Navigating from Safer at Home to Your Home Port

CITY OF PORT WASHINGTON
UPDATED JUNE 24, 2020
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INTRODUCTION

The National Response Framework, part of the National Strategy for Homeland Security, operates on the premise that large-scale emergencies and response programs are federally supported, state managed, and locally executed. The State manages emergency responses through regulatory mandates, emergency orders, legislative activities, and advisory services. State efforts and programs are often administered through the counties, including, in the case of COVID-19, with county public health officials. The City of Port Washington does not maintain its own public health department; instead, the City chooses, to partner with the Washington Ozaukee County Health Department. City officials work together to maintain the peace, safety, welfare, and health of both residents and visitors. When it comes to administering, managing, and delivering programs to serve the needs of the community, the City takes the lead. This plan serves as a set of guidelines to aid staff and local officials in executing the City’s COVID-19 response and recovery. It is subject to change based on local or statewide circumstances, local health official recommendations, or COVID-19 developments. This plan does not supersede statewide plans, county plans, regulations, policies, or statutes. However, it was developed to serve the best interests of the City of Port Washington. This was done with the understanding that the situation(s) and related policies and actions for other surrounding communities may not be compatible with the City’s, but in some cases may be.

Implementation of this guide will follow guidance and direction from the State of Wisconsin, Washington Ozaukee County Health Department and public health officials throughout its response and recovery to the COVID-19 pandemic. The state’s Badger Bounce Back and State Government Badger Bounce Back plans serve as a framework for this guide.

During the response and recovery to COVID-19, the City will continue to deliver quality public services, maintain the infrastructure and build organizational resilience and sustainability.

The services provided to the community, through staff efforts and allocation of resources, will be guided by these principles:

- Being adaptable in the face of change and uncertainty
- Capitalizing on opportunities for improvement
- Removing barriers
- Aligning, collaborating, and innovating with partners

When minimum criteria are met for the Plan, there will be a progression to Phase 1 of the Badger Bounce Back plan; the City’s plan will likely follow suit based on the conditions at the review period. Plans may pause within a phase, or revert to a previous phase, if there is a public health necessity.

It is likely that COVID-19-related response and recovery operations will need to be sustained for 6-12 months or longer. City staff will remain focused on core strategic initiatives and community needs while remaining flexible and adaptable to changing circumstances.
BACKGROUND

The City of Port Washington initiated preparedness and response efforts related to COVID-19 in March 2020. At the State-level a public health emergency was declared on March 12, 2020. Thereafter, the Wisconsin Department of Health Services Emergency Order No. 28 (“Wisconsin Safer at Home Order”) was put into place by Governor Tony Evers on March 25, 2020 and was subsequently extended until 8 a.m. on May 26, 2020.

A local emergency was declared by the City Council for the City of Port Washington on March 17, 2020. This empowered the City to order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the City during the emergency. These orders can be issued directly by the Mayor or the Emergency Management Director via proclamation when it is not feasible for the entire governing body to meet. Such orders cannot conflict with state or county authority. To date, such orders by the City have authorized the following:

- Closing City buildings and facilities to regular public access
- Closing all park facilities, sporting courts and playgrounds
- Suspending regular committee and advisory board meetings
- Suspending recreational programming

In addition to these orders, the City of Port Washington swiftly implemented an aggressive social distancing plan within City buildings and has recently adopted a Telecommuting Policy, see Appendix B, to allow an agile remote working and alternative work site/scheduling strategy for City staff. Municipal operations were curtailed to ensure compliance with the “safer at home” expectations and an interim citywide organizational strategy was implemented.

RECENT EVENTS

On Wednesday, May 13, 2020 the Wisconsin Supreme Court issued a 4-3 decision striking down various portions of the Wisconsin Safer at Home Order, which closed non-essential businesses, restricted other business operations, and limited social interactions and activities in an effort to stop the spread of a novel strain of coronavirus (COVID-19). In response to this action, the Washington-Ozaukee Public Health Department officers have advised that no similar countywide orders are being considered, but that they will respond to future COVID-19 outbreaks on a case-by-case basis.
BADGER BOUNCE BACK PLAN

On April 20, 2020, Governor Tony Evers revealed his Badger Bounce Back plan, outlining the steps and measures necessary to re-open Wisconsin. Key components of this plan include the following:

- The dial to open business and society is turned in phases.
- Decisions to move from phase to phase are guided by data.
- In order to turn the dial on Safer at Home and proceed with the Badger Bounce Back plan, the following are needed:
  - Increased lab capacity and testing
  - Increased contact tracing, including support for isolation and quarantine
  - Tracking the spread of COVID-19
  - Increased health care capacity
  - Procurement of ample supplies of personal protective equipment
- Individuals and businesses agree to practice good hygiene, physical distancing, and other best practices.

The Badger Bounce Back plan includes four phases. The first is the current Safer at Home phase, followed by recovery phases 1-3.

The Wisconsin Department of Health Services provides details and/or specific metrics (“Gating Criteria”) needed in order to move through the phases of the plan.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Metric</th>
</tr>
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<tbody>
<tr>
<td>Symptoms</td>
<td>Downward trajectory of influenza-like illnesses (ILI) reported within 14-day period.</td>
</tr>
<tr>
<td>Symptoms</td>
<td>Downward trajectory of COVID-like illnesses (ILI) reported within 14-day period.</td>
</tr>
<tr>
<td>Cases</td>
<td>Downward trajectory of positive tests as a percent of total tests within a 14 day period.</td>
</tr>
<tr>
<td>Hospitals</td>
<td>95% of hospitals affirm that they can treat all patients without crisis standards of care.</td>
</tr>
<tr>
<td>Hospitals</td>
<td>95% of all hospitals affirm that they have arranged for testing for all symptomatic clinical staff treating patients at the hospital per CDC guidelines.</td>
</tr>
<tr>
<td>Health Care</td>
<td>Downward trend of COVID-19 cases among health care workers calculated weekly.</td>
</tr>
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Figure 1. Badger Bounce Back Plan Gating Criteria

RECOMMENDATIONS FOR REOPENING INDUSTRY-SPECIFIC SERVICES

OUTDOOR GATHERINGS

- Face mask or cloth face coverings may be required based on the level of interaction with attendees (e.g., point-of-sale interactions).
- If attendees will not be able to stay six feet away from others, recommend that they bring their own face mask or covering. Provide face masks at the event for any attendees who do not bring their own. Provide adequate no-touch trash receptacles for used masks. Considerations should be made for individuals who are unable or unwilling to wear a mask or cloth face cover.
- Programmed events should be limited to 10 persons at a time in any given space, expanding to 50 people in Phase 2 of the Badger Bounce Back plan.
• Where possible, event attendance should be staggered to minimize overlap and reduce density of participants.
• Consider designating alternate offerings for at-risk populations.
• For any gatherings that do occur (such as farmers markets or small-group programming), spacing between stations/booths should be at least 15 feet.
• Facilities that promote interaction among unrelated individuals (e.g., playgrounds, play areas, picnic shelters) should be closed if they cannot be adequately sanitized. A visible barrier such as tape, markings or a physical barrier should be used to indicate closure.

Note: Recommendation contains the following guidance: “Organizations, municipalities and management entities are expected to be proactive in ensuring compliance and take definitive action to enforce the rules. It is not sufficient to post signage requesting that guests maintain distancing or to anticipate that staff will be able to manage customer interactions in real time (e.g., by installing signage instructing visitors to comply with distancing but not actually utilizing visual cues or physical barriers to support compliance).”

OUTDOOR RECREATION

• If customers will not be able to stay six feet away from others, recommend that they bring their own face mask or covering. Provide face masks at the event for any attendees who do not bring their own. Provide adequate no-touch trash receptacles for used masks. Considerations should be made for individuals who are unable or unwilling to wear a mask or cloth face cover.
• Eliminate unnecessary physical contact between staff and customers, and maintain social distancing with a six-foot distance between individuals whenever possible. Social distancing should occur both inside buildings and outside, such as on golf courses and boat launches. Offer cashless and contactless transactions whenever possible.
• Instruct customers to maintain social distancing for the duration of their visit. For example, boaters should not raft up or pull up on common sandbars/beaches, golfers should not congregate at holes, and anglers should maintain the proper distance from one another.

Note: Recommendations contains the following guidance: “Businesses are expected to proactively ensure compliance with rules and take definitive action to enforce the rules. It is not sufficient to post signage requesting that guests maintain distancing or to anticipate that staff will be able to manage customer interactions in real time (e.g., by installing signage instructing visitors to comply with distancing but not actually utilizing visual cues or physical barriers to support compliance).”

PUBLIC FACILITIES

• Guest touch locations such as kiosks or interactive displays should have disinfectant wipes provided nearby.
• If customers will not be able to stay six feet away from others, recommend that they bring their own face mask or covering. Provide face masks for customers to use at your facility if they did not bring one and provide adequate trash receptacles for disposing of used masks. Considerations should be made for individuals who are unable or unwilling to wear a mask or cloth face cover.
• The capacity of customer-facing facilities should be reduced to ensure adequate social distancing if at all possible.
• Programmed events should be limited to 10 persons at a time in any given space, expanding to 50 people in Phase 2 of the Badger Bounce Back plan. Floor markings or chair placement should be used to encourage safe spacing of participants.
• Where possible, event attendance should be staggered to minimize overlap and reduce density of participants.
• Consider designating alternate offerings for at-risk populations.
• Gatherings should be invitation-only or include a process to collect participant lists, in case contact tracing becomes necessary.

Note: Recommendation contains the following guidance: “Organizations, municipalities and management entities are expected to be proactive in ensuring compliance and take definitive action to enforce the rules. It is not sufficient to post signage requesting that guests maintain distancing or to anticipate that staff will be able to manage customer interactions in real time (e.g., by installing signage instructing visitors to comply with distancing but not actually utilizing visual cues or physical barriers to support compliance).”

