



NATIONAL ASSOCIATION OF COUNTY ENGINEERS  
COVID-19  
COUNTY ENGINEERS BEST PRACTICES

MATERIALS PROVIDED BY NACE MEMBERS FROM THE STATES OF:

**ARIZONA**  
**CALIFORNIA**  
**FLORIDA**  
**INDIANA**  
**IOWA**  
**MINNESOTA**  
**NEW YORK**  
**NORTH DAKOTA**  
**OHIO**  
**TENNESSEE**  
**WISCONSIN**  
**WASHINGTON**

COMPILED BY NACE STAFF WITH SINCERE APPRECIATION TO THE VARIOUS  
NACE MEMBERS THAT CONTRIBUTED TO THIS REPORT  
(REPORT SUBJECT TO EXPANSION)

\*ADDITIONAL ATTACHMENTS SENT SEPERATELY



On a county employment level, our Board of Supervisors adopted the following addendum to the County's Personnel Policies and Procedures: <https://resources.mohavecounty.us/file/HumanResources/3500%20Attendance%20Policy%20During%20Viral%20Pandemic%20Outbreak.pdf>.

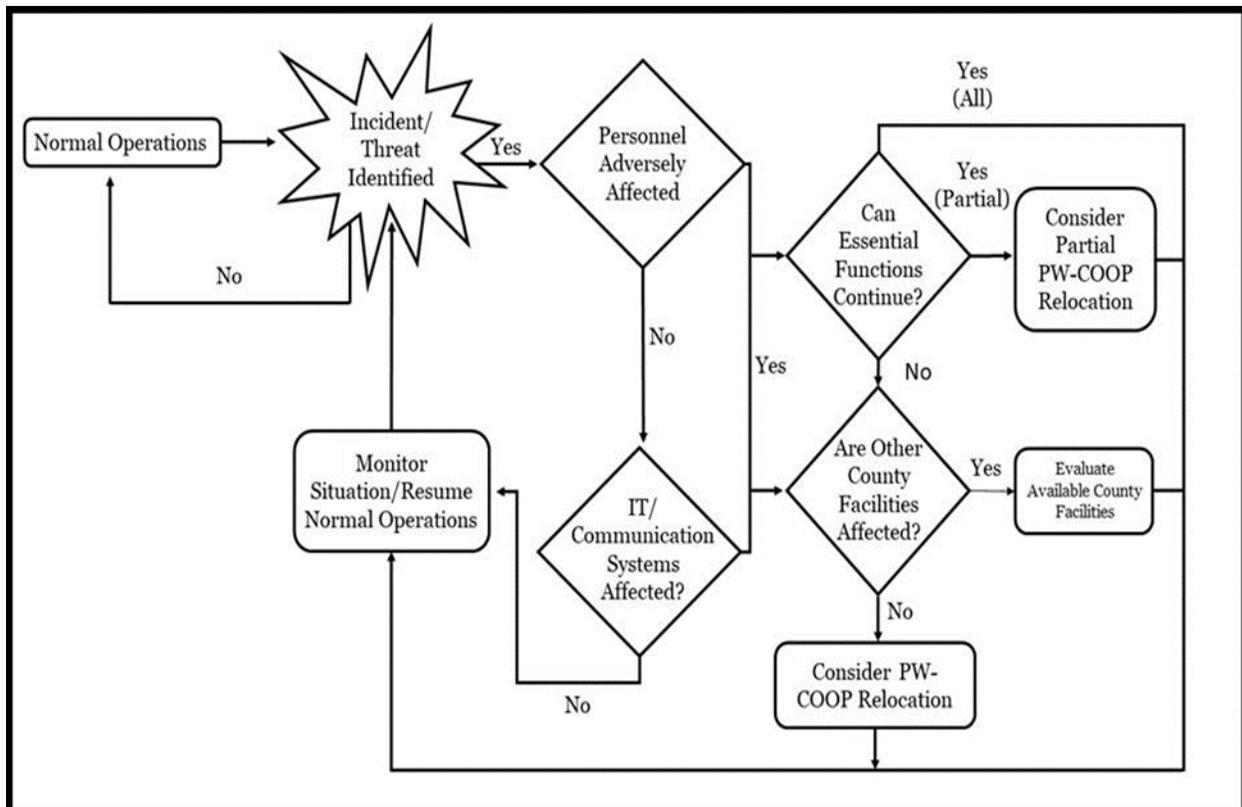
Mohave County Public Works, through my office, maintains a Continuity of Operations Plan. Upon the situation development, I reviewed our COOP and implemented it in a manner specific to the Department's COVID-19 response and service delivery. This largely entailed identifying essential services as well as staff leads for each service coupled with support staff for redundancy toward assuring service delivery.

The following table presents Public Works essential functions as well as managing, operations, and support/contingency staff. Managing and operations staff are identified and perform these functions as part of their routine assigned job duties whereas support staff may include identified staff whose skills allow for essential function performance even if their routine job duties do not involve performing the functions assigned under the Department's COVID-19 response.

Division	Essential Function
Engineering	COVID-19 response coordination
	COVID-19 accounting
	Customer service
	Permitting
	Construction inspection
	Mapping and drafting
	Engineering
Facilities	Surveying
	Facilities construction
	Work order management
	Facilities inspection
	Water/debris remediation
	Heating and cooling
	Electrical
Water Systems	Plumbing
	Custodial services
Parks / Illegal Dumping Enforcement	Operations
	Repair
	Parks customer service
	Park maintenance
	Illegal dumping enforcement services

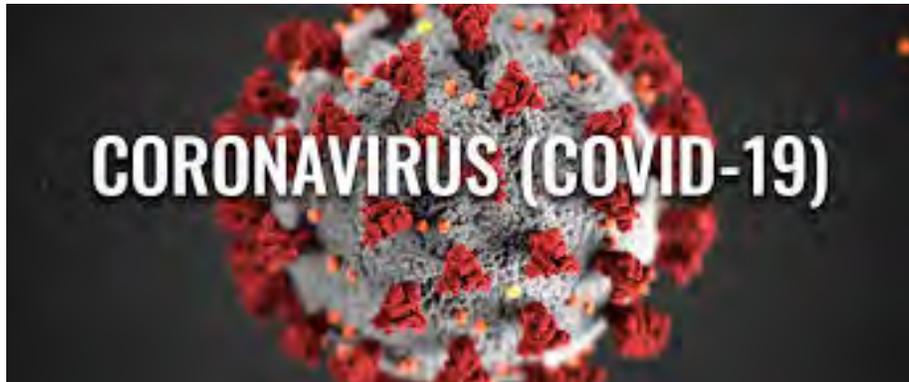
Division	Essential Function
Equipment and Fleet Services	County motor pool maintenance
	Heavy equipment maintenance
	Parts inventory
Roads	Administrative support
	Road grading Chip sealing Pothole repair
Traffic Control	Administrative support
	Sign repair
	Sign fabrication
	Traffic signal and message board operations
Water Systems	Water system customer service
	Water system billing

The COVID-19 event has not, to present, required Department relocation from our headquarters building or any satellite facilities. We reference the following flowchart in assessing consideration and need for staff relocation.





## Coronavirus Updates (COVID-19)



The California State Association of Counties (CSAC) and CEAC have developed a number of updates related to the county response to COVID-19. Staff is monitoring and engaging round the clock on this rapidly evolving situation and will provide updates as appropriate.

[Click here](#) for current updates



## Summarized Survey Report

1. Has your workforce been declared essential? **Yes**
2. Has you agency redefined Essential Services? **Majority no, Some Following COOP, other following directives from Homeland Security included in the Governor's Safer at Home Order**
3. How much of your workforce is working from home? **Anywhere from 5% to 60% are working from home. One Consultant reply has 100% working from home. Field Crews still working in the Field but practicing social distancing. One noted a problem with available County Vehicles to provide for one employee per vehicle. Other information included other Departments (HR, Purchasing, Legal, etc.,) working from home when possible.**
4. Can you briefly describe how you have implemented changes for dealing with the Public and/or Contractors/Vendors? **Most County Offices are closed to the Public. Packages being "Held" for 24 hours prior to being brought into the office. Pre-Con and Other meetings held outdoors practicing Social Distancing, lots of Zoom meetings and teleconferences.**
5. Any other information you think would be helpful to your fellow FACERS and NACE Members **Monitoring Revenues to determine what future actions may need to be taken. Holding County Commission Meetings "virtually", monitoring Building Permit and other Construction activity for impacts occurring. Following Social Distancing and CDC Guidelines. Signing Documents with "e-signatures". Roadway Construction projects moving more quickly due to less traffic on the road. Different methods being used for Hourly employees to clock in. Electronic Submittals. Looking at increasing the number of Laptops for Field Personnel in the future.**

Respectfully  
Scott Herring

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**TO:** Boone County Board of Commissioners

**CC:** Boone County Highway Department Staff

**FROM:** Craig Parks

**DATE:** March 24,2020

**SUBJECT:** Highway Department Procedural Changes in response to COVID-19

In attempt to protect our employees and reduce the potential for the spread of the COVID-19 virus, the Boone County Highway Department will be implementing several procedural changes in our daily operations until the Governor's stay-at-home executive order expires.

- On **Wednesday, March 18<sup>th</sup>**, the Highway Department leadership began scanning all employees prior to entering the highway facility, following the same procedure implemented by the Boone County Health Department at other county facilities. This procedure will continue through the duration of the Governor's stay-at-home order.
- On **Wednesday, March 18<sup>th</sup>**, an additional hand sanitizer dispensing unit was introduced at the highway garage and employees are encouraged to use it regularly. Sanitizing wipes have also been provided to employees who are encouraged to wipe down their vehicle steering wheels and door handles before and after use.
- Beginning **Tuesday, March 24<sup>th</sup>**, Boone County Highway Department offices will be closed to the public. We will be encouraging our vendors to make arrangements for deliveries in advance to enable our staff to coordinate pick up at our doors. Our office staff will still respond to calls and emails between the hours of 7:00AM-3:30PM.
  - All contractors working on our various capital improvement projects will be allowed to continue working throughout the duration of stay-at-home order as infrastructure projects have been deemed as essential operations by the Governor's Executive Order.
  - Individuals that need to apply for various permits will be asked to submit the permit electronically and coordinate details / modifications with our staff via email or phone conversations. Staff on-site field inspections will still be performed as usual. If an on-site field meeting is held and the application wishes to attend, we will encourage them to follow the CDC's recommended practice of social distancing throughout the meeting.
  - Individuals wanting to pay for various permits will be asked to set an appointment for the delivery of the payment so our administrative staff can meet them at the door for the purpose of completing the transaction.

Beginning **Wednesday, March 25<sup>th</sup>**, the Boone County Highway Department will split our operations staff into two shifts to limit the number of individuals that are congregating in any area. *The attached list outlines the individuals & operations for each shift.*

- First shift will work from 7AM-3:30PM. The large garage door in the mechanics' bay will be opened at 6:45AM to begin scanning first shift employees. First shift lunch will be held from 11AM-11:30AM and all employees will be asked to practice social distancing during their lunch break.
- Second shift will work from 8AM-4:30PM. The large garage door in the mechanics' bay will be open at 7:45AM to begin scanning second shift employees. Second shift lunch will be held from Noon-12:30PM and all employees will be asked to practice social distancing during their lunch break.
- Highway operations which can be performed without violating the recommended social distancing practices will be continued. However, some operations will be suspended.
  - Beginning Wednesday, March 25<sup>th</sup>, the PASER analysis operation will be suspended.
  - Beginning Wednesday, March 25<sup>th</sup>, the pothole filling operation will be suspended. If large potholes begin to form in a specific area causing a safety concern, we will ask a single individual to deliver some cold-mix asphalt to that location and fill the hole to make it passable again.
- Our office's emergency on-call and snow and ice procedures will remain unchanged throughout the stay-at-home Executive Order.

**First Shift 7AM-3:30PM**

**Second Shift**

**8AM-4:30PM**

**Administrative Staff**

N. Parr  
S. Scott

**Team Leaders**

S. Foster

**Mechanic Staff**

J. Ross  
L. Couchman

**Grading**

J. Homes  
J. Barrett  
C. Acton  
D. Stahl  
J. Harmon

**Hauling**

T. Lee  
C. Stevens  
J. Graham  
C. Newell  
C. Couchman  
D. Schwartz

**Front End Loader + Permit Inspections**

J. Tharp

**Administrative Staff**

C. Parks

**Team Leaders**

D. Smith  
M. Mendenhall

**Mechanic Staff**

P. Pickett

**Pipe Crew**

J. Wilson  
A. Jones  
R. Downs  
E. Allen

**Sign / Traffic Operations**

J. Spidel

**Maintainer or Mower (Secondary = Brush)**

A. Dunbar

**Mulching (Secondary = Brush)**

D. Colgrove  
E. Kemp

**Brush Crew + GIS & Office Assistance**

N. Braner



# INDIANA ASSOCIATION OF COUNTY HIGHWAY ENGINEERS & SUPERVISORS



## COVID-19 INFORMATION FROM THE IACHES BOARD OF DIRECTORS

In this ever changing time, the officers and board of directors of your association met on a conference call this morning and due to the unprecedented times we are in, felt that we would like to share some information and set up a means of communication to assist everyone as we move through the executive order set down by the Governor on March 23<sup>rd</sup>.

Per the Governor's order, Highway Operations fall under the definition of essential operations and do not have to be suspended during the stay-at-home order. The decision to suspend local highway department operations is a local decision. INDOT staff and crews are "business as usual" which is believed to clearly show the governor's intent for highway work and infrastructure projects.

We know that county commissioners are reacting to the order differently from business as usual to sending workers home for two weeks. The board thought it might be good to inform everyone of what is happening in their departments; as someone may have solved an issue you might be contemplating; or you might pick up an idea you had not thought about. Here are a few of the items being done at several different departments:

- a. Taking common sense measures to minimize exposure
- b. Minimize number of persons in vehicles
  - a. 1 person to a vehicle-no sharing of vehicles
- c. Focusing on one man job tasks
- d. Hold morning meetings in the garage to encourage safe distancing
- e. Encouraging employees over 60 or with underlying health conditions to stay home 2 weeks with pay
- f. All deliveries are met at the front gate with no public entering onto the premises
- g. Vendors are by appointment only
- h. Continual disinfectant is being used throughout the building (door knobs, light switches, etc)
- i. Sent employees home with two weeks disaster pay – on call for emergencies
- j. Installed new hand sanitizer dispensers
- k. Extra cleaning of vehicle interiors
- l. Taking temperature of employees before allowing in the building
- m. Amount of employees in the break room is limited
- n. Furnishing office staff with laptops to be able to work from home
- o. Split shifts to minimize the number of individuals in any area
- p. Permit applications will be submitted electronically /communication via email or voice
  - a. If an onsite field inspection is performed, the applicant may attend and follow the CDC's recommendation of social distancing throughout the meeting

q. Payment of permits will be by appointment

These are just a few of the things that some departments are putting in place to try and keep their staff safe and healthy.

Should you have any issues or concerns, or if you are wondering what other counties are doing in response to this or any future executive order, we are asking every department to communicate with their district representative.

**Craig M. Parks, PE**  
Director of Engineering



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W: <http://www.boonecounty.in.gov/Offices/Highway>



# IOWA COUNTY ENGINEERS ASSOCIATION

SERVING IOWA SECONDARY ROAD TRANSPORTATION NEEDS SINCE 1913

CEA Service Bureau COVID-19 Survey. A brief background... this survey was sent through the ICEA Service Bureau Survey Tool and designed to allow county to post, share, and compare their individual county activities with the rest of the counties in the state. I have attached the downloaded results of the most recent survey in excel format. Although access to the web-based tools requires user authentication, I have attached a snip-it of the survey tool screen below.

The screenshot shows the ICEA Service Bureau web interface. On the left is a table of surveys with columns for Name, Category, Due Date, and Status. The main content area displays the 'COVID-19 Secondary Road Policies - March 31' survey, which has 61 responses. A pie chart visualizes the data for the question: '1. What policy statement best represents your current COVID-19 policy status. Please provide additional comments as appropriate.' The data is as follows:

Policy Statement	Percentage	Count
Social distancing with limiting work tasks that require employee interaction	70%	43
Practicing social distancing only	14%	11
Employees staggering start/stop times to limit exposure	2%	1
Employees operating equipment only	3%	2
All employees home sheltering in place and only responding to emergencies	5%	3
Additional Responses	2%	1

We plan to send this out each week to see how things are changing. Please, let me know if you have questions or would like additional (ongoing) updates on what Iowa Counties are doing to cope in this COVID-19 environment.



<b>10.9 Pandemic/Epidemic Human Disease</b>		
<b>Lead Department</b>	<b>Supporting Department</b>	<b>ESF</b>
Polk County Public Health	Polk County Emergency Management Polk County Medical Examiner Polk County Emergency Services	1, 6, 8

**10.9.1 Federal and State Policy**

Minnesota Statute; Department of Health; Chapters 12A, 144, 145 Minnesota Statutes; Animal Health; Chapter 135 Communicable Disease Rule, Chapter 4605  
Polk County Hazard Mitigation Plan; Section 4.12

**10.9.2 Purpose**

The purpose of the Pandemic/Epidemic Human Disease Annex is to prepare for an outbreak of disease caused by an infectious agent or biological toxin, or respond to other infectious disease emergencies as defined below. This is consistent with the Minnesota Department of Health’s (MDH) mission to protect the public from illness and/or death.

Activities that may be implemented during an Infectious Disease Emergency Response include:

- A. Coordination with other city, regional, state and federal agencies and other organizations responding to a public health emergency.
- B. Development and dissemination of information and guidance for the medical community, responders, general public, and special populations and settings.
- C. Public health disease containment measures such as infection control, mass prophylaxis, isolation and quarantine, voluntary exclusion from public settings, or restriction and clearance.
- D. Coordination of medical care systems and management of alternate care and/or shelter sites.
- E. Epidemiological surveillance and investigation activities such as surveillance, investigation, and lab testing.
- F. Collection and analysis of data to inform the development of objectives and tactics.
- G. Legal agreements, Public Affairs messaging, and educational awareness

**10.9.3 Scope**

An infectious disease emergency (IDE) occurs when urgent and possibly extensive public health and medical interventions are needed to respond to and contain an infectious disease outbreak or biological threat that has the potential for significant morbidity and mortality in Polk County. State and county public health departments routinely receives reports of cases of infectious disease including tuberculosis, HIV/AIDS, and sexually transmitted infections/diseases, conducts investigations and implements disease containment measures. The IDER Plan is intended to be used for any infectious disease emergency that requires a response that exceeds the Section’s normal disease control capacity. Some outbreaks or situations will require limited response activities; other situations will require large-scale response efforts that involve many sections within the DPH. The following examples are samples of a more comprehensive list

*Notice: This document is for the use of government agencies, voluntary organizations, businesses, faith and community groups and others who must prepare for and respond to disasters in Polk County. Some emergency information may be for official use and not releasable to the public. Information that is considered to be Not Public Data according to the Minnesota Data Practices Act is not included in this plan.*

- A. Respiratory Aerosol Transmissible Diseases
- B. Bioterrorism Events
- C. Biological Agent Detection in the Environment
- D. Waterborne Outbreaks or Threats.

#### 10.9.4 Assumptions

- A. Leadership positions have achieved high level ICS training
- B. There are a limited number of personnel within the State and County Departments of Health with the knowledge and training in infectious diseases, epidemiology, public health, and emergency preparedness.
- C. Depending on the scale of the event and the response, one individual responder may fulfill more than one role or position.
- D. All confidential data regarding individual cases will not be shared outside of those who need to know in order to fulfill legally mandated public health functions. (HIPAA)
- E. The infectious disease is transmittable from human to human
- F. The infectious disease transmission can be minimized by using prevention, preparation, and response strategies

#### 10.9.5 Direction and Control

Only authorized staff may direct the activation/deactivation of the IDER Plan. The IDER Activation and Notification Protocol should be utilized. DPH staff authorized to initiate activation/deactivation may include the:

- A. Director, Minnesota Department of Health
- B. Medical Director, Minnesota Department of Health
- C. Manager, Acute Disease Investigation and Control Section
- D. Manager, Immunization, Tuberculosis and International Health Section
- E. Polk County Health Officers
  - 1. Director of Public Health Department
  - 2. On Call Public Health Emergency Coordinator
  - 3. Designated Incident Lead

#### 10.9.6 Responsibilities

- A. Polk County Public Health is the lead agency for any health or medical infectious disease emergency response in Polk County.
- B. Within MDH, the Communicable Disease Control and Prevention Section is the lead section for an Infectious Disease Emergency Response and will supply personnel to staff the IDER Incident Command as well as other positions of leadership and positions requiring technical expertise.
- C. The IDER Incident Commander will have final authority on all decisions pertaining to the response.

### 10.9.7 Concept of Operations

- A. Polk County Public Health will coordinate with the Minnesota Department of Health to fill leadership roles within the response at the County Emergency Operations Center (EOC).
  
- B. The Minnesota Electronic Disease Surveillance System (MEDSS) is an electronic disease surveillance system that allows public health officials to receive, manage, process, and analyze disease-related data. MEDSS offers new tools for automatic disease reporting, case investigations, and case follow-up within the state of Minnesota. It is an integrative system allowing easy sharing and connecting among MDH, physicians and local public health.

### 10.9.7 Plan Development and Maintenance

Polk County Emergency Management is responsible for the maintenance of the Public Health Annex of the Polk County Emergency Plan. It will be reviewed on an annual basis for updates and changes. PCEM will prepare and distribute any changes to the plan to all Polk County government departments and other non-governmental entities cited in the Roles and Responsibilities section of the annex.

#### Disclaimer

No part of this annex is intended to supplant agency SOP/SOGs.

#### Authentication

Name, Position Date

Name, Position Date

Department of Public Works  
 Continuity of Operations Planning - Influenza Pandemic  
 Updated: 20-Mar-20

**Essential Functions and Services**

**PRIORITY**

- 1A Snow and Ice Control  
 DPW currently operates 12-14 routes depending on driver availability.  
 We have maps for all 3 scenarios in each truck and on the office wall.  
 B&G and CC Sewer Districts drivers with CDL's will serve as backups if needed.
- 1B Wind/Flooding Storm Cleanup  
 Minimum Staffing: Three 4-person crews with 1 Supervisor overseeing all 3.  
 Preference would be for more crews, so we may need to seek assistance from B&G and CCSD.
- 1C Emergency Repairs to Highway and Bridge System  
 One to two 4-person crews required at a minimum in case of an event. A single supervisor could float between both.  
 Includes:  
 Roads  
 Bridges (Red and Yellow Flags, etc.)  
 Culverts  
 Traffic Signals  
 Embankments  
 Ditch and Drainage System Failures  
 Regulatory Signs (Stop, Yield, Speed, etc.)  
 Warning Signs
- 1D Provision of Barricades and Signage when roadways or bridges require closure, whether temporary or longer term  
 Can be provided by 1-2 staff members as needed.  
 All DPW employees are capable of providing this service, including admin and engineering staff.
- 2 Fleet Maintenance  
 4 mechanics at a minimum will be needed for major events, 6 is more preferable.  
 We have 8 attendants/mechanics/lead mechanics (plus 2 vacant posted positions) and 1 Equipment Services Manager.
- 3 Janitorial Work  
 Will remain key at our facility. If our custodial laborer is unable to report to work, we will assign another employee.  
 This is key to reduce virus contraction potential.
- 4 Road and Bridge Maintenance  
 It would be preferable to fill potholes, repairing signs, fixing guiderail, ditching, etc., to maintain a safe system.  
 We would continue to staff these projects unless an emergency dictated reassignment of staff elsewhere.
- 5 Road and Bridge Construction  
 It would be preferable to keep projects moving forward to maintain a safe system.  
 We would continue to staff these projects unless an emergency dictated reassignment of staff elsewhere.
- 6 Engineering and Project Management  
 Minimum of 1 engineer to continue moving Federal Aid projects forward to meet required deadlines, plus 1 technician to work on permits, utility locations, and mapping.

**Order of Succession**

Title	Name
Public Works Commissioner	Andrew P. Avery, P.E.
Deputy Commissioner/Highway Superintendent	Cass Doane
Project Manager II	Carl Martel
Town Highway Superintendent	Matthew Mustico
Equipment Services Manager	Timothy Collins
Working Supervisor	Richard Merrick
Working Supervisor	Michael Cherkis

**Delegations of Authority\*:** Follows same order as Orders of Succession, above.  
 \* Temporary assignment of responsibility for specific tasks.

