



# COVID-19 IMPACT

VERSION 1.2  
5.13.2020

## COVID-19 EMPLOYEE RESOURCE GUIDE

This quick reference guide is meant to assist officers with locating information related to the COVID-19 pandemic. This information is current as of the date above, and will be updated as procedures change. Later versions supersede earlier versions.

MEDICAL TEAM 24x7: 608-264-0534

COMMAND POST: 608-261-9686

Task Force Email:

[PDCOVID19@cityofmadison.com](mailto:PDCOVID19@cityofmadison.com)

CP HOURS: Mon-Sat 8a-6p

## THE COVID-19 TASK FORCE

### **MPD EMERGENCY MANAGEMENT**

#### **MISSION STATEMENT**

The objective of the CV19TF is to organize MPD supplies, information, and personnel to minimize the impact of the COVID-19 Pandemic on MPD staff health and operational capabilities. Specifically, the intent is to take preventative measures such that the infection rate within MPD is lower than the general public and to maintain the capacity to respond, at minimum, to emergency calls for service. This will be accomplished through inventory and issue of equipment, analysis and distribution of information, and planning and implementation of procedures for contingency operations. Our efforts are time sensitive and urgent to prepare for worsening conditions in the community.

## CONTENTS

<b>THE COVID-19 TASK FORCE .....</b>	<b>1</b>
MISSION STATEMENT.....	1
<b>MPD COVID-19 TASK FORCE ORGANIZATION CHART .....</b>	<b>5</b>
<b>MPD CONTINGENCY OPERATIONS PLANNING ORGANIZATION CHART.....</b>	<b>6</b>
<b>OFFICER SAFETY MEASURES.....</b>	<b>7</b>
Our First Priority: Employee Safety .....	7
GENERAL BEST PRACTICES FOR PREVENTING DISEASE SPREAD .....	7
WORKPLACE SCREENING.....	7
INTERNAL SOCIAL DISTANCING.....	8
WORKPLACE CLEANLINESS.....	8
DAILY SQUAD CLEANING .....	9
CLEANING THE MDCs.....	10
<b>PERSONAL PROTECTIVE EQUIPMENT .....</b>	<b>11</b>
EQUIPMENT AND PROCEDURE .....	11
PRIMARY PPE AS AN ENSEMBLE .....	12
RESPIRATORY PPE .....	12
PRIMARY RESPIRATORY PPE: HALF FACE RESPIRATORS .....	12
DONNING THE HALF FACE RESPIRATOR .....	12
CARTRIDGE CONNECTION: .....	13
MASK CLEANING .....	13
SECONDARY RESPIRATORY PPE: N95 MASKS .....	14
TERTIARY RESPIRATORY PPE: FULL FACE RESPIRATOR.....	15
DONNING THE FULL FACE RESPIRATOR: .....	15
Cleaning Guidance .....	15
Cloth Face Coverings .....	15
Paper Subject Masks and N95s .....	15
<b>OFFICER DECISION MAKING .....</b>	<b>16</b>
Introduction.....	16
Step One: Obtain Information .....	16
Step Two: Assess the Situation, Threat and Risks.....	16
Step Three: Consider your authorities, SOPs and special guidance.....	16
Step Four: Identify Options and Determine the Best Course of Action: .....	16
Step Five: Act, Review and Reassess .....	17
<b>CALLS FOR SERVICE .....</b>	<b>17</b>
GENERAL CALL HANDLING.....	17
CALLS AT DESIGNATED RESPITE FACILITIES.....	18
RESPITE FACILITY LOCATIONS:.....	19
CPR/CCR and PULSELESS NONBREATHERS .....	20
WARRANTS, BOOKING and ARRESTS .....	20
OWI INTOXIMETER PRECAUTIONS .....	21

BOOKING PROCEDURES AT THE DANE COUNTY JAIL .....	21
<b>COMPLIANCE INVESTIGATIONS .....</b>	<b>21</b>
SAFER AT HOME ORDER.....	21
SERVICING COMPLIANCE COMPLAINTS.....	22
STATUS OF MADISON PARKS.....	23
<b>DECONTAMINATION .....</b>	<b>24</b>
Decontaminating Yourself .....	24
Uniform Laundry .....	25
Decontaminating Vehicles .....	25
MPD COVID-19 Decontamination Team Process .....	26
SERVPRO (NON-COVID decontamination) .....	26
<b>SIGNIFICANT EXPOSURE.....</b>	<b>27</b>
SIGNIFICANT EXPOSURE IN AN OCCUPATIONAL SETTING .....	27
Rights and Responsibilities .....	27
EMPLOYER.....	27
EMPLOYEE.....	27
SOURCE.....	27
Procedure – Responsibility and Protocol .....	27
PROTOCOL.....	28
<b>OFFICER/EMPLOYEE TESTING .....</b>	<b>31</b>
MPD-SPONSORED TESTING PROCEDURE.....	31
CONSENT AND COVID-19 TESTING .....	34
RETURN TO WORK POST TESTING.....	34
<b>VOLUNTARY ISOLATION .....</b>	<b>35</b>
<b>TELESTAFF AND LEAVE TIME.....</b>	<b>35</b>
Emergency Paid Leave:.....	35
Emergency Paid Leave for Child Care:.....	36
<b>TELECONFERENCING.....</b>	<b>36</b>
SKYPE.....	36
Installation:.....	36
Conference Now Instructions:.....	38
TELECONFERENCING TOOL KIT.....	38
<b>ADDITIONAL RESOURCES .....</b>	<b>39</b>
State of Wisconsin: Outbreak information & resources.....	39
Dane County COVID-19 Dashboard.....	39
Madison/Dane County Public Health COVID Resources:.....	39
City of Madison COVID homepage:.....	39
CDC Information on COVID-19 .....	39
IACP COVID-19 Information: .....	39
National Police Foundation:.....	39
MPD Internal Resources: .....	39

**MPD COVID-19 RESOURCE GUIDE**

---

**ADDENDUM A: GOVERNOR’S EMERGENCY ORDER #28..... 40**

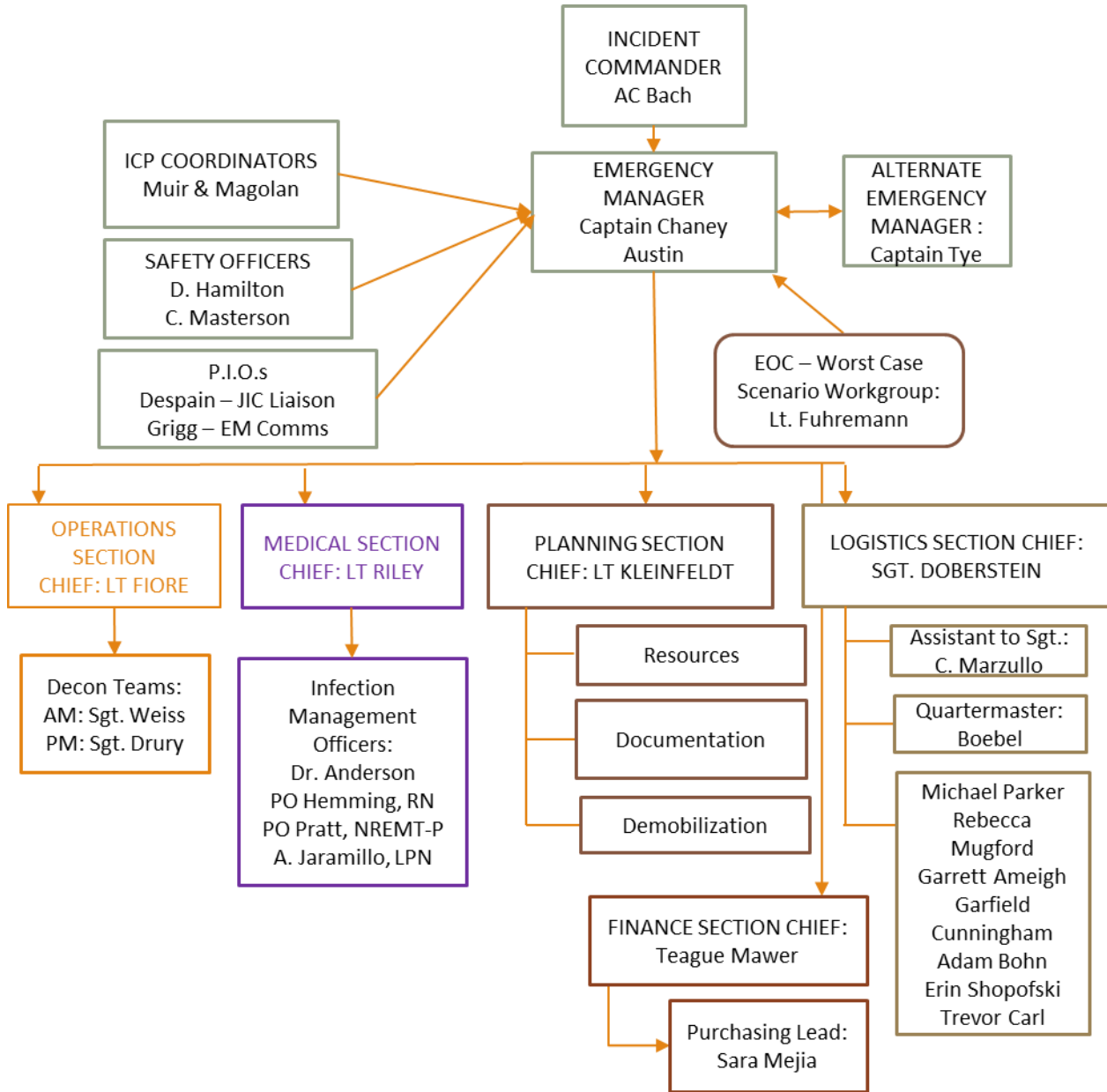
**ADDENDUM B: COURT ORDER ON WARRANT ARREST DISCRETION ..... 61**

**ADDENDUM C: HOTEL VOUCHER PARTICIPANT AGREEMENT..... 62**

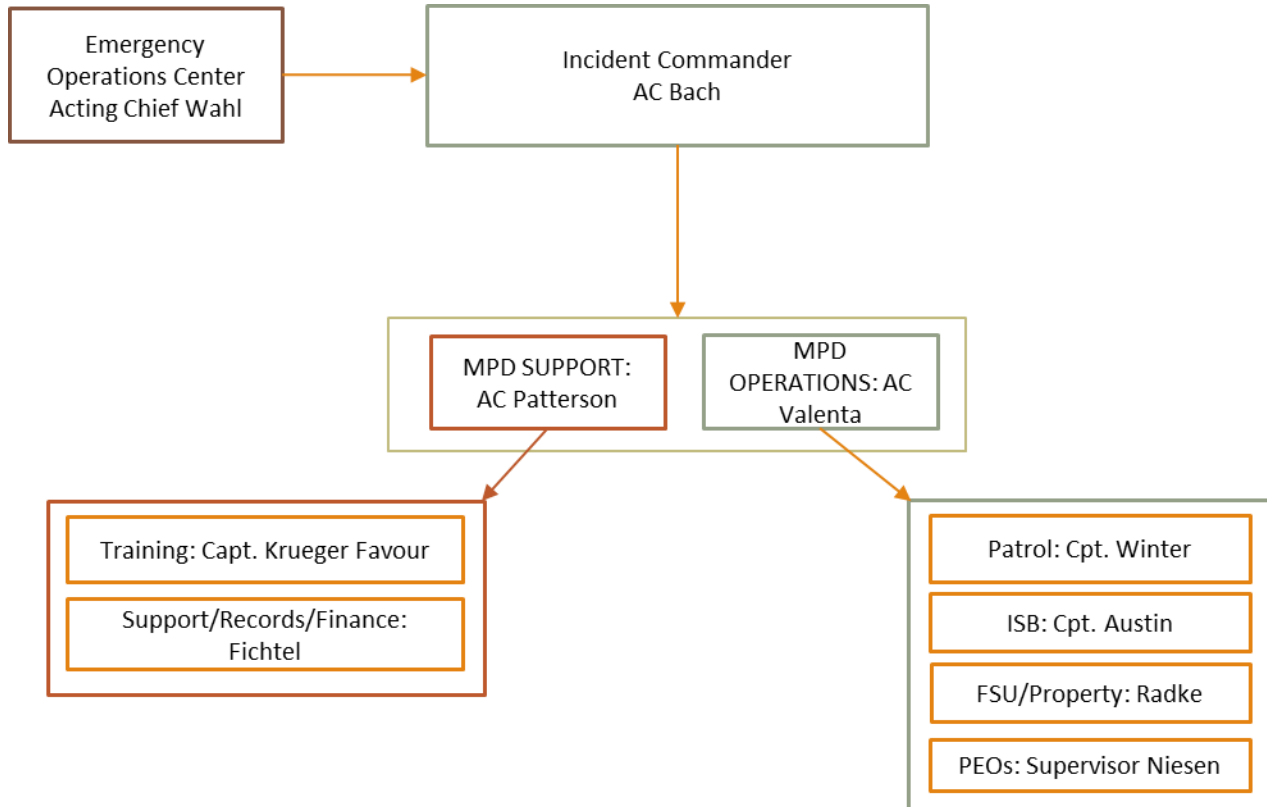
**ADDENDUM D: CITY TELEWORK TOOL KIT..... 63**