STATE GOVERNMENT BADGER BOUNCE BACK PLAN

This plan mirrors the guidance provided by the Badger Bounce Back Plan. It acts as a tool for State agencies to develop a plan for operations to ensure their Staff and customers are provided with an environment where risk mitigation has been considered. There are four (4) guidance documents provided:

• Badger Bounce Back, Government Edition Guidance
• Facility maintenance, operations and sanitation (DFDM)
• Workforce (HR)
• Information Technology (DET)
<table>
<thead>
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<th>Action</th>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wash hands often</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Cover coughs</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Don’t go out if ill</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Face mask if ill person goes out</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Surface and object cleaning</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Isolation of positive cases</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Quarantine of contacts of positive cases</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>6’ of physical distancing</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (until a vaccine is available)</td>
</tr>
<tr>
<td>No visits to nursing homes, congregate facilities, and hospitals</td>
<td>Yes - 10 people maximum</td>
<td>Yes - 50 people maximum</td>
<td>Yes - no maximum</td>
</tr>
<tr>
<td>Allow gatherings</td>
<td>Yes, with best practices*</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Open restaurants</td>
<td>Yes</td>
<td>Yes, with best practices*</td>
<td>Yes</td>
</tr>
<tr>
<td>Open bars</td>
<td>No, but allow takeout and delivery</td>
<td>Yes, with best practices*</td>
<td>Yes</td>
</tr>
<tr>
<td>Open essential businesses</td>
<td>Yes, with retail restrictions removed</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Open non-essential businesses</td>
<td>Partial reopening*</td>
<td>Yes, with best practices*</td>
<td>Yes</td>
</tr>
<tr>
<td>Open post-secondary education</td>
<td>No, consider reopening</td>
<td>Consider reopening</td>
<td>Yes</td>
</tr>
<tr>
<td>Open K-12 schools</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Open daycares</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Voluntary quarantine of travelers from high-prevalence areas</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
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</table>

*People over 60, including employees and those who are medically vulnerable, should continue to shelter-in-place.
BLUEPRINT FOR REOPENING WASHINGTON AND OZAUKEE COUNTIES

On April 21, 2020, the Washington Ozaukee Public Health Department released the “Blueprint for Reopening Washington and Ozaukee Counties,” outlining broad guidance to re-opening the County after the Safer at Home order is lifted. It serves as a living document that has been modified and updated as conditions have evolved. The plan calls for a risk assessment to create plans and policies to ensure the health and safety of employees and patrons. The risk assessment is based on the following concept:

- Assessing the risks requires a measurement of the **likelihood** of increased transmission and the **consequences** of that transmission.
  a. **Likelihood** – probability that reopening an organization where people will congregate will cause significantly increased transmissions.
  b. **Consequence** – impact that increased transmission could have on individuals or communities.

In order to make this risk assessment, the Plan calls for assessing three (3) categories.

1. **Contact Intensity & Duration**
   - High Contact – activities involve prolonged close contact → sharing a dorm room
   - Medium Contact – falls between high and low → sharing a meal in seats separated by several feet
   - Low Contact – interactions that are brief and fairly distant → walking past someone in a shop

2. **Number of Contacts** – approx. number of contacts is the approx. number of people in the setting at the same time (on average)
   - Defined as Low, Medium, & High
   - A higher number of contacts is presumed to be riskier

3. **Modification Potential**
   - A qualitative assessment of the degree to which activities can be modified to reduce risk
   - Examples include physical distancing modifications in workplaces, PPE, etc.

The Blueprint identifies mitigation strategies and resources for businesses, organizations and/or facilities by specific type.

**SPECIFIC BUSINESS, ORGANIZATION, FACILITY AND/OR ACTIVITY TYPE GUIDANCE**

**FESTIVALS, CARNIVALS, FAIRS, CONCERTS, PARADES**

- Limit indoor and outdoor gatherings to 25% capacity.

**FIREWORKS AND EVENTS**

- Limit indoor and outdoor gatherings to 25% capacity.
- Assure physical distancing for firework shows.
- Wear cloth face masks.
- Provide handwashing stations and/or hand sanitizers for both vendors and attendees.
- Increase the spacing between vendors to allow attendees and vendors to maintain safe distance; spacing of no less than 6 feet is recommended.
- Prohibit food samples.
• Change festival/event layout to minimize crowding and provide a safe distance; consider placing vendors on one side or having vendors face outward.

LIBRARIES AND MUNICIPAL BUILDINGS
• Practice physical distancing and disinfection protocols. Staff and patrons should wear cloth face masks in settings where physical distancing is difficult.
• Libraries may continue to provide curbside pick-up of books or other materials that patrons order online or by phone.
• Libraries may also consider continuing online services and programming.

PARKS, BEACHES, OUTDOOR RECREATION AREAS
• Limit guests to 25% capacity.
• Practice physical distancing. In spaces where physical distancing is difficult, wear cloth facemasks.
• Clean and disinfect often per CDC guidelines.

AMUSEMENT PARKS, WATERPARKS, POOLS
• Limit capacity to 25%.
• Practice physical distancing. In spaces where physical distancing is difficult, wear cloth facemasks.
• Clean and disinfect often per CDC guidelines.

RECREATIONAL SPORTS (YOUTH AND ADULT)
• Cancel or postpone both youth and adult sports for Spring and Summer 2020.
• Close all sporting facilities and fields, and limit services to only needed maintenance and upkeep. Post relevant signage indicating limitations on use.
• If you decide to proceed with season,
  o Higher risk contact sports include basketball, football, soccer, hockey, lacrosse, rugby, boxing, some martial arts, wrestling, etc.
  o Lower risk sports with the ability to disinfect equipment between use include: baseball, volleyball, tennis, golf, swim, weight lifting/strength training, distance running, breakdancing, bowling, badminton, pickleball, ladder golf, corn hole, gymnastics, multi-person dance, cheerleading, competition ice skating, track and field, etc.
• Cancel tournaments for Spring and Summer 2020.
• Practice physical distancing. In spaces where physical distancing is difficult, staff and participants should wear cloth face masks as safety permits.
• Clean and disinfect often per CDC guidelines.
• Limit the sharing of equipment.
• Considerations should be made for staff, youth, and caregivers with underlying health conditions, as some are at higher risk.
• Considerations should be made for young children as physical distancing may pose a challenge.

PLAYGROUND
• Practice physical distancing as best as possible. In spaces where physical distancing is difficult, attendees should wear cloth face masks.
• Post signage to promote physical distancing and the use of facemasks.
• Clean and disinfect equipment often per CDC guidelines.
• Wash hands or use hand sanitizer after playground use.
SUMMER CAMPS

- Postpone summer school and camps or consider virtual options.
- If held, summer school and camps should practice physical distancing and stagger offerings throughout the day to decrease number of students who interact.
- Assess between summer school and camp sessions. If there is an outbreak, postpone or cancel following session until outbreak is resolved.

SOCIAL GATHERINGS

- Decision to hold social gatherings should be assessed using the following:
  - If the event is public or private
  - Contact intensity (duration and type of contact)
  - Number of contacts
  - Modification potential (example: hosting event outdoor vs indoor)
- Practice physical distancing. In spaces where physical distancing is difficult, staff and residents should wear cloth face masks.
- Clean and disinfect often per CDC guidelines.

SPECIAL EVENTS AND FUNDRAISERS

- Limit gatherings to 25% capacity. Staff and participants should wear cloth face masks and practice physical distancing.

TRAVEL

- Any non-essential travel is strongly discouraged.

GYM, YOGA STUDIOS, MARTIAL ARTS, PILATES, CROSSFIT

- Limit to 25% capacity or 4 people per 1,000 square feet.
- Practice physical distancing. In spaces where physical distancing is difficult, staff and residents should wear cloth face masks as safety permits.
- Clean and disinfect often per CDC guidelines.
- Consider outdoor group fitness classes.
<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Intensity</th>
<th>Number of Contacts</th>
<th>Modification Potential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entertainment-related mass gatherings: large concerts, festivals, carnivals, conventions, shows</td>
<td>High</td>
<td>High</td>
<td>Medium</td>
</tr>
<tr>
<td>Politically-related mass gatherings: elections, rallies, polling centers, parades, speeches/addresses</td>
<td>High</td>
<td>High</td>
<td>Medium</td>
</tr>
<tr>
<td>Libraries</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
</tr>
<tr>
<td>Parks, walking paths/trails, dog parks</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Athletic fields and other outdoor congregate settings</td>
<td>Medium</td>
<td>Medium</td>
<td>Low</td>
</tr>
<tr>
<td>Pools</td>
<td>Medium</td>
<td>Low</td>
<td>High</td>
</tr>
<tr>
<td>Beaches, piers</td>
<td>Low</td>
<td>High</td>
<td>Medium</td>
</tr>
<tr>
<td>Playgrounds, skate parks, and other outdoor recreation spaces</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>Sports related mass gatherings: games, tournaments, championships</td>
<td>High</td>
<td>High</td>
<td>Medium</td>
</tr>
<tr>
<td>Sports related gatherings: training</td>
<td>High (sport dependent)</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>Summer camps</td>
<td>High</td>
<td>High</td>
<td>Low</td>
</tr>
<tr>
<td>Small social gatherings (e.g., birthday parties)</td>
<td>High</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td>Large social gatherings (e.g., weddings, funerals with many attendees)</td>
<td>High</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Gym/fitness studios</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
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</tbody>
</table>
LOCAL EXECUTION

The Badger Bounce Back plan is a statewide plan without an apparent regional focus. As allowed by law, the City of Port Washington will consider regional and local circumstances and conditions when implementing its plan.

The City intends to be supportive of the requirements and recommendations of the Badger Bounce Back and the county Blueprint for Reopening Washington and Ozaukee Counties plans. The City does not intend to supersede any components of the state or county plans related to the opening or operation of businesses. However, the City may, as deemed necessary, implement additional measures or restrictions due to local impact(s). It may also help provide definition to some areas left unclear by state orders or where local enforcement is involved.

Staff regularly attends COVID-19-related meetings held by the League of Wisconsin Municipalities and the Washington-Ozaukee County Health Department.

Unless the Common Council directs otherwise, the City will transition from phase to phase as the State of Wisconsin transitions within the Badger plan. The actions related to municipal facility and operations (“facility and operations”) may align with the recommendations from the County Blueprint Plan. It is possible, at the direction of the City Administrator with consultation from the Mayor and Common Council, that the City may stay in a current phase or change the facility and/or operations recommendations as the State moves forward, or may even return to a previous phase, if public health is compromised.

The phase the State is in for the Badger Bounce Back Plan is based on the gating criteria in a 14-day period, i.e., there must be a statistically significant trend over 14 days for a gating criteria status to turn green. The data can change daily as information is received. As of the writing of this document, and with the Safer at Home Order being lifted, it is Staff's interpretation that the State is in Phase 1. In order to move through the phases, which may transition from Phase 1 to Phase 2 to Phase 3 and back and forth based on the conditions, Staff will review the gating criteria every 14 days to determine what phase the State is in. If the phase has changed this will be announced on the City’s website and social media channels.
## MUNICIPAL FACILITIES