**DPW Pandemic Coordinator:** DPW Commissioner - Andrew Avery (follow Order of Succession if unavailable)

Supply Chain Manager: Timothy Collins Backups: Stan Hoffman, Shawn Smith, Matthew Mustico  
 Role will be to ensure parts, supplies, and materials are available.

**Essential and Non-Essential Employees:** Per Federal Guidance, all Public Works employees are considered essential.  
 Department of Public Works is being considered as essential as defined by Section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101). Chemung County employees defined as essential include emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) that provide immediate support services during prevention, response, and recovery operations.

Planning has been completed to divide DPW into 3 teams in the event of a Pandemic. Sheet 2, "Teams" of this Workbook lays out the teams.

	Employee Name	Job Title	Department	Essential	Work from Home*	Computer	Location	Notes
1	Anderson, Kurt	Equipment Operator II	Highway	Essential	No		North	
2	Arnold, William	Garage Mechanic	Fleet	Essential	No		South	
3	Avery, Andrew	DPW Commissioner	Admin	Essential	Approved	Yes	North	
4	Battersby, James	Laborer	Highway	Essential	No		North	
5	Bennett, Clotus	Working Foreperson	Highway	Essential	No		North	
6	Bennett, Stephen	Garage Mechanic	Fleet	Essential	No		North	
7	Brown, Anne	Equipment Operator I	Highway	Essential	No		North	
8	Brown, David	Auto Mechanic	Fleet	Essential	No		North	
9	Burns, Kennedy	Public Works Specialist II	Highway	Essential	No		South	
10	Cherkis, Michael	Working Supervisor	Highway	Essential	No		South	
11	Collins, Timothy	Equipment Services Mngr.	Fleet	Essential	No		North	
12	Combs, Jordan	Public Works Specialist II	Highway	Essential	No		North	
13	Cox, Christopher	Equipment Operator II	Highway	Essential	No		North	
14	Doane, Cass	Working Superintendent	Highway	Essential	No		North	
15	Drake, Christopher	Equipment Operator II	Highway	Essential	No		North	
16	French, Jason	Working Supervisor	Highway	Essential	No		South	
17	Fulkrod, Susan	Principal Account Clerk	Admin	Essential	Approved	Yes	South	Communications, Payroll, Accounts Payable
18	Griffin, Andrew	Public Works Specialist II	Highway	Essential	No		South	
19	Hackett, William	Equipment Operator II	Highway	Essential	No		North	
20	Hammond, Dylan	Public Works Specialist II	Highway	Essential	No		North	
21	Harnas, Paul	Welder	Highway	Essential	No		South	
22	Hoffman Jr., Stanley	Lead Mechanic	Fleet	Essential	No		South	
23	Hurley, Jason	Equipment Operator I	Highway	Essential	No		North	
24	Kelly, Brian	Public Works Specialist II	Highway	Essential	No		South	
25	Kessler, Cliff	Auto Mechanic	Fleet	Essential	No		South	
26	Klee, Rhonda	Equipment Operator I	Highway	Essential	No		North	
27	Kohan, Eugene	Equipment Operator II	Highway	Essential	No		North	
28	Kohut, Joshua	Sr. Engineering Technician	Engineering	Essential	No		North	
29	Lee, Robert	Equipment Operator I	Highway	Essential	No		North	
30	Martel, Carl	Project Manager II	Engineering	Essential	Approved	Yes	North	
31	Mattison, Tyler	Garage Attendant	Fleet	Essential	No		South	
32	May, Brian	Public Works Specialist II	Highway	Essential	No		South	Sign Maintenance

33	McInerney, Patrick	Garage Mechanic	Fleet	Essential	No		North	
34	Merrick, Richard	Working Supervisor	Highway	Essential	No		North	
35	Mustico Matthew	Town Highway Super.	Highway	Essential	No		North	
36	Nolan, David	Equipment Operator II	Highway	Essential	No		North	
37	Pierce, Brock	Public Works Specialist II	Highway	Essential	No		South	
38	Pound, Harry	Custodial Laborer	Fleet	Essential	No		North	
39	Reynolds, Richard	Public Works Specialist III	Highway	Essential	No		North	
40	Rinebold, Daniel	Public Works Specialist II	Highway	Essential	No		North	
41	Roupp, Timothy	Equipment Operator I	Highway	Essential	No		North	
42	Schornsteimer, Harry	Public Works Specialist II	Highway	Essential	No		South	
43	Seymour, Kimberly	Principal Account Clerk	Admin	Essential	Approved	Yes	North	Available for Health Dept.
44	Shaline, Joseph	Public Works Specialist II	Highway	Essential	No		North	
45	Shields, Blake	Public Works Specialist II	Highway	Essential	No		South	
46	Slaven, Michael	Laborer	Highway	Essential	No		North	
47	Smith, Shawn	Lead Mechanic	Fleet	Essential	No		North	
48	Steed, Michael	Equipment Operator I	Highway	Essential	No		North	
49	Vary, Rick	Utility & Construction Insp.	Engineering	Essential	Approved	Yes	South	Mapping, Utility locations and permits
50	Wallace, Jeremy	Public Works Specialist II	Highway	Essential	No		South	
51	Wright, Joseph	Public Works Specialist II	Highway	Essential	No		North	
52	VACANT	Working Supervisor	Highway	Essential	No		North	
53	VACANT	Public Works Specialist II	Highway	Essential	No		South	
54	VACANT	Part-Time Account Clerk	Admin	Essential	No		North	Fleet Accounts
55	VACANT	Garage Attendant	Fleet	Essential	No		North	
56	VACANT	Garage Mechanic	Fleet	Essential	No		South	

\* Certain DPW employees are authorized to work from home if required. However the expectation is these employees will work in the office.

**Essential Equipment**

- 10-wheel Plow Trucks with Snow and Ice Equipment
- Rubber Tired Excavators
- Tracked Excavators
- Tree Truck
- Tree Shear Attachment for Excavators
- Lift Truck
- Street Sweeper
- Flusher Truck
- Water Truck (Non-Potable)

**Essential Supplies** Will try to keep sufficient amounts of these supplies on hand.

- Fuel
- Motor Oil
- Hydraulic Oil
- Equipment and Vehicle Parts
- Gravel
- Stone
- GeoSynthetic Fabric
- Portable Bridge
- Culvert Pipe
- Plow Edges
- Road Deicing Salt
- Sand/1B Stone for Salt Mix
- Salt Brine
- Emergency Signage
- Batteries for Flashers
- Barricades and Barrels
- Drinking Water
- Gloves (Work and Medical as needed)
- Hand Soap

**Payroll:** DPW, B&G, and the CC Sewer Districts will all back each other up to ensure employee payrolls are processed.

**Services that could be deferred or curtailed**

- Street Sweeping
- Driveway Pipe Installation
- Restrict Public Access to Compost Facility
- Roadside Mowing (State law requires 2 mowings a year)
- Restrict Public Access to DPW Facility - require inquiries through mail/e-mail, phone, etc.,
- Delay planned survey and design work - assign engineering staff to crews if needed to maintain public safety.
- DPW Facility Grounds Mowing and Trimming intervals could be reduced.

**Services that could be provided remotely**

- Payroll
- Permits
- Purchasing
- Accounts Payable
- General Questions
- Employment Applications
- Engineering Plan Review
- Project Management

APRIL 14, 2020

# COVID-19: Highway Department Essential Work

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The COVID-19 pandemic has placed a strain on all governmental services across the world, not just New York State. The Executive Orders from the Governor can be interpreted in different ways, but one of the major concerns for local highway departments is what is essential work. The work of highway and public works departments is considered essential, but even within that framework, all departments are asked, “to the greatest extent possible, local governments should postpone any non-essential projects and only proceed with essential projects when they can implement appropriate social distancing and cleaning/disinfecting protocols.” (Source: Empire State Development Guidance on COVID-19)



New York State Department of Transportation (NYSDOT) is moving forward with all of its programs and plans within this context, but it is having the same discussions as local agencies on how to do so safely within the context of the current reality. And, is it possible to complete essential projects while maintaining proper social distancing and other safety protocols? This Tech Tip provides some guidance on what is essential and how agencies may want to plan and prioritize their work.

- **Essential Work:** What highway and public works departments do is essential to allow society to get goods and services from here to there, get health care workers safely to the hospital, allow police and fire departments to do their critical jobs; and to provide water and sewer service to all of us who are working and going to school while at home. The challenge for all agencies is how to determine what is critical and what may be delayed. This may need to be adjusted as time goes by, but the key is to prioritize, have a plan, and be ready for even more change.

One way to categorize your work is to group operations into categories of whether they are critical for public safety or feasible to be done with proper social distancing. Think about the work you do and where it falls in the matrix below. If the work is critical, then you need to find a way to get it done. If it is not feasible to maintain social distancing, you need to implement split shifts and provide extra personal protective equipment (PPE). Work that is non-critical, but that can be done with proper separation can continue, but again split shifts and some PPE are warranted. In all cases, clean, clean, clean.

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## CORNELL LOCAL ROADS PROGRAM

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	<b>Critical Work</b>	<b>Non-Critical Work</b>
<b>Feasible</b> to be done with Social Distancing	Continue to perform	Continue to perform
<b>Not Feasible</b> to be done with Social Distancing.	Take special precautions, but continue to perform	May be delayed

Work that is non-critical and not feasible with social distancing is work that could be delayed, especially with a tight budget and limited time available. You will need to adjust and plan each week, with an eye to the rest of the construction and maintenance season, and the short-term and long-term needs of your customers and citizens.

New CDC Guidelines for critical infrastructure workers who may have been exposed were recently released. For employees who do not show symptoms, these guidelines can be used to perform the critical work that cannot be done otherwise. If the employee shows symptoms, they must be sent home immediately. Contact the county health department for more guidance and instructions. Here are some of the highlights from the CDC guidance.

- Pre-Screen: Measure the employee’s temperature and assess symptoms prior to them starting work.
- Regular Monitoring: Employee should self-monitor under employer’s occupational health program.
- Wear a Mask: Employee should always wear a face mask for 14 days after last exposure.
- Social Distance: The employee should maintain 6 feet and practice social distancing as work permits.
- Disinfect and Clean workspaces: Clean and disinfect all areas of the workplace.
- Critical Work: All highway and public works activities may be deemed essential by the Governor’s Executive Orders, but what are the critical activities for an agency? Reviewing this with representatives from NYSDOT, several counties, towns, and villages, we made a list of work that can be placed into different categories. There will be some differences in your own list, but this should serve as a guide to developing your own plans.
- Critical Work
  - » Absolutely vital and must be done for public safety
  - » Important and should be done while using good social distancing and cleanliness practices
- Non-critical Work
  - » Work that may be continued if social distance and cleanliness can be maintained
  - » May be delayed as needed

<b>Absolutely Vital</b>	<b>Important</b>	<b>May be Continued</b>	<b>May be Delayed</b>
Water & sewer operations	Filling potholes (note: severe potholes and dangerous road issues should be treated as Vital)	Bridge & paving projects	Lawn damage from plowing, replanting grass
Snow plowing and Weather emergencies	Maintaining equipment not safety related	Getting ready for summer work	Cleaning out dead wood outside the ROW (if not impeding flow from roadway)
Repairs of failed systems including culverts, traffic lights, signs ...	Replacing signs and other worn out safety systems	Bridge washing	Larger infrastructure repairs and parts of the capital program
Building cleaning and maintenance	Cutting trees and brush related to safety	Mowing & herbicide application	Major building work
Patrolling (for hazards and other highway issues)	Snow fence, sweeping, cleaning up brush from winter	Guiderail installation and repair	
Fleet maintenance (especially emergency vehicles)	Grading after winter for gravel roads	Parks maintenance getting ready for when parks reopen	
Garbage and recycling operations	Litter and leaf pick-up	Ditching	
Fixing dangerous road conditions & fallen limbs		Replacing culverts	
		Washing equipment	
		Stockpiling supplies for summer work	
		Pavement marking repairs & application (non-vital)	
		Sidewalk installation	

Agencies need to look at all work and make their own list. This list will need to be reviewed, possibly every week, and will change as the seasons change. Also, budgetary and staffing issues may change what is feasible. For instance, can employees drive directly to a job site to keep social distancing and, if so, do they get paid for the excess mileage above that needed to get to the highway garage? The two biggest issues are to maintain safety for the crews as much as possible while still performing the vital work for the department.

# Resources on COVID-19

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## Executive Orders and Associated Information

- Executive Orders <https://www.governor.ny.gov/executiveorders>
- Memo to Local Government Leaders Offering Guidance from Melissa DeRosa, Secretary to the Governor. [https://mcusercontent.com/35d385595f0c7c99abc9c13f9/files/c4e2cd4e-01e3-4328-907c-21177461037f/March\\_16\\_2020\\_Governor\\_Memo\\_to\\_local\\_Governments.pdf](https://mcusercontent.com/35d385595f0c7c99abc9c13f9/files/c4e2cd4e-01e3-4328-907c-21177461037f/March_16_2020_Governor_Memo_to_local_Governments.pdf)
- Executive Order No. 202.4 Work-From-Home & Workplace Density Reductions (Local Governments)

**Governor Cuomo Executive Order Number 202.4 which is in effect through April 15, 2020**  
<https://www.governor.ny.gov/news/no-2024-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>

Any local government or political subdivision shall, effective March 17, 2020, allow non-essential personnel as determined by the local government, to be able to work from home or take leave without charging accruals, except for those personnel essential to the locality's response to the COVID-19 emergency. Such non-essential personnel shall total no less than fifty percent (50%) of the total number of employees across the entire workforce of such local government or political subdivision.

Restrictions on reporting to work for any state worker whose service is non-essential, or not required to support the COVID-19 response, are expanded to all counties in the State of New York.

- **Empire State Development Guidance on Essential Businesses:** <https://esd.ny.gov/guidance-executive-order-2026> (for Emergency Orders 202.6 and 202.7 which are listing essential businesses are specific to private entities and not-for-profits, not the local government EO 202.4)

## National Resources

- United States Center for Disease Control (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19: *Interim Guidance* <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
- United States Department of Labor Occupational Safety and Health Administration: <https://www.osha.gov/SLTC/covid-19/standards.html>
- Guidance on Preparing Workplaces for COVID-19: <https://www.osha.gov/Publications/OSHA3990.pdf>
- Homeland Security's definition of Emergency Responders: Section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101): <https://fas.org/irp/offdocs/nspd/hspd-8.html>

## New York State Agencies

- New York State Department of Health: <https://coronavirus.health.ny.gov/home>
  - Guidance on Suspected of Close Contact with a Case of COVID-19:  
[https://mcusercontent.com/35d385595f0c7c99abc9c13f9/files/0b0bc41b-2d4b-4573-8a65-0e084c18924a/NYSDOH\\_contacts\\_of\\_contacts\\_guidance.pdf](https://mcusercontent.com/35d385595f0c7c99abc9c13f9/files/0b0bc41b-2d4b-4573-8a65-0e084c18924a/NYSDOH_contacts_of_contacts_guidance.pdf)
  - Open Book New York - <http://www.openbooknewyork.com/index.htm>
- Department of Labor (DOL) - <https://www.labor.ny.gov/home/>
- Dept. of Transportation - [www.dot.ny.gov](http://www.dot.ny.gov)

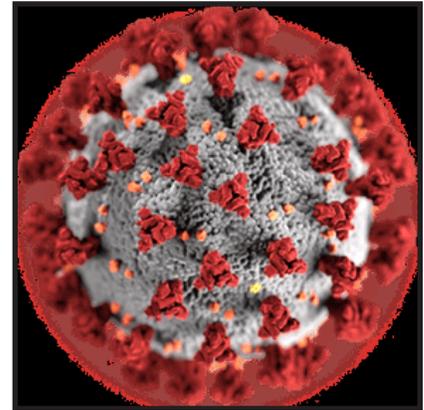


MARCH 23, 2020

# Highway Departments & COVID-19

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The COVID-19 virus has disrupted activities across the country and around the world. Highway and Public Works Departments need to figure out how to adjust activities as first responders, while keeping employees and citizens safe. Recent executive orders from Governor Cuomo ask local governments and businesses to reduce the number of workers in the workplace for non-essential work. Infrastructure work is listed as essential, but many agencies are interpreting the order in different ways. This Tech Tip provides some guidance on what is essential and how to keep those employees who cannot work from home as safe as possible.



- **Essential Work:** The Governor's Executive Orders list transportation infrastructure as essential for both public safety and commercial visibility. Ask yourself, what do you really need to keep doing to serve the public. NYSDOT is continuing implementation of its capital program as an essential government function and will continue to let and construct capital projects. NYSDOT feels local projects should continue to be delivered as well. They state that "response to COVID-19 is directly dependent upon a reliable transportation system."

Snow plowing, filling potholes, cutting down unsafe trees, and keeping water and sewer services operational are clearly critical and, in some cases, explicitly listed. However, there are many activities that could be postponed if needed due to supply or manpower issues. If you can delay something until summer you may need to do so, but not at the expense of being prepared and ready for an emergency regarding your roads and streets. Keep your equipment maintained. Here is a list of items that should NOT be delayed:

## Essential Services

- Water & Sewer Operations
- Snow Plowing and Weather Emergencies
- Repairs of failed systems including culverts, traffic lights, signs ...
- Building cleaning and maintenance

## Probably Essential

- Filling potholes
- Maintaining equipment
- Replacing signs and other worn out safety systems
- Cutting trees and brush related to safety

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If you are not sure if your work is essential, ask yourself the following questions:

- If the work isn't done, will critical infrastructure (utilities, roads, & streets) be placed in jeopardy?
- What is needed to make sure health and safety workers can get out and do their jobs?
- Is this work needed to be ready for an emergency weather event?

If you answered yes to any of those questions, you may want to go ahead and keep doing those activities.

- **Staying Safe on the Job:** Whether you are continuing to report to work, you should use best practices with regards to social distancing and cleanliness. Having your crew work in shifts, work every other week, or work 2 days on and 2 days off (except during emergencies) may be warranted. NYSDOT is going to 1/3 on 2/3 off. Different types of shift and work patterns may be more applicable for your particular department. Set up the minimum crew size to be safe. Recommend employees refrain from going out in public for breaks or lunches. Limit access to vendors or outside visits from the public. Ask yourself what you would do if one of your employees comes down with COVID-19 since those employees (and the ones working with those employees) would need to be quarantined for two weeks or more. Set up your operations to account for the possibility of staffing disruptions. Other common sense changes include requiring workers to not all take breaks at the same time, splitting up your crews, driving separately to any job site, limiting who is working in the building together, and being sure to clean and disinfect any surfaces and equipment. You may want to assign only one person to a particular vehicle during this time and use a single loader operator for filling trucks during snow events. If not, be sure to have the vehicle cleaned between use and try to let the equipment sit overnight after cleaning. Of course, the overall key is limiting exposure. Here are some additional items to think about as you modify your operations:

- Social distancing of all employees of at least 6 to 10 feet
- Stay home if you are sick, even if it's not COVID-19
- Have office personnel work from home
- Clean your hands often and avoid touching surfaces with bare hands
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Cover coughs and sneezes
- Wear a face mask if you are sick and you have to work
- Clean and disinfect more often than you think you need to
- No public access to buildings or property without an appointment AND essential need

- **Partnering with your neighbors:** As things progress you or your neighbors may be in dire straights with employees out sick. Activate your emergency plans and decide who can help cover if your crews are not available. Make sure you have any agreements for shared services in place. Don't worry about trying to have a face-to-face meeting. Meet via phone and keep good notes. This is allowed in the emergency declarations. If you feel something has to be notarized, do it via video conference. We will get through this together.
- **Statewide Associations:** At CLRP, we have partnerships with six different associations because they help us just as they can help you. Communicate with the Town or County Highway Superintendents statewide associations or the New York Conference of Mayors (NYCOM). There are even more organizations listed on our website at <http://www.clrp.cornell.edu/assistance/links.html>

# Resources on COVID-19

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## New York State Executive Orders and Associated Information

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Memo to Local Government Leaders Offering Guidance from Melissa DeRosa, Secretary to the Governor. [https://mcusercontent.com/35d385595f0c7c99abc9c13f9/files/c4e2cd4e-01e3-4328-907c-21177461037f/March\\_16\\_2020\\_Governor\\_Memo\\_to\\_local\\_Governments.pdf](https://mcusercontent.com/35d385595f0c7c99abc9c13f9/files/c4e2cd4e-01e3-4328-907c-21177461037f/March_16_2020_Governor_Memo_to_local_Governments.pdf)

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More at: <https://www.governor.ny.gov/news/no-2024-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>

- **The Governor's Executive Orders define the following as essential businesses:** healthcare operations (research and lab services); infrastructure (including utilities, telecommunication, airports, and transportation); food production/manufacturing; manufacturing of pharmaceuticals; grocery stores; pharmacies; trash collection; mail and shipping services; news media; banks and related financial institutions; providers of basic necessities to economically disadvantaged populations (food banks); construction; and vendors that provide services or products to any of the above-mentioned businesses.
- **Empire State Development Guidance on Essential Businesses:** <https://esd.ny.gov/guidance-executive-order-2026> (for Emergency Orders 202.6 and 202.7 which are listing essential businesses as specific to private entities and not-for-profits, not the local government EO 202.4)

## National Resources

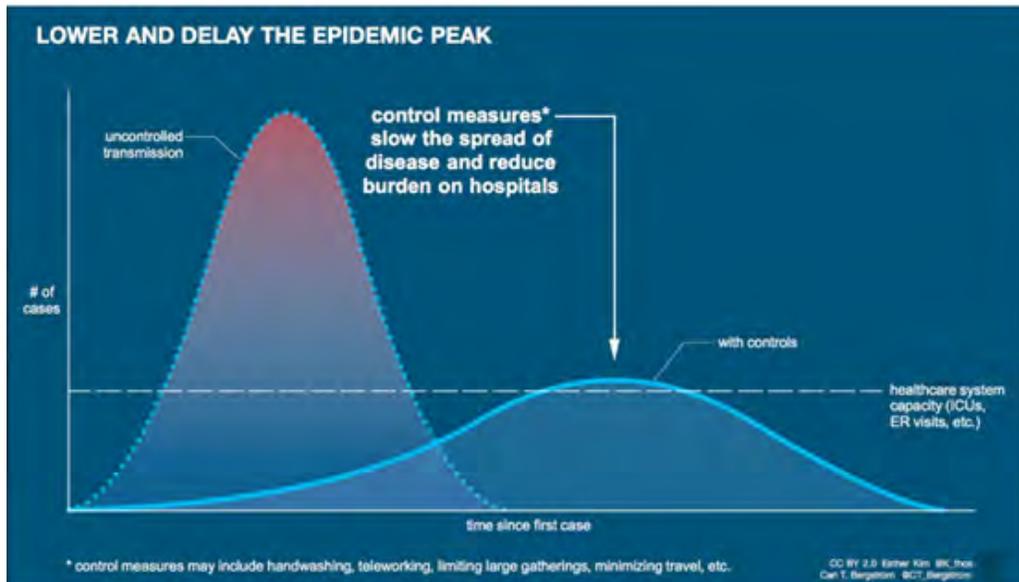
- United States Center for Disease Control (CDC):  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- United States Department of Labor Occupational Safety and Health Administration:  
<https://www.osha.gov/SLTC/covid-19/standards.html>
- Guidance on Preparing Workplaces for COVID-19:  
<https://www.osha.gov/Publications/OSHA3990.pdf>
- 15 Days to Slow the Spread: The President's Coronavirus Guidelines for America:  
[https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20\\_coronavirus-guidance\\_8.5x11\\_315PM.pdf](https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf)
- Homeland Security's definition of Emergency Responders: Section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101):  
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- Office of General Services (OGS)  
[www.ogs.state.ny.us](http://www.ogs.state.ny.us)
- Office of the State Comptroller  
[www.osc.state.ny.us](http://www.osc.state.ny.us)
  - » Local Government Management Guide (LGMG)  
<http://www.osc.state.ny.us/localgov/pubs/listacctg.htm#lmg>
  - » Open Book New York  
<http://www.openbooknewyork.com/index.htm>
- Department of Labor (DOL)  
<https://www.labor.ny.gov/home/>
- Dept. of Transportation  
[www.dot.ny.gov](http://www.dot.ny.gov)
  - » Specifications  
[www.dot.ny.gov/main/business-center/engineering/specifications](http://www.dot.ny.gov/main/business-center/engineering/specifications)
  - » Procedures for Locally Administered Federal Aid Projects (PLAFAP)  
[www.dot.ny.gov/divisions/operating/opdm/local-programs-bureau/locally-administered-federal-aid-projects](http://www.dot.ny.gov/divisions/operating/opdm/local-programs-bureau/locally-administered-federal-aid-projects)
  - » CHIPS Representatives  
<https://www.dot.ny.gov/programs/chips/representatives>

## Other Web Resources

- Association of Towns  
[www.nytowns.org](http://www.nytowns.org)
- NYS Town Supt. Association  
[www.nystownhwys.org](http://www.nystownhwys.org)
- NYCOM  
<http://www.nycom.org/>
- NYS Association of Counties (NYSAC)  
<http://www.nysac.org/>
- New York State County Highway Superintendents Association  
<http://www.countyhwys.org/>





**Department of  
Transportation**

**ANDREW M. CUOMO**  
Governor

**MARIE THERESE DOMINGUEZ**  
Commissioner

**MEMORANDUM**

**TO:** Steve Morgan, Executive Director, New York Road and Infrastructure Coalition (NYRIC)  
Ross J. Pepe, President, Construction Industry Council of Westchester and Hudson Valley (CIC)  
Marc Herbst, Executive Director, Long Island Contractors Association (LICA)  
Robert Wessels, Executive Director, General Contractors Association (GCA)  
Michael J. Elmendorf II, President and CEO, Associated General Contractors of NYS (AGC)  
Carlo A. Scissura, Esq. President and CEO, The New York Building Congress (NYBC)

**FROM:** Janice McLachlan, Acting Assistant Commissioner and Chief Counsel

**SUBJECT:** **COVID-19 GUIDANCE for NYSDOT Construction Projects – EO 202**

**DATE:** March 20, 2020

The New York State Department of Transportation ("the Department") has received multiple requests from the construction industry seeking confirmation that contractors, consultants, services and material suppliers are considered exempt from reduction in workforce requirements outlined in Governor Cuomo's Executive Order 202, as amended. The Executive Order provides that essential businesses and services not subject to the in-person restrictions include transportation infrastructure including vendors that provide essential services needed to ensure the continuing operation of government.