**ADDENDUM E: MAYOR’S GUIDANCE ON PAID LEAVE ..... 79**

# MPD COVID-19 TASK FORCE ORGANIZATION CHART



MPD CONTINGENCY OPERATIONS PLANNING ORGANIZATION CHART



## OFFICER SAFETY MEASURES

### Our First Priority: Employee Safety

A global crisis such as this underscores the critical role our police department plays in this community and in society at large. At MPD, our employees, from front-line patrol to civilians in support roles, are our most valuable asset. Our dedicated and driven team, who show up and perform during unprecedented and unsettled times, is what allows us to continue offering a high level of police service to the Madison Community.

The Department has taken extensive measures to protect our employees.

-MPD assigned staff to Emergency Management full time starting on 3/12/20, resulting in the COVID-19 Task Force as it exists today.

-MPD moved as many staff as possible to remote work. This includes investigations, support, records and front office staff.

-MPD worked with the Medical Director to establish an internal screening protocol for quarantines and significant exposures.

-MPD rapidly acquired and issued equipment to decontaminate vehicles, and opened a decontamination line to thoroughly decontaminate squad cars after exposures.

-MPD issued PPE from its emergency stores. MPD invested heavily in durable PPE to avoid the world-wide supply chain shortages around consumable PPE. Durable PPE has been issued to all commissioned staff.

## GENERAL BEST PRACTICES FOR PREVENTING DISEASE SPREAD

-If you're sick, stay at home.

-Avoid close contact with people who are sick (see below for information on the isolation/quarantine resources available to MPD staff).

-Don't touch your face.

-The best method for washing your hands is with soap and warm water, washing for 20 seconds at least. This is as effective as hand sanitizer.

-If you can't get soap and water, then use an alcohol-based hand sanitizer (at least 60% alcohol).

-Liquid hand sanitizer has been distributed to staff. It is refillable. Retain the bottles and contact the task force if you run out.

-Keep your home, car, and work place clean. Clean frequently touched items in your personal life too. This includes surfaces, door handles, steering wheels, etc.

## WORKPLACE SCREENING

### Thermometers:

-Tympanic (ear) thermometers and probe covers have been placed at each district station. Ideally, you should take your temperature before you leave for work. If your temperature is above 100, you should not come to work. Instead, notify a supervisor and self-quarantine at home. Call the COVID-19 medical team at 608-264-0534 for an assessment.



-If you don't have your own thermometer to take your temperature before work, use one of the department thermometers at the beginning of your shift. If your temperature is above 100, you will need to follow the above procedures. If you become feverish during your shift, notify a supervisor by phone and leave work while avoiding physical contact with your co-workers to the greatest extent possible. Once you're home, call the COVID-19 medical team for an assessment.

### **Pulse Oximetry:**

You should take a measure of your blood oxygen level:

- The beginning of your work shift if you are unable to do so at home.
- If you start to feel feverish, short of breath, or otherwise ill during your work shift.

If your SPO2 is less than 94%:

- Ensure your hands are warm. Place hands in pockets for a minute if needed.
- Leave device on finger for at least a minute.
- If still below 94% contact the COVID-19 Medical Team at 608-264-0534 for risk assessment.

After Use:

- Wipes have been issued along with the Pulse Oxs. Use one wipe to clean the device inside and out after each use.
- If a wipe cannot be found, the H2O2 spray already at the Stations can be used by wetting a cloth and then wiping down device.

## **INTERNAL SOCIAL DISTANCING**

-Staff should maintain as much distance between themselves and others as practical. This includes other co-workers. Officers should be particularly careful to minimize their exposure to other shifts. Officer should stay six feet away from one another in briefings. Officer should not stay in the station and congregate before or after their shifts.

-Consider alternatives to writing reports in the stations:

- Typing reports in your squad car
- Dictation from off-site landlines
- Winscribe Application on Department iPhones

-Refrain from physical greetings, such as handshakes or hugs.

-Limit food sharing.

## **WORKPLACE CLEANLINESS**

- Reduce the clutter on your desk, such as personal items and other non-essential items, particularly items which are difficult to disinfect such as stuffed animals and other cloth items.

- At the start of your shift, wipe down the frequently touched surfaces in your space. Suggestions include workstations, countertops, doorknobs, and phone. Use the issued Hydrogen Peroxide cleaner.
- Surfaces should show moisture, there is no need to saturate the area. Allow two to three minutes for the surface to air dry.
- It is recommended that each District/Section comes up with a system to conduct periodic cleanings/wipe-downs of areas within the workspace. Facilities does not have the capacity to handle periodic cleanings throughout the day. The recommendation is three times a day – even more so during times of higher occupancy. The focus should be on commonly used, nonporous surfaces (i.e.: handles, light switches, tables, keyboards, telephones etc.).
- **Areas for consideration**
  - Break rooms
  - Dictation rooms
  - Holding cells
  - Offices
  - Shared workspaces
  - Lobby area
  - Conference rooms
- Follow limits and sign up processes at each district for use of the MPD gym facilities.
- If you are a relief car and you must enter the host station, make sure to use the designated guest officer work station. Clean the work station before and after you use it.

## DAILY SQUAD CLEANING

Officers should wipe down their squad cars before and after their shifts. This will ensure that cross contamination between shifts is reduced to a minimum. Officers are permitted 15 minutes at the beginning and end of a shift to accomplish this.

Officers should also ensure that miscellaneous equipment and property is removed from the vehicles side pockets and floorboards, such as notebooks, citations, etc.

Use your issued re-usable rubber gloves and the red clothes. These durable goods were acquired so that MPD could get out of the international supply chain hurdles for protective equipment and cleaning supplies. The standard hydrogen peroxide spray is preferred. Liberally dampen a red cloth with the hydrogen peroxide. Wipe down the exterior surfaces that are frequently touched, such as door handles, the door frames, and trunk latches.

Then dampen a new cloth to clean the interior. Pay special attention to items that other officers touch while operating the vehicle. This includes the seatbelt buckle and latch, seat adjustment knobs, steering wheel, gear selector, windshield washer column, spotlight, rear view mirror and police equipment. It also includes the interior door handles and locks. You can spray down the driver's seat or wipe it with a damp cloth. Don't forget the head rest. Once you're done with the driver's area, spray down the seats in the cage liberally. Also pay attention to the door frames, seat belt, and partition. Wipe down the surfaces when you're done.

Once you've decontaminated your vehicle, put the dirty rags in the dirty bin for collection. Carefully remove your gloves, spray them with hydrogen peroxide, and leave them to dry.

**Video Link:** <https://bit.ly/392MQK7>

### CLEANING THE MDCs

Do not spray cleaning solution directly onto Toughbooks, radios or other electronic items. Spray the cleaning solution onto a rag, sponge or other supplied material. Gently dab the cleaning material onto the keyboard, radio, sensitive electronics and avoid scrubbing. Exterior surfaces such as the Toughbook shell, your dashboard, etc. can be wiped down similarly.



*Aggressive scrubbing damages MDCs*



*Wipe down with a damp cloth instead*

# PERSONAL PROTECTIVE EQUIPMENT

## EQUIPMENT AND PROCEDURE

- Protecting yourself from this virus requires using the appropriate equipment at the right time.
- You are not permitted to use PPE that is not acquired and issued by the department, including cloth masks worn only in the stations.

### **PPE USAGE POLICY 4/10/2020**

**Commissioned or civilian personnel shall wear the following PPE at all times while in public or in a non-MPD facility:**

- **Half-face respirator or N95 mask**
- **Eye protection**
- **Gloves**

**This includes squad/vehicle operation whenever there is an occupant other than the driver, and while at the Dane County Jail/PSB, Juvenile Reception Center, or while conducting in-person interviews/processing at an MPD facility. Employees do not need to wear PPE while operating vehicles by themselves. On-duty employees shall not wear any PPE that has not been issued or provided by the Madison Police Department. The disposable gown should be used when appropriate under the circumstances, and the half-face respirator remains the preferred option for respiratory protection.**

**Additionally, all MPD employees are expected to wear a cloth or “subject” mask any time they are working or present in any shared area of an MPD or City of Madison facility. This includes common areas, break rooms, hallways, and shared workspaces, but excludes private offices or work cubicles.**

#### **Exceptions Process:**

1. Request sent to MPD COVID TF; on duty CP Commander will collect as much info possible on the request, to include pictures.
2. An email request for the exception should be sent to the employee’s Captain/ Manager, respective AC, and Chief Wahl.
3. Approval or denial should be relayed in a separate email back to the employee and Captain. Any sensitive issues/denials should be done by phone OR it should be deferred to their Captain/ Manager to address it. Approvals will be sent to PD COVID TF CP Administrators
4. MPD COVID TF Command Post Coordinators will log approval/denials in an Individual PPE Exception Log.
5. Chief Wahl is the issuing authority of these directives, only he may grant exceptions.

## PRIMARY PPE AS AN ENSEMBLE

- PPE is intended to be worn as a complete set. Full PPE includes wearing eye protection, a mask, and gloves. An isolation gown is optional due to tactical concerns.
- Resupply points for isolation gowns and eye glasses are at the EPD lobby and the Midtown basement garage.
- Rain X anti-fog solution is supplied at each district to minimize fogging on the eye glasses. Let the solution sit on the lenses for a minute and then wipe it off.

**Video Link:** <https://bit.ly/2vHyK3l>

**Employees are not required to utilize protective equipment in situations where doing so would prevent the delivery of emergency medical care or other urgent action that would endanger individual or public safety. In these instances, the employee should utilize appropriate protective equipment as soon as possible.**

## RESPIRATORY PPE

### PRIMARY RESPIRATORY PPE: HALF FACE RESPIRATORS

The primary respiratory protection for MPD is the issued half-face respirator with replaceable filters.

- We recommend that staff who are answering calls for service wear the half face respirator around their necks and keep eye protection and gloves immediately accessible.
- It is strongly recommended to don the half face respirator prior to entering any closed space (except for police facilities).
- The following are examples where a half face respirator is best used:
  - Calls for service where you must enter an enclosed space (either residential or commercial)
  - Overdose responses (prior to contact with the victim)
  - PNB response or other serious injuries where life saving measures may be undertaken. This is because intubation, CCR, or ventilation are high-risk procedures and aspirate droplets which could carry the virus.
  - Any call in a medical facility or nursing home
  - Any call where an officer believes they may not be able to control social distancing (anticipating a physical arrest, entering a crowd, etc.)

