

Village of Ephraim
Infectious Disease Re-Opening Policy

Established 06/9/2020
Amended 6/17/2020
Amended 7/16/2020

The Village of Ephraim, during the spring of 2020, has taken proactive steps to protect the workplace, workforce and community in the presence of an infectious disease outbreak. It is the goal of the Village of Ephraim during any such period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace. During this time, all village staff were determined to be essential and continued to provide this public service.

The Village of Ephraim is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

The Village of Ephraim Board of Trustees adopted a resolution declaring as state of emergency on March 18th, 2020 and implemented the Infectious Disease Control Policy. The policy has been given an expiration date of June 30th, 2020 to be replaced by this document, intended to serve as a framework for the safe opening and return to in-person operations.

In creation of this policy the following resources were used and are furthermore recommended for use in the Village of Ephraim as we navigate this time.

[Door County Public Health Department Guidelines and Recommendations](#)

[Wisconsin Economic Development Corporation “WEDC” Industry Specific Documents](#)

[CDC Guidance for Businesses](#)

[Wisconsin Department of Health Services “WDHS” Guidance for Businesses](#)

[OSHA Guidance for Businesses](#)

Preventing the Spread of Infection in the Workplace

The Village of Ephraim will do all we can to provide a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings. Department heads working with the Village

Board will monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; wearing a facemask when in public; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also continue to install alcohol-based hand sanitizers throughout the workplace and in common areas.

Employees are asked to continue good hygiene and infection control policies including:

- Promoting frequent and thorough hand washing.
- Encouraging workers to stay home if they are sick.
- Encouraging employees to practice respiratory etiquette, including covering coughs and sneezes. Cloth facemasks are encouraged when around others, especially indoor gatherings.
- Employees shall observe 6-foot social distancing while at work.
- Clean/sanitize frequently touched surfaces regularly

Limiting Travel

All nonessential travel should be limited during this time. Employees who travel as an essential part of their job should consult with management on appropriate actions, and necessity of the travel.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. In addition, the Village has adopted the Ephraim Families First Coronavirus Response Act (FFCRA) Policy (established 4/14/2020) providing an additional bank of paid leave.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Examples include fever, cough, shortness of breath, and may also include sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. The Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F) or signs of a fever without the use of fever-reducing medications. The current COVID-19 outbreak requires longer isolation periods.

Employees who report to work ill will be sent home in accordance with these health guidelines.

If an employee is unsure of whether to report to work, please call before reporting to the office. Employees with the ability to work from home may seek such approval from the Village Administrator when showing the symptoms but feeling otherwise able to perform their essential function.

Requests for Medical Information and/or Documentation

If you are out sick for an extended period, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if medical information is sought.

Employees are encouraged to follow the CDC guidance, which may require employees to inform the Village of any positive COVID-19 test results.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record in accordance with the Health Insurance Portability and Accountability Act (HIPAA). In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Public Buildings and Properties

During this time of an infectious disease outbreak, the Village of Ephraim implements these social distancing guidelines to minimize the spread of the disease.

During the workday, employees are requested to:

1. Avoid meeting people face-to-face if possible. Employees are encouraged to use the telephone, online conferencing, and e-mail to conduct business as much as possible. Necessary in person meetings shall be conducted out of doors if possible and at all times practice social distancing.
2. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
3. Bring lunch and eat at your desk, outside and away from others.

4. Minimize paper transactions, encourage digital exchange of information. Encourage members of the community and others requesting in person meetings whose conversation requires the use of a visual aid to make such request or explain such concern, to send said document via email prior to the time of the meeting.

Public Meetings and Places

Social distancing will include the following measures to safely hold public gatherings by way of open meetings during this time including the following: ***Masks are required to enter public buildings while this policy is in place. (added 7/16/2020)***

Meetings:

1. The village has implemented tele-meetings for committees and the board to meet and conduct essential village business while avoiding a public gathering since the initial declaration of emergency on March 18th. Beginning July 1, 2020 in person meetings of all standing village committees will resume. In observance of social distancing guidelines this will mean moving all public meetings of the Village of Ephraim to the Village Hall located at 9996 Water Street. Building occupancy will be limited by the number of chairs the site is able to safely set per 6' distancing guidelines. Meetings while occurring in person will continue to be held via tele-meeting (gotomeeting) for those committee members and members of the public who cannot or choose not to attend in person.