The Department is continuing implementation of its capital program as an essential government function and will continue to let and construct projects. The companies awarded such contracts including subcontractors, suppliers, vendors and specialty firms are all exempt for work to support the capital program.

Please feel free to contact me, if you have any questions.



# Covid-19 Survey of Highway and Public Works Departments April 3-10, 2020

## Cornell Local Roads Program

### Ithaca, NY

The Cornell Local Roads Program surveyed the primary highway officials with the Town, County, Village and City Highway and Public Works Departments across New York State in early April 2020 to determine how they were responding to the COVID-19 outbreak and the associated Executive Orders from Governor Andrew Cuomo. This report provides summary data of the anonymous replies from the over 300 respondents. The tool used was Qualtrics, but some agencies sent their replies in via email.

The questions asked were

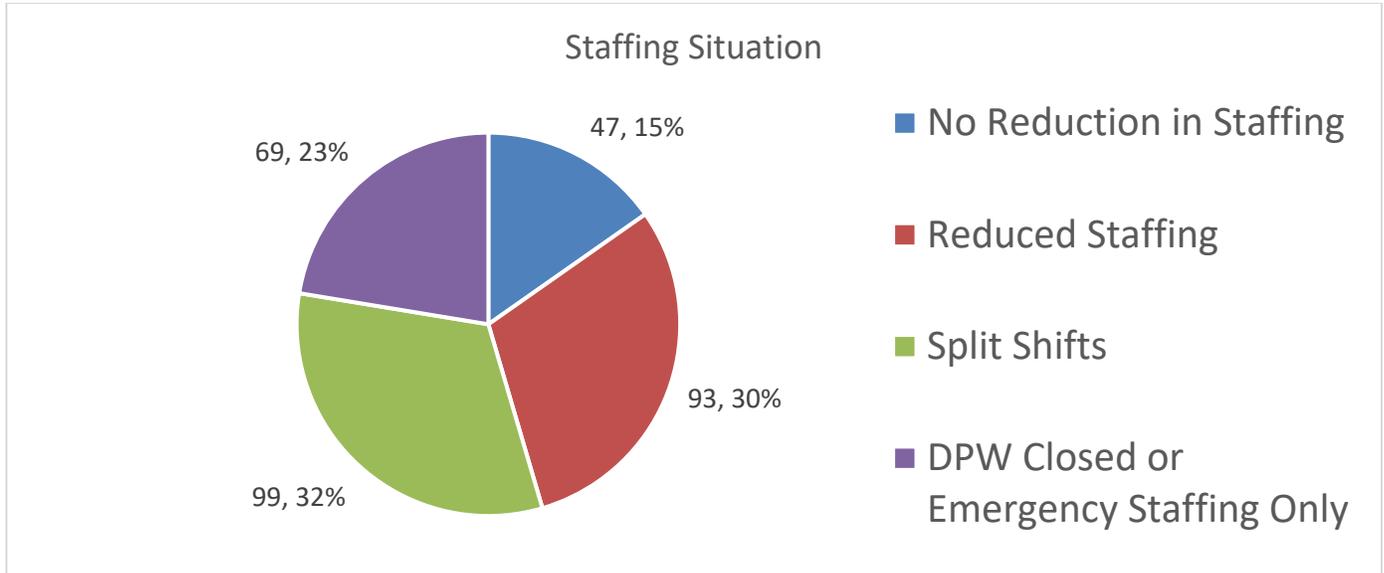
- What is your agency's level of government?
- Which of the following best describes your staffing situation?
- Do you plan to reduce staff further?
- How are you dealing with paperwork?
- Are you continuing with major projects such as paving, bridges, sewer and water replacements?
- Are you continuing with highway maintenance work?
- Has anyone on your crew come down with COVID-19?
- A place for comments was also provided.

No conclusions are to be implied or reached in this survey. The goal was to inform everyone of the various practices being utilized by the local highway and public works agencies across New York State. The 311 replies received is 20 percent of all local agencies in the state.

### What is your agency's level of government?

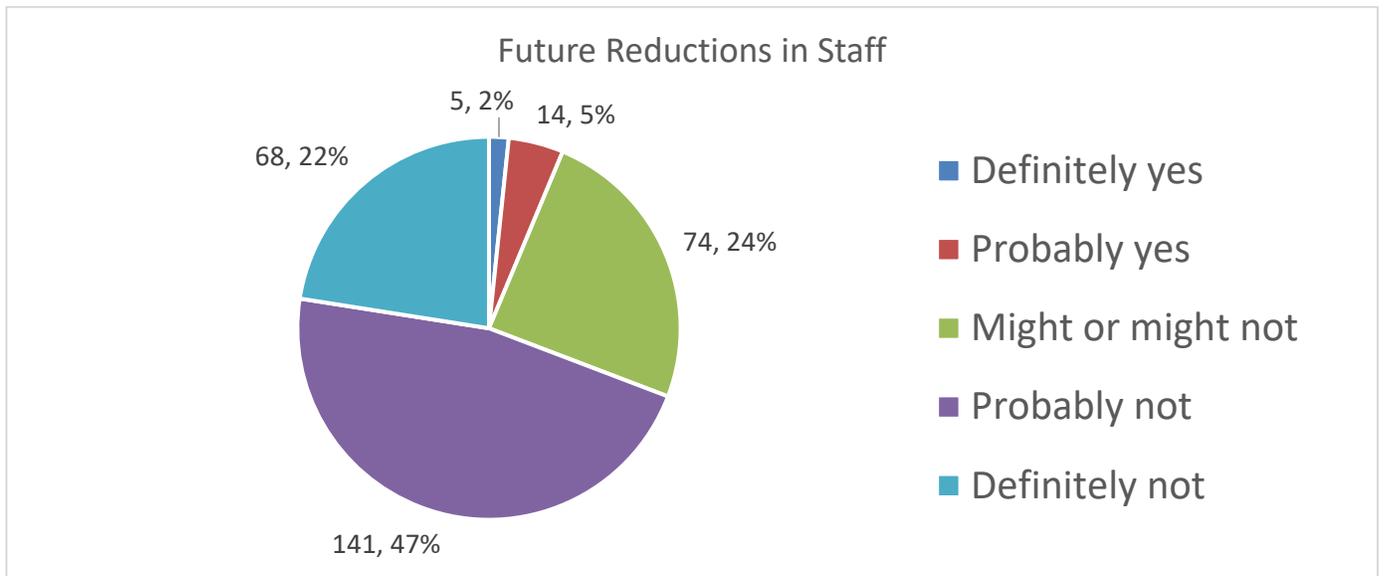
Answer	Survey Respondents	Number of Agencies in NYS	Percent
City	7	62	11%
County	35	57	61%
Town	197	933	21%
Village	72	534	13%
Total	305	1586	20%

Which of the following best describes your staffing situation?



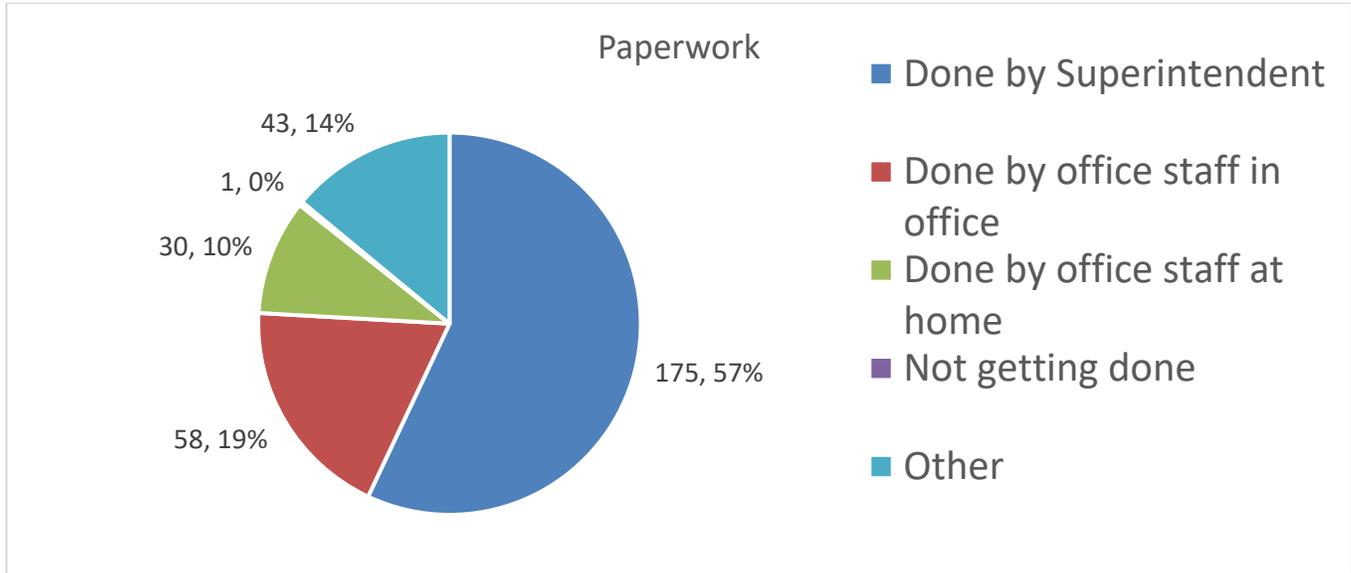
Agencies are doing all four of the possible choices for current staffing and it is likely these numbers will change as the pandemic changes over time. Currently, the most common staffing situations are split shifts (99 respondents or 32%) and reduced staffing (93 respondents or 30%). However, a significant portion of respondents are not reducing staffing (47 respondents or 15%) or are closed except for emergencies (69 respondents or 23%).

Do you plan to reduce staff further?



Most agencies are definitely not, or probably not reducing staffing in the future (209 respondents or 69%). A quarter said they might or might not as the pandemic plays out (74 respondents or 24%). A small percentage said they were likely to reduce staff in the future (19 respondents or 7%).

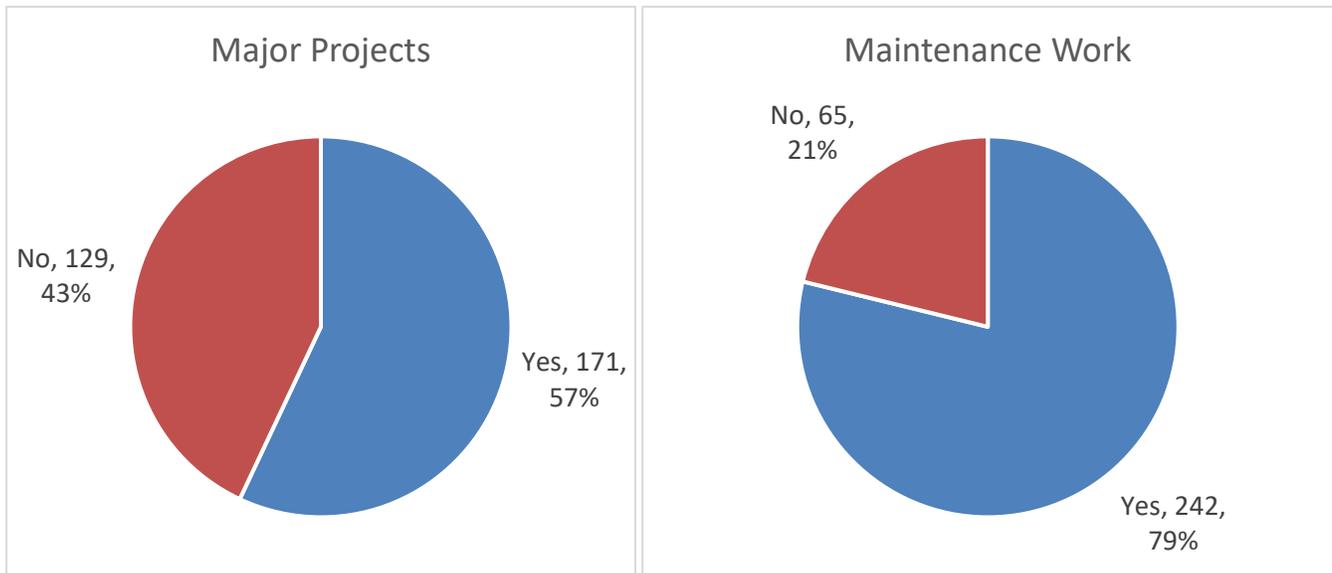
How are you dealing with paperwork?



Most paperwork is being done by the department head (Superintendent), but some is being done by office staff either at home or the in the office. The respondents who said “other” had a range of answers, but in summary; high-priority items (payroll, bills, contracts, daily work reports) are getting done and other low-priority paperwork is on hold. Most office staff are working from home, but may come in to do some critical functions if they cannot be done at home (such as payroll or invoices). In some case, all four of the choices are being done for different types of paperwork.

Are you continuing with major projects such as paving, bridges, sewer and water replacements?

Are you continuing with highway maintenance work?



Most agencies were continuing with major projects and maintenance (57% and 79% respectively). Breaking down the municipal type showed some variations. Almost all of the county respondents [91 and 85%

Covid-19 Survey of Highway and Public Works Departments April 3-10, 2020

respectively for major work and maintenance] were continuing with projects. For towns, the percentages dropped to 54% and 82% respectively. Towns are continuing maintenance, but not as many are continuing with major projects. For villages and cities combined (since only 2 cities replied), the percentages were 48% and 66% respectively). The data breakdowns are shown in Tables 1 and 2.

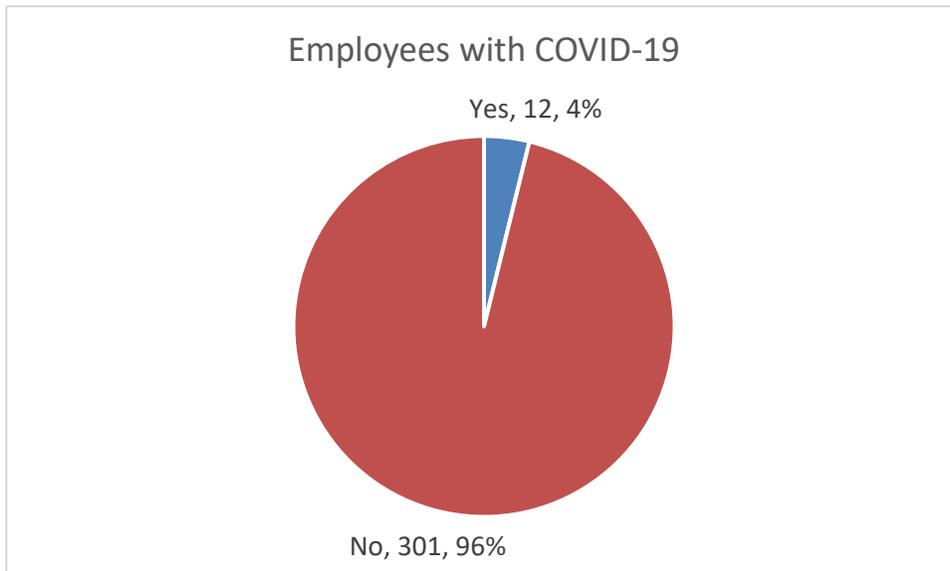
*Table 1. Continuing Major Work by Municipal Type*

	Yes	No	Total
City	2	5	7
County	31	3	34
Town	102	86	188
Village	36	35	71
Total	171	129	300

*Table 2. Continuing Maintenance by Municipal Type*

	Yes	No	Total
City	3	4	7
County	29	5	34
Town	162	34	196
Village	48	22	70
Total	242	65	307

Has anyone on your crew come down with COVID-19?



Very few agencies had someone with COVID-19 as of April 10 (4%), but this may change over time.

## Comments

94 comments were received regarding the survey, but some were really multiple comments. The Cornell Local Roads Program grouped the comments as much as possible and removed any municipal references to keep the answers anonymous. From the comments, most agencies are adjusting to the new reality, but there are some who still are very concerned about the safety of both themselves and their staff. Many agencies are worried about budgetary issues.

### Concerns of or with elected board

- Elected board or municipal leader feel changing hours isn't needed
- Board put DPW on call but bringing employees back due to claims of “fake news” and “false panic”
- Municipal leader held a meeting with board members without the Highway Official. I am seeking information to find out if I can bring half the crew back and alternating weekly.
- The municipal leader at first deemed that the highway crew was non-essential but on April 6 we were deemed essential so we went from split shift to full shift. I believe we should have stayed on the split shifts.
- We are worried about contracting the covid-19 virus, however our municipal leader told us to work as normal, and to get work done.
- We have reduced hours, but one board member thinks we should be at full staff

### Health Concerns

- 1 employee coming back from vacation came down with symptoms before returning to work
- A sanitation worker has tested positive for COVID-19, but no highway workers to date.
- Anyone must remain home who have any illness or if anyone in family is ill.
- Employees have family members at high risk, so we temporarily suspended operations.
- I feel we all have to do our part to keep our community safe. If there is an emergency, we WILL be there. I check my messages and E-Mails every day. Our workers and constituents' health come before anything else!!!
- I have had 1 worker out for 10 days with some illness. It was not confirmed
- I want all departments to close (emergency only!)
- one employee quarantined due to association of a family member, no contact with other employees
- Spouse of one of crew members has symptoms and told to self-quarantine and monitor symptoms, but has been improving already. Hwy Maint Work has been prioritized as essential versus 'it can wait.' Sweeping is essential and getting done now.
- We have a couple in precautionary quarantine, but no positive tests.
- We have had two employees who had to quarantine.
- we only have three employees, working with one now. Others have medical conditions. Staying home at this time. Very limited work. Trying to keep major project in plans??

## Covid-19 Survey of Highway and Public Works Departments April 3-10, 2020

### Miscellaneous Answers

- These are current answers, could change any day depending on situation
- We are evaluating week by week on capital projects starts
- we will progress slowly

### Monetary Concerns

- All projects are being examined for need due to anticipated revenue shortfalls
- If CHIPS monies aren't received, we would not be able to pave.
- Bridges and paving projects will only be done to the extent that funding is available from the state or locally to pay for the work.
- Major Projects contingent on CHIPS Funding.
- Projects will depend on the availability of Chips Funding, Highway maintenance is based on available crew size.

### Social Distancing and Keeping Folks Apart

- Continue work as normal. Crew of three work three days the take three off with pay and other three come in and do same routine. We will be doing this until mid-April unless State tells us something different. We are practicing social distance and cleanliness.
- have a small crew and have taken all precautions to stay away from everyone including each other, all in separate vehicles just to keep moving forward as you understand our time to fix and maintain our road systems are very limited at best.
- Only doing projects that permit workers to work 6 feet apart. Water main repairs as needed, and building/equipment repairs. Snow removal as needed.
- Separation, no more than two people in lunchroom at the same time, separated vehicles, some staff report to different locations for work.
- we are a small rural municipality, with a small 4 man department, so far we have been off for the initial two week force reduction, but as of Monday we will be back to work using good hygiene and social distancing practices to be safe amongst ourselves. We have just too much work to do to ensure safety to our public.
- We have divided DPW into 4 divisions and assigned them to 4 different buildings with their own vehicles
- We have scaled maintenance work back to only tasks that keep crews separated: ditching, mowing, etc. Crews are only 3-4, and are reporting directly from home to the job sites. Office staff are either working from home, or if unable, splitting days or working in the evenings. Some staff have been reassigned to support other departments as to maintain support services. Facilities, including Highway, are closed to the public.
- We split shifts weekly to minimize possible spread should employee be infected.
- We're a small crew (4) I do send guys home on rainy days etc... we try to maintain social distancing. It's difficult breaking habits.

### Staffing-Related Concerns

- At this time, we plan on being back to work after mid-April, with minimal staff on a rotating basis. This is all subject to change depending on the resolutions enacted by the board
- Hopefully I will go back to full crew after mid-April if no one has come down after 21 days of separation in shifts
- I am the only staff in my department. Present time only having emergency projects done.
- It would be great to have a newsletter out on what scope a Superintendent of Highways has with shutting down his Department.
- My men have been on emergency standby but in early April will come back to work to get some needed work done,... ditching, haul materials, etc.
- Neighboring towns have shut down or reduce staff
- Shifts are 1/2 staff one week, 1/2 staff following week. Staff members are assigned a vehicle for the week they are working and are responsible for disinfecting that vehicle daily. Maintenance activities are such that allow for proper social distancing.
- split crew in half, 7 guys work mon-tue 6am-4pm other half wed-thur. Fridays off, everyone gets paid 40 hours
- Staff is on Emergency Leave until mid-April which may run longer. We have been and are continuing Critical Services. As the nice spring approaches, we will be bringing in workers for maintenance.
- Start date early April but only one person per piece of equipment and staggered starting times
- thank you, we are working under Emergencies Only.
- The situation will be re-evaluated the end of this week by the Highway Official and municipal leader.
- Took two weeks off are back to work now. HWY official worked during the two weeks off to keep up with emergency service and road repair
- tried split shifts but got shut dow
- Up until this week it was a call in as needed, basin repair this week and pothole repair starting next week
- We are running at 50% staff until mid-April when we will re-evaluate.
- we are very short handed, so we are doing minimal work culverts, potholes, etc.
- we are very small, only 3 men and supt.
- we are working remotely as much as possible. having some staff go into office on an as needed basis, emergency repairs and pothole patching being done as needed by crews.
- We assigned trucks/equipment to the two shifts to limit possible exposure.
- we did not work one week because of COVID -19
- We had a 50% reduction of 2 people on for a week and 2 people at home for a week for 2 weeks. Now we have implemented 2 shifts with a 1/2 hr. separation.
- we have 12 employees, week on for six and six off- we have 120 miles of hwy so staying split up seems to be working

## Covid-19 Survey of Highway and Public Works Departments April 3-10, 2020

- We have been closed for two weeks, I Believe Monday April6th I will have two-man crews doing small odd jobs.
- We have many miles of Gravel Roads that need to be graded now. Daily outdoor meetings, Health, safety & welfare checks, a query of where have you been & with whom.
- We have public works staff coming in as needed, only one employee at a time.
- We have reduced maintenance work from 17 March till present to essential or emergency work. As of next week, limited staff will be coming into service and change over equipment from winter to summer operations. We have implemented Social Density and Distance procedures; no more than two to a truck, one preferred and shifting personnel to 10 a shit.
- We have split our staff into two teams and they rotate weekly. We are moving forward with our capital projects, but with caution. We have cancelled a few of our low priority locally funded projects.
- We plan on starting back to work on mid-April.
- We shut down between two weeks, when we started regular shifts again
- we were shut down for two weeks, but are back due to leaf and brush pickup. Will go day by day

### Work-Related Comments

- All our work is contracted out
- Continued projects when our work force has the all clear to be able to work together.
- Engineering is continuing on a few major projects.
- essential and non-essential are in the eye of the beholder.
- I have selected No on the projects Question but I'm slowly working on it. (cutting edges, Flood repairs etc.)
- I have the understanding that highway maintenance is not considered essential unless there is a hazard such as a tree or snow in the road. Anything that is a safety issue.
- Major projects have been limited and reduced, highway maintenance is limited and reduced
- major projects/paving scheduled for June/July - Maintenance with reduced staff
- my guys are on call for major repairs that cannot wait. anything that can wait will get done later this summer.
- No big road or water projects are planned at this time
- No projects started in April. Blacktop plants not open
- Only working on essential duties. Or emergency projects
- Operating most services.
- Operating many operations at full strength. Fleet maintenance operations to support other essential departments.
- Reassess every two weeks, subject to change
- Some major projects may be out on hold. We will assess later.
- We are a 4-man crew. On days that we can't work outside we are sent home
- We are a tiny municipality. We have a contractor that does our road maintenance.

