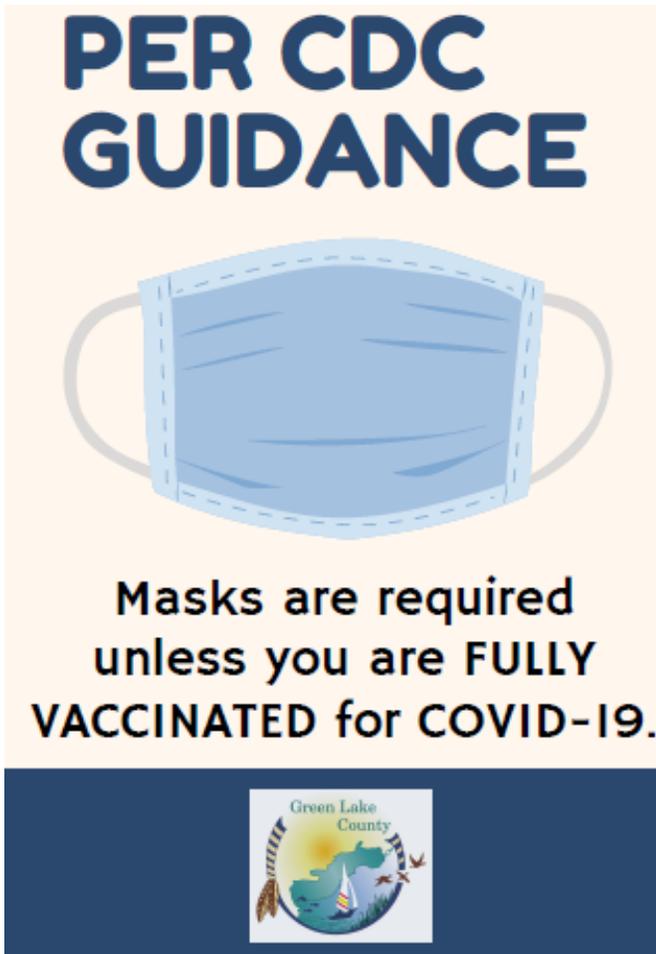
- It is strongly recommended that unvaccinated employees postpone or cancel personal travel outside of Wisconsin, domestic and international
- Unvaccinated employees who voluntarily choose travel destinations designated by the CDC as having a High Risk Assessment Level will be subject to a CDC recommended self- quarantine period (7 or 10 days – see above) prior to being allowed to return to work. Compensation during the self-quarantine period will be through the use of earned vacation, personal days or will be without pay.
- As noted above the CDC provides a Risk Assessment Level map of destinations on the website www.cdc.gov/coroavirus/2019-ncov/travelers/map-travel-notice.html.
- County travel shall be limited to essential purposes to conduct County business or operations.
- County travel required for a court proceeding, a bona fide law enforcement purpose, or by the medical examiner for a death investigation shall be allowed. CDC guidance shall prevail.
- **School or Daycare Closure:** Subject to Department Head and County Administrator approval, if an employee chooses to be home to take care of their children who are not in school and/or daycare, the employee will be required to use their accrued vacation time, other benefited time, sick time, in that order, prior to taking unpaid time.

Taking unpaid time under this section will not affect the accrual of benefits.

For tracking purposes, the Department Head shall provide a report to the County Administrator listing those employees who are on leave due to a school or daycare closure.

- **Emergency Declaration:** Per Resolution 2-2021 the Green Lake County State of Emergency Declaration ended effective June 26, 2021. The Green Lake County Pandemic and Natural Disaster Policy and Protocol remains in active effect until such time as the World Health Organization (WHO) declares that there is no longer a global COVID-19 Pandemic.
- **Building/Office Closures:** Effective June 26, 2021 all County buildings shall be open to the public. Please continue to use the drop box in the lobby or utilize online services to avoid the necessity of having to enter the building. The Government Center will be open when required while court is in session. Individuals who have not been vaccinated for COVID-19 shall be required to wear a mask while in County buildings. Individual County office may have stricter COVID-19 protocols in place for masking, social distancing, etc. The public and staff should be prepared to comply as needed as they move about the buildings and/or between County offices.
- **HEALTH AND HUMAN SERVICES:**
 - When possible, please schedule an appointment with the department for time-sensitive, critical or emergency services only.
 - Visitors with an appointment may expect to be escorted by a county staff person to and from the appointment.
 - Health and Human Services staff shall continue to rotate and stagger staff hours in a combination of onsite and telecommuting practices to protect staff from possible cross-contamination with COVID protecting the viability of the essential services provided by the department.

- **COVID-19 PROTECTIVE MEASURES:** For the safety and well-being of Green Lake County staff and the public:
- **When the public or staff enter the Green Lake Government Center, the following measures must be followed:**
 - Per CDC guidance, face coverings are required in County Buildings by all **unvaccinated** individuals. A “face covering” is a piece of cloth or other material that is worn to cover the nose and mouth completely and includes, but is not limited to, a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A “face covering” does not include face shields, mesh masks, masks with holes or openings, or masks with vents.



- **COUNTY MEETING ROOMS:** County meeting rooms will not be available for the use of outside groups to conduct meetings. All public meetings of the County Board, Committees and staff will remain open to the public and we ask that you comply with mask guidance and practice social distancing if attending. Refer to meeting agendas for instructions on how to participate in public meetings that may be held virtually or by phone.
- Exceptions to Green Lake County Policies and Procedures and this COVID-19 Plan may be considered and approved jointly by the County Administrator and County Board Chair on a case by case basis per the Pandemic and Natural Disaster Policy and Protocol.
- Given the extent of the COVID-19 pandemic and the fluidity of the situation, this plan may be revised and/or updated frequently. Please ensure you are referring to the most recent version of this plan.