### DONNING THE HALF FACE RESPIRATOR

- First, secure the mask around your neck by locking the rear strap together behind your neck.
- Lift up the mask to your face, and then pull the harness strap up and over your head so that it is around the crown of your skull.
- Once the harness is around your head, pull up and out on the straps mounted just beneath your eyes to tighten the half face respirator against your face.

-Check for fit by holding your palms gently against the inlets on the outside face of the filters. Don't push them in against your face. Then try to breathe in. If your mask is properly fitted, no air should come in through the seal. If it does, adjust your mask again and try this process again.

### **CARTRIDGE CONNECTION:**

The filter cartridges connect to the masks through interlocking teeth. First check your mask to ensure that all three teeth are there. These are small plastic parts and have been broken during physical altercations with suspects.

The cartridges are teardrop shaped. Line up the teeth on the mask with the spaces on the filter such that the wider end of the filter is at the bottom. Put the filter onto the mask and then rotate it towards the center of the mask. Look around the perimeter of the filter mount to ensure that all three of the teeth have locked into place.

**Video Link:** <https://bit.ly/2Qv2cRo>

### **MASK CLEANING**

Each station has a mask cleaning station, comprised of two green Menards buckets. The solutions should be refreshed at the beginning of first, third and fifth detail. Filters should never be submerged! Always remove them first before washing the rest of the mask. The exterior surfaces of the filters can be wiped down with rags damped with Hydrogen Peroxide or other commercial cleaning wipes.

First, submerge your mask in bucket one, the soap/water mixture. Scrub the surfaces of the mask for 30 seconds. Remove your mask from bucket one and shake it off. Then submerge the mask in bucket two, which has just water. Shake the mask off after and leave it to air dry until your next shift.

The recipe for the soap is two tablespoons of liquid dish soap to three gallons of water.

**Video Link:** <https://bit.ly/3eoYTW2>

**SECONDARY RESPIRATORY PPE: N95 MASKS**

The N95 masks that have been issued are a backup to the half-face respirators. You are encouraged to keep an N95 on your person during your shift.

MPD issued all commissioned (and many civilians) dark blue N95 paper masks.

-N95 Masks for MPD staff usage (very few in different styles have been issued):



-Dust masks for citizens or persons-in-custody (some plain white masks have also been issued):



**Half-Face Respirators should remain as the primary respiratory protection for those that have been assigned one.**

**COLLECTION OF USED MASKS FOR DECONTAMINATION:**

Each district has been provided with a bin to collect used masks. Officers should write their name and district on the inside of the mask and then place any used masks in the bin for sanitation and return. Members of the MPD COVID-19 Task Force will be collecting the masks several times a week and then providing them back to the district once they have been sanitized.

MPD will be utilizing a Chlorine Dioxide system provided by MFD for the disinfecting of the masks.

Additional information will be provided once we begin the actual sanitation process but our immediate efforts are to save as many N95 during the interim.

-The following are examples where an N95 is best used:

-Conducting an in-person interview

- Collecting or returning property
- Crash investigations
- Whenever your half face mask is not available.

### **TERTIARY RESPIRATORY PPE: FULL FACE RESPIRATOR**

Full face respirators (gas masks) should be used for prolonged contact with infected persons, in situations like transports to Winnebago, long term guard duty in a hospital, or a prolonged death scene.

#### **DONNING THE FULL FACE RESPIRATOR:**

Store your respirator with the straps folded up and over the face shield. This will allow you to hold up the mask to your face with one hand. With the other, pull the straps off of the face and over the back of your head, securing the mask to your face. Adjust the fit as necessary by tightening at each strap attachment point around the mask. Hold your hand against the inlet of the filter. Be careful not to put excess torque on the filter itself. If worn correctly, you should not hear any air coming into the mask through the seal. If it does, adjust fit and try again.

## **Cleaning Guidance**

### **Cloth Face Coverings**

Face coverings should be routinely washed depending on the frequency of use.

- It is recommended that cloth face coverings get cleaned daily:
  - o Hot cycle washing machine and dryer (at home) OR
  - o Rinse with water, then saturate with H<sub>2</sub>O<sub>2</sub> (hydrogen peroxide bottles), then let air dry
  - o Do NOT bleach

### **Paper Subject Masks and N95s**

Fresh Air and Sunshine:

1. Leave mask in brown paper bag labeled with name in location with air flow
2. Allow mask to sit in this area for a minimum of 72 hours
3. If possible, air dry in sunshine or garage area if able to take mask home. Still air dry for 72 hours.



## OFFICER DECISION MAKING

### Introduction

Due to the unprecedented risks inherent in front line policing during a pandemic, officers should be intentionally thinking about their response to calls in order to respond most safely and effectively.

### Step One: Obtain Information

Pay attention to EIDS information in call notes on the CAD. If note is present, ask dispatch for them to re-contact the caller and evaluate. Request that callers meet you outside.

Due to the Governor's recent order, public health is advising Dispatch of the addresses of confirmed COVID-19 cases. Dispatch cannot air this, so pay close attention to instructions to check your MDC during calls.

While on scene, you can gather additional information if you feel it is necessary. Re-evaluate your response and PPE posture as new information becomes available.

### Step Two: Assess the Situation, Threat and Risks

Evaluate the information you have available to you. This includes the information on EIDS (COVID-19) and the caller's health status. It also includes information about the nature of the call itself. Ask yourself, "do I need to respond in person?" (Is there on-going physical danger? Is a crime currently being committed? Is there physical evidence that must be collected now?) If you do respond, will you be able to handle the call outside and from a safe distance? Try to develop a response plan before you arrive, and properly equip yourself early, before the dynamics of the scene dictate your response.

### Step Three: Consider your authorities, SOPs and special guidance

Many responses to calls will be dramatically different during the pandemic. This is not only in how the call is taken, but also in the disposition. You should not be placing yourselves and your colleagues at risk from the disease to effectuate low-level citations and arrests. When considering enforcement action, ask yourself, "what's important now?" Be cognizant of the Chief's guidance on traffic enforcement and proactive activity and remember the encouragement to use discretion with physical arrests.

### Step Four: Identify Options and Determine the Best Course of Action:

Your response to calls for service during this time will be different. Be sure that you don't blindly walk into a situation that ends up being high risk for exposure.

- Make phone calls instead of responding in person, where appropriate
- When you do have to respond in person, try to meet with the caller outside of any buildings
- Maintain a distance of six feet from other officers and subjects
- Conduct an initial assessment of the symptoms and medical history of occupants before entering a residence, if able. Don the full PPE ensemble before entering any residences.
- Consider minimizing the number of officers who enter a death scene, or if any officers at all need to enter.

- Place a subject mask on subjects in custody or offer one to citizens with concerns for their COVID status.

### Step Five: Act, Review and Reassess

These are challenging and unprecedented times. After calls, take a moment to evaluate your actions and decision making. All levels of MPD, from patrol to command, are learning as we gain experience with this pandemic. Share lessons-learned, experiences or observations with [PDCOVID19@cityofmadison.com](mailto:PDCOVID19@cityofmadison.com).

## CALLS FOR SERVICE

### GENERAL CALL HANDLING

Specific modifications are in place for the following call types:

**Private Property Accidents** – Officers should generally not be dispatched to private property vehicle accidents unless an injury is involved or other circumstances warrant a response (OMVWI, disturbance, etc.). Involved parties should be referred to the WI DMV website for self-report.

**Non-Injury Accidents** – Officers should generally not be dispatched to accidents not involving injury or road blockage unless other circumstances warrant a response (OMVWI, disturbance, uncooperative driver, etc.). Involved parties should be referred to the WI DMV website for self report.

**Parking Violations** – Enforcement should generally be limited to offenses related to public safety or traffic flow (bus stops, handicap violations, etc.). PEOs will continue to handle when available.

**Graffiti** – Officers should generally not respond unless unusual circumstances exist. Refer complainants to the self-reporting system

**Found Property** – Officers should make phone contact and only respond to accept found property in limited circumstances (firearms, illegal drugs, significant cash, etc.). For other types of found property the complainant should be advised to re-contact MPD after the current emergency order has expired.

**Panhandling** – Officers should generally not respond to complaints of panhandling unless other criminal activity is involved.

**Retail Theft** – Any non-felony retail theft with no suspect on scene should generally be handled by phone unless unusual circumstances exist (theft of firearm, violence involved, etc.).

Generally:

- Officers should continue to refrain from traffic enforcement that is not safety-related.
- Officers should refrain from proactive investigations/initiatives that are unrelated to public safety or public order. If a particular effort is essential, command approval is required.
- Please handle investigations/calls for service by phone when appropriate.
- For incidents that require in-person contact, practice social distancing to the extent possible. Consider asking complainants to meet/speak outside to provide more distance and reduced chances for exposure.
- Consider citations rather than physical arrest when appropriate.
- Follow the PPE guidance as described below.

Restricted duty personnel are available during their regular rotations to take patrol calls by telephone. They are designated with the district letter code (Adam, Baker, etc.) and a 100 number, for example, A190 or F192.

## **CALLS AT DESIGNATED RESPITE FACILITIES**

Remember that the best way to stay safe at these facilities is to never go inside. Do your best to find alternatives to handling these calls inside. Call the complainants or ask them to come out to you.

If you do need to go inside, you should wear your half face respirator and keep an extra N95 mask on you. Wear your issued eye protection. You will likely see MFD wearing isolation gowns in this environment. You can enter these facilities and still be protected. A good alternative is to wear MPD uniform outerwear, as this is removable and simplifies later decontamination. Tactics always take precedence over medicine. If the dynamics of the call indicate it is safe to wear an isolation gown, you may do so. If you do, be sure that you are readily identifiable as a police officer, by wearing a uniform hat or traffic vest.

You should also wear gloves inside these facilities. Be mindful of what you touch with contaminated gloves. Safely remove gloves before touching uncontaminated spaces or objects, like the steering wheel or your personal phone.

These medical respite facilities are high risk for exposure. After entering one of these facilities, you should decontaminate your uniform:

- Put on clean gloves.
- Doff MSA ½ face respirator, remove filters and decon using the 3 bucket station. Try to limit soaking the elastic straps so you can don the mask again on the next call.
- Enter locker room with a Hydrogen Peroxide (H<sub>2</sub>O<sub>2</sub>) spray bottle and proceed to the shower/tiled area.
- Don a fresh set of disposable gloves and then don an N95 disposable mask.
- Remove non-contaminated items (things that were not exposed at all) from inside your pockets first with the clean gloves and set these items aside.
- Remove duty belt, footwear, outer vest, all personal items from shirt, including pens, badge, brass, handcuff keys, cell phone, and anything else that was exposed.
- Spray the above items with the H<sub>2</sub>O<sub>2</sub> solution until damp enough to feel moist but not saturated.
- You should wipe down firearms, Tasers, radios and other electronics with a cloth or rag dampened with H<sub>2</sub>O<sub>2</sub> spray. This reduces the risk of damaging internal parts.
- Allow all items to air dry. Note that the air-drying is an important part of the disinfection process.
- Remove uniform pants and uniform shirt. If the employee was wearing a full-length raincoat (that was zipped/buttoned completely during the contact) or an isolation gown, then there is no need to remove uniform items that were covered by these items. Instead, you should carefully remove the

raincoat (or isolation gown), place it in a garbage bag (or similar) and clean the coat at the district station. Isolation gowns should be thrown away. Use the same process above prior to wiping down your raincoat.

- Any other uniform items not covered by a raincoat or isolation gown should be cleaned as prescribed.
- Leave shower area and change disposable nitrile gloves
- Get dressed in a new, non-contaminated uniform.
- Once equipment that was sprayed down above is dry, put back on.
- Spray down the shower and tile area where dirty equipment was with H<sub>2</sub>O<sub>2</sub>.
- Remove gloves, wash hands, arms and face with soap and water. Wash your hands for at least 20 seconds.