## Covid-19 Survey of Highway and Public Works Departments April 3-10, 2020

- We are doing call in only, snowstorms, downed trees and water problems.
- we are hoping to get some pipes changed and have at least one road that needs to be finished
- We are keeping all federal aid projects going, paving requiring staff prep work has been put on hold
- We are operating our municipal systems without interruption. The DPW staff is "on-call" for emergency situations only. Office is staffed by one employee, but is not open to the public.
- We continue to work on these essential services.
- We have cancelled a big project for now but plan on doing paving and culvert work when possible
- We hope to get our work done but will see what the future holds
- when needed crew will report for work, we still maintain essential facilities



- Staff with underlying health conditions and/or who are considered immunocompromised, are encouraged to self-quarantine. If possible, the individual is allowed to work remotely.
- 4 day work weeks. The purpose of this is to allow our shops to be empty for 3 consecutive days each week so that any potential virus in the building can die during that time. Breakrooms, offices and bathrooms are sanitized multiple times a day by highway staff.
- All County Shops are on lockdown and access is limited to employees only. Public access is granted only upon the successful completion of a series of health-related questions (supplied by our County Health Department).
- Delivery of parts and packages are received via an exterior drop box.
- Employees are reminded daily of the Public Health Guidelines for social distancing, handwashing and sanitization practices. This is done at morning briefings that are held in our conference room to allow for recommended social distancing and with no more than 10 employees present.
- Crews are working in small groups, maintaining a minimum of 6 ft distances and are taking multiple pickups to the worksite to accommodate these needs.
- We are strongly recommending that employees do not travel out of county, and if travel is done, it be limited to only travel for essential reasons.
- Anyone returning to ND, from out of state, after March 19, 2020, is subject to automatic self-quarantine for 14 days and will not be allowed back to work during this time period.
- Employees who have a fever or cough or a general illness are discouraged from coming to work. (Yes, we have told them to stay home)!



The attached Board Letter explains what we in Burleigh County, ND are doing. In general, our Maintenance personnel will be one week on and two weeks off. This was approved at last night's Board Meeting. You need to also keep in mind that North Dakota is one of the few states without a stay at home order, so we are taking this step before we have a mandate from the State.

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## BURLEIGH COUNTY HIGHWAY DEPARTMENT

8100 43<sup>RD</sup> AVENUE NE  
BISMARCK, ND 58503  
701-204-7748  
FAX 701-204-7749  
[www.burleighco.com](http://www.burleighco.com)

### Request for County Board Action

**DATE:** April 6, 2020

**TO:** Allan Vietmeier  
County Auditor

**FROM:** Marcus J. Hall  
County Engineer

**RE:** Ready Reserve Employees

Please place the following item on the next Burleigh County Board agenda.

**ACTION REQUESTED:**

Authorize the County Highway Department to continue the new work schedule for Maintenance personnel through the current Health Emergency.

**BACKGROUND:**

On March 16, 2020 the County Board declared a Health Emergency due to the COVID-19 virus. In addition, on March 13, 2020 the President of the United States proclaimed that the COVID-19 outbreak constitutes a national emergency. In an effort to mitigate the effect of this outbreak on our residents and our workforce, the Highway Department and other departments have been implementing various work schedules and other techniques (work from home) to help reduce our employees' chance of exposure.

On March 26, 2020 the County Highway Department decided to offer the Engineering and Office personnel staff the opportunity to work from home. Unfortunately, our

Maintenance personnel do not have tasks that can be performed at home, and therefore some other type of system needs to be established in order to ensure their health and safety. Our greatest concern (if we continue to operate as normal) is that one person infected with COVID-19 could enter our building and cause our whole maintenance force to be sidelined. Therefore, we feel that it is important that we separate our staff to ensure that we can still meet the needs of the public and keep a healthy workforce. With this in mind, on March 31, 2020 we implemented a revised schedule for our maintenance personnel that will allow a majority of the maintenance staff to be sheltered at home (with paid time off) while a designated rotating 10-person crew remains working. This revised schedule will allow us to call back personnel if needed in a large event by maintaining our employees on "Ready Reserve" status. This schedule will not cost the County any additional money (that has not already been budgeted), but will try to balance the needs of the public with the health and safety of our employees.

We have reviewed this revised schedule with Commissioner Jones and have received approval to temporarily implement the schedule from Commissioner Woodcox (until the whole County Board can review it at the April 6<sup>th</sup> Meeting). The Highway Department is seeking approval to continue this schedule until the Health Emergency is lifted or the Department can develop other methods of ensuring the health and safety of our employees.

**RECOMMENDATION:**

It is recommended the Board adopt the attached proposed resolution.

**PROPOSED RESOLUTION:**

THEREFORE BE IT RESOLVED: That the County Board hereby confirms the County Highway Department's new maintenance schedule until the Health Emergency is lifted or the Department can develop other methods of ensuring the health and safety of our employees.



This is almost identical to what we are doing in Ward County. We also have our operator who operate a single piece of equipment (Motorgrader Operators would be an example) go directly to the equipment, get it ready and head out and will check in with our superintendent via phone or radio. If crews are working in pairs, we do not switch people around. We also have crews starting at different times, 6:45 and 7:00 and breaks are at different times and only a couple people can be in the break room, but most are taking lunch were they are working and not in the break room.

**Dana G. Larsen, P.E.**

Ward County Engineer



County Engineer

**DELAWARE**  
**COUNTY** *Ohio*

## **ESSENTIAL GOVERNMENTAL FUNCTIONS AND STAFFING PLAN**

**March 23, 2020**

The Delaware County Engineer's Office is in receipt of the Director of Ohio Department of Health's Order dated March 22, 2020 that All Persons Stay at Home unless engaged in Essential Work or Activity to help prevent the spread of a contagious or infectious disease. The Order outlines that people may leave their home or residences only for essential activities, essential government functions or to participate in essential businesses and operations. The Order also outlines that people that leave their homes or residents for these essential functions shall do it accordance with social distancing requirements as outlined.

**The following document has been prepared to outline the services of the County Engineer's Office, identify the services that are essential per the Director of ODH's order and the employees, consultants and/or contractors that will be performing those essential government function.**

Department	Business Functions	Essential Functions/Staffing	Modified Practices/Procedures
<b>County Engineer - Administration, Engineering and Operations</b>	<ol style="list-style-type: none"> <li>1. Operation and maintenance of county roads and drainage infrastructure</li> <li>2. Review and issuance of permits for required work in the public right of way relating to construction, reconstruction or maintenance of utilities, driveways, ditches and drainage systems</li> <li>3. Surveying, planning, design, review, management, inspection and testing of public road construction projects or county property improvements, except buildings</li> <li>4. Review of plans for public roads and drainage infrastructure associated with residential and commercial developments</li> </ol>	<p>Department functions 1 and 2 are considered essential government functions per section 10 of the Order.</p> <p>Department functions 3 and 4 are considered because they support essential infrastructure per section 9 of the Order.</p> <p>All Staffing is considered essential but employees may be placed in schedule rotation with reduced staffing levels or telework as applicable.</p> <p>Private contractors and consultants engaged in functions 2, 3 and 4 are considered essential as determined by their employer.</p>	<ul style="list-style-type: none"> <li>➤ Implementation of social distancing practices as required per Section 15 of the Order;</li> <li>➤ Reduction of staff in offices through daily or weekly rotation of available staff, call-in only and avoiding or minimizing use of common spaces;</li> <li>➤ Field employees required to report directly to outdoor jobsite(s) and to avoid unnecessary entry into buildings;</li> <li>➤ Infrastructure design, management, review and permitting by teleworking;</li> <li>➤ Electronic submittals, drop boxes, online and telephone payment options are available</li> </ul>
<b>County Engineer - Tax Map Department</b>	<ol style="list-style-type: none"> <li>1. Review and approval of surveys and legal descriptions for purposes of land conveyance</li> <li>2. Maintain official county tax map records</li> </ol>	<p>Department functions 1 and 2 are considered essential government functions per section 10 of the Order.</p> <p>All Staffing is considered essential but employees may be placed in schedule rotation with reduced staffing levels or telework as applicable.</p> <p>Private contractors and consultants engaged in function 1 are considered essential as determined by their employer.</p>	<ul style="list-style-type: none"> <li>➤ Implementation of social distancing practices as required per Section 15 of the Order;</li> <li>➤ Reduction of staff in offices through daily or weekly rotation of available staff and avoiding or minimizing use of common spaces;</li> <li>➤ Customer service currently being provided by teleworking;</li> <li>➤ Electronic submittals, drop boxes, online and telephone payment options are available</li> </ul>

Monday, March 23, 2020 2:51 PM  
FCEO Staffing Plan for Stay at Home Order

The work of the Franklin County Engineer's Office is exempted from the Department of Health Stay at Home Order under Section 9: Essential Infrastructure. However, we want to do everything we can to protect our teammates while still serving our constituents.

Following is the staffing plan for the Franklin County Engineer's Office effective Tuesday, March 24, 2020 through Monday, April 6, 2020 (the end date of the **Stay at Home** order):

Teleworkers will continue to work from their approved telework location. Information Systems has about 1/3 of our teammates set up to telework. Those who have the ability to telework no longer have the option to work at your normal FCEO location--work offsite instead.

Security teammates will continue to report for their assigned shifts. The security office is going to continue to serve their role during this crisis as a conduit between our constituents and TeamFCEO 24/7.

All other teammates are going to receive communication from either the County Engineer, a Chief, or HR Director in regards to their scheduling for the next two weeks. Some employees will be on paid Administrative Leave for part of the two-week period. While on paid Administrative Leave, you are considered to be working, and you must be available by phone and/or be able to come into the office during your regularly scheduled hours. While on paid Administrative Leave, you must also be available for emergencies outside of your work hours; any time worked outside of your regular work hours will be compensated with overtime or comp time. If you would prefer to be off work during this time (and unavailable for call-in), you may use any of your newly granted Personal Leave. Once your newly granted Personal Leave is exhausted, you can then use accrued leave of your choice.

**Direct reports** to County Engineer, Chief Financial Officer, Chief Deputies, or HR Director ONLY: You are permitted to visit the office to retrieve mail, documents, etc. no more than one (1) hour per week (Monday through Sunday). When you stop by the office, you are to maintain social distancing with others, and you are to swipe in and swipe out with your ID.

All permanent employees were recently granted additional personal leave in anticipation of the need for leave use because of an order such as this. In addition to the Personal Leave provided by Engineer Robertson, the Federal Government is implementing a Family First Coronavirus Response Act effective April 2, 2020. That act provides up to 80 hours of leave that can be used during this Stay at Home Order, but it is not available until April 2. More details will be distributed when I have more information.

Any additional need for leave during this order will be reviewed on a case-by-case basis.

Thank you,  
Angie



**Angela K. Phelps**  
**Director of Human Resources**

970 Dublin Road  
Columbus, Ohio 43215  
614-525-3036

[aphelps@franklincountyengineer.org](mailto:aphelps@franklincountyengineer.org)

[www.franklincountyengineer.org](http://www.franklincountyengineer.org)



March 24, 2020

We have had no change since we are an essential service. We are doing enhanced disinfection of the facility and equipment and practicing social distancing as much as possible. We are still fully staffed and closed to the public.

<http://lceo.us/Office%20Closure%20Covid-19.pdf>

<http://lceo.us/UPDATED%20Maproom%20Closure%20Covid-19-1.pdf>

Scott C. Coleman, P.E., P.S.  
Logan County Engineer  
Logan County Engineer's Office, [www.lceo.us](http://www.lceo.us)  
P.O. Box 427  
Bellefontaine, Oh 43311  
phone 937-592-2791  
fax 937-599-2658



825 US 42 NE  
LONDON, OHIO 43140  
T: 740-852-9404 | F: 740-852-9530

The Madison County Engineer's Office is **closed to the public** until further notice.

We are responding to emergencies and critical work only at this time.

We can best serve you by contacting us at the following:

825 US 42 NE  
London, OH 43140  
T: 740-852-9404  
F: 740-852-9530  
engineer@co.madison.oh.us  
www.co.madison.oh.us

Thank you for your understanding, and we apologize for the inconvenience this causes.

Respectfully yours,

Bryan Dhume, PE, PS  
Madison County Engineer

March 23, 2020

FYI.

As you know, until now we have had all of our operations people working except those who needed to stay home sick or caring for family members. Our Commissioners had established a policy of granting all employees 80 hours of additional leave during this period. We've been suggesting they use it as-needed to conserve it for when they really need it. As of tomorrow, we're sending all of them home until they use up their 80 hours, unless they are called in for emergencies.

There are several reasons for this. One is that we don't have an overwhelming amount of work until it warms up a little more. After they have used up their 80 hours, enough work will have built up to keep them busy. Also, we have had them reporting directly to their trucks to avoid them standing in line or congregating. Today they were complaining about having to ride 2 in a truck. So this takes care of that, at least for a while.

Best regards,

Paul Gruner, P.E., P.S.  
Montgomery County Engineer  
[grunerp@mcoho.org](mailto:grunerp@mcoho.org)  
Office: [\(937\) 225-6040](tel:9372256040)  
Cell: [\(937\) 422-4399](tel:9374224399)



# Office of the Seneca County Engineer

3300 South Township Road 151, Tiffin, OH 44883 Phone: (419)447-1011

Mark R. Zimmerman PE/PS, Seneca County Engineer

March 23, 2020

To: Whom it may Concern  
From: Mark R. Zimmerman PE/PS  
Seneca County Engineer  
RE: ODH Stay at Home Order

At the request of the Governor of the State of Ohio, and under Orders from The Ohio Department of Health, the Office of the Seneca County Engineer is adopting the following policy.

Being that the duties of the Seneca County Engineer are ‘Essential’ to the public safety and welfare, we will be open and available to address emergency situations that may arise during the stay at home period, while honoring the Order.

**The Taxmap Office** will remain open for essential functions while being closed to the public. A drop box has been installed in the vestibule of the building for pick-up and drop off for approvals\pre-approvals. Any required research that can not be found on the Engineer’s website will be done by the Person working that particular shift. Please understand there will be a delay in the processing of normal operation, as well as any research we are providing for the public. Taxmap Employees will work one week off\one week on until further notice.

**The Seneca County Highway Department** will be worked daily by one of our 5 Foremen on rotation. I am invoking Article 19 (Emergency Situations) of the Union Contract to allow for said administrative leave. The garage is and will remain closed to the public. Each person will work one day per week at the garage to respond to essential operations. With the Exception of the working Foremen, the Garage Staff will be on Administrative Leave for the duration of the Public Health Stay at Home Order. Each employee is required to be available for activation if the need arises.

**The Seneca County Engineer’s Office** will be open for essential functions only. The office is closed to the public. The office will be worked by the Engineer and/or one other

employee with all other employees available if necessary. Employees will be paid Administrative Leave for the duration of the Public Health Stay at Home Order.

Employees on Administrative Leave are to stay at home during their normal work hours. Employees MAY NOT leave their premises for any reason other than a qualifying Change of Leave situation (ie. Doctor's Appt) . Failure to comply will be deemed a Group 3 Violation. After all this is a STAY AT HOME ORDER.

This policy is effective 3/25/2020 until 4/6/2020.

Mark R. Zimmerman PE/PS  
Seneca County Engineer

The Vinton County Engineer's Department entered into a Limited Conditions of Operation (LOC) Sunday March 15, 2020, to comply with COVID-19 Ohio Department of Health requirements. Effective Monday March 22, 2020, the Highway Department Employees have been directed to be Home Based, to abide by the Governor's "Stay at Home Order" during their normal shift, encouraged employees to abide by the Governor's Order during non-shift hours, and be available for callout to address Emergency or Critical infrastructure issues in Vinton County, to support Vinton County EMA, or any other valid request for services.

Roy

***Roy A. DePue, PE, PS***

**Vinton County Engineer**

**100 E. Main St., Vinton County Courthouse, McArthur, OH 45651**

**740-596-4571 ext. 239**

**Wayne County Engineer's Office**  
**COVID-19 Operational Plan**  
March 18, 2020

Effective immediately, the Wayne County Engineer's Office will institute the following procedures and guidelines in order to protect the workforce from the potentials of the COVID-19 virus. The workforce will be segregated into two groups in order to provide operational needs to the county.

Our office will cease operations at the close of business on March 18, 2020 for the rest of the work week and everyone will be placed on paid administrative leave for those days. The office will be de-contaminated and disinfected by a professional cleaning company. Emergency call-outs shall continue with the on-call employee and supervisor as necessary

Employees will begin four - 10-hour days beginning Monday, March 23rd running through our normal 10-hour day work schedule of Monday through Thursday, 6:00 a.m. to 4:30 p.m.

Half of the workforce will work Monday and Wednesday and the other half on Tuesday and Thursday. Administration will assign the days you work in order to provide specific needs to the office. Your off days will be 20 hours of paid administrative leave.

Please understand, although you are on paid administrative leave, you will be subject to recall to the office at any time for operational needs or emergencies. You are also not permitted to perform outside work activities.

Any requests for vacations, compensatory time, or sick leave will continue to be evaluated. Anyone requesting sick leave, must detail the need for the sick leave and if it is based upon symptoms related to COVID-19 virus. The symptoms include fever, cough, muscle soreness, and respiratory distress. All request for leave that were previously approved is still valid at this time and will be converted to the 10-hour day format as needed.

Since we have no idea how long this pandemic will impact Wayne County, we do not have a deadline for this process; however, we are doing everything within our

power to make this effectively work for our office and the county while protecting the workforce at the same time. This schedule will continue until at least Monday, April 6<sup>th</sup> but may be extended as necessary.

As has been the case for several weeks, inconveniences of this Operational Plan will occur and your patience and understanding is expected in order to maintain operations.

Attached are the shift assignments and if you have any questions, please contact Andy.

**Wayne County Engineer's Office**  
**COVID-19 Operational Plan**  
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The Mayor closed the Court House last week asking people to do all they can online. All offices have altered the work scheduled so that half of the employees work two to three days per week. All follow CDC guidelines.

Here at the highway dept. I enforced an altered scheduled four weeks ago.

We work from 7 locations in the county with 4 to 17 at each location. We now work 5 to 4 people one day per week at each location and the others are to stay at home the other 4 days. The buildings, door handles, desk, counters, bathrooms and anything the employees touch or are in contact with are to be wiped with 70% Isopropyl alcohol wipes or sprayed with lysol spray. Trucks are to be wiped down after each workday and only one person in a vehicle. All Employees are to follow CDC guidelines, and have done very well.

In my office (not in the courthouse) no-one is allowed in the office area only the foyer which has bullet proof glass and coded door entry.

All paper forms and permits work is done on a desk in the foyer and passed through a slide through compartment if needed I will go outside and meet with people 6' apart. Office staff work 2 to 3 days per week alternating.

This allows the dept. to do minimal maintenance work and it has worked very well.

All employees are paid for 40 hours a week as long as they follow the guidelines and orders from the mayor and Governor and stay at home.

The same people work together on their workday and if an employee were to have a positive test this schedule will have a very minimal contact list of people that would need contacted and or confined to home.

When having a meeting with my foreman they are to wear mask and hand use sanitizer entering the conference room.

Monday the 13th the work schedule will change to 4-day weeks 10 hr. day with same SOP but will have 7 to 8 at each location.

Mowing, paving and striping seasons are here and more people are needed.

So far no one has been infected and hopefully we will get through this together and well.

**John B. Deakins Jr.**

Washington County Highway Superintendent

[jdeakins@washingtoncountyttn.org](mailto:jdeakins@washingtoncountyttn.org)



## WSACE County Engineer Check-In April 2, 2020

### **Agenda:**

Paid vs non-paid admin leave

Bid processes

WSDOT's pause on work and the effects in our counties

Outstanding questions from last week

Other issues of interest (please feel free to raise them during the call or email the group)

**Adams:** Todd - Operation side not much different than last call; contracting has not been too affected yet.

**Asotin:** Dustin – Not much has changed on operation side, still running into new issues each day; suppliers and vendors are shutting down so things that used to take just a few minutes are taking much longer; big struggle is bid process – everything fell apart in the last week. WSDOT materials lab is closed and that is complicating things. Delayed a bid opening that was supposed to open Tuesday (this week) until April 14. But has been the least crazy week so far.

**Benton:** Matt – have people working from home. Will be opening a bid next week; No fed aid projects so no problem with fab inspection yet.

**Chelan:** Eric: - one project that has shut down because of trouble getting subs and materials; curious if people are seeing law enforcement checking in with their construction projects to ensure they are essential?

**Clallam:** Ross & Joe – paid v non paid – do have a admin paid leave policy if someone comes to work and they're sick they get full pay for day (that's the only time it kicks in); a lot of social distancing; office staff is splitting working in the office and working out of office; county commissioners instituted a live stream for their meetings which is working well; had a bid opening for HMA but received only one, but everyone has access via internet for this process and it's working; WSDOT pause on work has not affected them yet – no projects currently underway that are affected.

**Clark:** N/A

**Columbia:** Charles – still split shifting like last week, operations crews split into teams; may be experiencing some issues with WSDOT shut down; solid waste still fully operational; parks & rec still closed; Commissioners did pass admin leave policy this week; hoping to get office staff to work from home.

**Cowlitz:** Suzan – still working as last week – offices working from home, social distancing in the field, etc. Successful electronic bid this week and have several more out.

**Douglas:** Aaron & Jennifer – Quite aligned with what Clallam county is doing; practicing social distancing; will begin to run into issues with social distancing in the next couple of months if this

continues; have ceased doing inspections for development projects except for a few exempted items of work; will be opening a bid in 2 weeks and will be advertising for paver & guardrail projects soon; looking to supplement federal leave benefits with another week of leave if needed; will pay admin leave for someone who shows up but is asked to leave because they're sick; everything else needs to be taken as sick leave except for federal leave coverage.

**Ferry:** N/A

**Franklin:** N/A

**Garfield:** Grant – still do not have any paid leave policies in place, everyone is still showing up but will have a proposal into the Board later today to allow people to work from home; social distancing with crews; all buildings closed to public; bid processes are working well so far.

**Grant:**

**Grays Harbor**

**Island:** Same as what others have said. SW open credit cards only, permits are on-line, contracts suspended mainly due to supply. Asked a question on how are people handling contract shutdowns and who pays.

**Jefferson:** Monte – not much new to report; staggering work crews, not sharing equipment, etc. Sill operating transfer station and looking to go to a split shift there.

**King:** N/A

**Kitsap:** Jon – crews on standby and expected to be available to work; office staff working from home or on admin leave if they don't have work for them to do; survey crews on standby; 3 projects underway and only 1 suspended; a couple of inspectors working on the projects, accepting right of way permits.