<table>
<thead>
<tr>
<th>Facility</th>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Hall</td>
<td>Open to public w/social distancing controls</td>
<td>Same as Phase 1</td>
<td>Open</td>
</tr>
<tr>
<td>Police Department</td>
<td>Open to public w/social distancing controls</td>
<td>Same as Phase 1</td>
<td>Open</td>
</tr>
<tr>
<td>Fire Station</td>
<td>Open for operations w/social distancing controls</td>
<td>Same as Phase 1</td>
<td>Open</td>
</tr>
<tr>
<td>Street Department (Yard Waste Site)</td>
<td>Open to public w/social distancing controls</td>
<td>Same as Phase 1</td>
<td>Open</td>
</tr>
<tr>
<td>Water</td>
<td>Open for operations w/social distancing</td>
<td>Same as Phase 1</td>
<td>Open</td>
</tr>
<tr>
<td>Wastewater</td>
<td>Open for operations w/social distancing</td>
<td>Same as Phase 1</td>
<td>Open</td>
</tr>
<tr>
<td>Senior Center</td>
<td>Limited opening based on programming with social distancing controls</td>
<td>Same as Phase 1</td>
<td>Open</td>
</tr>
<tr>
<td>Recreation Center</td>
<td>Closed</td>
<td>Same as Phase 1</td>
<td>Open</td>
</tr>
<tr>
<td>Marina</td>
<td>Open to public w/social distancing controls</td>
<td>Open</td>
<td>Open</td>
</tr>
<tr>
<td>Fish cleaning stations</td>
<td>Open, &lt;4 use at own risk</td>
<td>Open</td>
<td>Open</td>
</tr>
<tr>
<td>Park open space</td>
<td>Open w/social distancing</td>
<td>Same as Phase 1</td>
<td>Open</td>
</tr>
<tr>
<td>Park bathroom facilities</td>
<td>Open, use at own risk; more frequent cleaning; educational materials</td>
<td>Same as Phase 1</td>
<td>Open</td>
</tr>
<tr>
<td>Playgrounds/sporting courts/skatepark</td>
<td>Open, use at own risk; sanitizing stations/educational material</td>
<td>Open, use at own risk; sanitizing stations/educational material</td>
<td>Open</td>
</tr>
<tr>
<td>Bubblers/Water Fountains</td>
<td>Closed</td>
<td>Closed</td>
<td>Open</td>
</tr>
<tr>
<td>Swimming pool</td>
<td>Closed</td>
<td>Same as Phase 1</td>
<td>TBD</td>
</tr>
<tr>
<td>Park open shelters</td>
<td>Open, &lt; 10 use at own risk</td>
<td>Open, &lt; 50 use at own risk</td>
<td>Open</td>
</tr>
<tr>
<td>Beer garden</td>
<td>Yes; &lt; 10 in grouping and social distancing</td>
<td>Yes; &lt; 50 in grouping and social distancing</td>
<td>No restrictions</td>
</tr>
<tr>
<td>Library</td>
<td>TBD, curbside, contactless pickup and returns available</td>
<td>TBD, curbside, contactless pickup and returns available</td>
<td>Open</td>
</tr>
</tbody>
</table>

Figure 3. Municipal Facilities Usage

**Notes:**

*Open to public* means the public can enter the building to conduct business transactions at these locations.
Open for operations means the building is open for operations and it is not a building the public has access to entering.

All Open Facilities – Should have educational materials posted and sanitizing stations, if deemed necessary.

Additional control measures for facilities may include floor signs, limiting capacity, educational materials, clear paneled safeguard shields, e.g., plexiglass, flexible work schedules/shifts for employees and use of personal protective equipment (PPE).

City Hall – Service hours will be temporarily adjusted from 7:30 a.m. to 4:30 p.m. to better align with the demand of in-person service activities, e.g., building and inspection services.

Senior Center – Limited opening based on programming with social distancing controls until Phase 3, or a date established by the City Council.

Recreation Center – Closed until Phase 3, or a date established by the City Council.

Swimming Pool – Closed until Phase 3, or a date established by the City Council.

Beer Garden – Open with limited grouping capacity to ensure social distancing requirements met.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social distancing</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Staying home when sick</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Employee Personal Travel</td>
<td>Yes; see Appendix B</td>
<td>Yes; see Appendix B</td>
<td>Yes; see Appendix B</td>
</tr>
<tr>
<td>Alternative/remote worksites for staff</td>
<td>Yes; see Appendix C</td>
<td>Yes; see Appendix C</td>
<td>Yes; see Appendix C</td>
</tr>
<tr>
<td>Worksite considerations</td>
<td>Separate rooms or at least 6’ w/ walls/barriers, if possible</td>
<td>At least 6’ w/ walls/barriers, if possible</td>
<td>No restrictions</td>
</tr>
<tr>
<td>Work-related travel restrictions</td>
<td>Essential; in-state only</td>
<td>Essential; U.S only</td>
<td>No restrictions</td>
</tr>
<tr>
<td>Signage</td>
<td>Directional and hygiene signage in high-traffic and reception areas</td>
<td>Same as Phase 1</td>
<td>Return to pre-COVID status</td>
</tr>
<tr>
<td>Meetings/gatherings</td>
<td>&lt; 10; virtual participation encouraged</td>
<td>&lt;50; virtual participation encouraged</td>
<td>No restrictions</td>
</tr>
<tr>
<td>City Council</td>
<td>Two per month; virtual participation encouraged</td>
<td>Same as Phase 1</td>
<td>No restrictions</td>
</tr>
<tr>
<td>Boards/committees</td>
<td>If needed, virtual participation encouraged</td>
<td>Normal schedule, social distancing w/ virtual participation encouraged</td>
<td>No restrictions</td>
</tr>
<tr>
<td>Training classes/events</td>
<td>Yes; online/remote or static participation w/ &lt; 10 in grouping and social distancing</td>
<td>Yes; &lt; 50 in grouping and social distancing</td>
<td>No restrictions</td>
</tr>
<tr>
<td>Public engagements by City staff</td>
<td>Yes; online/remote or static participation w/ &lt; 10 in grouping and social distancing</td>
<td>Yes; &lt; 50 in grouping and social distancing</td>
<td>No restrictions</td>
</tr>
<tr>
<td>Non-emergency meter changeouts</td>
<td>Yes; mask and social distancing required</td>
<td>Same as Phase 1</td>
<td>No restrictions</td>
</tr>
<tr>
<td>Recreational programming</td>
<td>Yes; online/remote or static participation w/ &lt; 10 in grouping and social distancing</td>
<td>Yes; &lt; 50 in grouping and social distancing</td>
<td>No restrictions</td>
</tr>
</tbody>
</table>

Figure 4. Municipal Operations by Activity during COVID-19 Pandemic
## MUNICIPAL OPERATIONS

<table>
<thead>
<tr>
<th>Activity</th>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior programming</td>
<td>Yes; online/remote or static participation w/ &lt; 10 in grouping and social distancing</td>
<td>Yes; &lt; 50 in grouping and social distancing</td>
<td>No restrictions</td>
</tr>
<tr>
<td>Entertainment-related mass gatherings; large concerts, festivals, carnivals, conventions, shows</td>
<td>Will not be authorized</td>
<td>Likely will not be authorized</td>
<td>With potential capacity limits and modifications</td>
</tr>
<tr>
<td>Sporting events/runs</td>
<td>Will not be authorized</td>
<td>With potential capacity limits and modifications</td>
<td>Same as Phase 2</td>
</tr>
</tbody>
</table>

Figure 5. Municipal Operation by Activity during COVID-19 Pandemic, continued

**Notes:**

Recreational programming – In addition to programming identified in Appendix D, all “lower risk sports with the ability to disinfect equipment between use…,” as described in the Washington Ozaukee County Health Department Blueprint Plan are allowed. These sporting activities include baseball, volleyball, tennis, golf, swim, weight lifting/strength training, distance running, breakdancing, bowling, badminton, pickleball, ladder golf, corn hole, gymnastics, multi-person dance, cheerleading, competition ice skating, track and field, etc.
DEPARTMENTAL IMPACTS

General Staff Guidelines for Work:

- Each workday an employee should determine, prior to arriving at their work location, if they have symptoms of coronavirus or COVID-19, e.g., fever, shortness of breath or difficulty breathing, cough, chills, muscle pain, sore throat, or new loss of taste or smell. Employees should stay home and self-quarantine if presented with any symptoms. Contact your direct supervisor if you are experiencing any of these symptoms. If you begin experiencing any during the workday, please notify your supervisor immediately and isolate yourself from any other employees at the work location or job site.

  Relatedly, notify your direct supervisor if you are undergoing testing for COVID-19.

- City-provided masks and gloves will be available if the workspace does not have safeguard shields or an employee has a desire to wear a mask. It is the employee’s responsibility to notify a supervisor if masks and gloves are not available.

- Employees shall sanitize workstations before and after use in shared work areas. Sanitizing products will be provided by the City. It is the employee’s responsibility to notify a supervisor if sanitizing products are not available.

- Employees shall sanitize City vehicles before and after use. Sanitizing products will be provided by the City. It is the employee’s responsibility to notify a supervisor if sanitizing products are not available.

CITY HALL (ADMINISTRATION, FINANCE, BUILDING, PLANNING & ENGINEERING)

City Hall is operating at full staffing. City Hall naturally provides an atmosphere to allow proper social distancing. The work environment is segmented, and employees are not congregated in a shared workspace to infringe on the six (6) feet distancing guideline. As such, City Hall staff has been onsite for several weeks. There have been some modifications in preparation for opening, e.g., plexiglass window on the lower level service window.

If there is a COVID-19 rebound, some employees may be allowed the privilege of telecommuting, see Appendix B for City policy.

City Hall will open on Thursday, June 4, 2020.

FIRE DEPARTMENT

The Fire Department staffing and level of service has not changed. However, internal operations have somewhat changed. The station is locked down to all, except Fire personnel. Responding personnel are released immediately after it is determined that the call has been mitigated. There is no “hanging around” the station after calls to socialize, and personnel coming to the station must have some business agenda. The department’s monthly meeting is held via Zoom. The Department has begun in-person training on May 27th. During these trainings, personnel working closely will be required to wear some type of mask, which could include SCMA units.

Since the Department deals with possible COVID-19 exposure daily, all personnel use proper PPE based on the call determinant. All equipment is sanitized with wipes and sprays after each call, including both the
front and rear of the ambulances and fire apparatus. In addition, each ambulance gets a one-hour U-V light
treatment daily. To minimize personnel exposures on calls there are strict guidelines for how a crew can
approach a patient.

**FORESTRY**

The Forestry Department is operating at full staffing. If there is a rebound of COVID-19 the Forestry
Department may revert to the initial staffing response. Previously, Forestry had two (2) full-time employees,
rotating each week to prevent direct contact. There were two adult seasonal employees who worked by
themselves traveling to a work site in a specific truck or piece of equipment. Also, some of the student
seasonal workers came in on a part-time basis. They were and are traveling solo in a specific truck or
vehicle for the day.

**LIBRARY**

The W.J. Niederkorn Library building will be open to the public for limited services, beginning Monday,
June 8, 2020.

Hours: Monday-Friday from 10 a.m. – 6 p.m.

The Libraries objectives are to:
- Prioritize the safety and health of our staff and patrons
- Offer limited services to our community as best we can
- Plan ahead to the best of our ability based on current data

The following will be implemented:
- Limiting physical access to the building (maximum of 20 people per floor in the library building at
  a time)
- Visits are limited to 1 hour or less per day
- Quarantining returned materials for 72 hours
- Offering curbside materials pickup
- Staff are wearing face masks when in shared work zones
- Public are encouraged, but not required, to wear face masks
- Working in separate zones as much as possible
- Spreading out furniture and computers for the public
- Removing hands-on learning tools (ex: children’s toys, community puzzle, etc.)

Limited services include the following, with the intention of the library building being express use:
- Checkout and return of library materials
- Public computer and wireless access (patrons requested to limit use to no more than one hour of
  use per day)
- Printing, photocopying, and faxing
- Browsing in library collections

Bathrooms and drinking fountains:
- Bathrooms will be open but will be fully cleaned only in the morning (not between each use). We
  will have a sign on the door stating the date and time it was last cleaned. Use at own risk.
  - When staff do hourly cleaning, bathroom door handles are included on this checklist.
- Drinking fountains will be closed. Public may ask for a small bottled water that we will provide.