#### Squad Cleaning

- Once the full uniform doffing process is complete, officers should sanitize their vehicles BEFORE sitting back down in the squad. This is the same squad cleaning process that the employee completes at the beginning and end of their shift.

**Video Link:** <https://bit.ly/39BY08N>

#### **RESPITE FACILITY LOCATIONS:**

- Howard Johnson (3841 E Washington Ave) for the High Risk Population, i.e., "60+ YOA, underlying health issues, or pregnant," to divert from the shelters.
- Quality Inn (1754 Thierer Road) for Medical Respite (referred from a hospital, test results pending or tested positive, or showed symptoms and told to isolate)
- The Warner Park Community Center (1625 Northport Drive) for healthy single men.

All have onsite security. Security staff should be working with hotel management if they will be removing a guest from the property due to violations of the agreement. Involvement of law enforcement in that removal process should be a last resort, but MPD will be called support those efforts as a last resort. Officers may be able to gain voluntary compliance in addressing behavior, particularly in the case of those in need of medical respite, or, in getting a guest to leave.

- Officers should not respond to manage non-criminal behavior of guests of the hotel. MPD will become involved if criminal activity is reported.
- If a response is needed, consider ways to engage or communicate with the involved parties by phone or outside, if feasible.
- Officers may consider charging "Unlawful Trespass - After Notification: c.o 23.07(2)" or "Criminal Trespass: 943.14" if their actions warrant.

- To prevent unnecessary contact, MFD will respond and assess if LE is required on all medical calls to these locations.

The behavioral agreement that all guests sign is attached as addendum C at the end of this document.

## **CPR/CCR and PULSELESS NONBREATHERS**

The virus that causes COVID-19 is primarily transferred between people via respiratory droplets. Because life saving measures agitate the airway, they are high risk procedures because they aerosolize the virus. While the most high risk procedures are advanced airway interventions performed by MFD and hospitals, both CPR and CCR put responding officers at a high risk for exposure.

Make sure you secure your half face respirator, put on eye protection, and wear gloves before performing chest compressions. Also note that during the pandemic, due to the need for us to wear respiratory protection, you should only perform CCR, even in situations that would normally call for CPR (overdoses, drownings, children, etc.). Do not attempt rescue breaths of any sort during the pandemic.

## **WARRANTS, BOOKING and ARRESTS**

In an attempt to reduce jail bookings for public health reasons, officers have been granted additional discretion when encountering individuals with certain arrests warrants. Due to an emergency court order, if officers encounter someone with an arrest warrant, they may exercise discretion and release the individual under certain circumstances:

- The officer is able to obtain up-to-date contact information for the individual.
  - The warrant is for a misdemeanor (non-domestic); child support, or the warrant is for a class H or class I felony that is solely property or drug-related.
- Cases charged under chapter 940, chapter 948 or felony OMVWI cases are excluded.

The order does not require that the individual be released if the above criteria are met; it simply allows officers to exercise discretion. Officers choosing to exercise discretion under these circumstances should complete a report and indicate that it should be routed to DCSO; the warrant will be considered served and DCSO will follow-up on locating the individual after the current emergency order is no longer in effect. Please contact a supervisor with any questions about application of these.

The text of the Presiding Judge's order is at the end of this document in Addendum B

## OWI INTOXIMETER PRECAUTIONS

- Continue to conduct breath alcohol tests as usual per your agency's policy.
- The risk of virus transmission associated with conducting a breath test is like the risk associated with any face to face interaction, such as a traffic stop.
- Thorough handwashing is the best way to prevent the spread of viruses when we must interact with others. When handwashing facilities are not accessible and hand sanitizer is used instead, please do so away from the EC/IR II instrument. Hand sanitizer vapor in the environment of the breath test instrument may cause 'high blank' or 'check ambient conditions' notifications.
- Since the breath test mouthpiece is sterile, sealed, and single use, there is no additional risk associated with providing a sample. Mouthpieces should be replaced between samples and disposed of after use.
- The instrument keyboard, exterior of the breath tube, and all other frequently touched surfaces should be carefully cleaned with a disinfecting wipe. Do not use spray disinfectants. If vapor from the disinfecting wipe causes a 'high blank' or 'check ambient conditions' notification, wait a few minutes before attempting to use the instrument again. The instrument will not complete a test if alcohol is detected during the blank checks.

## BOOKING PROCEDURES AT THE DANE COUNTY JAIL

**"The Dane County Jail is not refusing any arrests at this time, including municipal and misdemeanor charges. In an effort to promote wellness for their staff and inmate population, the Sheriff's Office is strongly encouraging officers to use discretion and find alternate means of enforcement action if possible" – Chief Deputy Hook 3/28/2020**

## COMPLIANCE INVESTIGATIONS

### SAFER AT HOME ORDER

Governor Evers' Emergency Order #28, Dated 04/16/2020, states, in summary:

- 1) All persons are ordered to stay at home or at their place of residence, with certain exceptions. When out for reasons permitted under the exception, all persons must as reasonably possible remain six feet away from others.
- 2) Non-essential business must cease.
- 3) All public and private gatherings of any number of people that are not part of a single household or living unit are prohibited, except for the limited purposes expressly permitted in this Order. Nothing in this Order prohibits the gathering of members of a

single household or living unit. Landlords or rental property managers shall avoid entering leased residential premises unless emergency maintenance is required.

- 4) Closures
  - a. Schools and libraries,
  - b. Places of public amusement and activity
  - c. Salons and spas.
- 5) There are exceptions. The full text of the Governor's order is available here:  
<https://evers.wi.gov/Documents/COVID19/EMO12-SaferAtHome.pdf>
  - a. The exceptions are also listed in Addendum A at the end of this document.

## SERVICING COMPLIANCE COMPLAINTS

MPD's primary interest is for people to comply with the emergency order to further crucial public health objectives. MPD officers should not use the order alone as grounds to contact or detain anyone without specific indications that they are in violation.

The primary authority to accept these complaints is Dane County Public Health. They will refer noncompliance or repeat issues to MPD. If a call from Public Health does not require an immediate response, the North and South CPTs have been designated as the primary response teams.

If calls come in through 911, officers should service the call, notify the OIC, complete a report, and route the report to Lt. Kamoske. These reports will not be routinely routed to Public Health. The OIC also briefs Lt. Kamoske and Lt. Kamoske liaises with the City Attorney for follow up.

If MPD does respond, the first goal is education about the order and obtaining voluntary compliance. Advise violators with liquor licenses that their refusal to follow the order is likely to result in City action against their license. If they hold other licenses, advise the responsible party that we will pursue action against those licenses as well if they continue to be noncompliant.

While you should try to identify (and cite) a manager, owner or responsible party, anyone refusing to comply with the order is subject to arrest/citation.

The state charge is: "Violation of law relating to health," §252.25 (misdemeanor citation). The City Ordinance is: "Creating/permitting a health nuisance." MGO 7.05(6) (see bail schedule).

**All calls involving noncompliance with the governor's order require a report.** Route that report to Lt. Kamoske and email her with a summary of the call.

The recent extension to the Emergency Order means that:

•**Essential businesses** are allowed to remain open, but have additional new safety requirements for safe business practices regarding their employees. This includes things like increased cleaning and disinfection, limiting the number of employees working, as well as having a policy for an employee who displays symptoms of illness. If you are sent to a complaint regarding this type of violation,

please document the concern in a report and Lt. Kamoske will make sure the city attorney and public health follow up. There is no need to take any type of enforcement action unless you are seeing something that is putting people's safety in immediate jeopardy.

- Libraries** will remain closed for in-person services, but will be allowed to do curb-side pickup of materials.

- Public and private golf courses** will now be allowed to be open with restrictions in place, which includes no carts, staggered tee times, and appropriate social distancing. Clubhouses and pro shops must remain closed, but bar and restaurant areas are able to remain open for carryout. As with other businesses, if you are sent to a complaint regarding a violation at a golf course, document it in a report and the city attorney and public health will follow up.

- All non-essential businesses** (these will mostly be stores) will be allowed to operate with curb-side pick-up and/or allowing up to five patrons in the store at a time as long as social distancing can be accommodated. There are many regulations that must be followed by the employer for the safety of the employees operating in the business. Again, if you are sent to take a report of this type of violation, document it, and the city attorney and public health will follow up. **Hair salons, nail salons and tattoo shops are still closed, unless they are doing curbside pickup for product only.**

- Essential Travel:** Under the new order, individuals are allowed to take a drive for the purpose of taking a drive. Individuals will still be encouraged to not travel great distances from home. In short, this means we can no longer cite a person for a violation of the order because of "non-essential" travel. This would apply for individuals cruising E. Washington Ave (we can however, continue citing these individuals if they gather in large groups in a parking lot with people who do not live at their residence).

- Private gatherings:** The order for individuals prohibiting gathering with anyone they do not reside with still remains in effect. These are the bulk of the complaints that officers are being sent to. **Please know that you have discretion on whether or not to issue a citation. Please also note that if you do not issue a citation at the scene, it is unlikely there will be one issued in the future for the violation you observed.** It is simply not feasible for us to go back after the fact to issue these. For many of these calls, people will be compliant and cooperative. There have been several instances however, where people have not been cooperative, and have been resistant to the message the officer is conveying. It is certainly within your purview to cite these individuals.

## STATUS OF MADISON PARKS

In compliance with the Emergency SAFER AT HOME Order by Governor Tony Evers *PDF*, and through guidance from [Public Health Madison & Dane County](#), the City of Madison Parks Division has the following updates to park amenities, activities, and facilities. Recognizing outdoor spaces play a critical role in the mental and physical wellbeing of our community, trails and several off-leash dog parks will remain open with appropriate safety precautions taken.

### **OPEN areas:**

[All trails](#) are open to walking and biking (where previously allowed)

[Off-Leash Dog Parks](#) – Brittingham, Quann, Sycamore and Warner

Community gardens - signage at locations by [Community Groundworks](#)



**CLOSED areas:**

Playgrounds – signage in place at 178 playgrounds throughout the system

Basketball Courts – signage at the most popular locations

Restrooms – most remain closed from the winter season, we are evaluating the status of restrooms in high traffic areas.

Disc Golf Courses – Hiestand and Elver remain closed from the winter season, Yahara Hills now closed and baskets removed.

Athletic Fields – all remain closed from the winter season

Shelters, all remain closed from the winter season, Highland Manor and Gates of Heaven now closed

Drinking Fountains – remain off from the winter season

Skate park – now closed, signage in place

Tennis Courts and Pickleball Courts - signage at the most popular locations

Golf Courses - In addition to being closed to playing golf, the courses are also closed to walking your dog

NOTE: Per Emergency Order, these are effective through 8:00am, Friday, April 24, 2020 or until a superseding order is issued.

## DECONTAMINATION

### Decontaminating Yourself

-Don't forget to call the MPD Medical Team 24x7 at 608-264-0534 if you believe you were exposed to a subject with COVID-19.

-Change your gloves before touching clean or unexposed items – this is especially important for your personal belongings like a cell phone or wallet, but also includes the car door, steering wheel, etc.

-Make sure you also clean any of those items you did touch with dirty gloves.

-Limit close contact with others before you decontaminate yourself.

-Don't forget you'll need to notify a supervisor if a squad is deadlined and contaminated.

-If you wore your half face respirator (primary respiratory protection system):

- Remove the filters

- Decon the mask in the two bucket system

-Decontaminate or discard items which were used while in contact with the subject, such as a pen, notebook or handcuffs.

-Wipe down firearms, tasers, handcuffs, your body microphone and other police equipment with a cloth dampened with the standard hydrogen peroxide solution.