**Kittitas:** N/A

**Klickitat:** Gordy – do have paid admin leave but no one on it yet; divided operations group into 2 teams – work 3 twelves and a four; engineering and admin divided into two groups, engineers working from home; courthouse closed; elected offices moved to different buildings in fairgrounds; similar to Grant county where one commissioner comes in during board meetings and others are there by phone, no more than 10 people in the room at a time; a couple of projects that are starting soon; oil bid did open but concern with oil prices dropping they may not have received the best deal. Starting up a spreadsheet for tracking oil prices.

**Lewis:** 50% of people working from home, practicing social distancing, 2 bids opened yesterday online and through a phone call-in – received 10 bids; transfer facility credit card only;. For those that have to report to work are receiving ½ hour of comp time for every hour.

**Lincoln:** Rick – most teleworking, social distancing, sanitizing vehicles, etc. Transfer station still open. No bids or contracts right now, but will have some later in the year and hoping things will be better.

**Mason:** Mike & Loretta – public works working remotely; solid waste still operating. Paver was awarded but was suspended.

**Okanogan:** Josh – much the same as last week; working on a plan to get higher percentage of road crews in to work; all public buildings closed to public right now; do have a small gravel bid out right now and the two likely bidders are closed right now. Landfill is currently closed to self haulers but it was based on a 2 week order from Commissioners so don't know if it will be extended.

**Pacific:** N/A

**Pend Orielle:** N/A

**Pierce:** Brian & Leticia – social distancing, cleaning, etc. Road operations still working under these conditions, non-road pushing telecommuting; will have first remote bid opening tomorrow (via email and pdf), only run into one issue with WSDOT fabrication issue (box culvert); multi-million dollar road project just opened and moving forward with COVID 19 plan. hope to complete with construction program for summer.

**San Juan:** Colin – No paid admin leave policy, everyone is working or on normal leave at their discretion (i.e. vacation); ¾ of staff telecommuting (working relatively well); most county buildings closed to public and have implemented online procedures; social distancing policies in effect countywide. Chip seal on hold due to concerns with supply. Projects are on hold by mutual consent.

**Skagit:** Given OFM definition of essential, they are moving forward with CN projects with COVID protocols in place. No bids scheduled in near term. No admin leave. Majority are telecommuting. No fares on ferries. Payment for development permits are credit card only.

**Skamania:** Tim – not much change from last week; Office staff working from home where possible. Solid waste open. All crew members in separate vehicles. No public in county offices. We do have a paid admin policy but very few people using it.

**Snohomish:** Doug – new COVID policy; teleworking but people are also on standby; new process for splitting teams up (blue, green, grey teams); most office staff are teleworking; field work still happening; purchasing had virtual bid process in place that is working, several more opening in the few weeks; Council working through Zoom doing virtual meetings; assuming they will get Council to award bids; issues they are facing are citizens asking crews why they are continuing to work. The question of who approved the Covid19 (ppe) plans from the contractor and do counties take on some liability.

**Spokane:** Chad – not a lot new this week; maintenance crews up and running; did have one bid open;

**Stevens:** N/A

**Thurston:** Scott – Much the same as last week; Admin leave still continuing but beginning to have road crews come back in to resume regular activities but only where they can practice social distancing; staff telecommuting; did close solid waste facilities but facing mounting pressure to reopen at least once per week.

**Wahkiakum:** N/A

**Walla Walla:** Tony – Doing pretty good after the floor and awaiting FEMA, FHWA and Army Corp aid; still continuing on 50/50 split office and crew, but on-call at all times; current projects do not need fabrication inspection.

**Whatcom:** N/A

**Whitman:** Mark – Much the same as last week but have better defined who “essential” staff are – some bridge and sign shop folks have been sent home; opening bids on equipment Monday; Commission meetings closed to public but can view/participate online; 2 crushing projects underway – asking contractors to submit COVID 19 safety plans; trying to determine what sort of exposure “at-risk” employees have; solid waste only allowing commercial waste; public works office down to 1-5 employees there at a time – most working from home; maintenance supervisor put a physical dropbox outside office so paperwork can be submitted that way

**Yakima:** Matt – Same as last week; maint & operations staff on standby but being paid; people who are home are getting set up with a training program – use an opportunity to educate people while they are sitting at home); plans not necessarily being carried out correctly so reevaluating how to carry them out – need to execute plans not just develop.

**CRAB:** Walt – have been out of office for close to 3 weeks working from home; splitting shifts going into office; making sure RAP vouchers get signed and get back out to counties; Drew has been working on end of year forms and contacting those who need follow up; will have CRAB board meeting on April 16 to get additional contracts out and projects allocated.

## **Follow-up questions:**

- 1) Gordy take on compiling oil prices? Break out as normal – CSS1, CRS2p, etc
- 2) How people are handling shut down costs on construction?
- 3) Has any county started doing a health check when folks get to work (i.e. taking temperatures, etc)
- 4) Begin thinking about what is working well, or something that is unique and is working well – share out best practices
- 5) Will state be giving us any forecasting on fuel tax revenue? Or CRAB?
  - A) Walt – count on May distribution being reduced at least 30%  
June & possibly July will likely be impacted
- 6) How are you approving plans submitted by contractors?
- 7) Fabrication inspection – who’s available?
- 8) would like to learn more about training programs that counties are implementing with stay-at-home employees

# BARRON COUNTY HIGHWAY DEPARTMENT

260 North 7<sup>th</sup> Street • Barron, WI 54812  
Phone: 715-637-3755 • Fax: 715-637-3061



Mark Servi, Highway Commissioner  
Gordon Nesseth, Highway Operations Manager  
Gary Trott, Equipment and Facility Manager  
Lori Raven, Engineering Technician  
Sandra Perry, Administrative Assistant III  
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## BARRON COUNTY HIGHWAY DEPARTMENT INTERIM WORK RULES EFFECTIVE 4/2/2020

EMPLOYEES ASSIGNED TO SATALLITE FACILITIES OR WORK AREAS SHALL REPORT TO THAT AREA EACH MORNING, NOT THE MAIN FACILITY AT BARRON.

SOCIAL DISTANCING SHALL BE MAINTAINED AT ALL LOCATIONS AND THROUGH THE WORK DAY. MORNING MEETINGS MAY OCCUR AT THE MAIN SHOP OR AT SATALITE SHOPS THROUGH THE USE OF SOCIAL DISTANCING. HANDWASHING / SANITIZING IS STRONLGY ENCOURAGED WHEN YOU ENTER ANY FACILITY.

KEEP TRAFFIC AT FACILITIES TO A MINIMUM, AND ONLY AS ABSOLUTELY NEEDED.

USE OF DEPARTMENT REFRIGERATORS, MICROWAVES AND COFFEE POTS IS NO LONGER ALLOWED. THIS MEANS ANY REFRIGERATOR, MICROWAVE OR COFFEE POT IN A COUNTY OWNED FACILIY OR TRAILER. BRING APPROPRIATE COOLER FROM HOME FOR YOUR LUNCH AND HYDRATION NEEDS.

ONE EMPLOYEE TO A VEHICLE. VEHICLE TO BE DISINFECTED AT THE BEGINNING AND END OF THE SHIFT, AND IF YOU CEASE TO USE DURING THE DAY. SIMPLE RULE: ASSUME THE VEHICLE HAS NOT BEEN DISINFECTED, AND DO IT! THIS APPLIES TO ALL EQUIPMENT AND HANDTOOLS AS WELL.

BACKYARD LOADER AND YARD BOBCAT TO BE RUN BY BILL (OR ONE EMPLOYEE) ON A DAILY BASIS. CALL IN ADVANCE TO GET LOADED IF NEEDED. DO NOT JUMP IN AND OUT. ONE BOBCAT ASSIGNED TO THE COLD MIX LOADING. DISINFECT LIKE OTHER EQUIPMENT.

IF YOU NEED DISINFECTANT SUPPLIES, CONTACT GARY TROTT OR GARY GALL.

AS EACH EMPLOYEE HAS A VEHICLE, PARKING SHALL BE ON A SIDEROAD NEAR THE JOBSITE, AWAY FROM THE INTERSECTION VISION TRIANGLE. THE FOREMAN OR FLAGMAN ON THE JOBSITE WILL TRANSPORT EMPLOYEES TO AND FROM THE WORK ZONE IN THE PICKUP MAINTAINING SOCIAL DISTANCING.

WHEN MOVING EQUIPMENT AND PERSONAL, TWO PEOPLE WILL BE ALLOWED IN A CREW CAB TRUCK, WITH PASSENGER IN THE OPPOSITE SIDE BACK SEAT. BACK SEAT SHALL BE DISINFECTED WHEN PASSENGER LEAVES THE VEHICLE.

ALL SUPPLIES, PARTS AND EQUIPMENT REQUIREED FROM THE PARTS ROOM SHALL BE OBTAINED THROUGH THE PARTS WINDOW. THE PARTS ROOM IS NOT A HALLWAY OR GATHERING PLACE FOR EMPLOYEES. WHERE AT ALL POSSIBLE, PHONE ORDERS IN AND WE WILL TRY TO GET THEM SET OUTSIDE YOU DO NOT NEED TO ENTER THE BUILDING.

WEARING OF WORK GLOVES IS STRONGLY ENCOURAGED.

REMEMBER TO DISINFECT FUEL CARDS, PUMP KIOSK AND PUMP HANDLES (OR WEAR GLOVES, BUT DISINFECT FUEL CARD)

IF YOU ARE NOT FEELING WELL, STAY HOME. IF YOU ARE UNCOMFORTABLE WORKING TAKE THE TIME OFF. DURING THIS TIME ANY LEAVE YOU SPECIFY WILL BE ACCEPTED.



At Florence County we have our office closed to the public. We are working four ten hour days at this time. Our crew uses social distancing as much as they can. We are pretty much doing our work as normal. We assigned a one ton truck or pick up to each of our crew. We do not have a large crew so we can do that.

We disinfect at the end of each day. Trucks, countertops, work benches, wherever there is personal contact.

Joe Witynski  
Florence County Highway Commissioner / Patrol Superintendent  
Florence County Highway Department



Attached is our current COVID-19 County Operation Plan, Hwy is required to follow this policy. Sorry it is so lengthy – I certainly did not create it.

I also attached the Hwy modified work schedule. I was able to keep everyone working full time so far. However, we are segregating the 3 shop locations to reduce comingle exposure. Also, practicing lots of distancing and sanitation skills.

Stay Safe -

**Brian Duell**

Clark County Highway Commissioner



# Clark County Highway Department

***Brian Duell, Highway Commissioner***

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Email: brian.duell@co.clark.wi.us

**Dennis Buchholz**  
*Patrol Superintendent*

**Ann Klieforth**  
*Financial Manager*

DATE: March 19, 2020  
TO: Highway Department Employees  
FROM: Highway Commissioner  
SUBJECT: Scheduled Hours of Work

## **Normal Schedule**

Ten (10) hour workday weeks will begin the week of March 23, 2020.

Ten (10) hour workday weeks are currently scheduled through the week of October 25, 2020.

Work hours 6:30 A.M. to 4:30 P.M., with required overtime as needed.

Office staff 6:00 A.M. to 4:30 P.M..

Please refer to the Clark County Employee Handbook and the Highway Department Specific Personnel Policies for additional information pertaining to PTO, holidays, scheduled hours of work, overtime and breaks.

## **Temporary Schedule**

Implementation of temporary rotating 4/10 schedule will start March 23, 2020. At this time, it is unknown how long we will use this temporary schedule.

Employees are separated into two groups working either Monday through Thursday or Tuesday through Friday, rotating each week.

Office staff hours are 6:30 A.M. to 4:30 P.M., following same break/lunch as operators.

Foreman, Operations Manager / Patrol Superintendent and Commissioner will utilize an eight (8) hour workday, Monday through Friday, 6:00 A.M. to 2:00 P.M.

The week of April 5<sup>th</sup> all employees will work Monday through Wednesday, Thursday will be 8 hours of paid holiday with employees required to use 2 hours of PTO.

The week of May 24<sup>th</sup> all employee will work Tuesday through Thursday, Monday will be 8 hours of paid holiday with employees required to use 2 hours of PTO.

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## **Clark County COVID-19 Operations Plan**

### **1. Overview**

- a. On March 16, 2020, Clark County has declared a local public health emergency and has created a COVID-19 Crisis Team of the Administrative Coordinator, Emergency Management Director, Personnel Manager, County Attorney, Sheriff, and Public Health Officer to do whatever is necessary and expedient to protect the health and well-being of Clark County.
- b. The following orders and guidelines, effective immediately, will be implemented to make it easier for employees to prioritize their health and wellness, as well as the safety and security of the people Clark County serves.
- c. Orders and guidelines are subject to change with changes summarized in the Revision History Table set forth at the end of this plan.
- d. Questions about this plan can be forwarded to [COVID19.CrisisTeam@co.clark.wi.us](mailto:COVID19.CrisisTeam@co.clark.wi.us).
- e. This version of Clark County COVID-19 Operations Plan supersedes all previous plans and orders and any conflicting in other Clark County policies.

### **2. Risk Interventions and Outreach**

- a. In an effort to prevent the spread of COVID-19 and to protect the health and well-being of Clark County, employees shall take the following precautions:
  - i. Staying home when sick;
  - ii. Covering coughs and sneezes using a tissue or sleeve, and disposing of the tissue properly immediately afterwards;
  - iii. 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;
  - iv. Routinely cleaning frequently touched surfaces using a disinfectant bearing an EPA-approved emerging viral pathogens claims label;
  - v. Avoid touching your eyes, nose, and mouth with unwashed hands;
  - vi. Not shaking hands with others;
  - vii. 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;
  - viii. Departments and employees are strongly encouraged to utilize alternative means of communication (i.e., email, telephone, skype, etc.) when possible.
  - ix. Prohibiting travel as set forth in the Travel Restrictions section below; and
  - x. Avoiding non-essential large gatherings of 10 or more people.
- b. Department heads shall report information about concerns and service impacts related to the COVID-19 as well as available services or resources available to the COVID-19 Crisis Team.
- c. Clark County will periodically post information concerning COVID-19 on Clark County's website at [www.clarkcountywi.com](http://www.clarkcountywi.com).

### **3. Public Health Leave**

- a. Clark County grants employees a bank of additional days of paid leave to be used if impacted by COVID-19. This leave will be considered Public Health Leave (PHL) and is limited to use during the COVID-19 public health emergency. PHL is not guaranteed and may be changed or discontinued at the discretion of the COVID-19 Crisis Team or the County Board.

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- b. PHL is available to employees actively employed as of March 30, 2020.
- c. Full-time employees will be granted a total of 80 hours of leave.
- d. Part-time employees will be granted leave proportionately based on the hours paid over the last two (2) weeks as of March 16, 2020 not to exceed a total of 80 hours.
  - i. Refer to the employee handbook for eligibility status.
- e. The hours available are carried over from previous versions of PHL (i.e. not a new bank of PHL). Previous versions of PHL taken by an employee will reduce the amount of revised PHL that is available for use.
- f. The following limitations apply to the use of PHL:
  - i. Employees can **only** take PHL if the employee is unable to work or telecommute due to a COVID-19 related reason (i.e. child care, illness/symptoms, quarantine, etc.).
  - ii. PHL is only available during the COVID-19 local public health emergency and will be eliminated upon the termination of such emergency, at the discretion of the COVID-19 Crisis Team, or upon action by the County Board.
  - iii. Unused PHL will not be payable upon an employee's termination or retirement from the County.
  - iv. PHL is specific to the COVID-19 local public health emergency and cannot be carried over or used in a different public health emergency.
  - v. Employees are subject to other County employment policies/procedures that do not conflict with this plan.
  - vi. Employees who involuntarily or voluntarily terminate their employment within 90 days after the designated end of the COVID-19 local public health emergency and who has used PHL, the employee will be subject to a one-to-one day reduction in any accrued time that would normally be paid out per Clark County employment policies and/or collective bargaining agreement (if applicable).
  - vii. The COVID-19 Crisis Team has the authority to deny the use of PHL if employee conduct (i.e. travel) is determined to result in potential risk to the public and/or county operations.
- g. Employee's department head shall review and act on leave requests in light of maintaining staffing levels and operations.
- h. If an employee misses work due to a serious medical condition or the care of a family with a serious medical condition, employees shall refer to Clark County FMLA policies and the Personnel Department can be contacted with questions.
- i. Unique PHL requests shall be directed to the COVID-19 Crisis Team for review and action.
- j. Employee must complete the attached PHL request form. Employee shall be subject to all stated conditions on the request form.
  - i. Employees requesting intermittent PHL must submit a request form for each request.
- k. Clark County grants employees an additional bank of paid leave to be used when an employee takes Emergency Paid Sick Leave (EPSL) for specific reasons. When an employee takes EPSL pursuant to Clark County Emergency Paid Sick Leave Act Policy and the employee is entitled to two-thirds (2/3) of the employee's regular rate of pay or minimum wage, whichever is greater, the County will pay the remaining

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difference in the employee's pay totaling 100% of the employee's regular rate of pay. Such leave shall be considered EPSL supplement pay.

- i. For example, if an employee's regular rate of pay is \$15 per hour and the employee takes EPSL, which entitles to employee to 2/3 pay (or \$10 per hour), the County will pay the remaining 1/3 pay (or \$5 per hour) for a total of \$15 per hour, which is the employee's regular rate of pay. The total pay would result from 2/3 pay through EPSL and 1/3 pay through EPSL supplement pay.
- ii. The EPSL supplement pay only applies to EPSL leave options in (4),(5), and (6) in the "General Leave Rights" section of the Clark County Emergency Paid Sick Leave Act Policy.
- iii. The EPSL supplement pay will only apply to EPSL time taken that the employee is entitled to.
- iv. The EPSL supplement pay does not apply to EMFLEA paid leave.
- v. The following limitations apply to the use of EPSL supplement pay:
  - (1) EPSL supplement pay is only available during the COVID-19 local public health emergency and will be eliminated upon the termination of such emergency, at the discretion of the COVID-19 Crisis Team, or upon action by the County Board.
  - (2) Unused EPSL supplement pay will not be payable upon an employee's termination or retirement from the County.
  - (3) EPSL supplement pay is specific to the COVID-19 local public health emergency and cannot be carried over or used in a different public health emergency.
  - (4) Employees are subject to other County employment policies/procedures that do not conflict with this plan.
  - (5) Employees who involuntary or voluntary terminate their employment within 90 days after the designated end of the COVID-19 local public health emergency and who has used EPSL supplement pay, the employee will be subject to a one-to-one day reduction in any accrued time that would normally be paid out per Clark County employment policies and/or collective bargaining agreement (if applicable).
  - (6) The COVID-19 Crisis Team has the authority to deny the use of EPSL supplement pay if employee conduct (i.e. travel) is determined to result in potential risk to the public and/or county operations.
- vi. The employee does not need to complete and submit the PHL request form to receive the EPSL supplement pay.

**4. Screening**

- a. Department heads have the discretion to verbally screen the public and employees for symptoms (fever, cough, or shortness of breath) pursuant to the attached screening questions.

**5. Travel Restrictions**

- a. All non-essential travel, as determined by the employee's department head, to trainings, seminars, and conferences is restricted.
- b. Trainings required to obtain or maintain licensing or credentialing may be allowed but only if the training cannot be postponed.

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- c. Travel required for a court proceeding or a bona fide law enforcement, medical examiner, or first responder matter is exempt from these restrictions.
- d. The COVID-19 Crisis Team may relax these restrictions on a case-by-case basis.

#### 6. Emergency Declaration Tracking

- a. Departments shall track expenses, time, and direct impacts related to COVID-19 response, planning, and preparedness.

#### 7. Quarantine

- a. If an employee **voluntarily** travels to an international country and/or domestic travel to a state or area that the CDC has determined sustained community transmission, the county may require the employee to self-quarantine at home for 14 days at the discretion of the COVID-19 Crisis Team.
  - i. Employees may be required to utilize PTO/sick bank hours for the duration of their illness and/or quarantine excluding the Public Health Leave. Time off without pay will be reviewed by the employee's department head and the COVID-19 Crisis Team.
- b. If an employee is experiencing symptoms (fever, cough, or shortness of breath), the employee shall be quarantined and cannot return to the work site until the employee is fever free (<100.4 °F) without the use of Tylenol for at least 24 hours.
- c. If an employee has knowingly had direct contact with someone who has tested positive for COVID-19, the employee shall report the contact to the Public Health Department immediately.
- d. The COVID-19 Crisis Team has discretion to require an employee to self-quarantine based on potential risk to the employees, public, and/or county operations.
- e. If an employee is subject to a County-imposed quarantine order or a Public Health quarantine order, the employee shall fully comply with the following restrictions for the duration of such order as it relates to the employee's employment with Clark County:
  - i. The employee shall not enter any Clark County facility or vehicle at any time including any access afterhours.
  - ii. The employee shall not travel.
  - iii. The employee shall not have face-to-face contact with any client or employee.
  - iv. The employee shall not handle, prepare, and/or deliver any item, including food and packaging, which is intended for distribution to any client or the public.
  - v. If the employee needs to obtain an item from a Clark County facility or vehicle, the employee shall contact the COVID-19 Crisis Team to make arrangements.

#### 8. Compliance Monitoring

- a. The COVID-19 Crisis Team shall be responsible for ensuring department heads and employees are complying with this plan. Violations of this plan shall be regarded as a violation of a safety or health regulation and may result in discipline.

#### 9. Office Closures

- a. Department/Office closures will only be authorized by COVID-19 Crisis Team.

#### 10. Telecommuting

- a. Department heads may grant employee requests to telecommute based on the attached telecommuting policy and request form. See attached COVID-19 Telecommuting Policy.

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- b. The county acknowledges that not all departments and functions will be able to accommodate telecommuting based on the nature of the services provided to the public. Further, there may be limitations on technology and equipment that may prohibit the granting of telecommuting requests.
- c. Department heads are responsible to ensure minimum staffing levels are in place to keep departments/offices open when reviewing/acting on telecommuting requests unless departments/offices are ordered closed.

**11. Clark County Governing Body Rules**

- a. The Clark County Governing Body - Rules are suspended and Clark County governing bodies are authorized to attend meetings and exercise any responsibilities, authority, or duties remotely subject to all other applicable laws and rules.

**Revision History Table**

<b>Date</b>	<b>Change Summary</b>
<b>March 16, 2020</b>	Initial plan
<b>March 18, 2020</b>	Added COVID-19 Crisis Team email address; added Risk Interventions and Outreach section; updated Public Health Leave section; clarified plan on employee exhibiting flu-like symptoms or contact with COVID-19 positive person; added availability for telecommuting; and added suspension of governing body rules to allow for remote meetings
<b>March 19, 2020</b>	Added Screening section and clarified quarantine section
<b>March 20, 2020</b>	Updated COVID-19 Crisis Team discretion to require employee self-quarantine based on risk to the public and/or county operations
<b>March 27, 2020</b>	Updated Public Health Leave section
<b>March 30, 2020</b>	Updated Public Health Leave section for EPSL supplement pay
<b>April 2, 2020</b>	Updated the Quarantine Section as it relates to conditions if an employee is subject to a quarantine order



## **Clark County-Office of Personnel**

517 Court Street - Room 205 • Neillsville, WI 54456

Phone (715) 743-5298 • Fax (715) 743-5159 • www.clarkcountywi.com

### **Public Health Leave Request**

**Date of Request:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Employee Number:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Date Requested:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Through:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Reason for leave:**

- Employee is unable to work or telecommute due to a COVID-19 related reason (i.e. child care, illness/symptoms, quarantine, etc.)

I understand Public Health Leave is a temporary additional benefit intended to assist with paid time away from work during the COVID-19 local public health emergency. Public Health Leave does not accrue or carry over and will not be paid out upon an employee's separation of employment, including termination and retirement. Public Health Leave is subject to change or termination at the discretion of the County. I understand that I am subject to the Public Health Leave conditions and the COVID-19 Operations Plan with respect to Public Health Leave.

**Employee Signature:** \_\_\_\_\_

**Department Head Approval:** \_\_\_\_\_

Date Received in Dept. of Finance: \_\_\_\_\_

**\* See next page for Public Health Leave conditions**

## **Public Health Leave Conditions**

Requests for Public Health Leave (PHL) should be completed and returned to the employee's department head within 24 hours of the request for time off. All time off requests must be reviewed and approved by the department head prior to advancing to the Department of Finance for processing.

In the event of a department head's absence, the employee shall forward the request to the Department of Finance and the department head will review upon their return.