Village Office:

1. The village office will resume full time on-site staffing beginning 7/1/2020. Because of the size limitations of this building and to keep the community and the office staff safe the following operational changes will be in effect. The outer door will be open for normal business hours however public will not be able to pass the point of the front vestibule/reception window. In person conversations occurring on site will occur through this window or may be moved outside if the weather permits. Requests for paperwork will be distributed digitally if possible and as safely as possible if requiring hard copies. ***Rising positive cases in Door County may necessitate hybrid staffing of the village office comprised of shifts between in person and remote work in an effort to limit exposure, this decision would be made by the Village Administrator in consult with the Village President. (added 7/16/2020)***

Parks:

1. Understanding the important function our village parks and open spaces provide during the peak tourist season in Door County while balancing the social distancing

concern that public gatherings bring, the Village Board has considered the current guidelines of the Door County Public Health Department whereas gatherings of 10 or less are considered a moderate risk, gatherings of 10-50 are a high risk and gatherings of 50 are not advisable and determined that:

- a. Users of outdoor public facilities can do so at their own risk. Ephraim Village Board will leave it to event organizers/applicants to determine if outdoor events will be held or not in consideration of the risks and current guidance associated with public gatherings.
2. Additionally, the Village Board has decided the following with respect to public playgrounds:
 - a. Users of Village Playgrounds can do so at their own risk, understanding that no special sanitizing practices will be occurring.

Village Hall:

1. While the Village hall will be utilized as the location of all public meetings moving forward the Village Hall is also frequently rented by members of the community and various groups for conducting productions. The Village Board has considered the current guidelines of the Door County Public Health Department whereas gatherings of 10 or less are considered a moderate risk, gatherings of 10-50 are a high risk and gatherings of 50 are not advisable and determined that:
 - a. Village hall will be reserved exclusively for Village use until July 15th 2020. Village board will re-evaluate at the regularly schedule Board of Trustees meeting on July 14th 2020. ***Extended to August 12th 2020. (added 7/16/2020)***

Village Utilities

Late fee penalties for first and second quarter sewer bills will be waived so long as sewer account balance is paid in full by the due date of the fourth quarter bill of 2020.

Special Business Accommodations

The Village Board authorizes the following accommodations and solutions to assist our businesses during the 2020 season amidst the operating and safety guideline changes that are in place due to COVID-19 to become effective immediately and expire on Monday, November 2, 2020.

1. Use of "Sandwich Board" Signs:
 - a. Ephraim businesses are allowed to display one "sandwich board" style sign. The size of the sign could not exceed 36" wide by 48" high.
 - b. The purpose of this sign would be to convey information to customers. Examples of the information displayed would be safety measures on how to enter the business or specials that the business may have.
 - c. These signs would be supplied by each individual business.
 - d. The sign could only be displayed when the business is open and must be located near the entry of the business. The sign cannot be placed on public walkways or roadways.

2. Temporary Outdoor Structures:
 - a. Businesses are permitted the use of temporary outdoor structures such as displays, racks, tables, or tents that do not exceed a 12' by 12' overall area to help businesses offset the reduction of customers allowed in their physical business space. These structures would allow areas for the display or sales of goods/food.
 - b. The structures would only be allowed to be utilized/displayed when the business is open.
 - c. The structures would have to be placed on the property of the business and not extend into public walkways or roadways.

3. Designated Spaces for Curbside Pickup:
 - a. Ephraim Businesses are permitted to designate parking spaces for customers to park for curbside pickup from businesses. Businesses would be allowed one parking spot near their business (either on State Highway 42 or a side street) that would be marked with an orange cone and sign. The cone and sign would be displayed only when the business is open.
 - b. The EBC would provide one of these cones for each of their interested business members.
 - c. The designated spaces would allow customers to easily pickup their carry-out items from Ephraim businesses.

4. Outdoor Seating for Food Service Businesses: **(par 4. Added 6/17/20)**
 - a. Due to the COVID-19 guidelines, indoor seating capacity in food service businesses will be reduced. With Village Board approval Ephraim businesses can provide outdoor seating and service in the green spaces or parking spots owned by the businesses.

- b. The seating shall not exceed the normal allowed indoor capacity.
- c. If Alcohol will be served in these revised seating areas, the business must contact the Village of Ephraim to make temporary changes to their liquor license map.
- d. Permitted quantity of parking spots for food service:
 - i. Wilsons – 4 spots
 - ii. Chef's Hat – 2 spots

This policy is subject to change at any time, with or without notice, at the sole discretion of the Village of Ephraim Board of Trustees.

The special business accommodations section of this policy shall take effect immediately, the balance of his policy shall take effect on 07/01/2020 and remain in effect until discontinued by the Ephraim Board of Trustees.

By: _____ Mike McCutcheon, President
Attest: _____ Andrea Collak, Clerk

Published this ____th day of July 2020.