



A G E N D A
CITY OF WAUPUN SPECIAL COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Thursday, January 06, 2022 at 4:30 PM

The Waupun Common Council will meet In-person, virtual, and teleconference . Instructions to join the meeting are provided below:

Join Zoom Meeting: <https://us02web.zoom.us/j/82279403603?pwd=ZHZOWjZRM2FhKzR2ejhyVFR2TjJlZz09>

Meeting ID: 856 9918 1989

Passcode: 420845

Join Teleconference: 1-312-626-6799

CALL TO ORDER

CONSIDERATION - ACTION

1. COVID-19 Policy Update

CLOSED SESSION

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (e) (g) of the WI Statutes for:

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

2. Negotiating investment of public funds for land at N11456 State Road 26

OPEN SESSION

The Waupun Common Council will reconvene in open session under Section 19.85(2) of the WI Statutes.

ACTION FROM CLOSED SESSION

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.

City of Waupun, WI COVID-19 Plan and Employment Policies

Adopted 12.07.2021 and Updated 1.06.2022

1. The following COVID-19 response employment policy is effective under US Health and Human Services declaration signed on January 21, 2021 citing a national public health emergency as a result of ongoing threats to public health posed by COVID-19. This policy references guidelines for COVID-19 safety as outlined by the Center for Disease Control (CDC) to slow the spread ([found here](#)), and considers local conditions as determined by both Fond du Lac and Dodge County Public Health along with recommended mitigation strategies based on county-phased reopening plans. The policy is subject to further change that may come as a result of federal and state legislation or through further modification by the Waupun Common Council.

1. **Purpose.** The purpose of this plan is to state the guidelines under which the City of Waupun will operate in responding to the ever-evolving coronavirus disease 2019 (COVID-19) public health emergency. This Plan will be included as an agenda item and reviewed periodically by the Waupun Common Council until the Public Health Emergency is declared concluded. The Plan includes protocols and procedures that must be followed by the City and its employees to best safeguard its workplaces and its citizens. Failure to follow safety protocols in the workplace or to come into or remain in the workplace while having COVID-19 symptoms or diagnosis may result in discipline up to and including termination.

2. **Communication Plan**

The City's Director of Emergency Management or City Administrator shall serve as the liaison between department heads and the Public Health Officer.

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.

The City Administrator or a staff member appointed by the City Administrator will periodically post information on Facebook concerning COVID-19. City departments that have Facebook sites are encouraged to post links to the Waupun Municipal Government Facebook page.

3. **About COVID-19 and Its Spread**

3.01 On March 11, 2020, the World Health Organization declared that the new coronavirus outbreak, now identified as COVID-19, is a pandemic. This signaled the recognition that the health emergency from COVID-19 spread is at the highest level across the world.

3.02 COVID-19 is a new disease and the CDC is still learning how it spreads but it has resulted in the deaths of thousands and is continuing to result in an exponential number of fatalities in countries and regions where steps have not been taken to stem its spread. The severity of the illness and related risks cannot be understated. It is critical for Waupun employees to understand how the virus spreads and to take all possible action to prevent the spread of the virus. Currently, the virus is thought to spread: :

- 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. By symptomatic and asymptomatic people;
- D. By an individual who has touched a surface or object that has the virus on it and then touched their own mouth, nose, or eyes.

3.03 Known variants of the disease pose serious threat to public health and require continued vigilance of safety protocols, even among those vaccinated.

Because of this transmission, the City has put policies in place to minimize risk of contagion for employees and citizens. The following practices are to be followed by all employees.

4. Limiting Risk/Non-Pharmaceutical Interventions. To slow the spread of COVID-19 the City will require employees to immediately do the following:

- 4.01 Stay home when sick, which will be subject to other City rules;
- 4.02 Cover coughs and sneezes using a tissue or sleeve, and disposing of the tissue properly immediately afterwards;
- 4.03 Wash your hands often using hot water and soap for 20 seconds or longer, and immediately wash your hands with soap and water for at least 20 seconds after coughing or sneezing;
- 4.04 Routinely clean frequently touched surfaces using a disinfectant bearing an EPA-approved emerging viral pathogens claims label;
- 4.05 Avoid touching your eyes, nose, and mouth;
- 4.06 Greet others without shaking their hands;
- 4.07 Avoid close contact with people who are sick, and keep a six-foot distance between yourself and other people;
- 4.08 Regularly clean and disinfect tables, doorknobs, light switches, countertops, desks, phones, keyboards, toilets, faucets, sinks and any other areas frequently touched by others;
- 4.09 Comply with COVID-19 Travel Restrictions as outlined in this policy;
- 4.10 Avoid non-essential large gatherings in accordance with Fond du Lac County Public Health Phased Reopening Plan guidelines. *It is important to note that guidelines are continually updated based on local conditions ([current guideline found here](#));* and
- 4.11 Avoid non-essential visits to long-term care facilities.