Curbside pickup:
- The Library Staff will continue to offer curbside service – same hours as it has been, Monday-
  Friday, 10 a.m. -6 p.m.
- The Library Staff will continue to offer Children’s Curbside – same hours as it has been,
  Monday/Wednesday/Friday, 10 a.m. – 12 p.m.
Returns:
- Outside and inside book drops will all be open. However, staff should NOT touch returned items themselves. Have patron place into book drop directly.
- The Library Staff will continue to quarantine returned items for 72 hours in the Quiet Room using separate tables for each day.

Check-outs:
- The Library Staff will have self-check-out machines and desks open for check-out.
- Self-checkouts are use at your own risk. Sanitizer is available.
- Check-outs at the desk should be done behind the sneeze guards.
  - Have patron hold up card so staff can scan barcode with scanner without having to touch the card or without patron setting card on counter.
  - Discourage printed receipts. All information is available on online account. Patrons who do want receipt is okay, but we’re just trying to minimize human contact (via touching receipt in this case).

Programming:
- All in-person programming is postponed until further notice.
- Some programs are being offered online instead, including our Summer Reading Program.

MARINA

The Marina is at full staffing. There have been several changes and rules enacted as a result. Marina offices are closed to outside traffic. Payments for permanent slip tenants, transients, tenant parking passes, new keys seasonal launch passes are now done by mail, online or over the phone and being issued via mail or curbside pickup. Daily launches are being collected with the use of an outside drop box.

The summer staff will be required to work alone, wear a mask when attending to the boaters, and follow CDC guidelines on maintaining a 6’ physical distance. They will also be required to stagger lunch times opposite each other.

The tenant restrooms and showers are open and cleaned/disinfected several times a day. The number of people allowed in the restrooms at any given time is limited to three individuals to allow proper social distancing.

RECREATION DEPARTMENT

Recreation staff would like to proceed with limited programming for the summer, see attached Appendix C.

SENIOR CENTER

Senior Center staff would like to proceed with limited programming for the summer, see attached Appendix D.

STREETS DEPARTMENT

Staff Structure

The Street Department is operating at full staffing. If there is a rebound of COVID-19 the Streets Department may revert to the initial staffing response. Previously, the employees were split into two different crews working every other week. Crew A would consist of four (4) employees. An employee would work alone in the shop maintaining the fleet and fixing any necessary breakdowns. An employee would cut grass, along with completing any necessary and essential tasks. Two other employees would work together on trees, which consist of stump grinding, trimming, and preparing for tree planting.
Crew B would consist of five (5) employees. One employee would work alone working in the sign shop. Two employees would work together doing brush, fixing catch basins and marking locates for diggers hotline. Two other employees would work together doing brush, cleaning valley creek of debris and working on clearing ROW’s of overgrowth. Employees on their week at home are on-call for emergencies. Management would come into work Monday, Wednesday, and Friday and work from home Tuesday and Thursday, unless meetings were scheduled.

Social Distancing

Employees will do their best to practice social distancing. Splitting the crews every other week and either having employees work alone or in pairs takes a crew of nine (9) employees and splits them into six (6) different groups. At times, due to job tasks, employees will have to work next to each other, but by taking these steps there should only be one (1) other person employees come into close contact with and only when necessary.

Breakroom

There is reduced interaction in the breakroom. Employees are required to sit six (6) feet apart when they come in at the beginning of their shift. Employees take 9:30 a.m. breaks but are working through lunch to help reduce any interaction in the breakroom. However, employees can go home for 9:30 a.m. break or to use the bathroom.

Hygiene

Employees are also reminded to use good hygiene. Wash hands for at least 20 second using anti-bacterial soap and regularly use hand sanitizer. Employees should also disinfect high touch surfaces frequently.

POLICE DEPARTMENT

The Police Department staffing and level of service have not changed. The Police Station is open to the public.

WASTEWATER

The Wastewater Utility staffing and level of service have not changed.

WATER UTILITY

The Water Utility is operating at full staffing. The Plant Operators’ Schedule has not changed with one (1) Operator on Duty per shift, three (3) shifts per day. It is the Operators’ responsibility to clean/disinfect the common work areas, sample stations and Control Room at the end of each shift. Interaction between the Operators at shift change is at a distance, passing pertinent info to the operator coming on duty.

If there is a rebound of COVID-19 the Water Utility outside crew may revert to the initial staffing response. Previously, the five (5) person crew worked a 2/2 schedule. The fifth person picked up a relief, inside operator shift. This fifth person was onsite at the plant five shifts and off at home for five shifts. Also, it was possible there would be a 3/2 schedule, as needed. There is enough room at the Filtration Plant to maintain social distancing with a 6’ physical distance. Utility employees are required to disinfect their assigned truck at the end of each workday.
COVID-19 Reminder:

SOCIAL DISTANCING TIPS

RESTROOM ETIQUETTE

- Limit restroom to 2-3 people.
- Avoid touching your face.
- Wash hands with soap or sanitize.

WASHINGTON OZAUKEE PUBLIC HEALTH DEPARTMENT
In response to public health we are:

☑ stay home if:

- fever or shortness of breath or cough
- Other symptoms:
  - chills
  - repeated shaking with chills
  - muscle pain
  - headache
  - sore throat
  - loss of taste or smell

☑ Clean and sanitize frequently.

☑ Wash hands frequently.

☑ hand washing and hand sanitizer available.

Please help in protecting everyone:

- If you have a cough, fever, or shortness of breath, please go home.
- If you are at high risk for COVID-19, please go home.
- Stay 6 feet away from other attendees (about two arms’ length away).
- Wash/sanitize hands often.
HELP STOP THE SPREAD OF COVID-19

WASH YOUR HANDS

1. WET YOUR HANDS
2. APPLY SOAP
3. WASH YOUR HANDS for 20 seconds
4. RINSE WELL
5. DRY YOUR HANDS
6. TURN OFF WATER with paper towel

WASHINGTON OZAUKEE PUBLIC HEALTH DEPARTMENT

Ansay & Associates
While You’re Here Remember To:

Practice Good Hygiene:
Wash hands, use sanitizer, and avoid touching surfaces

Stay Home If You’re Sick

Refrain from Group Activities

Practice Social Distance:
Stay 6 feet away from one another

Please Use the Park At Your Own Risk & Thank You For Doing Your Part
PLAY IT SAFE!

Playgrounds are open. Please follow these steps to stay safe and healthy!

- Children should **always** be supervised.
- Parents/Guardians should wear cloth masks and practice social distancing.
- Parents/Guardians should wash children's hands **immediately** after touching equipment. Wash with soap and water or hand sanitizer.
- Everyone should cover coughs and sneezes.
- Everyone should avoid group activities.

If you are experiencing symptoms you should stay home.
Participate at own risk
Due to potential exposure to COVID-19 we ask all patrons to be respectful of others and observe the following helpful guidelines.

Once served, please find a table
Do not congregate while standing or float between tables in the beer garden.

No large parties, unless of the same family
Please limit groups to 10 people or less.

Wear a mask when not seated at a table
For the safety of our staff and other customers, please wear a face covering when ordering.

6-Feet
Please maintain a 6 FOOT DISTANCE at all times
Whenever waiting in line, or when browsing the bottle shop, please maintain 6-feet of distance between yourself and others.

Wash and sanitize your hands frequently
Wash your hands with soap & warm water in our restrooms
Hand sanitizer is encouraged before/after each trip to the bar.
APPENDIX B: PERSONAL TRAVEL POLICY

Employees are recommended to consider the consequences of their essential and non-essential travel, especially to areas of known widespread community transmission and other high-risk locations identified by the CDC and state and local health authorities. Employees are expected to consider local, state, and national guidance regarding the locations for which they travel and to abide by the government orders in effect during the travel. While you are traveling, it is possible a state or local government may put into place travel restrictions that differ from the restrictions and guidance in place when you planned or initiated your travel. This may include restrictions such as new stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or even state or national border closures. You are responsible for your travel plans and the consequences emanating from your choices to travel, and the City recommends that you continuously check for updates prior to and as you travel. As this information is ever-changing, employees must be responsible for continued monitoring and compliance with any applicable orders and advisories. As government employees, compliance with the law is a reasonable expectation of the employer.

If employees, excluding unionized employees, do travel for any reason, then the following conditions apply:

- Employees must provide their Department Head with the location of out-of-state travel. The identity of the nation, state, and general municipal entity is acceptable unless further information is needed. The Department Head will only share this information with limited persons who have a legitimate need for this information. The City may evaluate whether the employee who travels to the out-of-state location is prohibited from immediately returning to the workplace based on applicable state, local, and national guidance.
- Employees that do travel for any reason should self-monitor for any COVID-19 symptoms while traveling and upon return. Employees with COVID-19 symptoms are prohibited from immediately reporting to the workplace. The employee must notify the Department Head or City Administrator of this information. The Employee may return to the workplace when authorized by the employee’s Department Head or the City Administrator.
- Employees that do travel and were in close contact with someone that was symptomatic or tested positive for COVID-19 are prohibited from immediately reporting to the workplace. The employee must notify the Department Head or City Administrator of this information. The Employee may return to the workplace when authorized by the employee’s Department Head or the City Administrator.

Employees who have any symptoms compatible with COVID-19, employees who have been exposed to another individual with potential COVID-19 symptoms or diagnosis, and employees who travel to areas identified as high risk locations are responsible for exercising good judgment regarding reporting to the workplace and communicating such information to the City. An employee who reports to the workplace who is ill or exposed to COVID-19 or other contagious illness may cause great harm to coworkers and to the interests of the City through substantial costs and disruption to operations. The City provides many employees with paid leave banks to draw from to cover absences from work, and expects all employees to use eligible paid leave banks in a professionally responsible manner consistent with the interests of this policy, the interests of their coworkers, and eligible uses of such paid leaves. Employees without paid leave may request unpaid leave under applicable City policy. Because of the potentially lethal and costly consequences associated with noncompliance with this policy, employees who fail to comply with this policy may face serious disciplinary consequence including termination.
Administrative Policy

Telecommuting Policy

Approved: May 29, 2020

Updated:

PURPOSE

This policy establishes guidelines that City of Port Washington will utilize to determine what employees are able to telework and the conditions under which the work is able to be performed at an off-site location. Teleworking will be allowed on a limited and temporary basis to be defined by the City.

SCOPE

Our work is focused on serving the residents of the City of Port Washington and requires the full public confidence and trust of members of the community. We recognize various interests, including the important and irreplaceable gains that come from our physical presence and face-to-face interaction with residents, community members and coworkers; the need to further organizational security and to protect and preserve confidentiality; and the importance of furthering cohesive and collaborative efforts as team members of the City. These interests require employees to be present in the City workplace. However, the City recognizes that under unique, extraordinary circumstances, an employee may be required to temporarily work remotely. Remote work will be approved for only certain positions based upon need and in the discretion of the City. All employees who engage in telework must follow these telework guidelines. Any teleworking arrangement made will be on a trial basis and may be limited or discontinued by the City at any time at the approved request of the teleworker. Effort will be made to provide two (2) weeks’ notice of such change to accommodate issues that may arise from the termination of a teleworking arrangement. There may be instances, however, when no notice is possible.