The request for leave must be submitted on or before the date(s) of leave. No payroll adjustments will be completed.

Electronic signatures will only be allowed in extenuating circumstances.

Employees requesting leave must indicate on the request form the purpose of such leave.

The following conditions apply to the use of PHL:

1. PHL is not guaranteed and may be changed or discontinued at the discretion of the COVID-19 Crisis Team or the County Board.
2. PHL is available to employees actively employed as of March 30, 2020.
3. Full-time employees will be granted a total of 80 hours of leave.
4. Part-time employees will be granted leave proportionately based on the hours paid over the last two (2) weeks as of March 16, 2020 not to exceed a total of 80 hours.
5. The hours available are carried over from previous versions of PHL (i.e. not a new bank of PHL). Previous versions of PHL taken by an employee will reduce the amount of revised PHL that is available for use.
6. PHL is only available during the COVID-19 local public health emergency and will be eliminated upon the termination of such emergency, at the discretion of the COVID-19 Crisis Team, or upon action by the County Board.
7. Unused PHL will not be payable upon an employee's termination or retirement from the County.
8. PHL is specific to the COVID-19 local public health emergency and cannot be carried over or used in a different public health emergency.
9. Employees are subject to other County employment policies/procedures that do not conflict with this plan.
10. Employees who terminate their employment within 90 days after the designated end of the COVID-19 local public health emergency and who has used PHL, the employee will be subject to a one-to-one day reduction in any accrued time that would normally be paid out per Clark County employment policies and/or collective bargaining agreement (if applicable).
11. The COVID-19 Crisis Team has the authority to deny the use of PHL if employee conduct (i.e. travel) is determined to result in potential risk to the public and/or county operations.
12. Employee's department head shall review and act on leave requests in light of maintaining staffing levels and operations.
13. If an employee misses work due to a serious medical condition or the care of a family with a serious medical condition, employees shall refer to Clark County FMLA policies and the Personnel Department can be contacted with questions.
14. Unique PHL requests shall be directed to the COVID-19 Crisis Team for review and action.



**Do you have a fever, cough,  
shortness of breath, or  
difficulty breathing?**

If you answered yes to any of these symptoms,  
please go home!



**Clark County Health Department** 517 Court Street, Room 105 | Neillsville, WI 54456

Phone: (715) 743-5105 | Fax: (715) 743-5115 | <http://www.co.clark.wi.us/healthdepartment>

**Clark County, Wisconsin**  
**Title: COVID-19 Telecommuting Policy**  
**Date: March 18, 2020**

**1. Policy**

- a. Clark County is committed to creating a work environment that protects the health and well-being of employees and the public while meeting the needs of clients, employees, and public. Clark County offers employees the ability to perform certain job duties away from the central work site. This policy refers to the option of having employees work from a remote work area on a temporary basis.
- b. This policy is effective as long as the local public health emergency related to COVID-19 is in effect or upon further action by the COVID-19 Crisis Team.

**2. Eligibility**

- a. The determination that a position may or may not be appropriate for a telecommuting arrangement is made on a case-by-case basis at the department head's discretion.
- b. Departments evaluate whether a position is suitable for telecommuting based on the nature of the work that is being performed. Generally, requests to telecommute should be considered when:
  - i. The employee's duties can be fulfilled within the telecommuting structure.
  - ii. Telecommuting fits with the needs of the department.
  - iii. Telecommuting provides for space savings or increased productivity.
  - iv. The employee has demonstrated sustained high performance, and the manager believes the employee can maintain the expected quantity and quality of work while telecommuting.
  - v. The department can maintain quality of service for clients, employees, and members of the community.
- c. Generally, requests to telecommute should not be considered when:
  - i. The job requires the employee's physical presence or telecommuting would impair the department's efficiency.
  - ii. The employee does not have the required equipment or technology available to allow for telecommuting.
  - iii. The employee's current job duties require frequent supervision, direction or input from others who are onsite.
  - iv. The employee's job duties require that the employee provide frequent supervision, direction or input to other employees who are onsite.

**3. Request Process**

- a. An employee requesting a telecommuting arrangement should complete the attached Telecommuting Request Form.
- b. The employee's direct supervisor and/or department head must review and approve the request prior to the employee telecommuting.
- c. Requests (approved or denied) must be sent to the Personnel Department within 24 hours of approval. Requests will be filed in the employee's personnel file.

**4. Expectations**

- a. Telecommuting is not intended to permit staff to have time to work at other jobs, provide dependent care during work hours, or run their own businesses.
- b. Employees who telecommute must comply with all Clark County COVID-19 plans/orders, policies, and department work rules (if applicable) as well as

conditions set forth in this policy and the COVID-19 Telecommuting Request Form.

- c. Employees who telecommute are expected to have regularly scheduled work hours, to be fully accessible during those hours, and to attend necessary meetings and appointments remotely.
- d. Employees who are telecommuting shall track and report work hours and breaks and any other information required by the employee's direct supervisor and/or department head. Reports shall be provided to the employee's direct supervisor and/or department head weekly.
- e. Meetings with clients and or visitors conducting business with Clark County will not be held in the employee's telecommuting location.
- f. The county reserves the right to terminate telecommuting at any time for any reason.
- g. An employee's failure to comply with any requirements set forth in this policy, referenced policies, and exhibits may result in telecommuting privileges being modified or terminated.

#### **5. Resources and Requirements**

- a. Before telecommuting will be approved, the employee shall ensure the resources, technology, and capabilities stated on the COVID-19 Telecommuting Request Form are available and will be maintained during the duration of the telecommuting.
- b. Employees telecommuting must have a safe and ergonomically correct workspace in order to telecommute.
- c. Employees will work at the designated locations as stated on the request form.
- d. Employees must provide internet access at their own expense.
- e. The County will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.
- f. All equipment provided by Clark County will remain the property of Clark County and is subject to the same business use restrictions as if located at the organization's on-site work location.
- g. The telecommuter agrees to take appropriate action to protect the items from damage or theft.
- h. All Clark County property (i.e. equipment and data) will be returned to the County upon the termination of any telecommuting agreement.

#### **6. HIPAA/Protected Health Information**

- a. Employees in a telecommuting arrangement must comply with all Clark County policies and procedures concerning the handling of protected health information as well as use of computers, internet and email.
- b. It is expected employees fully review and are familiar with these policies.
- c. Employees will limit consumer specific information in their possession outside of County offices to the minimum amount necessary to perform their duties.
- d. The telecommuter's signed Clark County Employee Handbook and Administrative Manual, Confidentiality and Ethics Agreement, Information Technology Policies, and any other applicable computer, network, and telecommunication laws, rules and permissions remain in full effect while telecommuting.

**7. Liability**

- a. The County will not be liable for damages to the employee's property resulting from participation in telecommuting. The County may seek reimbursement from employee for any damage to County property.
- b. Injuries sustained by the employee while at his or her telecommuting work location and in conjunction with his or her regular work duties are normally covered under Clark County's workers' compensation policy.
- c. Telecommuting employees are responsible for notifying the employer of such injuries or illness as required in the Clark County Employee Handbook and Administrative Manual.
- d. The employee is liable for any injuries sustained by visitors to his or her work location. Employees will not meet with clients and/or visitors conducting business with Clark County at the employee's telecommuting location.
- e. By participating in the telecommuting arrangement, the employee agrees to hold the County harmless against any and all claims including injuries to others at the telecommuting location.

**Clark County, Wisconsin**  
**Title: COVID-19 Telecommuting Request Form**  
**Date: March 18, 2020**

**Note: This request form must be fully completed and the stated conditions for telecommuting must be agreed to by the employee and supervisor (if applicable) and are subject to department head approval. This request is subject to immediate termination at the discretion of the county at any time.**

Date of request: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Reason for the request: (i.e. isolation/quarantine, showing symptoms, etc.): \_\_\_\_\_

My position is: Salary  Hourly

My telecommuting arrangements will begin on (effective date): \_\_\_\_\_ and end on \_\_\_\_\_ (agreement shall not exceed 30 days).

I will work at the following location(s): \_\_\_\_\_

**\*Note: specific locations must be listed**

I will telecommute \_\_\_\_\_ days per week or \_\_\_\_\_ hours per week.

My specific weekly schedule will be: \_\_\_\_\_

My telecommuting work hours will be from \_\_\_\_\_ AM to \_\_\_\_\_ PM.

I can be contacted by the following phone number \_\_\_\_\_

County provided cell phone  Personal phone number

I will be using a:  County provided computer  Personal computer

I have and will maintain the necessary equipment, technology, and internet set forth in the COVID-19 Telecommuting Policy. My internet provider is \_\_\_\_\_.

I understand and agree to the job assignments or tasks to be completed under my telecommuting arrangement with my supervisor and/or department head. (Attach additional duties if applicable).

If technical support is needed for county provided equipment, please call the Clark County IT Helpdesk 715-743-6683 or helpdesk@co.clark.wi.us. Clark County IT Helpdesk will not be able to support your personal computer or personal network/wireless/Internet.

By submitting this request, I have reviewed, understand, and agree to the provisions in the COVID-19 Telecommuting Policy, dated March 18, 2020, other applicable County policies, and all conditions on this form.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Action (if applicable):  Approve  Deny

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Action:  Approve  Deny

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Clark County, Wisconsin

### Title: COVID-19 Telecommuting Request Form

Date: March 18, 2020

#### COVID-19 Telecommuting Conditions

1. Employee shall not use any County provided equipment for private purposes, including, but not limited, to allowing family members or friends use or access the equipment.
2. By using County equipment or software, employee agrees to follow all software-licensing provisions agreed upon by Clark County.
3. The County may recover the cost for any County provided equipment if damaged or destroyed.
4. The County is not responsible for private property used, lost, damaged, or destroyed.
5. The County will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for telecommuting location.
6. Employees may, at the discretion of their department head, be called to work at their centrally located worksite on their regular telecommute day during their regular work hours to meet workload requirements. This agreement may be terminated at any time.
7. The minimum technological resources and equipment is required to telecommute:
  - a. Employee provided computer or laptop with at least 4 GB of RAM **or** County provided laptop.
  - b. Wired network connection only for employee provided computer or laptop. County provided laptops can connect via a wireless network.
  - c. Updated anti-virus software on computer (if employee provided computer or laptop, must provide proof of software and a recent scan showing to detected viruses).
  - d. Updated Windows software (i.e. Windows Pro 10 or Home).
  - e. User access to computer or laptop is password protected and active.
  - f. Computer or laptop has Windows Firewall enabled.
  - g. Internet router is secured with password protection.
  - h. Minimum of 15 Mbps internet connection.
  - i. Clark County VAPP access (<https://vapp.co.clark.wi.us/RDweb>) to remote desktop connection within County network. Employees must know the Clark County computer name to use VAPP. VAPP must be accessed using Internet Explorer only.
8. The following technological resources and equipment are **not** permitted:
  - a. Chromebooks or chrome OS devices.
  - b. Apple devices.
  - c. Computers or laptops with operating systems that are not updated (i.e. operating software must be Windows 10 or newer).
  - d. Employee provided computer or laptop connected via a wireless network connection.
  - e. Computers or laptops that are infected or "hacked" devices on the same network, such as rooted Roku boxes or similar devices.
  - f. Satellite internet or limited data connections.
  - g. Shared computers or laptops that are not password protected and available to other users.
9. Employees shall have no expectation of privacy when using County equipment and/or systems and employee's use and access may be monitored.
10. Employees shall not save documents or data on any external, mobile, or removable drives without the express written permission from the Information Technology.
11. Employees who are working with confidential, protected, or privileged information shall restrict access to such information (i.e. working in private room).

**Continuity of Operations (COOP)/  
Continuity of Government (COG)**

**OPERATIONS PLAN TEMPLATE For  
Eau Claire County Highway Department**

*3/19/2020*

## FOREWORD

Upon the completion of the Continuity of Operations (COOP)/Continuity of Government (COG) Plan the *Eau Claire County Highway Department* will have a plan of action that can be implemented during emergencies, so as to assure that essential government operations can be sustained at it's current locations or from a different location if the situation warrants. This template covers not only initial implementation procedures, i.e. activation and relocation (0-12 hours) and Alternate Facility Operations (12 hours-termination), but will include detailed information on five key planning elements:

- Essential Functions
- Line of Succession
- Alternate Facilities
- Interoperable Communications
- Vital Records/Databases

Upon completion of this template, County Departments will know what resources they have and what they need to do if they must relocate to an alternate facility.

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## **1. PURPOSE**

This plan outlines the **Eau Claire County Highway Department** plans for Continuity of Operations

(COOP) (i.e., providing essential functions to customers from a different location, due to the primary facility becoming unusable, for long or short periods of time) and Continuity of Government (COG) (i.e., the continued performance of essential agency functions and support of County and State government during emergency or disaster situations.) This COOP/COG plan ensures that each agency will:

- Maintain a high level of readiness
- Implement the plan both with and without warning
- Become operational no later than 12 hours after activation
- Maintain sustained operations for up to 30 days
- Take maximum advantage of existing agency field infrastructures.

## **2. AUTHORITIES**

- A. WI State Statutes Chapter 166.05 – (1) During a state of emergency, the governor may designate emergency temporary location(s) for the seat of government and may take necessary actions to transition the affairs of state government. (2) Actions taken at a temporary location are valid and binding.
- B. (County Ordinance addressing local/county authority being written).

## **3. OBJECTIVES OF THE COOP/COG PLAN**

- A. Ensuring the continuous performance of an agency's essential functions and operations during an emergency
- B. Protecting essential facilities, equipment, records and other assets.
- C. Reducing or mitigating disruptions to operations.
- D. Reducing loss of life and minimizing damage and losses.
- E. Achieving a timely and orderly recovery from an emergency and resumption of full service to customers.

## **2. COOP/COG IMPLEMENTATION**

### **A. Phase I – Activation and relocation if needed (0-12 hours)**

Notify alternate facility manager(s) of impending activation and actual relocation requirements

- Notify the *Agency and contact information* and other appropriate agencies of the decision to relocate and the time of execution or activation of call-down procedures.
- Activate plans, procedures and schedules to transfer activities, personnel, records and equipment to alternate operating facility (ies)
- Notify initial COOP/COG contingency staff to relocate.
- Instruct all other emergency and non-emergency personnel on what they are to do.
- Assemble necessary documents and equipment required to continue performance of essential operations at alternate operating facility(ies)
- Order equipment and supplies if not already in place.
- Transport documents and designated communications, automated data processing and other equipment to the alternate operating facility(s) if applicable.
- Secure the normal operating facility physical plant and non-moveable equipment and records to the extent possible
- Continue essential operations at the normal operating facility if available until alternate facility(s) is/are operational
- Advise alternate operating facility manager(s) on the status of follow-on personnel.

### **B. Phase II – Alternate Facility Operations (12 hours – termination)**

- Provide amplifying guidance to other key staff and non-emergency employees
- Identify replacements for missing personnel and request augmentation as necessary

- Commence full execution of essential operations at alternate operating facility(s)
- Notify *Agency Executive's Office* and *contact information* and all other appropriate agencies immediately of the agency's alternate location, operational and communications status and anticipated duration of relocation if known
- Develop plans and schedules to phase down alternate facility(s) operations and return activities, personnel, records and equipment to the primary facility when appropriate.

**B. Phase III – Reconstitution (termination and return to normal operations)**

- Inform all personnel that the threat of or actual emergency no longer exists and provide instructions for resumption of normal operations
- Supervise an orderly return to the normal operating facility or movement to other temporary or permanent facility(ies)
- Report status of relocation to Eau Claire County Administration Office (839-5106) and Eau Claire County County Emergency Management (839-4741) and other agencies if applicable
- Conduct an after-action review of COOP/COG operations and effectiveness of plans and procedures as soon as possible, identify areas for correction and develop a remedial action plan.

**5. PLANNING ELEMENTS.**

**Essential Functions:**

1. List each essential function of your Agency (Department/Division) and prioritize them from highest to lowest.

<u>Function</u>	<u>Priority</u>
Snow Removal & Admin	1
Highway & Bridge Repair & Admin	2
Traffic Control & Admin	3

2. Identify staffing requirements for each essential function identified above, each person should only be counted once.

<u>Function</u>	<u># of Staff</u>
Snow Removal & Admin	35
Highway & Bridge Repair & Admin	10
Traffic Control & Admin	10

3. List any/all resources required for each essential function identified above.

<u>Function</u>	<u>Resources</u>
Snow Removal & Admin	Operator, Equipment, Fuel, Material
Highway & Bridge Repair & Admin	Operator, Equipment, Fuel, Material
Traffic Control & Admin	Operator, Equipment, Fuel, Material

4. Identify critical data, data systems, software, etc., for each essential function identified above.

<u>Function</u>	<u>Critical Data/Data Systems</u>
Snow Removal & Admin	2-way radio, phone, internet (hot spot)
Highway & Bridge Repair & Admin	2-way radio, phone
Traffic Control & Admin	2-way radio

5. Identify any/all support activities that are needed for each essential function identified above.

<u>Function</u>	<u>Support Activities</u>
Snow Removal & Admin	Shop Repairs, Vendors
Highway & Bridge Repair & Admin	Shop Repairs, Vendors
Traffic Control & Admin	Shop Repairs, Vendors

6. Attach or list below your agency's plan for attaining operational capability of essential functions at a different location within 12 hours.

Appendix A

2. Attach or list below processes and procedures to acquire all necessary resources (staff, equipment, supplies, etc.) that are needed to continue and sustain essential functions at a different location for up to 30 days.

Appendix B

**Line of Succession:**

1. List line of succession three deep (person's name, title, phone number) for Agency's highest position of authority.

Position: Highway Commissioner

<u>Person's Name</u>	<u>Title</u>	<u>Phone</u>
Jon Johnson	Highway Commissioner	715-829-1001(cell)

2. List line of succession three deep (person's name, title, phone number) for other key Agency leadership positions (use additional paper if need).

Position: Assistant Commissioner

<u>Person's Name</u>	<u>Title</u>	<u>Phone</u>
Brian Spilde	Assistant Commissioner	715-829-1003 (cell)

Position: Operations Manager

<u>Person's Name</u>	<u>Title</u>	<u>Phone</u>
Chris Dahlby	Operations Manager	715-495-9819 (cell)

3. List any limitations on delegate/authority (i.e. only certain functions can be performed by certain people/positions, etc.

Only Assistant Commissioner has authority to make operational changes other than the Commissioner

4. List roster of trained personnel (person's name, title, phone number, knowledge) with authority/knowledge to perform and maintain essential functions/activities (use additional paper if needed).

Essential Function/Activity:	Snow Removal / Administration		
<u>Person's Name</u>	<u>Title / Knowledge</u>	<u>Phone</u>	
Jon Johnson	Commissioner	715-829-1001	
<b>Brian Spilde</b>	Assistant Commissioner	715-829-1003	
<b>Chris Dahlby</b>	Operations Manager	715-495-9819	
Nick Carroll	Field Supervisor	716-829-1004	
Jeff Hagen	Shop Superintendent	715-210-0051	

Essential Function/Activity:	Highway & Bridge Repair & Administration		
<u>Person's Name</u>	<u>Title / Knowledge</u>	<u>Phone</u>	
Jon Johnson	Commissioner	715-829-1001	
Brian Spilde	Assistant Commissioner	715-829-1003	
Chris Dahlby	Operations Manager	715-495-9819	
Nick Carroll	Field Supervisor	716-829-1004	
Jeff Hagen	Shop Superintendent	715-210-0051	

Essential Function/Activity:			
<u>Person's Name</u>	<u>Title / Knowledge</u>	<u>Phone</u>	
Jon Johnson	Commissioner	715-829-1001	
Brian Spilde	Assistant Commissioner	715-829-1003	
Chris Dahlby	Operations Manager	715-495-9819	
Nick Carroll	Field Supervisor	716-829-1004	
Jeff Hagen	Shop Superintendent	715-210-0051	

5. Attach or list below rules and procedures for implementing order of succession.

Appendix C
------------

6. Attach or list below rules and procedures for order of succession initiating conditions, notification methods and terminating conditions.

Appendix D
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**Alternate Facilities:**

1. Agency has immediate capability to operate under any potential threat conditions including Weapons of Mass Destruction.

Yes    No    Unsure    Non-Applicable

2. Attach or list below information on sufficient space and equipment that would be needed to sustain the relocation of the Agency for up to 30 days.

Relocation of Agency would be accomplished at our remote highway shop locations. Personnel, Equipment, and Materials would be at these locations for sustain essential services for 30 days.

Facility Name	Facility Address	Telephone Number
---------------	------------------	------------------

**Facility Manager**  
Name and contact info.

**Facility Specifications**

**Communications**

**Office Equipment at Facility**

**Utilities**

**Relocation Support/Assistance**  
Name and contact info.

**Primary:** Altoona Highway Facility  
**Secondary:** Augusta, Foster, and Union  
**Space** (sq. ft required)  
**Private Offices:** #  
**Cubicles:** #  
**Parking Stalls:** #  
**Conference Rooms:** #/size  
**Loading dock:** Yes / No  
**Handicapped Accessible:** Yes / No  
**Commercial telephone lines available:** #  
**Secure telephone lines available:** #  
**Two-way radio support infrastructure:** Yes / No  
**Desks:** #  
**Chairs:** #  
**Telephones:** #  
**Computers:** #  
Internet access: #  
Agency e-mail access: #  
**Copiers:** #  
**Fax Machines:** #  
**Office Supplies:** Yes / No  
**TV/VCRs:** Yes / No  
**Water:** Yes / No  
**Electrical Power:** Yes / No    **Air:** Yes / No  
**Natural Gas: Heat** Yes / No **Other**  
**Telephone:** Yes / No  
**Cable TV:** Yes / No  
**Security:** Yes / No  
**Maintenance:** Yes / No  
**Housekeeping:** Yes / No  
**Local Post Office:** Yes / No  
**Primary:**  
**Secondary:**

3. Attach or list below where equipment (see above) can be obtained from in a hurry.

Appendix E

4. Who has authority (list person's Name, Title, phone number) to access needed equipment and set it up/make it useable?

Appendix F

5. Attach or list below any pre-positioned resources or contingency contracts that are already established and the appropriate resource provider:

- A. Resource/Contingency Contact for: \_\_\_\_\_  
Provider (Name, phone number): \_\_\_\_\_
- B. Resource/Contingency Contact for: \_\_\_\_\_  
Provider (Name, phone number): \_\_\_\_\_
- C. Resource/Contingency Contact for: \_\_\_\_\_  
Provider (Name, phone number): \_\_\_\_\_

6. Attach or list below provisions for establishing communications methods/systems with all identified internal and external organizations, customers, public, etc.

Appendix G

7. Attach or list below how you will sustain essential operations at an Alternate Facility for up to 30 days?

Appendix H

8. Attach or list below how you will address health and safety concerns of relocated employees.

Appendix I

9. Attach or list below how you will address physical security and access controls at the Alternate Facility.

Appendix J

**Tests, Training & Exercises:**

1. Attach or list below how your Agency will test/train and exercise on a yearly basis COOP/COG emergency personnel (including refresher orientation for COOP/COG staff) and your Agency's, COOP/COG plans and procedures. List the Agency Point-of-Contact who will coordinate this.

Highway Commissioner -

2. Attach or list below plans as to how your Agency will test/exercise emergency alert and notification procedures of key personnel and how your Agency will train/exercise its COOP/COG Plan with other County Agencies (if applicable and feasible).

Assistant Commissioner will work with risk control staff

### **Plans and Procedures**

1. Attach or list below Procedures as to how the COOP/COG Plan is activated and how employees are notified.

2. Attach or list below Provisions for personnel accountability throughout the duration of the emergency.

3. Attach or list below Procedures to assure that an Annual Review/Update of your Agency's COOP/COG Plan will take place and the process that will be used to assure that needed revisions take place. List the Agency Point-of-Contact who will coordinate this.



# **COVID-19 Pandemic Continuity of Operations Plan**

## **Marathon County**

## **Highway Department**

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## I. INTRODUCTION

Organizations across the Nation perform essential functions and services that may be adversely affected in the event of a natural or man-made disaster. In such events, organizations should have continuity plans to assist in the continuance of their essential functions. Continuing to perform essential functions and provide essential services is vital to an organization's ability to remain a viable entity during times of increased threats from all hazards, manmade or natural. Since the threat to an organization's continuity of operations is great during a pandemic outbreak; it is important for organizations, in particular a local government organization, such as Marathon County, to have a Pandemic Continuity of Operations plan in place to ensure it can carry out its essential functions and services. While organizations may be forced to suspend some operations due to the severity of a pandemic outbreak, an effective Continuity of Operations Plan can assist an organization in its efforts to remain operational, as well as strengthen the ability to resume operations.