-At the station, in a tiled area, put on a new N-95 and fresh gloves.

- Place your uniform items in a garbage bag for home laundering; or

- Place uniform items in the mesh bag for the COVID team to launder.

- Spray your boots, external vest carrier, and duty belts with hydrogen peroxide solution and allow to air dry. External vests without pockets can be laundered too.

- Wash your hands with soap and water for 20 seconds.

- Put on fresh clean clothes.

## Uniform Laundry

1. Generally, if you were evaluated by the medical team for an exposure and were exposed, the COVID-19 TF should launder and decontaminate your uniform. Prior to turning over contaminated uniforms, you will need to follow this process:
2. Spray your duty belt, boots, duty gear, etc. with H<sub>2</sub>O<sub>2</sub> solution and then allow to securely dry at your district station. For moisture/solvent sensitive items, such as radio, microphone, handgun, etc. spray H<sub>2</sub>O<sub>2</sub> Solution on a rag and wipe these items down with the rag.
3. For External Vest Carriers: Spray down the entire external vest carrier with H<sub>2</sub>O<sub>2</sub> solution.
  - a. Remove the name tag, pins, pouches, holsters, etc. from carrier).
  - b. Remove the ballistic panels from carrier.
4. Place uniform clothing, armor outer carrier, etc. in a mesh bag (Stored in the Sergeant's Offices in each District). Close the mesh bag with the slide lock.
5. Note the red tag number on the mesh bag utilized, so you can be sure to get your items back in a timely fashion.
6. Place the mesh bag inside a plastic garbage bag and then seal the garbage bag closed.
7. Ensure that the sealed garbage bag is delivered to the VIF Squad Decon Bay for the COVID Decon Team to wash.
8. Send an E-mail to [pdccovid19@cityofmadison.com](mailto:pdccovid19@cityofmadison.com) with the Topic: Uniform Decon/officer's name/red tag number/District/Case Number.
9. COVID Decon Teams will wash and then return laundered uniforms to the districts.

\*Uniforms visibly soiled with mucus, vomit, blood or other potentially infectious substances should be properly discarded for replacement through normal MPD equipment replacement procedures.

**Video Link:** <https://bit.ly/2QmE5UO>

## Decontaminating Vehicles

- Limit officer access/activity to the area where a sick subject was contained.
- Limit handling of any personal items prior to decontamination
- If you are comfortable and choose to remove items from the car (squad box, etc.)
  - Wipe down the exterior of all items with hydrogen peroxide solution
- Secure the vehicle and place signage on it that it is waiting for decontamination

-Advise a supervisor and the COVID-19 Task Force

## MPD COVID-19 Decontamination Team Process

There is a specially-trained group of officers who are equipped to fully decontaminate squad cars that have been exposed to infected subjects. If your vehicle has been exposed, follow the instructions above. A supervisor should notify the COVID-19 Task Force and the decontamination team will send out officers to collect the vehicle and decontaminate it. Notify the team by phone from 8a-6p M-F or by email after hours.

At the decontamination facility (VIF), officers will first apply a disinfectant spray to the exterior of the vehicle and allow it to dry for 10 minutes. The contact time of the solution to the virus helps to kill it. They will then scrub down the frequent contact points on the exterior of the vehicle. Then the vehicle is rinsed, and given time for the rinse to dry off. Then they move to the interior surfaces of the vehicle, spraying down the trunk and cage area with disinfectant solution, giving it time to dry, and specifically scrubbing high-contact areas. They will thoroughly wipe down the interior of the officer/driver cabin area. Then the interior is rinsed, and the vehicle is allowed to dry. The district can collect the clean vehicle when it is dry..

**Video Link:** <https://bit.ly/2x1perY>

## Triton Auto Spa (NON-COVID decontamination)

The pandemic has closed the regular locations where our squad cars are cleaned after a biohazard exposure. This applies to all biohazard contaminants **except** the COVID-19 virus.

Take squad cars here:

### **Triton Auto Spa**

4001 East Towne Blvd

Madison, WI 53704

Phone: (608) 244 - 1444

- Squads can be dropped off anytime.
- Park along south side of building.
- Contact Triton employee if you drop off a squad during business hours. Provide the squad number and description of the biohazard.
  - Triton hours are Monday to Friday 9am-4pm.
  - Outside normal business hours: Leave a note on the dashboard describing biohazard.
- Remove law enforcement sensitive items and weapons.
- Lock the vehicle. Triton has a fleet key.

- Email the squad number, case number and biohazard description to Jeremy Bakken, the Fleet Coordinator ([jbakken@cityofmadison.com](mailto:jbakken@cityofmadison.com)). He will arrange collection and return of the squad car.

## SIGNIFICANT EXPOSURE

Video Link: <https://bit.ly/2U26AsZ>

## SIGNIFICANT EXPOSURE IN AN OCCUPATIONAL SETTING

An exposure must be assessed for risk level by the COVID-19 Medical Team. The risk level of the exposure of an employee in the occupational setting will be determined by a number of factors including:

- 1) Close contact, within 6 feet of a subject, for 5 minutes, without wearing PPE including N95 mask, or ½ face respirator, eye protection and gloves.
- 2) The subject has active symptoms of any upper or lower respiratory infection, such as fever, coughing and sneezing.
- 3) The subject has high risk factors for COVID-19.
- 4) The employee was not able to be in proper PPE, or PPE failed.
- 5) Entry of a subject's body fluid into an eye, an open wound, or where a significant breakdown in the skin has occurred.
- 6) Other routes of exposure, defined as significant in rules promulgated by the MPD. The MPD, in promulgating the rules, shall consider all potential routes of transmission of COVID-19 identified by the Centers for Disease Control of the Federal Public Health Service.
- 7) Individual medical factors of the employee and the employee's living conditions.

## Rights and Responsibilities

### EMPLOYER

- Supply PPE to employees
- Provide training on the various forms of PPE

### EMPLOYEE

- Uses the above PPE precautions per MPD Procedures.
- Informs employer when a potentially significant exposure has occurred.
- May obtain screening, counseling, and follow-up with their medical provider and/or the MPD Medical Director.
- Must keep all test result information from a source strictly confidential. (It is appropriate to convey a message about using "universal precautions" or "use respiratory PPE" when talking about an individual or a particular location.)

### SOURCE (Not the MPD Employee)

- Has the right to be informed that a potential significant exposure has occurred.
- May refuse to be tested unless ordered by Public Health.

## Procedure – Responsibility and Protocol

## RESPONSIBILITY

The supervisor in charge of each COVID-19 significant exposure determination shall assure the following:

1. The significant exposure supervisor checklist portions that coincide with this protocol are followed. (A to Z Forms)
2. All documents are complete and accurate.
3. Documents are properly used and are dispositioned.
4. Contact the COVID-19 Medical Team.

## PROTOCOL

### 1. Contact COVID-19 Medical Team

- a. Employee should clean exposed area as soon as possible after incident.
- b. Employee should make phone contact with COVID-19 Medical Team at 264-0534 to advise of possible significant exposure and to begin the screening process.
- c. Supervisor should be accessible to employee during contact with COVID-19 Medical Team, while maintaining proper social distancing and wearing PPE.
- d. Circumstances may warrant employees calling the COVID-19 Medical Team after completing needed tasks, such as processing an arrest.
- e. The COVID-19 Medical Team, in consultation with the employee, will determine if the screening will occur over the phone or if the officer will respond to the decontamination area for screening.

### 2. Supervisor shall pull a separate Case Number for Significant Exposure to document this process

- a. This case number should be placed on all forms.
- b. Route report(s) to MPD Medical Director, Dr. Ashley Anderson.
- c. Begin - Accident Report/Workers Comp Form
  - i. Supervisor shall begin filling out both pages of this form during this process.
  - ii. Employee must sign form prior to final submission, which may be done at a later date if an exposure is deemed significant.
  - iii. This form shall be filled out as much as possible by the supervisor during the screening process. Remember – it must be signed by the employee prior to final submission.
  - iv. Supervisor shall make Telestaff entry for injured employee. Telestaff Work Code: INJURED, Detail Code: COVID-19 Coronavirus Exposure. Entry should be for 15 minutes and the start of that 15 minute entry needs to match the time of the injury written on the Workers Comp Form. Case number for COVID-19 Significant Exposure shall be written in the note field of the entry.
  - v. Disposition of Workers Comp Form – Supervisor shall scan and email form to PDMedical for placement in the employee's MPD Medical File, whether signed or unsigned.
  - vi. Employee shall sign form on date of exposure if deemed not significant, or when employee is deemed safe to return to work.

### 3. COVID-19 Medical Team member evaluates officer for Significant Exposure

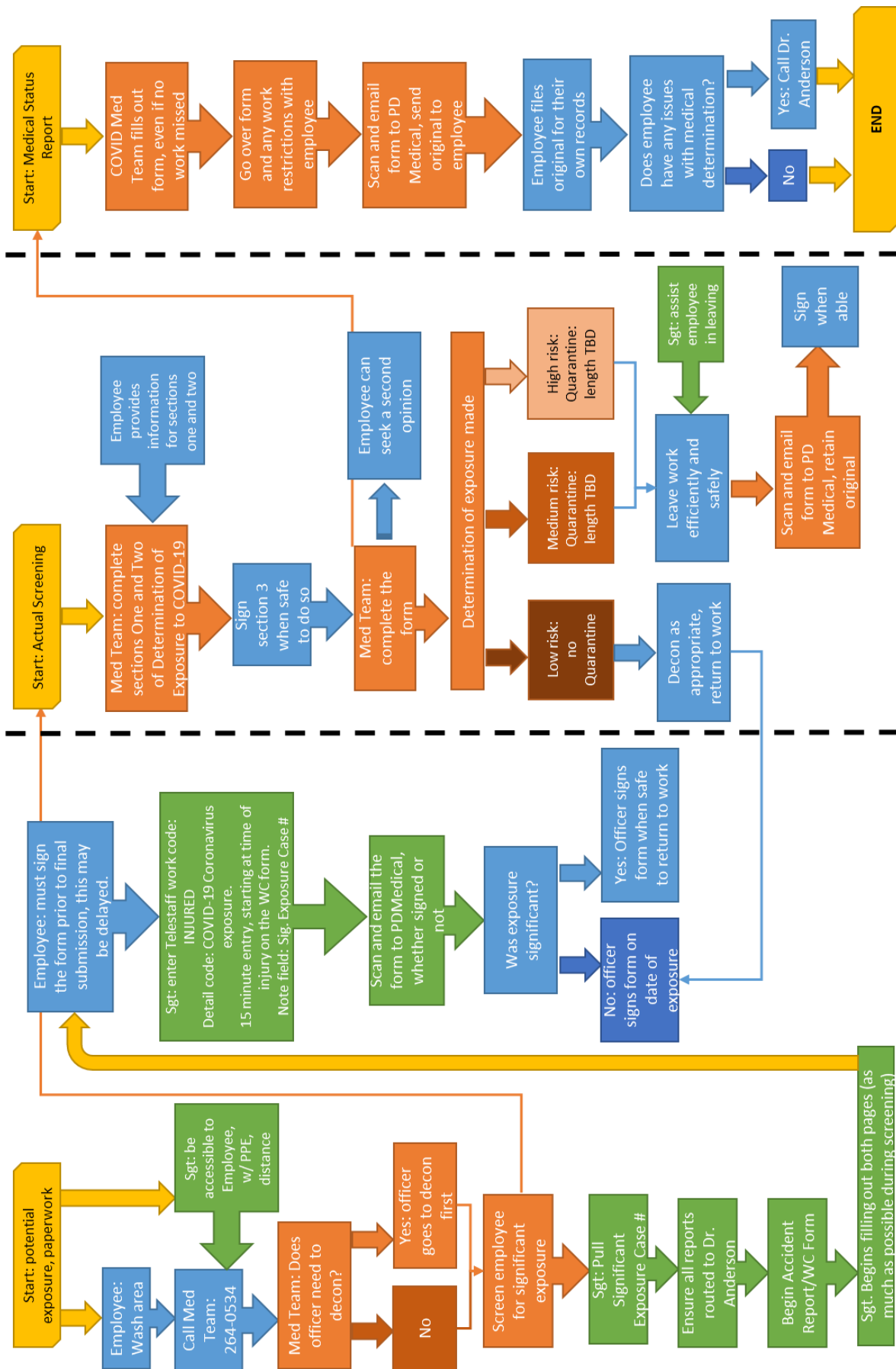
- a. Determination of Exposure to COVID-19
  - i. This is an internal MPD form that will be maintained by the COVID-19 Medical Team in a confidential manner until secured in the employee's medical file.