If an employee is allowed to telework, it does not change the basic terms and conditions of employment. Employees who work remotely must continue to abide by the City’s employment policies, including its Anti-Harassment policy, timekeeping policy, and all other policies contained in the Employee Handbook. Failure to do so may result in discipline, up to and including termination.

POLICY GUIDELINES

This policy covers approved teleworking or working remotely, such as working from a home or other off-worksite location, including using electronic communications, such as the internet, to connect with the primary place of employment.

Criteria for Selection
The City always strives to provide equal opportunities to all employees when it comes to working situations. In some circumstances, telework is a necessary and expected part of the position, such as when a manager attends a conference and must work remotely from the conference, or when a manager is teleworking when City offices are closed. However, telework is not a fit for every employee or position. The City Administrator and Department Director will assess an employee request to telework and make a determination based upon consideration of a number of factors. Those factors may include, but are not limited to, the best interests of the City, whether an employee or the employee’s position are appropriate for telework, extraordinary circumstances or employee need, and possible barriers.

The City reserves the right to deny, limit, or revoke teleworking privileges at the City’s discretion.

**Responsibilities**

Position requirements and responsibilities will not change due to telecommuting. Workers face the same expectations in relation to professionalism, timeliness, work output and customer service, regardless of where the work is being performed. The amount of time an employee is expected to work in any given day will not decrease, although the exact scheduling of allotted hours will be left up to the discretion of the employee and the employee’s direct supervisor. If an employee’s physical presence is required at the employee’s primary work location, then he or she is expected to report in person, unless physically unable to do so.

Teleworking is not a replacement for appropriate childcare or an opportunity to do activities other than City work during regular working hours. Prospective teleworkers are encouraged to discuss expectations of teleworking with family members prior to entering a trial period.

When work conditions change and the teleworking employee is again able to be present at his or her City worksite, the telework arrangement will cease and the employee will be expected to resume daily presence, unless otherwise expressly authorized in advance by the City Administrator.

**Time Worked**

Teleworking employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked and leave used by the City’s time-keeping system. A teleworker’s supervisor must give advance approval for the teleworker to work overtime or hours when excess of those scheduled per day or per workweek. Failure to comply with this requirement may result in discipline and/or the immediate termination of the teleworking agreement or in discipline. All employees are required to accurately record all working time that identifies the work performed each day and to provide that record to their supervisor weekly. Failure to do so may result in discipline, up to and including termination.

**Contact with Primary Location**

Employees approved for telecommuting are responsible for maintaining regular contact with their supervisor. The supervisor will act as the employee’s primary contact at the City of Port Washington. Both the employee and his or her supervisor are expected to work together to keep each other informed of any developments that occur during the workday. Employees must follow all supervisor instructions about checking in and providing work product. Teleworking employees are expected to respond as soon as possible, but no later than during the same workday, to any communications from their supervisor unless circumstances make it physically impossible to respond.

Employees must have approval from their supervisor(s) to:

- Alter their defined work schedules.
- Move City-owned equipment to a new location.
Safety in Off-site Work Locations and Areas

The City has a legal responsibility to provide liability and workers’ compensation coverage to its employees. Such legal responsibilities may extend only to authorized, off-site work locations during scheduled work time. As to any legal obligations under these insurance coverages, the City will comply with applicable law and grants no additional coverage to employees authorized under this policy.

Telecommuting employees are responsible for immediately notifying the City Administrator of any injury incurred in the course of employment, in accordance with the City’s worker’s compensation procedures. The City bears no responsibility or liability for any injuries or damages sustained by visitors to a telework work site. The City assumes no responsibility for any illness, damages, or injury that is not directly associated with, or resulting from, the teleworking employee’s performance of official job duties.

As the City of Port Washington could foreseeably be held responsible for an injury befalling an employee in their off-site work location or area, the City reserves the right to inspect off-site locations for safety concerns. Such an inspection will always be planned with an advanced notice.

If employees have domestic responsibilities that they must attend to during their defined work schedule, they are expected to do so in a reasonable manner that will still allow them the ability to timely and successfully fulfill their job duties and responsibilities.

All work rules apply to telework performed at an off-site location.

Off-site Security

Consistent with the City’s expectations of information security for employees working at City worksites, teleworking employees will be expected to ensure the protection of confidential City information that is accessible from their home office. While positions that regularly deal with confidentiality and highly sensitive information may not be ideal candidates for off-site work, under certain circumstances, such employees may be allowed to telecommute. In these situations, it is up to the employee to enforce a rigorous standard for ensuring the security of all sensitive information entrusted to them. Failure to do so will result in loss of the telework opportunity and can result in disciplinary action, up to and including termination. All employees who work off-site are obligated to provide secure network connections and should refrain from using unsecured Wi-Fi and hotspots. Secure internet connections are required.

Teleworking employees are required to take at least the following steps to ensure information security:

- Lock file cabinets and desks when not in the workspace.
- Follow regular password maintenance protocols.
- Log off or shut down the computer when it is not in use.
- Log out of VPN or remote access when not in use.
- Do not share City equipment including a phone and laptop with anyone.
- Do not share password information with anyone.
- Do not share sensitive information with any non-employees.
- Keep City equipment in a safe place at all times. Do not leave it in a public space or in a locked vehicle.
- Always use a secure internet connection and a secure router or hotspot.
- Do not access public Wi-Fi through City equipment.
- Be vigilant about internet activity; do not click on suspicious links or go to unknown websites. This is especially important if you are logged into the VPN.
- Do not log into the VPN if you have a known virus or malware issue on your equipment.
- Be vigilant about the security of personal electronic devices, understanding that a virus on a computer can be transmitted via VPN and impact the entire network.
• When using personal equipment, the employee is solely responsible for the safety and security of the device and the work product on it.

**Expenses**

Working primarily off-site could result in expenses not directly addressed by this policy. If such expenses are necessary for their official duties, as prescribed, and benefit the sole interests of the City, then the City may choose to reimburse the employee for pre-authorized expenses. Since reimbursement is subject to management approval and is not guaranteed, potential expenditures should always be approved by the supervisor prior to the transaction being made.

**Equipment**

The City will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each teleworking arrangement. The City’s right to make determinations as to appropriate equipment is subject to change at any time. The City will maintain equipment supplied by the City. Hardware may be modified or serviced only by parties approved by the City. Software provided by City is to be used only for its intended purpose and should not be duplicated without consent. The employee will maintain any equipment supplied by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. The City is not responsible for operating costs, home maintenance, or other costs incurred by employees in the use of their homes as teleworking alternate work locations. The teleworking employee will be held responsible for damage or theft of City-owned equipment if the employee is found to have violated this policy or has been negligent.

Equipment supplied by the City is to be used for City-business purposes only. Computer and telework equipment may be accessed, and used, only by the City employee who is performing the telework. Employees are prohibited from allowing family members, or any other individuals to access City property that is being used for telework. This includes but is not limited to the City-supplied computer laptop and any related hardware or software, City cellular telephone, and City records.

All equipment provided by the City remains the property of City. All City equipment must be returned immediately when a telework arrangement ends.

**Approval**

A completed Telework Agreement Form is required and must be signed by the teleworker, Department Director and the City Administrator. Copies of the document will be kept in the employee's personnel file.
APPENDIX D: RECREATION DEPARTMENT OPERATING PLAN

Office: Will not open until school hill is repaired/Safe for opening.

June: Our office will be opened to the public at this time.

- Work to move more of our services online (Park Rentals/banner permits/birthday parties/group reservations/etc.)
- Only one customer will be allowed in our office at one time with social distancing requirements.
  - Signage will be posted to communicate this request on the main entrance doors.
- Signage recommended by the CDC will be posted and visible for all customers to see.
  - Handwashing
  - Social Distancing
  - Signs & Symptoms of COVID-19
- Plexiglass will be installed at the front window.
- Install:
  - Plexiglass at front counter/window.
  - Laptop pullout station.
  - New countertop table for registration.
- All office doors will always be closed to the customer area.
- Hand sanitizer stations will be set up inside and outside the office for customer use.
- Staff:
  - Differentiated usage
  - Routine Cleaning – posted in our office with staff initials indicating when completed.
  - Social Distancing
  - Signage (Handwashing/Social Distancing/Sings & Symptoms of COVID-19)
  - Due to the set-up of our office: non-office staff are requested to call/page to communicate prior to entering into the office area. (Communication that can be achieved without face to face interaction is preferred as the first line of communication.)
- Customer Communication:
  - Date of Reopening. (June d1)
  - New one person policy.
  - Please do not come into our office area if you are not feeling well or have any signs/symptoms of COVID-19.
  - Hand sanitizer will be available for use.
  - Routine cleaning of customer area will be completed frequently throughout the day.
  - Email blast/Facebook/Instagram/Website
Park Rentals: Re-Opening Rentals Starting June 13.
6/2/20

Dear Park Rental Customer,

At the June 2nd City Common Council meeting, the Council voted to allow park rentals within the City Parks. Therefore, your upcoming reservation for a Park Rental is under no restrictions and you may go ahead with your rental as scheduled. Please proceed with careful thought and consideration as the evolving pandemic may require a change in this decision at any time.

Our department will continue to do our best to communicate with you and would like to remind you of our 2020 Park Rentals Refund Policy: 2020 Park Rental cancellations requests, made at least 7 days prior to their rental date will receive a full refund. Please be aware, we are unable to refund Park Rental cancellations made with less than 7 days’ notice.

If you have an upcoming reservation for a City of Port Washington Park Rental, you will be contacted two weeks prior to your rental date to confirm, cancel, or reschedule your reservation. For your planning needs you may find our online calendar useful. You may also call our office (262-284-5881) with any cancellations or rescheduling requests that you have prior to us getting in touch with you.

Thank you for your continuing support of Port Washington Parks and Recreation Department. We look forward to working with you on your rental.

Sincerely,

Port Washington Parks and Recreation Department
262-284-5881
Portwashington.recdesk.com

All Customers will be contacted 2 weeks prior to your reservation to confirm, cancel or reschedule.

WPRA Ticket Sales: Cannot Sell Until Office is Opened.
The Wisconsin Parks & Recreation Association has requested that we postpone sales of specific tickets to area attractions until further notice. 5-26-20 was the date of this request.

- Tickets on sale now: Noah’s Ark, Pirate’s Cove Golf, Chula Vista Resort
- Tickets on hold: MKE Zoo, 6 Flags, Mt. Olympus
- All sales are not refundable & final.
- Customer Communication:
  o If we receive many requests, we will communicate current status.
  o Notify changes when WPRA communicates how sales should proceed.
Revenue: ($.75 per ticket is collected by our department)
  - Current: $0
  - Projected: $300.00 (Expected: $0-$50)
Yoga & More: Cannot run indoor classes until school hill is repaired. Will begin outdoor classes starting June 15.