5. Social Distancing

Social distancing must be practiced to limit contact with others. This should be done in three ways:

Limiting face-to-face meetings: To the greatest extent possible, limit face-to-face meetings, including by using email, phone conferences, or videoconferencing. All non-essential meetings within departments or within the community, should be cancelled, rescheduled to a time later this year, or conducted remotely with the use of technology.

Modifying work schedules: Department Heads should immediately determine ways to modify work schedules to reduce overlap of staff in our non-24/7 operations.

Working remotely: Department Heads should consider whether and how staff may be able to work remotely. Not all departments and functions will be able to accommodate this, as many city services require direct client interaction. Limitations on technology and equipment may restrict the ability to implement this option. The Department Head and City Administrator must approve proposals for remote work.

6. Employee Screening

Employees should self-monitor for symptoms of COVID-19. Any employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home and should follow the procedures outlined in this policy.

7. Face-Covering Requirements

Based on CDC guidance ([found here](#)), employees who are fully vaccinated may resume activities that they did prior to the pandemic, without wearing a mask or physically distancing, except where required by federal, state, local, tribal or territorial laws, rules and regulations, including local business and workplace guidance.

Employees who are not vaccinated should continue mask wearing to prevent spread when indoors or in an enclosed space; and when another person or persons who are not members of an employee's household or living unit are present in the same room or enclosed space. Exceptions that permit removal of a face covering under this policy include but are not limited to:

- a. When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
- b. While swimming or on duty as a lifeguard.
- c. When engaging in work where wearing a face covering would create a risk to the individual, as determined by government safety guidelines.
- d. When federal or state law or regulations prohibit wearing a face covering.
- e. Individuals who have trouble breathing.

Employees who have trouble breathing or with medical or mental health conditions or other sensory sensitivities that prevent the individual from wearing face coverings are exempt from this section of the policy. Employees seeking exemption may be required to provide medical documentation supporting the need for exemption.

Employees are advised that the City of Waupun is a service organization and that the organization's core values include respect for all. As such, employees are asked to respect those entering our building by wearing a mask whenever interacting with a member of the public if that member is also wearing a mask, even if the employee is fully vaccinated.

Definition:

A face covering includes but is not limited to a piece of cloth or other material that is worn to cover the nose and mouth completely. A "face covering" 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.

A confined space includes space open to the public where individuals congregate, including but not limited to outdoor bars, outdoor restaurants, taxis, public transit, ride-share vehicles, and outdoor park structures.

Employees are considered fully vaccinated 2 weeks after a second dose in a 2-dose series, or 2 weeks after a single-dose vaccine.

8. When to Stay Home from Work

Anticipating the spread of COVID-19 to the City of Waupun, we will have staff who will 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 and are not vaccinated. As we plan for ways to continue to provide necessary, and in some cases, life-saving services for our community at a time we anticipate potential staffing shortages, the last action we want you to take is to potentially spread COVID-19 to your co-workers and the community.

To help manage the distribution of staffing resources city-wide and plan for more significant interventions, we will be implementing a protocol so that we can centrally track which staff are out due to flu-like symptoms or potential COVID-19 exposure. 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 who is sick?
- 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?