- ii. This form documents if the COVID-19 Medical Team Member, in consultation with the Medical Director, determined there was a High Risk, Medium Risk, or Low Risk Exposure to COVID-19.
- iii. Employee provides COVID-19 Medical Team Member the information for sections I and II during the screening. Employee signs in section III when medically safe to do so.
- iv. COVID-19 Medical Team Member will complete remainder of form. Employee can seek a second opinion with their personal physician or MPD Medical Director.
- v. If COVID-19 Medical Team Member determines a “High” or “Medium” Risk Exposure, the employee may be sent home to self-quarantine for a period of time to be determined by the Medical Team. The employee will be offered a COVID test date for five (5) days post-exposure, with instructions to contact the Medical Team if they become symptomatic prior to their test date.
- vi. The employee, with assistance from the supervisor and guidance from the COVID-19 Medical Team Member, shall leave work as efficiently as possible, in accordance with the Personal Decon, Vehicle Decon and Uniform Laundering Guidance issued by the MPD COVID-19 Task Force. **City Emergency Leave or work at home may be appropriate during the quarantine period.**
  - 1. The Medical Team Member will note the Squad number and physical location of any squad that needs decontamination in Sharepoint.
  - 2. The Medical Team Member will note any uniform items and their location that need decontamination in Sharepoint.
- vii. Disposition of Form: COVID-19 Medical Team Member will scan and email (or print and inter-d) to PDMedical for placement in the employee’s MPD Medical File, whether employee has signed or not.
- viii. Employee shall sign form as soon as practicable if deemed Low or Medium Risk, or when officer is deemed safe to return to work. Original form will be maintained by the COVID-19 Medical Team until the team is disbanded. Forms will then filed in the employee’s Medical File

b. Complete - City of Madison Medical Status Report Form

- i. COVID-19 Medical Team Member completes this form based on the determination of level of exposure.
- ii. This form must be completed even if employee does not miss any work.
- iii. The COVID-19 Medical Team Member will go over contents of form and any work restrictions or limitations with employee during screening process.
- iv. Disposition of Form: COVID-19 Medical Team Member must scan and email or print and inter’d to PDMedical for placement in the employee’s MPD Medical File. The Medical Team Member will ensure the employee receives the original of this form for the employee’s own records as soon as practicable.

c. If there are issues with the medical determination, contact Dr. Ashley Anderson.



## OFFICER/EMPLOYEE TESTING

### MPD-SPONSORED TESTING PROCEDURE

MPD has collaborated with Exact Sciences, a local medical technology company, to test MPD employees for COVID-19. Under orders from the MPD Medical Director, MPD staff will collect the specimens, which the Exact Sciences laboratory will process. Testing for this virus is not instantaneous, and involves both the collection of specimens and later laboratory analysis of the collected sample. Generally, results should be expected approximately 48 hours after the sample is taken.

Just as in the significant exposure protocol, the process starts by calling the MPD Medical Team at 608-264-0534. That number is available 24\*7. You will be screened and the medical team will determine if you meet the COVID-19 testing criteria established by Dr. Anderson. Both sworn and civilian employees are eligible for testing.

All employees deemed “High” or “Medium” Risk by the Medical Team will be offered a COVID test date five (5) calendar days from the date of exposure, regardless of symptomology.

Employees that are “High” or “Medium” Risk will be asked to closely monitor their health and contact the Medical Team if any symptoms arise.

Employees deemed “High” or “Medium” Risk who become symptomatic may be tested prior to the five (5) day testing date offered to them during their Exposure Screening.

Repeat testing may be instituted if symptoms occur beyond the five (5) day period at the discretion of the Medical Team.

If you are eligible for testing, you will be asked to provide:

- Name, Date of Birth (DOB) and IBM.
- Verbal consent for a COVID-19 Team Member to conduct the nasal swab test procedure.
- Verbal consent for test results to be shared with MPD Medical Director Ashley Anderson, MD
- Verbal consent for test results to be shared with the MPD COVID-19 Medical Team.
  - Exact Sciences will call Dr. Anderson with positive test results, and will fax him all test results. Dr. Anderson will subsequently share the test results with the employee and those the employee has consented to releasing results to.
  - Information regarding a positive test (such as shift/district of positive employee) will be shared with the Medical Team for aftercare purposes for the employee and to appropriately attend to co-workers and work spaces without divulging individual test results or private health information.
  - The employee will be informed that results will be reported to public health authorities in accordance with local, state, and federal regulations.
- The manner of contact the employee prefers for obtaining their results (text or phone call), and whether or not a voicemail message can be left stating the test results.



- Description of the vehicle employee will drive to the testing site.

The medical team will then schedule your testing appointment. They'll assign you a specific date and time to arrive at the testing facility (Vehicle Impound Facility). When you arrive you should put your MPD photo ID (not badge) on the windshield. The medical team will verify the consents and then take the sample, in a drive through process.

Results will be returned in about 48 hours.

After exposure to COVID 19, individuals may not test positive for 3-8 days or more. The MPD Medical Team knows that symptoms of the infection are variable, from mild to catastrophic, depending on many individual factors and characteristics. An exposed employee should utilize the Symptom Tracker and keep the Medical Team updated as to symptom onset and severity. Employees deemed "High" or "Medium" Risk for exposure on duty will be offered a test five (5) calendar days post exposure, regardless of symptomology. The Medical Director may choose to change this criteria as needed as this pandemic continues. Furthermore, testing may be dictated by individual circumstances at the discretion of the Medical Team and the Medical Director.

Testing is prioritized for patients with moderate symptoms, those who have been quarantined due to on-duty exposure, and people who have direct contact with the public. As capacity allows, employees who have mild symptoms and/or are working remotely will be tested as well.

An employee with **moderate symptoms**, means the employee has a sudden onset of a respiratory illness with:

- Sudden onset of, or change in progressive cough- could be productive or not productive **AND**
- Shortness of breath and/or chest tightness **OR**
- Significant loss of taste and/or smell **OR**
- Blood oxygen (SPO2) reading below 94% without other explanation **OR**
- Fever higher than 100.0

Testing of an employee with **mild symptoms** will be recommended under the following circumstances:

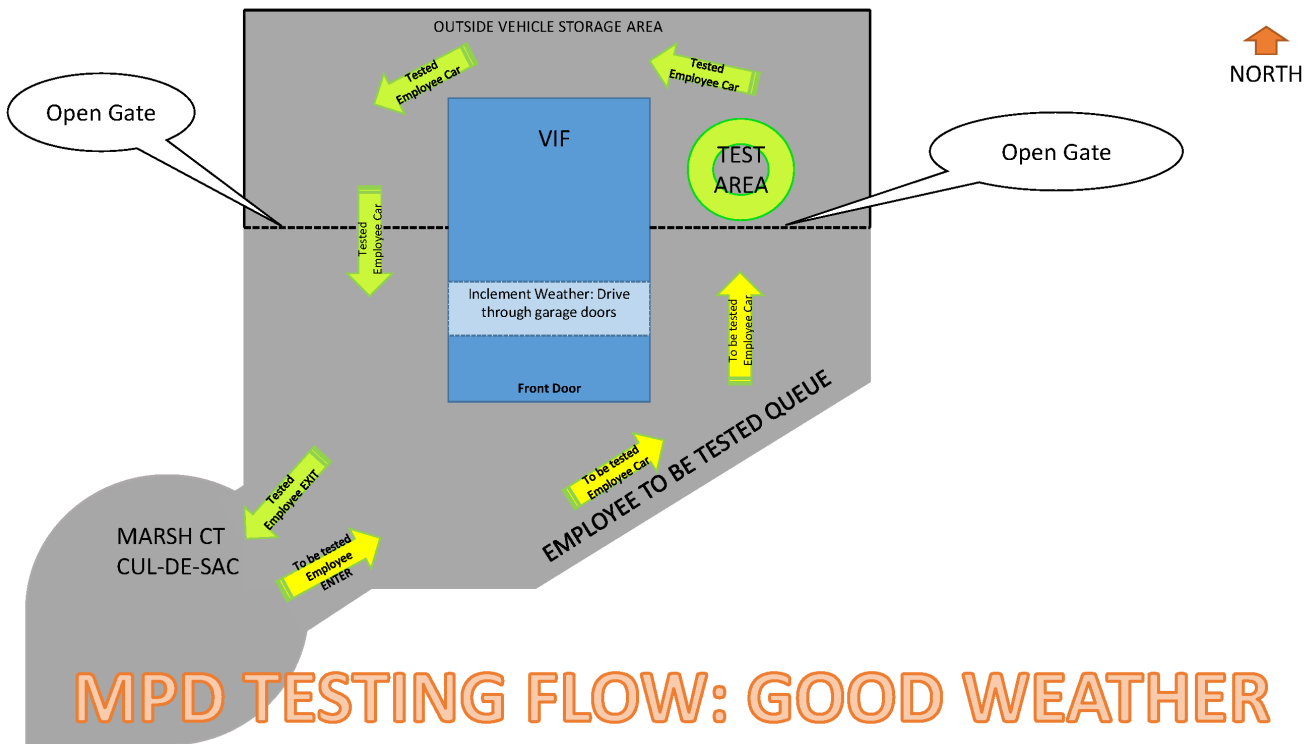
- **SUDDEN** onset of a respiratory illness with one or more symptoms below:
  - Fever higher than 100.0
  - Cough- could be productive or not productive
  - Sore throat
- Shortness of breath and/or chest tightness **AND at least one of the following:**
- Personal history of chronic lung disease and/or asthma
- Other pre-existing medical condition that increases COVID risk
- Direct contact with family members who are in High Risk categories