This specific plan is being developed in response to, and in preparation for, the continued spread of Coronavirus-19 (COVID-19).

This plan will specifically address the following key planning elements:

- Critical Functions
- Orders of Succession
- Delegations of Authority
- Continuity Facilities
- Continuity Communications
- Essential Records Management

## II. PURPOSE

This plan provides guidance to all **Marathon County Departments** and may serve as the plan for maintaining essential functions and services during a pandemic COVID-19, or influenza, event. This guidance neither replaces nor supersedes any current, approved **Marathon County Continuity** plan; rather it supplements it, bridging the gap between the traditional, all-hazards continuity planning and the specialized continuity planning required for a pandemic by addressing additional considerations, challenges, and elements specific to the dynamic nature of a pandemic.

This guidance stresses that essential functions can be maintained during a pandemic outbreak through mitigation strategies, such as social distancing, increased hygiene, the vaccination of employees and their families (if vaccinations exist and are available), and similar approaches. A COVID-19, or influenza event, may not, in itself, require a traditional continuity response, such as partial or full relocation of the organization's essential functions, although this response may be concurrently necessary due to other circumstances.

## III. CONCEPT OF OPERATIONS

The **Marathon County Department of Health** will monitor the severity of the pandemic and establish continuity activation triggers to address the unique nature of the pandemic threat. The Pandemic Continuity Plan will be implemented as needed to support the continued performance of essential functions. This plan is to be read in conjunction with the individual **Marathon County Departments** Continuity of Operations (COOP) Plan, as appropriate. It supplements those COOP plans by addressing considerations and elements specific to pandemic events and emerging infectious diseases.

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## IV. CONTINUITY PLANNING

All organization personnel are to be informed regarding protective actions and/or modifications related to this plan. Organization-wide messaging and risk communications during an emerging infectious disease or pandemic will be conducted by the **Marathon County Health Officer or Marathon County Administrator or their designees**.

Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and telework policies are provided by the **Marathon County Health Officer or Marathon County Administrator** to assist in limiting the spread of COVID-19, influenza, or other virus, at the primary and alternate worksite.

Communications within the Marathon County Departments are to be delivered by **the department head**.

Within the workplace, social distancing measures could take the form of: modifying the frequency and type of face-to-face employee encounters (e.g., placing moratoriums on hand-shaking, substituting teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines); establishing flexible work hours or worksite, (e.g., telecommuting); promoting social distancing between employees and customers to maintain six-foot spatial separation between individuals; and implementing strategies that request and enable employees with COVID-19, influenza, or other virus, to stay home at the first sign of symptoms.

Department Heads are encouraged to communicate with their employees, particularly any who are in harm's way. The messages should follow the **Marathon County Health Officer or Marathon County Administrator** message, should echo that message's themes, and should be in the same voice employees' associate with their leader.

Frequent, daily contact is important to keep employees informed about developments in the organization's response, impacts on the workforce, and to reassure employees that the organization is continuing to function as usual.

## V. COVID-19 PLANNING ASSUMPTIONS

### A. GENERAL ASSUMPTIONS

- Susceptibility to the pandemic (e.g., COVID-19 or influenza virus) will be universal.
- Efficient and sustained person-to-person transmission signals an imminent pandemic.
- While the number of patients seeking medical care cannot be predicted with certainty, in previous pandemic about half of those who become ill sought care. With the availability of effective antiviral drugs for treatment, this proportion may be higher in the next pandemic.
- Rates of serious illness, hospitalization, and deaths will depend on the virulence of the pandemic virus; however, the elderly and persons with chronic or immunosuppressive medical conditions are particularly at risk.
- Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach **40 percent** during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures (closing organizations, quarantining household contacts of infected

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individuals, “snow days”) are likely to increase rates of absenteeism.

- On average, infected persons will transmit infection to approximately two other people.
- A pandemic outbreak in any given community will last about six to eight weeks for each wave of the pandemic.
- Multiple waves (periods during which community outbreaks occur across the country) of illness could occur with each wave lasting two-three months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.

## **B. ORGANIZATIONAL ASSUMPTIONS**

- Marathon County will be provided with guidance and/or direction by Federal, State, local and/or Tribal governments regarding current pandemic (COVID-19 or influenza) status in its area.
- Marathon County will have actionable plans and procedures to assist in the ability to remain operational during a pandemic. Plans and procedures may include social distancing protocols, personal protection equipment (PPE), and temporary suspension of some non-essential activities.
- **Marathon County Department of Health** has a viable continuity capability, and each **Marathon County Department** has an independent COOP Plan. Each department is responsible for updating their operational plan.
- **Marathon County Administration** will review its continuity communications programs to ensure they are fully capable of supporting pandemic and other related emergencies, and give full consideration to supporting social distancing operations, including telework and other virtual office options.
- **Marathon County** controlled buildings will be accessible, but right of entry may be limited.
- **If needed, Department’s** may deploy to its alternate facilities, or seek to develop said alternative facilities.
- During a COOP event, **Marathon County Facilities will be expected to obtain** alternate facilities available for staff to implement social distancing protocols.
- Essential functions, operations, and support requirements will continue to be people dependent. However, human interactions may be remote or virtual, resulting in the employment of appropriate teleworking and other approved social distancing protocols.
- Travel restrictions, such as limitations on mass transit, restrictions on county business travel, as well as restrictions on personal travel may affect the ability of some staff to report to work.
- Additional funding is not available for the acquisition of additional equipment required for a possible surge in teleworking capabilities. Sharing of resources may be required.

## **VI. ELEMENTS OF A VIABLE PANDEMIC CONTINUITY CAPABILITY**

### **A. ESSENTIAL FUNCTIONS**

Given the expected duration and potential multiple waves of pandemic outbreaks, Marathon County is reviewing the process involved in carrying out essential functions and services in order to develop plans that mitigate the effects of the pandemic while simultaneously allowing the continuation of operations which support essential functions.

**The following are as essential functions** (List each essential function of your Department in order of priority (high to low)):

Snow and Ice Control  
Emergency Traffic Control and Road Repairs  
Seasonal Flooding  
Payroll  
Accounts Payable  
Maintenance of Vehicles  
Stock Supplies  
General Road Maintenance

### ***B. STAFFING REQUIREMENTS FOR ESSENTIAL FUNCTIONS:***

Identify the minimal staffing requirements necessary for each essential function identified above

Snow and Ice Control 6-36 depending on severity of event  
Emergency Traffic Control and Road Repairs 4-8  
Seasonal flooding 6-20 depending on severity  
Payroll 2  
Accounts payable 1  
Maintenance of Vehicles 4  
Stock supplies 1  
General Road Maintenance 6-10

Identify which essential functions can be performed remotely (telework from home) based on the nature of the work function

Payroll  
Accounts Payable

Identify the staff performing the essential functions that have the technology resources necessary (e.g., laptop computer, broadband internet access) to perform the essential function remotely (telework from home)

Payroll, would need a laptop computer currently has desktop  
Accounts Payable, would need laptop currently has desktop and internet service, this person currently has no internet to her home.

Identify which essential functions that are not viable for remote work, can be performed during non-normal work hours based on the nature of the work function (e.g., shifting/staggering staff hours to enhance social distancing)

Maintenance of Vehicles 4

Stock supplies 1

General Road Maintenance 6-10 – already social distancing due to nature of job

NON-ESSENTIAL STAFFING - Identify staff positions that are substantially associated with non-essential functions that would be available for reassignment to essential duties, in the event of significant staffing shortfalls within your Department, or in other areas of the County:

44 Maintenance Specialist weather dependent

8 Maintenance Technician weather dependent

11 Senior Maintenance Specialist weather and workload dependent

4 Maintenance Supervisors weather dependent

1 Purchasing Specialist workload dependent

2 Maintenance Managers weather dependent

### **C. DELEGATIONS OF AUTHORITY**

At the height of a pandemic wave, absenteeism maybe significant, as such, **Marathon County** has established delegations of authority that are at least three deep to take into account the expected rate of absenteeism and regional nature of the outbreak to help assure continuity of operations over an extended time period.

The **Marathon County Department of Highway** Delegations of Authority for the senior leadership and essential functions outlined above are as follows:

(1) Kevin Lang assumes roll of Department Head

(2) Kris Baguhn assumes the role of Department Head

(3) Jeff Koppa assumes the role of Department Head

Kendra Pergolski assumes the role for payroll

Janice Schreiner assumes the role of accounts payable, with finance department assistance

(1) John Bangart assume the role of Maintenance Manager (Operations Superintendent)

(2) Randy Ludovic assume the role of Maintenance Manager (Operations Superintendent)

(3) Russ Graveen assume the role of Maintenance Manager (Operations Superintendent)

(4) Paul Shilling assume the role of Maintenance Manager (Operations Superintendent)

(1) Kodie Kocher assume the role of Maintenance Supervisor (shop)

(2) Dave Kottman assume the role of Maintenance Supervisor (shop)

(3) Todd Evers assume the role of Maintenance Supervisor (shop)

- (1) Little Jo Hernandez Assumes the role of Purchasing Coordinator
- (2) Jeff Koppa Assumes the role of Purchasing Coordinator
- (3) Kodie Kocher assumes the role of Purchasing Coordinator

Snow and Ice Control

- (1) Internal backup personnel
- (2) Cooperative agreements with Portage, Lincoln, Clark, Wood Counties

Emergency Traffic Control and Road Repairs

- (1) Internal backup personnel
- (2) Cooperative agreements with Portage, Lincoln, Clark, Wood Counties

Seasonal flooding

- (1) Internal backup personnel
- (2) Cooperative agreements with Portage, Lincoln, Clark, Wood Counties

Maintenance of Vehicles

- (1) Internal backup personnel
- (2) Cooperative agreements with Portage, Lincoln, Clark, Wood Counties
- (3) Private Industry ( Mid-Sate Truck, Fabick, Truck Country)

General Maintenance

- (1) Internal backup personnel
- (2) Cooperative agreements with Portage, Lincoln, Clark, Wood Counties

#### **D. CONTINUITY COMMUNICATIONS**

According to the National Strategy Implementation Guidance, workplace risk can be minimized through implementation of systems and technologies that facilitate communication without person-to-person contact.

**Marathon County Department of Highway** has identified the following communication systems/strategies needed to perform essential functions, while minimizing person-to-person contact:

Moving crews to different parts of the building to receive their morning work orders

Maintaining operations at satellite shops during summer operations

#### **E. FACILITY MODIFICATIONS**

Workplace and community risk can be minimized through the implementation of facility/operational changes that minimize the cueing or clustering of individuals.

Restricting outside vendors to only a drop off location for products

Restricting vendors from non-essential office, shop, and stock room visits

Restricting customers from non-essential office, shop and stock room visits

Moving crews to different parts of the building to receive their morning work orders

Temporary suspension of punching in and out, workers should remain on shop site, return to shop to designated area fill out time and leave.

Restrict/Minimize employees from entering non-essential areas (i.e. shop, Stock room, offices,

work vehicles, crew meeting areas, satellite shops, etc.)

**Marathon County Department of Highway** has identified the following facility modifications/operational changes needed to perform essential functions, while minimizing cueing or clustering of individuals: (ex: restricting visitor access to non-public areas within your department, changing operational procedures relative to public areas to enhance social distancing)

Restricting outside vendors and customers to only a drop off location for products, permits, etc.

In most cases crews will get their job assignments the night before or on the jobsite the day before. In attempt to have large groups gather crews will be split up by supervisor, in Wausau bridge crew to report to bridge crew shed, State crew in breakroom, Russ's county crew by plow blades, and John's crew by wall by metal rack. In Stratford the state crew will meet in the Bob Weisman building, county crew in the old county building. You are not to gather in the break room unless you are assigned to the group meeting there, or in Stratford the shop area. You are not to report to work no more than 5 minutes before of your start time. And return no more than 10 minutes before you depart. Once you return you should wipe down the vehicle's steering wheel, radio, two way radio, dash, blinker, shift lever and door handles with the cleaner that will be handed out as soon as possible. Also you shall fill out your time before leaving the jobsite or in the truck upon your return. There will be time baskets placed in the tandem shed, main patrol shed in Wausau, In Stratford the Weisman shed and old county shed. Once you fill out your time you may leave, we are trusting you that this will not be abused. If you are found leaving early you will be asked to use PTO for the time missed. There will be white boards (at some time, we still need to purchase) indicating your job assignment for the next day, however this may change depending on people calling in or weather so confirm with your supervisor in the morning before you leave for the job. You are then to go directly to the jobsite in your assigned vehicle.

We have split the crews between our 5 shops not having more than 10 in any group. Each shop has been assigned a supervisor, crews are broke down to 2 and the same 2 people each day in the same vehicle. Vehicles are to be wiped or sprayed down daily. Supervisors are to have as little contact to no contact with the other supervisors. Employees are to report to work no more than 5 minutes to scheduled start time and leave upon return. Some administrative staff have been working from home. We are not having anyone punch in or out to avoid gathering in the breakroom. Doors have been locked to the general public and vendors. General public are encourage to call to set appointments if deem necessary and vendors have a designated area for deliveries.

Clothing is to be taken with you so you will have it so you are ready to go in the morning or if you need to plow without visiting the locker room unless absolutely needed. We understand there will be times you will need to come to stockroom for clothing or equipment, but we are trying to limit this as much as possible.

Monday morning notes will be given by each supervisor in your designated area

Please use your radio or phone as much as possible to communicate we are trying to eliminate face to face contact as much as possible.

## ***F. ESSENTIAL RECORDS MANAGEMENT***

**Marathon County Department of Highway** shall identify, protect, and ensure the ready availability of electronic and hardcopy documents, references, records, and information systems needed to support essential functions during a pandemic outbreak.

**Marathon County Department of Highway** has identified the following systems, databases, and files that are needed to ensure essential functions remain operational:

Cayenta, Crystal Reports, CFA, radio and telephone communications.

The **Marathon County Department of Highway** Essential Records plan for pandemic outbreak is as follows: (list the systems, databases, and files that are essential to remain operational and note the strategy with respect to ensuring their viability)

The essentials services performed by the Department are related to physical maintenance and repair of highways and bridges. While records are critical, most are not essential to the crews' ability to perform winter maintenance and emergency road repairs. CFA is essential for inventory record keeping. Two way radio for communication.

## ***G. DEVOLUTION OF CONTROL AND DIRECTION TO OUTSIDE ENTITY***

Devolution is the process of transferring operational control of one or more essential functions to a pre-determined responsible party or parties. Pandemic outbreaks will occur at different times, have variable durations, and may differ in the severity; therefore, full or partial devolution of essential functions may be necessary to continue essential functions and services.

**Marathon County Department of Marathon Highway** has established plans and procedures for devolution, which identifies how it will transfer operations, if COVID-19, or pandemic influenza renders leadership and essential staff incapable or unavailable.

The **Marathon County Department of Highway** Devolution of Control and Direction plan is as follows: (list essential function transferred to each specific outside entity)

Snow and Ice Control  
Emergency Traffic Control and Road Repair  
Seasonal Flooding  
General Maintenance  
Payroll

Contact WisDot with action plan for State highways and contact our neighboring counties which we have preexisting cooperative agreements with. Distribute section maps (maps of our highways and how to plow them) to outlying counties. May need to prioritize highways based on classification starting with Interstate and state highways then going to major arterials, collectors and minor

arterials.

Vehicle maintenance would be based on need backup volume within our fleet and backup counties. Vehicle maintenance then would be distributed based on manufactory brand, each piece would go to their original dealer, such as a Caterpillar would go back to Fabick for repair, International would go to Mid-State Truck and Freightliner would go back to Truck Country.

Payroll and Accounts payable would need to go County Finance or their designee.

## **H. RECONSTITUTION**

Reconstitution is the process whereby an organization has regained the capability and physical resources necessary to return to normal (pre-disaster) operations. The objective during reconstitution is to effectively manage, control, and, with safety in mind, expedite the return to normal operations.

The **Marathon County Department of Highway** has developed reconstitution plans and procedures, in conjunction with local public health authorities, to ensure facilities/buildings are safe to return. The organization's reconstitution plan should consider the possibility that not all employees may be able to return to work at the time of reconstitution and that it may be necessary to hire temporary or permanent workers in order to complete the reconstitution process. The **Marathon County Department of Highway** Reconstitution plan for COVID-19 and pandemic influenza is as follows:

(Departments should consider how to “phase-in” employees and non-essential work functions that had been unaddressed due to the prioritization of essential work functions)

Prioritize highway repairs and construction based on classification starting with Interstate and state highways then going to arterials, collectors and local roads.

Vehicle maintenance will be prioritized by need of equipment.

Construction and roadside maintenance to resume after state and county highways are open to traffic

## **VII. CONCLUSION**

Maintaining **Marathon County** essential functions and services in the event a pandemic requires additional considerations beyond traditional continuity planning. Unlike other hazards that necessitate the relocation of staff performing essential functions to an alternate operating facility, COVID-19 or influenza pandemic may not directly affect the physical infrastructure of the organization. As such, a traditional “continuity activation” may not be required during a pandemic outbreak. However, a pandemic outbreak threatens an organization's human resources by removing essential personnel from the workplace for extended periods of time.

Accordingly, the **Marathon County Continuity Plan** addresses the threat of a pandemic outbreak. Continuity Plans for maintaining essential functions and services in a pandemic should include

implementing procedures such as social distancing, infection control, personal hygiene, and cross-training (to ease personnel absenteeism in a critical skill set). Protecting the health and safety of key personnel, ERG members, and other essential personnel must be the focused goal of the organization in order to enable the organizations to continue to operate effectively and to perform essential functions and provide essential services during a pandemic outbreak.



Besides the temporary work rules (below) we did the following:

- Went to 10-hour day schedule, so the guys only come into work 4 days a week – less contact.
- We split the start time of the crews, ½ start at 6, the other half at 6:30.
- Since they each drive their own vehicles, we allow them to park their work vehicle outside so they do not have to come into the building. They get their orders for the day over the phone, or the supervisor comes out to talk to them at a safe distance. Time sheet done and a picture taken or dropped off in supers truck outside.
- Disinfecting wipes or spray in each truck.
- Our 5 mechanics we split up – 3 on first shift, 2 on second shift.
- We had each shop come up with a list of duties where we can social distance – crack filling, shouldering, litter pick up, etc...
- Office staff – I come in every day, but only 1 other person comes in each day, the others they work from home.

Stay Healthy and have a good week.



**SCOTT M. SCHMIDT**

### **Highway Commissioner/County Surveyor, Highway Department**

Temporary Work Rules (In effect for the duration of the Covid-19 pandemic)

1. Vehicle Use:
  - a. Only one person is allowed in each vehicle at a time.
  - b. Try and use the same vehicle every day.
  - c. The only exception is when an individual needs to be brought back from a job (excavator, grading operator) where the piece of equipment will remain on-site. If it is a multiple day project, it is expected that the operator will drive a separate vehicle the second day, and such.
  - d. Two people in a vehicle shall be extremely limited.
  - e. If two people are in the same vehicle at the same time, they MUST both be wearing an N95 mask while in the vehicle. Clean the vehicle after such a use.
2. Social Distancing
  - a. Everyone shall maintain at minimum a 6' spacing from all co-workers.
  - b. If you are on a job and cannot maintain the 6' separation, even if it is outdoor and for a very short time, you must wear an N95 mask when within 6' of a co-worker. Go back to your vehicle, put on a mask, perform the task, go back to

your vehicle, remove your mask, place it in a brown paper bag, and return to work.

3. Use of N95 masks.
  - a. These masks are in short supply and high demand. Please maintain your masks as long as possible.
4. Cleaning of Vehicles.
  - a. Clean each vehicle at the end of each day, more often if you wish. Cleaning agents and towels have been supplied.
5. Cleaning of the work stations for time input
  - a. Wash your hands with soap for a minimum of 20 seconds prior to using a work station.
  - b. Spray the work station prior to putting in your time, and after putting in your time.
  - c. If you feel you are in a high risk category or have someone at home in a high risk category, you may go back to paper timecards. The super can either put in the time, or take a picture of it and Micki will input the time.
6. High Risk Vehicle Users.
  - a. If you are assigned the same vehicle every day, it may be possible that we can store your vehicle outside so you do not have to enter the building. You can take a paper time card and fill it out and send a picture of it to your supervisor.

We appreciate your full cooperation to help keep yourself, co-workers, and their loved ones safe and healthy. If you are at high risk, live/care for someone that is high risk you may have other options such as using PTO, ELB, or unpaid time-off.

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(PLEASE SEE ATTACHMENT)

James Griesbach  
Highway Commissioner  
Marathon County



Brian Danielsen, P.E.

Washburn County Highway Commissioner

- Our entire crew is working. I have split the crew in 2. ½ of the crew works 6-4 and the other works 7-5. All work M-Th.
- Office staff is working from home with exception of my Office Manager who works from the office 1 day per week.
- All crew assigned to a truck/piece of equipment with 1 person per vehicle allowed at a time. If crew needs to be shuttled for moving operations, 2 people are allowed in a crew cab with all windows down. (I will probably move to both having a mask/face covering in the near future.)
- Each person has been issued a personal bottle of hand sanitizer. We have ordered 5 gallons from a local distillery with an additional 45 plastic 8 oz. spray bottles to make hand sanitizer more readily available.
- Disinfecting spray bottles with paper towels are placed in all trucks for additional cleaning if the operator wants, and to clean equipment located off site on our projects.
- Equipment that is used is cleaned at night, and 1 person cleans the equipment and facility continually throughout the day.
- We no longer have AM crew meetings. Work assignments are either given to the crew on the way out, or the guys are called after work with assignments for the next day.
- Guys in the shop are able to maintain 6' separation for their operations.
- We are only performing work operations that can be done while maintaining 6' separation. Currently we are spray patching, patching, mowing, brushing, and reclaiming shoulders. Shortly we will be installing culverts, shouldering, and pulverizing.



From: Jon Johnson, Highway Commissioner

RE: Eau Claire Highway Department – COVID-19 Pandemic Preparedness Response Plan

Below please find Eau Claire County Highway Department plan in response to the Eau Claire County's emergency declaration for the COVID-19 pandemic.

**Engineering Division:**

**Phase 4**

- Remote work as feasible.
- Support for operations division, only required contact with operational crews.
- Stagger workforce as feasible.

**Phase 5**

- Remote work as feasible.
- Limit contact with operational division to only as necessary to support operations.
- Limit staking operations to single person as feasible or as safety factors allow.

**Phase 6**

- Essential staff only, highway engineer working remotely.

**Fleet/Facilities/Shop Operations Division**

**Phase 4**

- Regular operations, separation of staff during breaks. Staff advised to work in separate shop areas and collaborate only as necessary, or for operational safety.

**Phase 5**

- ½ shop staffing stagger rotation (2x10- Crew A/ 2x10 Crew B). Limit contact between Crew A/B to ensure shop operations. Shop Operations leadership will be split to ensure support for the shop continues in the event of outbreak on one crew.
- Further limit contact between staff on similar crews as work allows. Leadership will determine necessary/critical repairs and other work will only be completed as necessary to support operations.
- Limit contact between Operations Division and Fleet/Facilities/Shop Division to ensure continuity.

### **Phase 6**

- Stagger rotation to essential operations (2x10- Crew A – 2 Mechanics, 1 Part Room Staff / 2x10 Crew B – 2 Mechanics, 1 Part Room Staff / 2x10 Crew C – 2 Mechanics, 1 Part Room Staff.) Limit contact between Crew A/B to ensure shop operations.
- If personnel are reduced so that crews are no longer feasible then staffing will be 4x10 with 2 Mechanics, 1 Part Room Staff

## **Operations Division**

### **Phase 4**

- Crews will be staggered to limit contact.
- Utilize facilities in Altoona, Augusta, Foster, and Union to limit employee contact.
- Limit equipment usage to key individuals, or limit amount of employee contact as much as feasible.
- Implement end of day equipment cleaning to limit exposure if different staff members need to utilize equipment.