- Sign-up Genius will be utilized for all Yoga & More Classes to ensure social distancing is practiced in our classes.

Regular Classes @ Parks – Will begin classes starting June 15.

- Date: June 8-August 29
- Cost: $8/class or regular class pack prices (payment/registration- online or at our office)
- Registration: class packs and individual class registration will be open through all phases
- Refunds: No refunds will be offered at this time. Class packs are good through December 2020.

Re-Opening (No maximum number of participants)
Classes would run with some restrictions starting on June 15.

- No pre-sign up required. Sign in at the start of class – Instructor will do all signing in.
- COVID-19 Disclaimer/Reminders to participants? (Verbal announcement prior to the start of class)

Regular Classes @ Rec Center – Will start running when Recreation Center can reopen.

- Date: TBD-August 29
- Cost: $8/class or regular class pack prices (payment/registration- online or at our office)
- Registration: class packs and individual class registration will be open through all phases
- Refunds: No refunds will be offered at this time. Class packs are good through December 2020.

Re-Opening (11 people max including instructor)
Classes would run with some restrictions when we can safely reopen the rec center.

- Pre-Sign up online (Sign up Genius) for each class. Max of 9 people plus 1 instructor due to social distancing requirements. Members cancelling with less than 24 hours’ notice will be charged for class.
- All participant stations will be marked so each person is spaced out appropriately in class.
- COVID-19 Disclaimer/Reminders to participants? (Verbal announcement prior to the start of class)
  - Please do not attend class if you show signs/symptoms of COVID-19
  - Social Distance 6ft or more
  - Handwashing cover mouth when sneezing/coughing, disinfect mats and equipment used, etc.
  - Wear a mask if it makes you more comfortable in participating.
- Instructors will we provided a mask to wear if they would like.
- Hand sanitizer stations will be set up for participants to utilize.

Yin Yoga Workshops

- Date: June 29, July 13 & 27, August 10 & 24 @ 8:30am
- Cost: $8/class or 1 punch on class pack (payment/registration- online or at our office)
- Location: Coal Dock Park
**Workshop/Classes (11 people max including instructor if indoors and no max if outdoors)**

Classes would run with some restrictions.
- Pre-Sign up online (Sign up Genius) for each class.
- All participant stations will be marked so each person is spaced out appropriately in class.
- COVID-19 Disclaimer/Reminders to participants? (Verbal announcement prior to the start of class)
  - Please do not attend class if you show signs/symptoms of COVID-19
  - Social Distance 6ft or more
  - Handwashing cover mouth when sneezing/coughing, disinfect mats and equipment used, etc.
  - Wear a mask if it makes you more comfortable in participating.
- Instructors will we provided a mask to wear if they would like.
- Hand sanitizer stations will be set up for participants to utilize.

**Cultivate Wellness in our Parks (6 Week Series)**
- July 15-Aug 19
- Free to Attend

Classes would run with some restrictions.
Location: Park – assigned green space large enough for 50 people or less to social distance 6 ft.
- Pre-Sign up online (Sign up Genius) for each class. Max of 49 people plus 1 instructor.
- COVID-19 Disclaimer/Reminders to participants? (Verbal announcement prior to the start of class)
  - Please do not attend class if you show signs/symptoms of COVID-19
  - Social Distance 6ft or more
  - Handwashing cover mouth when sneezing/coughing, disinfect mats and equipment used, etc.
  - Wear a mask if it makes you more comfortable in participating.
- Mask will be provided for instructors.
- Hand sanitizer stations will be set up for participants to utilize.

**Events: Cancelations/postponed or need further approvals.**

**Community Clean up (May 9)**
- Cancelled

**4th of July – (Parade & Picnic)**
- Cancelled
  - Fireworks - Cancelled

**Summer Theatre Performances (July 24-26)**
- Cancelled

**Great Port Washington Campout (August)**
- Cancelled or Postponed - TBD
Beer Gardens (Saturdays – July 4-October 24)
   - Need to get an operational plan approved by City

Friday Night Flicks/Food Truck Festival (August 14 & 28)
   - Need to get an operational plan approved by City

Pool: Closed for summer of 2020.
See attached recommendation/concerns.

Pool Open/Closed in WI:
https://docs.google.com/spreadsheets/d/1e2WsOX0rEHGvBiXlPp0v7j5aK4P2Up8YNxXahNOxfdY/edit#gid=0

With careful consideration, our city has regrettably decided to close Pirates’ Hollow Community Waterpark for the 2020 summer season. This was an extremely difficult decision as we know what our pool means to the community.

There are several factors that led to this decision including; the safety of our staff and public, physical distancing recommendations still in place, limits on group gathering sizes, shortage of available lifeguards and staff, the increased lack of proper personal protective equipment and sanitation supplies, as well as the increased negative fiscal impact operations would have on the City. Additionally, on May 18th our facility suffered extensive damage due to the heavy rainfall.

We understand this decision is very disheartening, but we trust that you and your family will be able to fill your summer with other safe and fun activities. Our dedicated staff is already at work repairing and improving our facility and we will be ready to welcome you back to enjoy a terrific 2021 at Pirates’ Hollow Waterpark.

We thank you so very much for your support and understanding regarding this very difficult decision!
#thankyou #communitylove #besafe #stayhealthy #staypositive

   - All School District grounds/facilities are closed until June 30th
   - Recreation Staff will work to get the water turned on and the fields spiked and dragged

PW High School – Cancelled Season

PWYB/S – Would like to start as soon as possible

Men’s Church League – Would like to run a shorter season. Last update was on 5/28/20

Girls Summer Fastpitch – Planning for a late summer/fall season (Start in August – October; Sundays)

Park Facilities: All open except Softball field and pool.

Public Restrooms
   - All surfaces cleaned once per day along with regular daily cleaning duties.
   - CDC signage posted at all facilities regarding handwashing.
- Sanitizer stations outside each restroom.

**Portable Restrooms**
- Will only place portable restrooms in areas that are necessary based off usage/programming.
- Communicate the service date – Wednesdays
- Sanitizer placed in each unit

**Beaches**
- Remain open throughout all phases.
- Portable Restrooms will not be put in place at North Beach for the 2020 season.

**Playgrounds**
- Basketball courts
- Skateboard Park
- Adult Fitness Equipment

**Programs:** Will run Pickleball, Tennis, Golf, Cross Country, Port Cheer, Summer Park with additional safety protocols in place. Will not run Youth or Adult Soccer, Summer Theatre, Gymnastics or American Red Cross Babysitter Cert. Class.

**Pickleball**
- Nets will be set up on Thursdays starting June 1. Summer Season pass – pre-register.

**Lil Guys & Gals Tennis**
- Run program at Kolbach Park
- Start after July 4th week
- Revenue: $600-800
- Expenses: $270-360
- Social distancing procedures.
- Equipment disinfection procedures

**Junior Golf**
- First session cancelled by the Bog
- 3 sessions will run
- Expenses/Revenue: Contracted program based off number of participants (80% revenue)

**Cross Country Camp**
- Limit max number to 20 participants
- Start after 4th of July week
- 7-week program
- Revenue: $600-1,200
- Expense: $210-420

**Port Cheer**
- Max of 20 participants
- Revenue: $1,500-2,000
Summer Park
DHS: [https://www.dhs.wisconsin.gov/covid-19/schools.htm](https://www.dhs.wisconsin.gov/covid-19/schools.htm)
- Change from 8 week to a 6-week program
- Locations:
  - Kolbach – 50 kids
- Change of fees to reflect 6-week program
- Revenue: $10,350
- Expenses: $9,000

American Red Cross Babysitter Training
Cancelled until social distancing and Red Cross allows certification courses to take place.

Youth Soccer Camp
Cancelled for the summer.

British Soccer Camp
Cancelled for the summer. Will work with company to run a virtual session.

Adult Pick-Up Soccer
Cancelled for the summer.

Summer Theatre
Cancelled for the summer.

Gymnastics Open Gym
Cancelled for the summer.
APPENDIX E: SENIOR CENTER OPERATING PLAN

The following details the Center’s hours of operation and staffing prior to Covid-19, the changes due to statewide safer at home order, and a guide as to how the Center Staff proposes to return to programming once the COVID-19 pandemic is no longer a severe threat. The plan will be implemented as restrictions are lifted to allow for adult recreation (education, wellness, and social) organizations to return to operations. Additional public health guidance will be considered in decision making.

The Port Washington Adult Community Senior Center is a department of the City offering services to adults 55 and better. In addition to the city support of the basic operations, the Senior Center has a paid membership base and program fees for the financial support of the programs, classes, events and trips. The operational impacts resulting from the pandemic will vary across the operations. Presently, this plan does not have a summary on the loss of revenues. The plan documents staffing, priorities, and provides specific return to operations for the various program areas. The Center Staff, Commission on Aging and Senior Center Board of Directors concern is to provide a safe return to center programs for adults.

Staffing prior to COVID-19: Director – 34 hours per week (salaried); Assistant – 15 hours per week (hourly); Environmental Maintenance Staff – 12 hours week (hourly); Office Assistant – 80-100 hours per year, 4-8 hours per month for secretarial tasks; 3 Regular Office Volunteers on M, Tue, Thur, and Friday – approx. 18-20 hours weekly; Paid program leaders – 4-5 hours weekly; and Program volunteers – approximately 8 hours weekly.

Operation Changes due to COVID-19

Environmental Maintenance

In mid-February, an Environmental Maintenance staff member was asked to increase the sanitizing of the common areas such as light switches, handrails, elevator keys, doorknobs and tabletops.

When the safer at home order took effect on Tuesday, March 17 at 4:00 p.m., and the Center closed for programs, the impact on environmental maintenance was to continue to sanitize for the daily home delivered meal program.

Programming Changes due to Covid-19, starting Monday, March 16

Review of May & June events

- Ozaukee Senior Conference cancelled the end of March speaker committee member, so notifications were made to speakers and 250+ attendees.
- Ozaukee Senior Games start date postponed to June.
- Lakeside Tea speaker moved to open slot in November.
- Spring Fling with Volunteer Recognition and Friends annual meeting cancelled with extension of Governor’s order – 100-120 attendees; reviewing where Volunteer recognition could happen, and Friends Annual Meeting also depends on return of larger groups
- Speaker for June Lakeside Tea has indicated the date is still held pending more information.

Review of July Events

- Picnic – End of April put on hold, considering two smaller ones depending on phase of Badger Bounce Back and cancellation.

Meeting Changes – Commission on Aging and Senior Center Board of Directors meetings cancelled since April, same with Friends meeting

Return to Operations Priorities

The Center Staff and some citizens are anxious to resume opportunities for recreation, education, wellness, and socialization. These are all services of the center offers to the resident aged 55 and over of the City of Port Washington, Town of Port, and Village of Fredonia.
Currently, the offering of virtual programs has been limited by available technology, volunteer leaders' capacities, capacity for training by staff, and knowledge of participant access to technology.