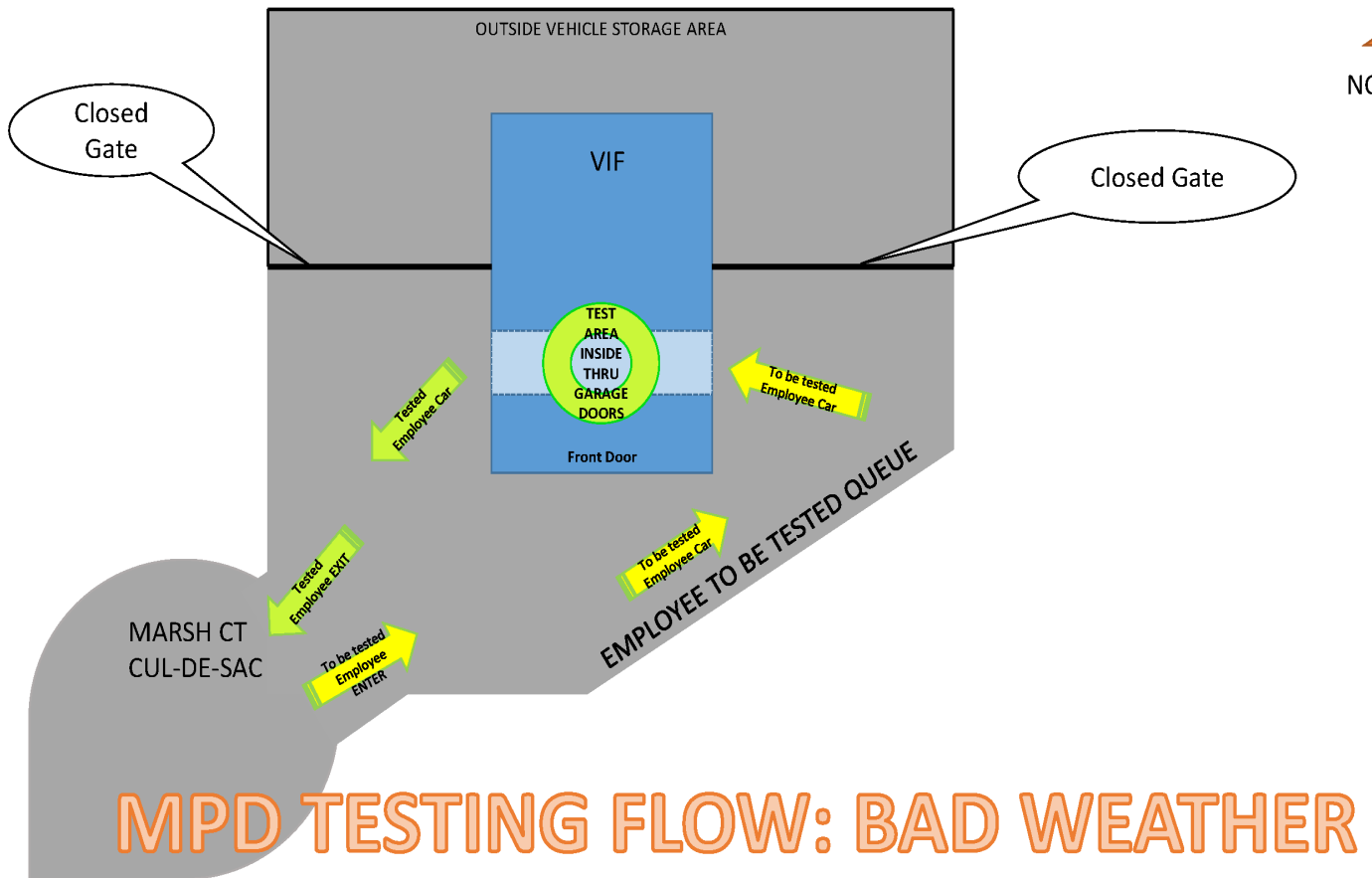
Testing of an employee who was determined to have "High" or "Medium" COVID-19 Exposure Risk by The Medical Team will be offered five (5) calendar days after the date of the exposure, whether or not that employee has developed any of the symptoms listed above. In the event the employee

becomes symptomatic post-exposure, the testing may occur sooner than five (5) days post the exposure date, or at a time later than five (5) days if symptoms occur.

The diagrams below show the flow of traffic at the Vehicle Impound Facility. After the sample, you will remain on quarantine until advised otherwise by Dr. Anderson or the Medical Team. You will get a handout explaining this process on site.

Note that the swab may be uncomfortable. There may be some blood or the taste of blood, both of which should go away on their own. During the swab, it is important the employee hold their head still and not touch the swab. A flavored drink may help with the aftertaste.





## CONSENT AND COVID-19 TESTING

Dr. Ashely Anderson orders all COVID tests administered by the Medical Team. All test results will be sent directly to Dr. Anderson. MPD employees can choose the method by which Dr. Anderson will inform them of their test results (phone or text), as well as whether or not Dr. Anderson can share those results with the Medical Team. Dr. Anderson is required by law to report all positive COVID test results to Public Health. All positive MPD employees will be contacted by a Public Health Nurse following a positive test result. MPD Employees do not need to consent to Dr. Anderson sharing their test results with the Medical Team to get tested under this program. It is encouraged that employees allow Dr. Anderson to share their test results with the Medical Team so they are to help you work through the administrative elements of time off, a quarantine, and applicable workers compensation forms. If you do not consent to this you will need to call in sick on your own.

## RETURN TO WORK POST TESTING

If an employee in the “High” or “Medium” Risk category tests negative for COVID, their return to work will occur immediately if they are symptom free.

Employees who are symptomatic from other illness will be encouraged to use their personal leave time until they are no longer symptomatic.

If an employee in the “High” or “Medium” Risk category tests positive for COVID, their return to work will occur when:

The employee’s fever resolves,

The employee’s respiratory symptoms improve, AND

The employee has two negative COVID tests, conducted at least 24 hours apart following resolution of symptoms.

If the employee has a second positive test, a follow up test will not occur for at least two (2) calendar days.

Repeat testing will be at the discretion of the Medical Team, as will clearance for return to work.

Assessment will be on a case-by-case basis.

## VOLUNTARY ISOLATION

The previously arranged hotel is cancelled. We are awaiting arrangements through Dane County Emergency Management for a similar facility.

## TELESTAFF AND LEAVE TIME

### **Emergency Paid Leave:**

Use of City-paid emergency leave will be centralized in a similar way to the City-paid parental leave, meaning emergency leave entries can only be made by PD Payroll to ensure consistency. Please note this process is intended only for requests to use the City-paid emergency leave; traditional leave requests unrelated to COVID-19 emergency leave should continue to follow existing processes.

### **Process for Requesting Emergency Leave**

- 1) Employee contacts captain/civilian manager to discuss request for possible emergency leave.
- 2) The captain/manager determines whether the requested emergency leave is appropriate within the Mayor’s COVID-19 guidance.
- 3) If approved, the captain/manager temporarily enters the hours as an available leave type (AWOP can also be entered by supervisors).

- 3) Captain/manager emails PD Payroll and PD Medical with the request to convert those hours to emergency leave.
- 4) PD Payroll will make the entry using available emergency leave for that employee.

**This means that employees placed on quarantine following an on-duty exposure will initially show personal leave time (sick, etc.,) which is converted later. The status of Worker's Compensation time for this situation is currently unresolved. State legislation has been proposed.**

Employees should initially request leave through their normal supervisor/scheduler/process. If the employee would like the leave converted to emergency leave, then the employee needs to make that request of their captain/manager, who will consider the request and subsequently advise PD Payroll and PD Medical. Please note PD Payroll will not update entries to emergency leave unless authorization from the employee's captain/manger is received.

### **Emergency Paid Leave for Child Care:**

City HR has advised that recent federal legislation permits the use of Emergency Paid Leave for child care purposes (in cases of school or day care closure). The process will be updated soon, but for now, follow the above EPL process for child care leave too.

## TELECONFERENCING

### **SKYPE**

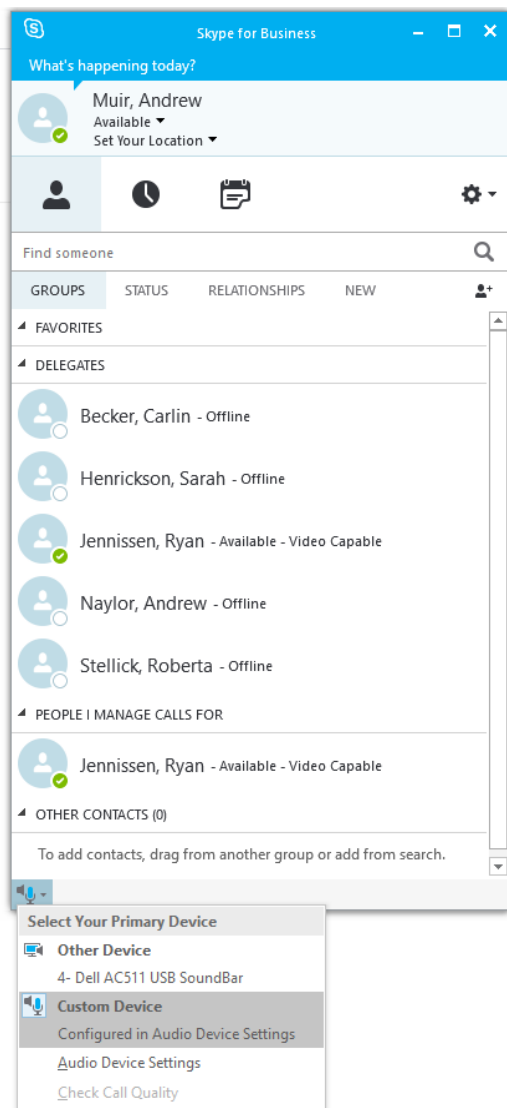
#### **Installation:**

Make sure that Outlook is closed when you first download the application.

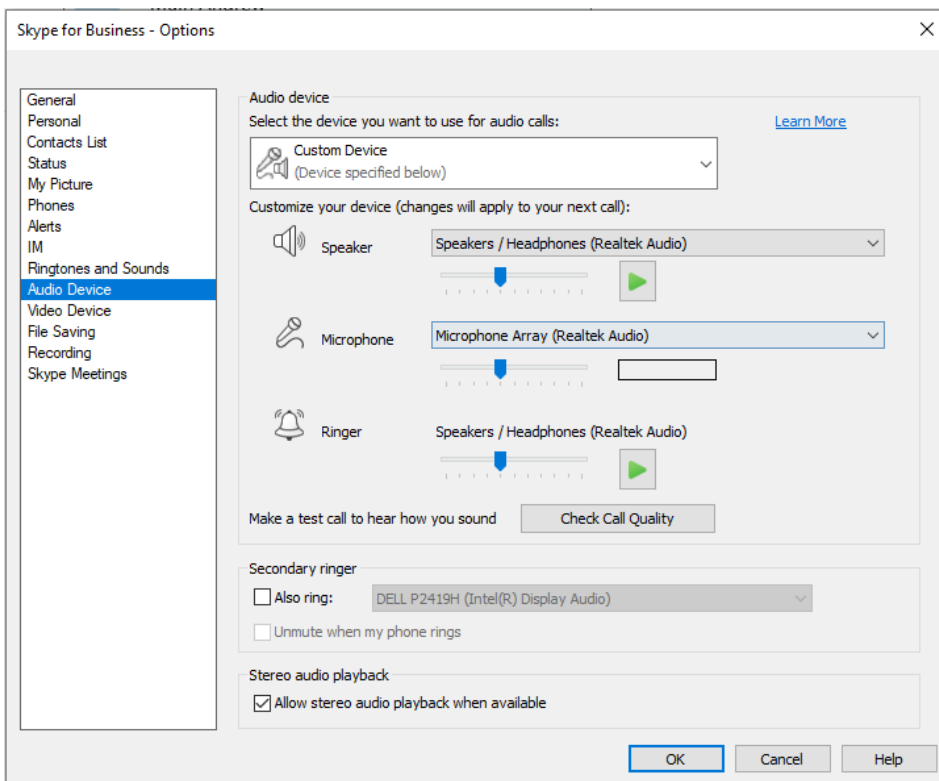
From the start menu, select "All Programs," then "Ivanti Management," and open the "Portal Manager." Download and Install Skype for Business.

This will work on docked laptops, but they need to be open to use the camera and microphone. This will only work if you are connected to the City's network through a wired connection or VPN.

There are sometimes microphone issues with docked laptops, especially if a sound bar is attached. To fix this, select the audio device button in the bottom left of the Skype for Business main bar:



Click “Audio Device Settings” and then select “Custom Device” in the audio device drop-down menu. Once selected, you should see the blue microphone volume indicator start to move if you talk or make noise near your computer.



### Conference Now Instructions:

Dial 261-9608. Enter your 7-digit extension as the meeting ID.  
The host must enter a PIN which is 12345.

All other participants dial 261-9608 and then the 7-digit extension as the meeting ID. They will be admitted once the host enters the PIN.

### TELECONFERENCING TOOL KIT

The city's teleconferencing tool kit is included at the end of this document as Addendum D.