If you are experiencing flu-like symptoms, please call and consult your medical provider. If you are exhibiting some symptoms but are not sure whether you should stay home, please stay home and consult your physician via telephone for guidance. If you live with someone who has been confirmed with COVID-19, you must stay home and consult with your medical provider or public health officials for 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, or exposed to the virus. In addition, a Department Head, in consultation with the City Administrator, may send an employee home who reports to work exhibiting signs of illness as described below. Immediate notification and proper documentation must be on file with the city's human resource department. The City will follow current CDC guidance in determining return to work date for all staff. At present, current guidance requires: ~~to claim paid leave benefits per the terms of this policy.~~

~~An employee who has been diagnosed with COVID-19 will be required to follow isolation protocol and will not be able to return to work until the employee meets the following criteria:~~

~~A. Non-Hospitalized Employees: An employee must isolate for a period of 10 days from date of positive test, and have gone 24 hours without a fever (100.4° or~~

~~greater) without the use of fever-reducing or other symptom-altering medicines;~~
~~B. Hospitalized employees: An employee must isolate for a period of 10 days from date of positive test, be released from the hospital and have gone 24 hours without a fever (100.4° or greater) without the use of fever-reducing or other symptom-altering medicines, and must have a physician's release to return to work.~~

If you test positive for COVID-19 (regardless of vaccination status):

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.
- Continue to wear a well-fitting mask around others for 5 additional days.
- If you have a fever, continue to STAY HOME until your fever resolves.

Updated Quarantine Guidance People who are unvaccinated or are more than six months out from their second mRNA dose (Pfizer or Moderna) or more than 2 months after the J&J vaccine and have not yet received a booster dose should:

- Stay home for 5 days following exposure and wear a well-fitting mask when around other people for an additional 5 days.
- If a 5-day quarantine is not feasible, the exposed person must wear a well-fitting mask at all times when around other people for 10 days after exposure.

People who meet one of the following criteria do not need to quarantine after exposure to COVID-19, but should wear a well-fitting mask when around other people for 10 days:

- Have completed their primary mRNA vaccine series (Pfizer or Moderna) within the last 6 months, OR
- Have been fully vaccinated with a J&J vaccine within the last two months, OR
- Have received a booster more than two weeks prior to the exposure.

Following an exposure to COVID-19, everyone, regardless of vaccination status:

- Should get tested for COVID-19 on day 5, if possible, after exposure.
- Quarantine immediately if any symptoms develop until they receive a negative COVID-19 test confirming symptoms are not attributable to COVID-19.

~~An employee who has had close contact with someone who has been diagnosed with COVID-19 must quarantine, following the protocol outlines below if not vaccinated. Close contact is defined as contact with someone confirmed with COVID-19, even if masks were worn and no symptoms are present, if one or more of the following conditions are met:~~

- ~~A. Employee was within 6 feet of someone who has COVID-19 for a total of 15 minutes or more over the course of a day;~~
- ~~B. Employee provides care at home to someone who is sick with COVID-19;~~
- ~~C. Employee had direct physical contact with the person infected (kissing or hugging)~~
- ~~D. Employee shared eating or drinking utensils.~~
- ~~E. The infected person sneezed, coughed, or somehow spread respiratory droplets.~~

~~**Employees previously confirmed with COVID-19 in the three months** prior to exposure are exempt from this requirement, however, if at any time these individuals present symptoms consistent with COVID-19, they must isolate until well for at least 24 hours, or if an alternative diagnosis is made and until they can return to work according to that diagnosis.~~

~~**Employees who have been fully vaccinated** are no longer required to quarantine if exposed per CDC guidelines if it has been at least two weeks since receiving the second dose of a two-dose vaccine or one dose of a single-dose vaccine. However, if at any time these individuals present symptoms consistent with COVID-19, they must isolate until well for at least 24 hours, or if an alternative diagnosis is made and until they can return to work according to that diagnosis.~~

~~**For all other employees not vaccinated with close contact exposure**, a quarantine period of 14 days after the time of exposure remains the safest strategy for preventing asymptomatic transmission of COVID-19. As such, employees who are able to work from home are required to quarantine for the full 14 days unless authorized by the City Administrator to follow the alternative protocol outlined below. Additionally, if an employee has a confirmed household contact with COVID-19, and they are unable to completely separate from the positive case, they are required to quarantine for the full amount of time that the positive case is in isolation and an additional 7-14 days from the positive case's last day of isolation.~~

~~All employees subject to quarantine are required to conduct daily symptom monitoring through the duration of their quarantine period. If symptoms develop at any time, employees should follow CDC guidelines that require self-isolation and testing.~~

~~**10-Day Quarantine:** Quarantine can end after DAY 10 without testing and if no symptoms have been reported during daily monitoring.~~