These activities serve as an outlet for coping with the stress of this pandemic. Staff is concerned for the social isolation of adults (particularly those who are the oldest, without technology or limited availability) and the host of illnesses that can occur due to isolation. The Department is prepared to offer affordable recreational, social, educational, and physical opportunities to support the physiological and psychological well-being of the older adult community.

Any return to operations will be contingent upon the appropriate approvals at the federal, state, and local levels. It will be necessary for the Staff of the Department to be supplied with any required PPE and ensure enough cleaning supplies are available to return to operating the Center.

Measures to consider for the opening of the center to the public would be pedestrian flow patterns in facility, registration/payment traffic flow of office, and occupancy numbers within the facility. Additional measures to consider by Administration would be wellness checks for staff before and after shifts.

Phase I – Categories of Building, Staffing & Programs
Building is open on a trial basis, three days per week from 8:30 a.m. to 4 p.m. There would be no evening programs. The Center would be open only to adults 55 to 65 who have no underlying health conditions. All staff and participants would be required to wear masks and maintain social distancing. To promote social distancing, all programs would be chosen for groups of 10 or less, which follows the County Health Department Plan for buildings under 50,000 square feet (25%). To support the Center’s reopening, the assistant will resume her regular weekly on-site hours. Paid instructors and program volunteers will return as well, adhering to space and number restrictions as required for social distancing. All paid instructors and volunteer leaders will be trained in sanitizing and social distancing protocols.

Programs that could work in Phase I
Discussion based groups such as Book Club, small fitness classes that do not require shared equipment such as Zumba Gold and Chair Chi, drop in 8-ball play with limit of 4 per hour; outdoor rec league for horseshoes and possibly bocce ball.

• Continue providing various program links on Facebook Page.
• County-wide Ozaukee Senior Games resume with precautions.
• Select Day trips potentially resume with precautions in place.
• Resume regular office volunteers based on days open and paid staff hours.
• Review plan as needed.

Resume Environmental Maintenance staff to regular part-time hours based on number of days facility is open.

ADDITIONAL CONSIDERATIONS
• Public health official guidance on PPE use by staff and participants will be protocol enforced.
• Hand washing and sanitizing should be encouraged. Add additional hand sanitizing stations throughout the building.
• Signage should recommend people stay home if they have a cough or do not feel well.
• Participants will bring their own mats, weights and equipment.
• All tables and chairs will be sanitized after each class.
• Each day staff will ensure users and environmental maintenance staff sanitizes facility, including wiping down all tables, chairs, light switches, counter tops, phones, door handles, handrails, and any other common areas as needed.

Phase II - Categories of Building/staffing/volunteers & programs
Building is open Monday through Friday from 8:30 a.m. to 4 p.m. There would be no evening or Saturday programs. The Center would be open only to adults 55 to 65 who have no underlying health conditions. All staff and participants would be required to wear masks and maintain social distancing. All paid instructors and volunteer leaders will be trained in sanitizing and social distancing protocols.
• Schedule Program Volunteer Leaders for training on group membership registration and sanitizing protocols.
• Resume 8-ball league.
• Resume table games with sanitizing protocols for equipment and players.
• Day trips potentially resume with precautions.
• Begin future planning for events up to 50 attendees.
• Resume Standard Commission on Aging and Senior Center Board Meetings.
• Make list of most vulnerable members who do not return in Phase I or II for follow up wellness contacts. Develop wellness contact plan.
• Review plan as needed.

ADDITIONAL CONSIDERATIONS
• Public health official guidance on PPE use by staff and participants will be protocol enforced.
• Hand washing and sanitizing should be encouraged. Add additional hand sanitizing stations throughout the building.
• Signage should recommend people stay home if they have a cough or do not feel well.
• Participants will bring their own mats, weights and equipment.
• All tables and chairs will be sanitized after each class.
• Each day staff will ensure users and environmental maintenance staff sanitizes facility, including wiping down all tables, chairs, light switches, counter tops, phones, door handles, handrails, and any other common areas as needed.

Phase III – Building is Open Operating Hours and Programs Returning to Pre-Pandemic
Building is open six days a week with evening and Saturday programs
Adults 55 and better with health conditions are welcomed back.
Full Schedule of Day trips resume with precautions of venues and transportation.
Work toward enhancing technology for Center data such as daily usage (currently collected through manual sign in).
Maintain the sanitizing of the Center established and maintained in Phase I & II.

ADDITIONAL CONSIDERATIONS
• Hand washing and sanitizing should be encouraged.
• Signage should recommend people stay home if they have a cough or do not feel well.
• Participants will bring their own mats, weights and equipment.
• All tables and chairs will be sanitized after each class.
• Each day staff will ensure users and environmental maintenance staff sanitizes facility, including wiping down all tables, chairs, light switches, counter tops, phones, door handles, handrails, and any other common areas as needed.

Resource: Chesterfield County Parks and Recreation Department Return to Operations for their “Additional Considerations”
APPENDIX F: BEER GARDEN SAFE OPERATING PLAN

Recreation Director: Kiley Schulte
Email: kschulte@cpwwi.org
Phone: (262) 284-5881

Beer Garden Dates: Saturdays, July 4 – October 17 (NO BEER GARDEN ON JULY 18)
Beer Garden Times:
  Set Up: 6:00 a.m. – 11:00 a.m.
  Last Call: 7:00 p.m.
  Operational Time: 11:00 a.m. – 8:00 p.m. (STOP MUSIC & SERVING FOOD/BEVERAGES)
  Tear Down: 8:00 p.m. – 10:00 p.m.

Schedule:

<table>
<thead>
<tr>
<th>DATE</th>
<th>2020 SPONSOR GROUP</th>
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<tbody>
<tr>
<td>7/4/20</td>
<td>Food Pantry</td>
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<tr>
<td>7/11/20</td>
<td>Shipwreck Education &amp; Preservation Alliance</td>
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<tr>
<td>7/18/20</td>
<td>NO BEER GARDEN</td>
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<tr>
<td>7/25/20</td>
<td>Main Street</td>
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<tr>
<td>8/1/20</td>
<td>Stars &amp; Stripes Legacy Group</td>
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<td>8/8/20</td>
<td>VFW Post 7588</td>
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<td>8/15/20</td>
<td>Be3</td>
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<td>8/22/20</td>
<td>Lion’s Club</td>
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<td>8/29/20</td>
<td>Kiwanis of Greater Port Washington</td>
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<td>9/5/20</td>
<td>United Way of Northern Ozaukee</td>
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<td>9/12/20</td>
<td>Port-Saukville Rotary Club</td>
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<td>9/19/20</td>
<td>Friends of Parks &amp; Rec</td>
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<td>9/26/20</td>
<td>Port Washington Firefighters/EMS Association</td>
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<tr>
<td>10/3/20</td>
<td>St. Johns XXII Men’s Club</td>
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<tr>
<td>10/10/20</td>
<td>Environmental Planning Committee</td>
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<tr>
<td>10/17/20</td>
<td>Port Washington Chamber of Commerce</td>
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Objectives:
1. Follow local and state guidelines for safe and healthy operations of Beer Gardens.
2. Clearly communicate operations with Beer Garden Sponsor Groups & Customers.

Resources:
- Blueprint for Reopening Washington and Ozaukee Counties - FAQ
- Wisconsin Department of Health Services
- CDC – Guidelines for Gatherings & Large Events

Operating Plans from Several Surrounding Beer Gardens
- Friends of Hoyt Park & Pool – Opening the Landing Under the Suburban Milwaukee County Safe Opening Capacity Guidance
- Estabrook Beer Garden Guidance

Requirements of Beer Garden Sponsor Groups:

<table>
<thead>
<tr>
<th>Volunteers</th>
<th>1. All volunteers must wear CDC-approved facemasks while on duty.</th>
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<tr>
<td></td>
<td>2. All volunteers must complete a daily virus screening form.</td>
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<td>3. Provide all volunteers training and enforce safe and healthy</td>
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<td>practices.</td>
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<td>4. Separate duties for each volunteer (i.e. sanitizer, server,</td>
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<tr>
<td></td>
<td>transactions).</td>
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<td></td>
<td>5. Provide enough volunteers to serve food and beverage to the</td>
</tr>
<tr>
<td></td>
<td>table throughout the entire event.</td>
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<td></td>
<td>6. Only one volunteer assigned to handle payment/cash transactions.</td>
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<tr>
<td></td>
<td>7. Volunteers must monitor crowds and direct any customers not</td>
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<tr>
<td></td>
<td>adhering to 6-foot distancing to disperse. Beer Garden area is</td>
</tr>
<tr>
<td></td>
<td>large enough that 6-foot distancing can and must be maintained.</td>
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<tr>
<td></td>
<td>8. Keep all personal items, e.g., bags, phones, etc., out of</td>
</tr>
<tr>
<td></td>
<td>serving areas.</td>
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<td></td>
<td>9. Follow regular sanitation schedule for shared equipment.</td>
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<td></td>
<td>10. Frequent hand washing required (at least 20 seconds with soap</td>
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<td></td>
<td>and water or use of sanitizer greater than 60 % alcohol content).</td>
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<td></td>
<td>11. Avoid touching face.</td>
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<tr>
<td></td>
<td>12. No shaking hands.</td>
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<td></td>
<td>13. If you feel sick, STAY HOME.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Operations</th>
<th>1. Adhere to all City ordinances and Park Area &amp; Facility Rental Policies and Procedures.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A. Park vehicles only within limits of clearly marked parking areas.</td>
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<td></td>
<td>2. Beer trailer will not be allowed to arrive until the morning of your event</td>
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<td>(Saturday) and must be removed from the park by 8:00 a.m. the following morning</td>
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<td>(Sunday).</td>
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<td>3. There is a limited amount of seating available. Picnic tables will be</td>
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<td></td>
<td>spaced throughout picnic Area 1. Map will be provided as to where picnic</td>
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<td></td>
<td>tables will be placed to allow for proper social distancing.</td>
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<td></td>
<td>4. Promote credit card transactions as much as possible.</td>
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<td></td>
<td>5. Only one volunteer assigned to handle payment/cash transactions.</td>
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<tr>
<td></td>
<td>6. Maintain hand sanitizing stations provided by the City.</td>
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<tr>
<td></td>
<td>7. Sanitize equipment and surfaces frequently including bathrooms, tables,</td>
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<tr>
<td></td>
<td>countertops, beer taps, and credit card screens. COVID-19 approved disinfectant</td>
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<td></td>
<td>spray will be provided for sanitization use.</td>
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<td></td>
<td>8. Sanitizing wipes must be discarded after each use. Suggest use of</td>
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<td></td>
<td>paper towels for wiping down surfaces.</td>
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<td></td>
<td>9. After customers or group leaves each table, sanitize with disinfectant spray</td>
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<td></td>
<td>and paper towels. Mark sanitized tables with green bricks. City will provide green</td>
</tr>
<tr>
<td></td>
<td>bricks.</td>
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<td></td>
<td>10. Communicate to all customers that social distancing of 6-feet must be</td>
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<tr>
<td></td>
<td>maintained unless within own family; ensure compliance.</td>
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</tbody>
</table>
11. Place stickers or other markings on the ground showing where lines may form to maintain social distancing.
12. Signage must be placed at the entrance areas, service counters, and on each table with the rules in place. Signs will be provided by the City but must be put and kept in place throughout the day.
13. No paper, sharable menus are allowed.
14. No communal games, equipment or inflatables are allowed.
15. Inform Recreation Director of unsafe conditions requiring immediate attention.
16. You are strongly encouraged to rent a portable handwashing station for customers to use throughout the day.