### **Phase 5**

- ½ staffing stagger rotation, Crew A (2x10) Monday/Tuesday, Crew B (2x10) Wednesday/Thursday.
- Limit exposure amongst crews to ensure available emergency response in all circumstances.
- Each staff member, when feasible, will be assigned to a specific piece of equipment for the duration of phase

### **Phase 6**

- Stagger rotation to essential operations (2x10- Crew A – 10 operators) (2x10 Crew B 10 operators) (2x10 Crew C 10 operators). 2x10 Crew D 10 operators). Limit contact between Crews to ensure field operations.
- If personnel are reduced so that crews are no longer feasible then staffing will be 4x10 with 10 Operators
- If we have snow event of 6" or more then additional staff will be called in by management on duty.

## **Administration/Management Division – Phase 4**

- Remote work as much as feasible, this is limited due to dependence on software.
- Support and have contact with operations only as necessary.
- Support other County Departments as necessary
- Management will have minimum staff levels

## **Administration/Management Division – Phase 5**

- Remote work as much as feasible, this is limited due to dependence on software.
- Support and have contact with operations only as necessary.
- Support other County Departments as necessary
- Fiscal staff to cover administrative functions

### **Administration/Management Division – Phase 6**

- Management will have minimum staff levels
- Remote work as much as feasible

### **Finance Division – Phase 4/5/6**

- Remote work encouraged as feasible.

### **Operational Procedures**

- Public will be limited to the vestibule in the Altoona Facility with no entry to the remainder of the facilities.
- Vehicle disinfectant-cleaning at the end of shift
- Notify other units of government in which HWY provides service of limited availability in the short term.
- Split personnel to ensure key roles are covered and service will continue (i.e. sign department/purchasing/engineering/key operations staff)
- Breaks/Lunches – Limit use of gathering and encourage/require breaks at works stations when feasible. Separate staff within division as feasible to limit exposure.

Facilities Improvements – Private contractors have begun or will begin to start work and will be allowed to continue. No contact between private contractors and staff is allowed other than management staff or Facilities management.



Attached is our current departmental plan for operations during COVID-19 restrictions. All employees of the department are still working.

However, if things get more restrictive, plans are in place if needed (highlighted yellow and red).

*Todd Every*

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3/18/2020

**What services must be provided to the public?**

- We have determined winter maintenance operations, severe pavement repairs, traffic appurtenance repairs, traffic sign repairs, traffic accident response, and flooding to be essential functions of the department.
- All other services are not considered essential operations rather routine maintenance of the highway system.

### **What services can be provided without public interaction?**

- All Highway Department services could be provided without public interaction.
- Most permit applications are on the website and could be processed via email.

### **What services can be delayed or postponed?**

- Items considered as routine maintenance could be delayed or postponed.
- Most permit applications could be delayed for several weeks.

### **What plans has your dept. made to respond to staff being unable to report to work?**

- Administrative staff have been cross trained in order to not disrupt the daily flow of information regarding Highway Department operations (i.e. timesheets, invoicing, invoice payments, etc.).
- Field staff (Highway Workers and Mechanics) are cross trained in operations.
- If several staff were not at work, work tasks and schedules are adjusted based upon the manpower available.

### **What plans has your dept. made if your office were to close?**

- Highway Commissioner, Patrol Superintendent, field staff, and mechanics are available 24/7/365 as needed.

### **Please identify work in your dept. that can be done at home?**

- Administrative staff could process all CHEMS related information (labor, materials, and equipment charge outs). CHEMS is a web based software.
- Some Administrative staff could respond to emails via Mobile Outlook.

### **Please identify work in your dept. that can be done online.**

- Administrative staff could process all CHEMS related information (labor, materials, and equipment charge outs). CHEMS is a web based software.
- Some Administrative staff could respond to emails via Mobile Outlook.

## **3/25/2020 Operation Status Change**

### **Highway Department Operations Plan**

1. All staff working 40 hours per week.
2. Changing to a 4-10 hour day schedule (Monday-Thursday) starting 3-30-2020.
3. Administrative staff given choice to work from home using web based software. If staff needs to report to the office to complete tasks, they can be completed during normal business hours or outside of business hours. Duties include processing of timecards and payroll information, charge out of labor, equipment and materials, processing of deposits, and payment of invoices.

4. Administrative staff reporting to the office will conduct normal business using good health practices. Social Distancing and possible shift rotation for administrative staff.
5. Highway Workers reporting to work per schedule performing essential and non-essential work functions. Continue best management practices (BMPs) for the safety of employees.
6. Pending availability, encouraging use of cleaning products, hand sanitizers, rubber gloves, and other additional items to practice healthy hygiene.

## **Highway Department Operations Plan Alternatives – Reduced Work Hours**

### **1. All staff reduced to half-time (20 Hours per week)**

- a. 2-10 hour day schedule. 50% of staff working Monday/Tuesday. 50% working Wednesday/Thursday.
- b. Administrative staff given choice to work from home using web based software. If staff needs to report to the office to complete tasks, they can be completed during normal business hours or outside of business hours. Duties include processing of timecards and payroll information, charge out of labor, equipment and materials, processing of deposits, and payment of invoices.
- c. Administrative staff reporting to the office will conduct normal business using good health practices. Social Distancing and possible shift rotation for administrative staff.
- d. Change to Highway Worker schedules to limit the number of employees working at one time.
- e. Perform essential functions on highway system. Essential functions of the department have been determined to include winter maintenance operations, severe pavement repairs, traffic appurtenance repairs, traffic sign repairs, traffic accident response, and flooding. Routine maintenance would be completed as time and staffing allows.

### **2. No staff allowed at work.**

- a. Highway Commissioner, Patrol Superintendent, field staff, and mechanics are available 24/7/365 as needed.
- b. Perform essential functions on highway system. Essential functions of the department have been determined to include winter maintenance operations, severe pavement repairs, traffic appurtenance repairs, traffic sign repairs, traffic accident response, and flooding. All other services are not considered essential operations rather routine maintenance of the highway system.



# Fond du Lac County

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## OFFICE OF THE COUNTY HIGHWAY COMMISSION

1820 South Hickory Street, P.O. Box 1234  
Fond du Lac WI 54937

Phone (920) 929-3485  
Fax (920) 929-3698

DATE: March 18, 2020

TO: Fond du Lac County Highway Department Staff

FROM: Thomas Janke, Fond du Lac County Highway Commissioner

RE: **High Importance:** Fond du Lac County Coronavirus (COVID-19) Planning Information for Continuity of Operations

As the Coronavirus continues to spread across the United States and domestic transmissions have increased, we are anticipating the potential needs of both our employees dealing with the restrictions and closures as well as preparing for potential impacts in how we deliver our services.

In the event Fond du Lac County closes all non-essential departments we would look to implement the following protocol:

- Implement individual work assignments to provide less direct contact with employees.
- Implement new hours of operation and work shift schedules to reduce the number of employees operating within the various buildings at one time.
- In conjunction with above alternate start and stop hours to provide additional flexibility for employees and still deliver critical services.
- Implement an on-call basis only for most activities. Similar to how we operate currently with off hour winter maintenance as any emergency maintenance activity would be addressed as it came up.
- Adjust staffing to fill only critical or essential activities which would include the following:
  - Winter maintenance
  - Severe pavement repairs
  - Emergency response
  - Traffic safety appendices including beam guard and cable guard repair, etc
  - Sign repair
  - Flooding or drainage issues
  - Pavement, culvert and bridge failures
  - All equipment maintenance
  - Removal of debris from traveling lanes or shoulder
  - Bridge Inspection

- Payroll, accounts payable and billable, inventory and purchasing

If in the event Fond du Lac County decides to restrict employees coming into work, we would look at alternate means in delivering our services and adapt our means and methods to the current situation.

We take the safety of our employees and people we serve seriously and would only look to implement any these changes if it is deemed necessary. Thanks

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# Fond du Lac County

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## OFFICE OF THE COUNTY HIGHWAY COMMISSION

1820 South Hickory Street, P.O. Box 1234  
Fond du Lac WI 54937

Phone (920) 929-3485  
Fax (920) 929-3698

DATE: March 19, 2020

TO: Fond du Lac County Highway Department Staff

FROM: Thomas Janke, Fond du Lac County Highway Commissioner

RE: **High Importance:** Fond du Lac County Coronavirus (COVID-19) Planning Information for Continuity of Operations

As the Coronavirus continues to spread across the United States and domestic transmissions have increased, we are anticipating the potential needs of both our employees dealing with the restrictions and closures as well as preparing for potential impacts in how we deliver our services.

### **New Work Schedule**

Starting Monday, March 23<sup>rd</sup> we will be implementing a staggered 4-10 work schedule. For the vast majority of the work crews and outlining garages we will be just implementing our normal 4-10-hour work schedule Monday through Thursday 6 am to 4 pm in advance of the construction season.

For a number of mechanics (2) and operational employees assigned out of the Fond du Lac County Garage (8), we will be adjusting our 4-10 hour work schedule to start on Tuesday through Friday 6 am to 4 pm. These individuals have been identified and are subject to change as we work through this new schedule.

This will allow us to continue to provide coverage and deliver services for the County during the entire normal work week for our highway systems we serve. This will also help limit the number of individuals working out of the Fond du Lac Garage during two of the five days during the week as well as provides what we feel some additional flexibility for employees to deal with child care needs.

Both the Monday through Thursday and the Tuesday through Friday schedule will be considered the normal hours of operation for the individuals assigned and will not be considered overtime during that time frame. Also during that time frame in the event issues arise on the Highway System, we would use the individuals who are working at the time to deal with any minor issues in place of calling out anyone on overtime during this time adjustment.

Other items discussed to help limit everyone potential exposure and insure the health of all our employees and staff are as follows:

- Refrain from bringing in any treats or consumable foods for the entire body until further notice.
- Continue to exercise social distancing of the suggested minimum 6 feet when congregating for lunch or break times.
- Utilize good hygiene and wash your hands whenever possible for minimum of 20 seconds as well as use hand sanitizer when available.

- Keep trucks and equipment clean and refrain from eating in them and wipe off steering wheels and controls at the end of the days.
- Keep lunch room and eating areas clean.
- We will also look to limit the number of workers in a vehicle whenever practical or possible.

In the event things change as this continues to evolve, we may look at alternate means in delivering our services and adapt our means and methods to the current situation.

We take the safety of our employees and people we serve seriously and would only look to implement any additional changes if it is deemed necessary.

I want to thank all of you for working with us during this extraordinary time and as always be safe.

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# Fond du Lac County

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## OFFICE OF THE COUNTY HIGHWAY COMMISSION

1820 South Hickory Street, P.O. Box 1234  
Fond du Lac WI 54937

Phone (920) 929-3485  
Fax (920) 929-3698

March 18, 2020

Highway Department is committed to the safety of its employees and the safety of traveling public. The continually monitoring the recommendations from the regulatory and health authorities to determine the necessary and proper steps to prevent the spread of the Coronavirus Disease 2019 (COVID-19).

Our policy as of the date above is to adapt our means and methods to the current environment. We are caring for your employees according to the directions given by the Centers for Disease Control & Prevention (CDC), Department of Health (DOH), and Local, State, and Federal Agencies. All C.D. Smith employees are expected to adhere to the following guidelines:

1. Maintain a Clean Buildings.

- Routinely clean all frequently touched surfaces using proper cleaning agents and according to the directions on the labels.
- Practice social distancing and avoid meetings or gatherings where possible. Hold any jobsite meeting, break, or lunch outside when weather permits or provide adequate space from individuals when using the various break rooms or spaces within the various garages.
- Avoid communal food when possible. At this point I think we want to avoid bringing in treats that could potentially become a conveyance method in the event someone would contract the virus.
- Clean common break areas, bathrooms and offices at an increased frequency.
- Eliminate face to face meetings and tours when possible.

2. Practice Hygiene Etiquette

- Clean hands often with an alcohol-based hand sanitizer or wash hands with soap and water for at least 20 seconds.
- Cover nose and mouth when sneezing or coughing.
- We are exploring options to procure more hand sanitizer to have on hand and in vehicles.

3. Maintain a Healthy Work Force

- Employees engaging in cruise travel, nonessential air travel, and certain vehicular travel to a state, county or country currently designated as having "community transmission" or "community spread." This means that transmission is occurring not only through individuals who have traveled, but is expected to be generally prevalent in the community. Please consult the following map to identify states with community transmission: <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>. Scroll down to the map and hover your mouse over each state; those that indicate "Community Transmission: Yes" are subject to this rule. While this currently includes only Washington state, California, and New York, be advised this map changes daily. A decision on self-quarantine should be

made based on the status of each state when one returns from vacation and not when one leaves.

- Employees who have symptoms of acute respiratory illness must stay home and not come to work until they are free of fever (100.4 degrees Fahrenheit), signs of a fever, and any other symptoms for at least 24 hours without symptom-altering medicines.
- Employees who have an immediate family member who has been exposed to COVID-19 are required to remain self-quarantined for 14 days.

#### 4. Notice of any COVID-19 Situations

- If an employee tests positive for COVID-19, he or she is prohibited from coming to work until all CDC-recommended quarantine procedures have been followed and a doctor clears him or her for health.
- Employees must provide notice to Fond du Lac County immediately if he or she has tested positive for COVID-19; has encountered someone known to have tested positive for COVID-19; or completed a trip to a CDC-categorized Coronavirus Warning Level 3 location.
- Upon receiving an employees notice, Fond du Lac County will determine the proper steps for remediation, considering the CDC, DOH, local, state, and federal recommendations in place at that time.

#### 5. Vendor Expectations

- Fond du Lac County Highway Department has communicated our expectations of our suppliers and clients who work with us and around us; all partners must adhere to health guidelines and participate in efforts to reduce the spread of COVID-19.



**Date:** March 25, 2020

**To:** Chris Holman, County Executive

**From:** Nathan Check, P.E.

**Subject:** Highway Department 4 Week Plan

Executive Holman,

Please see below for the Highway Department Operations Plans for the next 4 weeks.

### Operations

Current Status(Plan A): All Highway employees are reporting to work during regularly scheduled shifts and we have implemented certain policies to ensure best management practices which include:

1. Reassignment of employee reporting areas within the building so that no more than 10 employees are congregating for morning orders or breaks.
2. Social distancing as much as possible during work tasks and no more than 2 employees in vehicles.
3. Daily cleaning/disinfecting of equipment. Reassigned one person to 2<sup>nd</sup> shift to assist with cleaning duties of common areas.
4. Scheduling consistent crews and reporting areas to reduce exposure through the entire work force.
5. Scheduling consistent operators for each piece of equipment to reduce exposure.

There is adequate work for all Highway workers and the intention is to continue working the regular schedules to complete essential Spring tasks with include:

1. Shop – daily repairs and annual maintenance and preparation of summer maintenance and construction equipment
2. State and County Road Crews – daily pothole patching, overhead tree limbing, and removal of snow fence prior to Spring planting are the main priorities for the next month. As always, we are also providing response to any Communications Center calls for downed trees, signs, or debris in the road as well as any winter road conditions.

Starting today, the Finance Office Supervisor and Financial Associate III are teleworking and will only be reporting to the Highway Department on a limited basis for necessary tasks such as payroll. Their work stations have been set up with 6' separation for that time period. The other managers at Highway Department are telework ready and the draft plan has been submitted for review. Preferably, we will have a minimum of 3 managers on site with the entire crew working.

At this point, we do not see a major change in operations but are considering a staggered start/end time of at least 15 minutes so that half of the crew would work 7 am to 3 pm and the 2<sup>nd</sup> half would work 7:15 am to 3:15 pm which would reduce the amount of potential interaction at the time clock and outside locker areas. Even with the reassigned reporting areas, the time clock and the locker areas are high traffic locations at the beginning and end of the day.

Potential Changes(Plan B): If the Highway Department is required to take additional measures to reduce employee interaction and exposure, we are currently working on a plan to split the entire crew into two groups and alternate their weeks reporting to work. In this scenario, the first group would respond to work as normal on weeks 1 and 3 while the second group would be off from duty but on call for emergency situations such as a winter snow event. Then on weeks 2 and 4, the second group would report with the first group off. At this point, we do not plan on implementing this strategy unless additional mandates require us to reduce the workforce. This could also be modified that the first group works weeks 1 and 2 and the second group works weeks 3 and 4.

Potential Changes(Plan C): If the mandates become more extreme and we would be required to significantly reduce staff to only respond to emergency situations, we would schedule one 10 to 12 hour shift consisting of 4 to 6 hourly employees with at least one manager on site. In addition, we would schedule a crew of 2 mechanics to continue the most pressing repairs and maintenance needs. The remaining employees would be on call for larger emergency events. With the Spring pothole and planting season upon us and the upcoming construction and maintenance season approaching, we hope would not have to implement this option.

### **Public Access**

The vast majority of in-person public interaction with the Highway Department can be handled by phone, email, or fax and I would support limiting public access to the building. I would be willing to implement this as soon as possible and would like to coordinate the announcement with any other County restrictions in one press release.

### **Special Leave Bank**

At this point, we are fortunate that the Highway Department has had limited employee needs for use of SPL bank. We do have a limited number of employees with child care concerns/needs but that SPL gives them that safety net for the near future.

## Scenarios/Questions

I did have a conversation with Ray this morning regarding his/HHS's recommendation of implementing Plan B and at this point, we both feel that the current measures are appropriate and do not feel we have to move to that step yet. If conditions change, we will evaluate the need for plan B or C.

One scenario that we would need to discuss is if we have a Highway employee test positive and what steps would need to be taken for the rest of the crew in regards to monitoring and/or quarantines.



**Date:** March 23, 2020

**To:** Chris Holman, County Executive

**From:** Nathan Check, P.E.

**Subject:** Highway Department Teleworking

Executive Holman,

As required by the Portage County COVID 19 Policy, the Highway Department has completed a review of employees and functions to determine Telework-Able and Telework-Ready status. The following positions have been identified as Telework-Able below. All employees listed are also Telework-Ready and have the necessary equipment to perform their functions in a remote location. This includes laptops and cell phones as well as a county-issued vehicle as a good portion of the work may be performed out on the roadway system and not necessarily in an office.

1. Nathan Check, Highway Commissioner
2. Dean Schmitz, County Engineer
3. Corey Giese, Parts Room and Shop Manager
4. Todd Makuski, State Patrol Manager
5. Kory Kukuczka, County Patrol Manager
6. Bob Lang, Assistant Patrol Supervisor

All employees listed are management and are in exempt positions. All positions listed have the ability to perform a portion of their duties while teleworking but they all also have duties that are required to be completed in-person. The in-person duties primarily revolve around the daily management and supervision of the three main divisions of the Highway Department: Shop Operations, County Operations, and State Operations. A schedule will be drafted by the Commissioner to ensure that there is adequate coverage for the three divisions. The schedule will be developed with a minimum of 2 management employees who shall report to the Highway Department to oversee daily operations.

Any employee approved for teleworking shall comply with the County's COVID-10 Policy and the attached Highway Department Teleworking Expectations.

### **Highway Department Teleworking Expectations**

*Updated March 23, 2020*

- Highway staff must comply with the County's COVID-19 Policy while teleworking in conjunction with all other County policies as these still apply while teleworking as well.
- Highway staff who are teleworking need the ability to reasonably meet operational and job needs from a remote location, meaning you must have access to a reliable internet connection and access to personal cellphone capabilities (for phone only) so that you are able to carry out normal, routine job duties and be available to others, just as if you were in the work office.
- Teleworking is dependent on available work to be completed. If the staff member does not have adequate work to telework, the option will no longer be available. Teleworking status can be changed by the department head or supervisor at any time.
- Highway staff will have access to County owned equipment, files, folders, email and other confidential and sensitive data which is not to be shared and access is not to be given to others. Highway staff will be responsible for the protection of this information under their control.
- Office supplies will be provided by the County. Out of pocket expenses for office supplies will not be reimbursed without prior approval of the Department Head.
- Highway staff need to be accessible by Skype or cell phone throughout the workday. Every effort will be made by staff to be available to other department staff. Highway staff must be available for staff meetings and other meetings as necessary.
- Highway staff must be available for public inquiries while teleworking and must provide the department with their contact information while teleworking. Highway staff is expected to respond to public inquiries within twenty-four (24) hours.
- Highway staff will receive any voicemails via their County email system.
- Supervisors who are teleworking are responsible to reach out to the Highway management staff who remain deployed in County facilities, at minimum twice daily, to review work completed and discuss questions or other upcoming work.

- In an effort to remain accountable while teleworking, employees will keep time logs to document work accomplished by teleworking that will be shared with supervisors daily.
  - Exempt employees are not required to work outside their normal working hours unless they are scheduled to be on-call as part of the 24/7 on- call rotation. However, they may be called upon to work outside of normal working hours as needed to respond to the emergency situation.
  
- Printed documents, without confidential information, needed to perform essential job duties may be taken out of the office. However, these documents need to be returned to the office.
  
- If printed documents were not available prior to leaving the office, documents accessible from county equipment may be emailed to employee’s county email addresses to either be displayed as a PDF or printed from the employee’s personal computer to perform job functions. **DO NOT EMAIL DOCUMENTS TO PERSONAL EMAILS under any circumstances.**
  - Email the document(s) to your county email address.
  - Log onto [outlook.office365.com](mailto:outlook.office365.com) with your network sign on and password to access your email account on your personal device.
  - Do not print documents with confidential information.
  - Printed documents must be returned to county offices for proper disposal (you may take a paper box to dispose of your items while at home and bring it back when you return to the office to dispose or file your documents)
  
- Teleworking is not a substitute for dependent care. Teleworkers will not be available during company core hours to provide dependent care.
  
- Highway staff may continue to take leave benefits while teleworking. Staff would continue to request time off via the ESS system. If staff are sick, staff should report to their supervisor they are ill and not reporting to work along with the appropriate benefit they wish to use.
  
- Teleworking is a new style of work and will require an adjustment in management styles, communication, and work culture. The department will monitor the progress of teleworking and will make adjustments to the teleworking protocols as necessary to assist in the success of teleworking for the department.
  
- Highway exempt staff who are teleworking will be responsible for working at a minimum of once per week in office and not via teleworking. This will provide staff remaining in the office access to a leadership position within the department as well as allow the teleworking employee an opportunity to pick up and return documents, as well as handle items which are better dealt with in an office environment.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

## Highway Department Teleworking Task List

In addition to the responsibilities identified in the Highway Department Teleworking Expectations document, a list of tasks that are expected to be performed while teleworking are detailed below. This list is not all-inclusive of duties that may be performed while teleworking but provide a framework for expectations. Duties will also require working out on the roadway system as well as office work.

- All employees – WisDOT Work Zone Safety, Traffic Signing and Pavement Marking Webinar, WI County Mutual Online Safety Training Program, public inquiries.
  
- Highway Commissioner – 2020 bid reviews, Highway Committee packet creation, Wetland Mitigation Project property owner letters, 2021-2026 Capital Improvement Plan updates-road selection and estimates, 2020 Seasonal Weight Permits, Seasonal Posting road inspections, Highway Facility Project Close-out – spec and deliverable review, CTH Y Bridge design review, CTH R MLS project planning.
  
- County Engineer – Driveway and utility permitting, Pavement and soil cores – CTH G, J, Z, K, 2020 project schedules, CTH SS ditching survey and design, 2020 Town Bridge/Culvert Aid planning, CTH Y Bridge design review, Bremmer/CTH HH review, FHWA Bridge inspection online pre-requisite course, 2019 bridge inspection quality control, review and update scour critical bridge policies.
  
- Parts Room and Shop Manager – Safety Programming updates, 2020 equipment and material bids and orders, 2019 equipment cost analysis review, Highway Facility Project Close-out – spec and deliverable review, update 2021-2026 Capital Equipment Purchase Plan, Munis Inventory review, ambulance coordination.
  
- State Patrol Manager – daily road checks, 2020 sign and pavement marking materials and schedule, Seasonal Laborer position review and phone interviews, 2020 bridge maintenance planning, speed zone area and ordinance review.
  
- County Patrol Manager – daily road checks, 2020 project schedules, 2020 chipseal plan and wedging areas, 2020 construction bids, CTH SS drainage review, CTH KK schedule, living snow fence area review.
  
- Assistant Patrol Supervisor – daily road checks, Summer Help applicant review and phone interviews, 2021 chipseal culvert inspections, street sweeping and herbicide contract management, 2020 mowing plan and schedule, 2021 right of way maintenance planning – update priority list.