~~**7-10 Day Quarantine:** Quarantine can end after DAY 7 with a negative rapid antigen or PCR test result and if no symptoms were reported during daily monitoring. The employee can be tested no sooner than DAY 6 of their quarantine and must remain in quarantine until a result comes back. If the test is negative and no symptoms have been reported during daily monitoring, the employee's last quarantine may be as early as DAY 7.~~

Law Enforcement Exemption

Due to a shortage of personnel, the CDC provides guidance for law enforcement personnel that may be exposed while on duty that allows them to continue to report to work as critical infrastructure workers if exposed but not sick ([guidance found here](#)). Unvaccinated law enforcement personnel who are exposed to the virus on duty are provided an exemption that permits them to report to work in accordance with the following guidelines, so long as those officers remain symptom-free and provided that the following prevention strategies are adhered to in the workplace through the normal quarantine period for each exposure. Note that an unvaccinated sworn-officer with a significant exposure must be able to quarantine from any continued household positive contacts to participate in this exemption, or the City's standard COVID-19 policy will apply.

Law Enforcement COVID-19 Protocols:

Unvaccinated, sworn police officers reporting for duty after significant exposure can continue to work so long as symptom free with careful monitoring that includes:

- Screen for symptoms of COVID-19 (fever, cough, or shortness of breath) before each work shift. Employees should conduct their own self-monitoring.
- Supervisors should regularly monitor the worker for symptoms.
- Employee must practice social distancing (remaining at least 6 feet away from others).

- Employee must wear a facemask (or cloth face covering if facemasks are unavailable) to protect others.

If an employee has a significant exposure and the worker develops symptoms of COVID-19 (fever, cough, or shortness of breath), and regardless of a COVID test result, the employee must:

- Avoid or leave the workplace immediately.
- Follow CDC guidance for [What to Do If You Are Sick](#).
- Work with leadership and follow CDC guidance to determine when they can return to work.

Additionally, the leadership of the police department must make certain that surfaces in the workspace impacted by an employee who becomes sick while on shift are [cleaned and disinfected](#) prior to use by any other staff member.

9. Paid Leave Provision

The City desires to provide and maintain a safe and healthy workplace and is equally committed to complying with all applicable laws. As of April 12, 2021, the COVID-19 vaccine has been made widely available to all employees. As such, additional paid sick leave provisions previously outlined under this policy expired on March 31, 2021 and are no longer included in this policy. In the event of an illness, an employee may use their own paid time under current City policies. Employees who are eligible to work from home will be required to work from home if medically possible and paid regular hours worked. Should you have any questions about this Policy, please contact Human Resources.

10. Travel Restrictions

- A. Employees who choose to travel are required to follow travel guidelines as issued by the CDC ([view here](#)). An employee returning to work after travel will be subject to normal safety protocols outlined in this policy.

11. Temporary Vacation Carry Over:

The city recognizes that COVID-19 has and may place strain on an employee's ability to utilize vacation, specifically restricting travel and causing potential workforce capacity constraints that require the employee to report to work to ensure continuity of operations. As such, prior to December 31, 2020, all non-represented employees may request up to five (5) days of vacation carryover from vacation earned but not used as of December 31, 2020. This vacation carry over provision is a temporary adjustment to current vacation policy as outlined in the City of Waupun Employee Handbook. Carry-over time must be taken in full day increments and must be utilized by April 30, 2021. The request is subject to approval by the City Administrator. Unused vacation carry over will be forfeited after April 30, 2021.

12. Office Closures:

City facilities are open with safety protocols in place, including sanitation, sneeze-guard or plexi-glass barriers, social distancing, and recommended masking for all visitors inside public buildings. City Administration will continue to monitor county metrics related to COVID-19 per County Reopening plans ([found here](#)) and recommend modifications to facility opening plans in response to changing conditions. This strategy is designed to allow for loosening or tightening of facility and operating policies and procedures over the duration of the pandemic to maintain public health and to maintain continuity of operation. As such, facilities may close periodically in response to changing local conditions.

10. **Public Health Emergency Declaration:** Based upon the public health emergency, all

department heads shall track and record eligible expenses relating to COVID-19 planning and preparedness until further notice.

Julie Nickel
Mayor of Waupun

Date

Kathy Schlieve
City Administrative

Date