**Beverages**

1. All volunteers must wear CDC-approved facemasks while on duty serving beverages or when behind the bar.
2. Only one volunteer assigned to handle payment/cash transactions.
3. Serve to tables to reduce length of lines being formed.
4. Beer trailer will not be allowed to arrive until the morning of your event (Saturday) and must be removed from the park by 8:00 a.m. the following morning (Sunday).
5. Trailer must not be moved by persons other than the employee of the beer distributor.
6. No personal drinking cups or vessels will be filled by volunteers.
7. A new plastic disposable cup is required for each poured beer.
8. Canned beverages will be promoted for purchase by customers.

**Food**

1. All volunteers must wear CDC-approved facemasks while on duty.
2. All Volunteers must wear single-use disposable gloves whenever handling food.
3. Only one volunteer assigned to handle payment/cash transactions.
4. No communal condiments or self-service food stations allowed.
5. All supplies and utensils must be disposable for customer use. Individually wrapped utensils are required.
6. Non-disposable utensils used by volunteers only must be washed, sanitized, and rinsed frequently, as per Ozaukee County Health Department guidelines. Supplies will be provided by the City.
7. Handwashing station must be set up for food service volunteers, as per Ozaukee Health Department guidelines. Supplies will be provided by the City.

**Customer Communications**

1. Inform customers before entering about safe participation, via signage at entrance points and by email blasts/social media posts:
   - Participate at Own Risk – Due to potential exposure to COVID-19, we ask all patrons to be respectful of others and observe social-distancing and CDC guidelines.
   - Once served, please find a table. Do not congregate in groups while standing or float between tables.
   - No large parties, unless members of the same family. Groups must be limited to no more than 10 people.
   - Wear a mask when not seated at a table. For the safety of staff and other customers, wear a face-covering when ordering.
   - Always maintain a 6-FOOT DISTANCE. Whenever waiting in line, maintain 6 feet of distance between yourself and others.
   - Wash and sanitize your hands frequently. Wash your hands with soap and warm water in our restrooms. Hand sanitizer is encouraged before/after each trip to the bar or food counter.
2. Bring your own chairs and blankets, as seating is limited.
3. Please pay with credit card as often as possible.
ACKNOWLEDGEMENT AND ACCEPTANCE OF SAFE OPERATING PLAN

By signing below, I acknowledge that I am over 18 years old, that I have read, understand, accept, and agree to abide by the terms and conditions of the **2020 Port Washington Beer Garden COVID-19 SAFE OPERATING PLAN** set forth above, which PLAN governs the rental and use of the City of Port Washington’s park areas and facilities. I further acknowledge that in addition to other legal action which may be taken by the City of Port Washington and/or by persons present at or participating in the Beer Garden event, a failure or refusal to abide by the **2020 Port Washington Beer Garden COVID-19 SAFE OPERATING PLAN** set forth above may result in revocation by the City of any permit or license issued to me or a sponsoring organization on whose behalf I have signed this form, and no such permit or license may be issued to me or to said sponsoring organization within 12 months of the date of such revocation.

____________________________________  ______________________
Signature                                                Date
APPENDIX G: SOFTBALL & BASEBALL SAFE OPERATING PLAN

Recreation Director: Kiley Schulte
Email: kschulte@cpwwi.org
Phone: (262) 284-5881

Field/Location:
Municipal Softball Diamond
1403 N Holden Street, Port Washington, WI 53074
Kolbach Diamond
415 W. Whitefish Road, Port Washington, WI 53074

Leagues:
1. Port Washington Youth Baseball/Softball
   a. See attached Schedule (Tuesday, Thursday & Friday games)
2. Men’s Softball
   a. Mondays: 7-9 weeks
3. Girl’s Fastpitch
   a. Wednesdays: 7 weeks
   b. Sundays: 6 weeks

Objectives:
1. Follow local and state guidelines for safe and healthy operations of Softball/Baseball game play.
2. Clearly communicate operations with each team/organization and spectators.

Resources:
Blueprint for Reopening Washington and Ozaukee Counties - FAQ
Wisconsin Interscholastic Athletic Association - Guidance for Summer Activities
Centers for Disease Control & Prevention: COVID-19 – Considerations for Youth Sports
Safe Operating Plans from Several Surrounding Youth Baseball/Softball Leagues - Including but not limited to Cedarburg, Grafton, Menominee Falls, & Washington County

Requirements of Organization/Teams:

| General | 1. Players, spectators, coaches & umpires should stay home from games and practices if sick or have any signs or symptoms of feeling sick (i.e. cough, shortness or breath, fever, chills, etc.).  
2. Players, spectators, coaches & umpires should always maintain 6-foot distancing between each other while on grounds.  
3. Concession sales are prohibited.  
4. Tournaments are prohibited.  
5. Players, coaches, spectators, and umpires will not be allowed to chew gum, chew/spit seeds or other similar items while playing games or practicing. Coaches will need to remove any items found and send them home with parents. Spitting is discouraged.  
6. Barring emergency medical responses, coaches should have no physical contact with an opposing team’s players. |
| Coaches/Players | 9. Anyone with symptoms of a fever, cough, or worsening respiratory symptoms or any known exposure to a person with COVID-19 should not attend any practice or game until cleared with a medical professional. If a player or coach is diagnosed with COVID-19, they are required to notify the city and their participating team immediately.  
10. There should be no more than 3 players in the dugout at any time and while in the dugout they should space out as much as the dugout allows. All player’s bag and equipment should be kept |
outside the dugout and field of play. Teams will have access to all the space from the outermost entry of their dugout to the middle of the backstop. Each player should set up a station in this area. It is recommended as much space as possible is used between each player’s station. Additionally, it is suggested players bring a chair or bucket to use at their station while not in the game. Players that are allowed to be in the dugout when their team is at bat are up to bat, on deck and batter in the hole scheduled batters that inning.

11. Individuals should bring their own water bottles labeled with names and bring home nightly to sanitize. Community or team water coolers are prohibited.

12. Players and coaches should refrain from eating food while practicing or playing in games. All food items must be kept in personal bags. Food may not be shared with other players or coaches.

13. Players and coaches should refrain from handshakes, high fives, fist/elbow bumps, group celebrations, etc. Instead of a handshake after the game, teams will spread out in front of their dugout and tip their caps towards their opponents’ dugout.

14. Players and coaches should practice proper hygiene, wash hands frequently with soap and water, use alcohol-based hand sanitizer (when soap and water are not available), abstain from touching their face, and cover their cough or sneeze with a tissue. Launder all uniforms after each daily use.

15. Pitchers and players are not allowed to “go to their mouth” to lick or wet fingers at any time during the game.

16. 1st & 3rd base coaches must always maintain a 6-foot distance to players.

17. Masks are encouraged but not required during games and practices. If 6-foot distance cannot be maintained in practice a mask should be used.

18. Each team will have designated warm up areas to use prior to the start of the game.

### Umpires

19. Will call balls & strikes from 6 feet behind the pitcher.

20. Masks are encouraged but not required.

21. Pre-game meeting:
   - No Handshakes
   - Maintain social distancing

22. Umpires are not to handle baseballs/softballs. They will be thrown in from the dugouts.

23. If coach requests a clarification on a call:
   - Coach stays in dugout or coaches’ box.
   - Umpires comes to coach to discuss the call, maintaining social distancing.

24. Umpires should not shake hands with anyone before or after the game and maintain 6-foot distancing with all players, spectators and coaches.

### Equipment

8. Personal player equipment should not be shared and be spaced in expanded dugouts accordingly to prevent close contact. Players should have their own glove, helmet, and bat. Players should wear their batting glove as much as possible.

9. The use of team shared equipment should be limited whenever possible and sanitized after each use. This includes, but is not limited to bats, helmets, and catcher’s equipment.

10. Each team is to use their own game balls.

11. Equipment and baseballs/softballs should be disinfected between each inning.
12. Foul balls landing outside the field of play should be retrieved by participating players, coaches, and umpires. No spectators should retrieve foul balls.

13. No bat boys/girls are allowed.

<table>
<thead>
<tr>
<th>Spectators</th>
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<tbody>
<tr>
<td>1. All spectators should maintain distancing of 6 feet whenever possible from individuals not residing within their household, especially in common areas.</td>
</tr>
<tr>
<td>2. Masks are encouraged but not required.</td>
</tr>
<tr>
<td>3. Anyone who is feeling sick or showing signs or symptoms of being sick should stay home.</td>
</tr>
<tr>
<td>4. Those at higher risk should consider consultation with their medical provider before attending a game and should ensure the strictest adherence to guidelines regarding face coverings, handwashing, and distancing. Such groups include: A. Those with a serious underlying medical condition. B. Those residing in a nursing home or a long-term care facility. C. Those over the age of 65.</td>
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<tr>
<td>5. Children are not allowed to be anywhere on grounds unsupervised.</td>
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<tr>
<td>6. Bleachers will be removed. Spectators are encouraged to bring their own portable chairs.</td>
</tr>
<tr>
<td>7. Designated spectator seating will be limited to stay beyond first or third base (in foul territory) or into the outfield as the field/play allows. Spectators will not be permitted to sit or stand behind dugout areas or homebased.</td>
</tr>
<tr>
<td>8. Families living in the same household may sit together, otherwise all spectators should sit or stand 6 feet apart.</td>
</tr>
<tr>
<td>9. No concessions will be available. Individuals should bring their own food and beverage. No shared food or beverage among players.</td>
</tr>
<tr>
<td>10. Players and families are to vacate the grounds immediately after the conclusion of the game or practice to limit unnecessary contact with other players, coaches, spectators, etc.</td>
</tr>
</tbody>
</table>

**ACKNOWLEDGEMENT AND ACCEPTANCE OF SAFE OPERATING PLAN**

By signing below, I acknowledge that I am over 18 years old, that I have read, understand, accept, and agree to abide by the terms and conditions of the 2020 Port Washington Softball & Baseball COVID-19 SAFE OPERATING PLAN set forth above, which PLAN governs the rental and use of the City of Port Washington’s park areas and facilities. I further acknowledge that in addition to other legal action which may be taken by the City of Port Washington and/or by persons present at or participating in softball and/or baseball, a failure or refusal to abide by the 2020 Port Washington Softball & Baseball COVID-19 SAFE OPERATING PLAN set forth above may result in revocation by the City of any permit or license issued to me or organization/team on whose behalf I have signed this form, and no such permit or license may be issued to me or to said organization/team within 12 months of the date of such revocation.

______________________________  ______________________________
Signature  Date

______________________________
Organization/Team