## ADDITIONAL RESOURCES

### **State of Wisconsin: Outbreak information & resources**

<https://www.dhs.wisconsin.gov/outbreaks/index.htm>

### **Dane County COVID-19 Dashboard**

<https://cityofmadison.maps.arcgis.com/apps/opsdashboard/index.html#/c3ad3b83e1fe4893837364cbe10ce789>

### **Madison/Dane County Public Health COVID Resources:**

<https://publichealthmdc.com/coronavirus>

### **City of Madison COVID homepage:**

<https://www.cityofmadison.com/health-safety/coronavirus>

### **CDC Information on COVID-19**

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### **IACP COVID-19 Information:**

<https://www.theiacp.org/resources/document/law-enforcement-information-on-covid-19>

### **National Police Foundation:**

<https://www.policefoundation.org/covid-19/>

### **MPD Internal Resources:**

<https://www.cityofmadison.com/employeeNet/police/internal/training/>



ADDENDUM A: GOVERNOR'S EMERGENCY ORDER #28



State of Wisconsin  
Department of Health Services

Tony Evers, Governor  
Andrea Palm, Secretary

**EMERGENCY ORDER #28**  
**Safer at Home Order**

**WHEREAS**, in December, 2019, a novel strain of the coronavirus was detected, now named COVID-19, and it has spread throughout the world, including every state in the United States;

**WHEREAS**, on January 30, 2020, the World Health Organization declared COVID-19 to be a Public Health Emergency of International Concern;

**WHEREAS**, on March 12, 2020, Governor Tony Evers declared a public health emergency and directed all agencies support to efforts to respond to and contain COVID-19 in Wisconsin;

**WHEREAS**, on March 13, 2020, President Donald Trump proclaimed a National Emergency concerning COVID-19;

**WHEREAS**, as of April 15, 2020, 1,914,916 people around the world have tested positive for COVID-19, including 605,390 in the United States and 3,721 in Wisconsin;

**WHEREAS**, COVID-19 is present throughout Wisconsin, with people testing positive for COVID-19 in 65 of 72 counties as of April 15, 2020;

**WHEREAS**, on March 24, 2020, I, Andrea Palm, Secretary-designee of the Wisconsin Department of Health Services, issued Emergency Order #12, Safer at Home Order (hereinafter "Safer at Home Order"), requiring that everyone in Wisconsin stay at their home or place of residence except in limited circumstances;

**WHEREAS**, the Safer at Home Order is working to flatten the curve of infections of COVID-19 in Wisconsin, and we have started to see meaningful gains from this proactive step;

**WHEREAS**, when the Safer at Home Order was issued, the number of people testing positive for COVID-19 in Wisconsin was doubling every 3.4 days and, as of April 14, 2020, the rate of doubling is now approximately 12 days;

**WHEREAS**, according to the model created by DHS, Wisconsin was projected to have between 440 and 1,500 deaths from COVID-19 by April 8th. These numbers were based on projected significant exponential growth in

1 West Wilson Street • Post Office Box 7850 • Madison, WI 53707-7850 • Telephone 608-266-9622 •  
[www.dhs.wisconsin.gov](http://www.dhs.wisconsin.gov)

*Protecting and promoting the health and safety of the people of Wisconsin*

positive cases; however, since the Safer at Home Order, there has been a decrease in exponential growth in the number of cases and by April 8th, Wisconsin only had 99 deaths;

**WHEREAS**, like our neighbor states, Wisconsin will need to continue to stay safer at home to prevent spikes in COVID-19 cases that could further strain our health care system and risk more lives;

**WHEREAS**, our critical workers are on the front lines working to provide health care, keep our grocery stores open, clean, and stocked, farm our lands, and ensure our infrastructure is maintained;

**WHEREAS**, in this time of Safer at Home, it is extremely important that we continue to respect all our residents and workers of this state, without stigmatizing or calling out any group of people, especially those who have contracted or been exposed to COVID-19;

**WHEREAS**, medical and public health experts advise that this is the crucial moment in Wisconsin for us to flatten the curve and prevent the worst-case situations we have seen in other parts of the country and the world;

**WHEREAS**, as we work to slow the virus, we need to also work to carefully and thoughtfully speed up our economy;

**WHEREAS**, people all over the state have made great sacrifices with their businesses and incomes;

**WHEREAS**, as we continue to be safer at home, we also must find creative ways to get businesses and employees back on their feet in a way that will not sacrifice our progress in fighting the spread of COVID-19; and

**WHEREAS**, when deciding whether to extend the Safer at Home Order, the administration considered the rate of spread of COVID-19 in Wisconsin; the health care capacity to meet the needs of the state; the testing, contact tracing, and isolation capacity in the state; the availability of personal protective equipment for healthcare workers, first responders, and other public servants that are required to perform face-to-face services; and the economic needs of Wisconsin and Wisconsinites.

**NOW THEREFORE, I, Andrea Palm**, Department of Health Services Secretary-designee, by the authority vested in me by the Laws of the State, including but not limited to Section 252.02(3), (4), and (6) of the Wisconsin Statutes, order the following:

- 1. Stay at home or place of residence.** All individuals present within the State of Wisconsin are ordered to stay at home or at their place of

residence, with exceptions outlined below. To the extent individuals are using shared or outdoor spaces other than their home or residence, they must at all times as reasonably possible maintain social distancing of at least six (6) feet from any other person consistent with Social Distancing Requirements as defined below, except that they do not need to maintain social distancing between individuals residing in a single living unit or household. Individuals may leave their homes or residences only for the following functions as are defined in this Order:

- a. **Essential Activities** (defined in section 11);
- b. **Essential Governmental Functions** (defined in section 12);
- c. To operate **Essential Businesses and Operations** (defined in section 13);
- d. To perform non-essential **Minimum Basic Operations** (defined in section 14);
- e. **Essential Travel** (defined in section 15); and
- f. **Special Situations** (defined in section 8, 9, and 10).

Individuals experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter. Governmental and other entities are strongly urged to make such shelter available as soon as possible to the maximum extent practicable and to follow the Wisconsin Department of Public Health (DHS) and the U.S. Centers for Disease Control and Prevention (CDC) guidance on COVID-19 risk mitigation practices.

Individuals whose homes or residences are unsafe or become unsafe, such as victims of domestic violence, are permitted and urged to leave their home and stay at a safe alternative location. For purposes of this Order, homes or residences include hotels, motels, shared rental units, dormitories, shelters, and similar facilities.

## 2. Business operations

- a. **Non-essential business and operations must cease.** All for-profit and non-profit businesses with a facility in Wisconsin, except Essential Businesses and Operations as defined below, must cease all activities at facilities located within Wisconsin, except:
  - i. Minimum Basic Operations, as defined below.

- ii. Any operations consisting exclusively of employees or contractors performing activities at their own home or residences (i.e., working from home).

**b. Safe Business Practices**

- i. All businesses, including Essential Businesses and Operations, shall:
  - 1. To the greatest extent feasible, use technology to avoid meeting in person, including virtual meetings, teleconference, and remote work (i.e. work from home).
  - 2. Cease door-to-door solicitation.
- ii. Essential Businesses and Operations are encouraged to remain open. Essential businesses and operations shall:
  - 1. To the greatest extent feasible, comply with Social Distancing Requirements as defined in this Order between all individuals on the premises, including but not limited to employees, customers, and members of the public.
  - 2. Restrict the number of workers present on premises to no more than is strictly necessary to perform the essential operation.
  - 3. Increase standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
  - 4. Adopt policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.
- iii. Essential Businesses or Operations that remain open for in-person sales, including retail stores, shall:
  - 1. Consider establishing curbside pick-up to reduce in-store traffic and mitigate outdoor lines.

2. For stores with less than 50,000 square feet of customer floor space, limit the number of people in the store (including employees) to 25% of the total occupancy limits established by the local municipality.
  3. For stores of more than 50,000 square feet:
    - a. Limit the number of customers in the store at one time (excluding employees) to 4 people per 1,000 square feet of customer floor space.
    - b. Offer at least two hours per week of dedicated shopping time for vulnerable populations, which for purposes of this Order are people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease.
  4. Establish lines to regulate entry in accordance with occupancy restrictions in sections 2.b.iii.2. and 2.b.iii.3., with markings for patrons to enable them to stand at least six feet apart from one another while waiting. Stores should also use alternatives to lines, including allowing customers to wait in their cars for a text message or phone call and scheduling pick-ups or entries to the store.
- 3. Prohibited activities.** All public and private gatherings of any number of people that are not part of a single household or living unit are prohibited, except for the limited purposes expressly permitted in this Order. Nothing in this Order prohibits the gathering of members of a single household or living unit. Landlords or rental property managers shall avoid entering leased residential premises unless emergency maintenance is required.
- 4. Closures.** All of the following facilities shall be closed:
- a. **Schools.** Public and private K-12 schools shall remain closed for pupil instruction and extracurricular activities for the remainder of the 2019-2020 school year. Schools may continue to facilitate distance learning or virtual learning. Schools may continue to be used for Essential Government Functions and food distribution. This section does not apply to facilities operated by the Wisconsin Department of Corrections.

**b. Libraries.** Public libraries shall remain closed for all in-person services, except that they may provide the following services:

- i.** On-line services and programming.
- ii.** Curb-side pick-up of books and other library materials, if all operations are performed by one person in a room or confined space. Materials must be requested online or by phone before pick-up. The library may not require a signature from the patron. The library must schedule pick-ups to ensure compliance with Social Distancing Requirements as defined in Section 16 of the Safer at Home Order.
- iii.** Any Essential Governmental Function.
- iv.** Food distribution.

**c. Places of public amusement and activity.** Whether indoors or outdoors, places of public amusement and activity are closed, including but not limited to amusement parks, carnivals, water parks, licensed public or private swimming pools, splash pads, aquariums, zoos, museums, arcades, fairs, children’s play centers, playgrounds, funplexes, theme parks, bowling alleys, movie and other theaters, concert and music halls, country clubs, social clubs, and gyms and fitness centers. The following exceptions apply:

- i.** Public and private golf courses may open, with the following restrictions:
  - 1.** The use of golf carts is prohibited.
  - 2.** Social Distancing Requirements must be observed at all times, unless the players reside in the same living unit or household.
  - 3.** All tee times and payments must be made in advance online or by phone.
  - 4.** Clubhouses and pro shops must remain closed. Any restaurant or bar facility may remain open and must comply with all restrictions in Section 13.d. and 13.e. of this Order.
  - 5.** Tee times must be spaced to avoid multiple foursomes from clustering or gathering at any stage of the course.
  - 6.** All maintenance work and groundskeepers shall comply with Section 2.b.i. and 2.b.ii. of this Order. All other functions may only continue under Minimum Basic Operations.
  - 7.** Driving ranges and miniature golf must remain closed.

ii. Public parks and open space may be closed at the discretion of the local health officials, if any of the following occur:

1. The number of people frequenting the area at one time makes it difficult to comply with Social Distancing Requirements.
2. Repeated vandalism or disturbing the peace.
3. Repeated violations of the Safer at Home Order that create a risk to individuals in the area.
4. The local government does not have the ability to monitor or enforce Social Distancing Requirements.

d. **Salons and spas.** This includes, but is not limited to, hair salons, barber shops, nail salons, day spas, electrolysis providers, waxing salons, eyebrow-care establishments, tattoo parlors, body art establishments, and tanning facilities.

5. **Prohibited and permitted travel.** All forms of travel are prohibited, except for Essential Travel as defined in this Order. Individuals riding on public transit must comply with Social Distancing Requirements to the greatest extent possible.

6. **Follow DHS and CDC guidelines.** When taking any action permitted under this Order, all individuals, organizations, government bodies, and any other permitted group of individuals shall, to the extent possible, follow DHS guidelines located here: <https://www.dhs.wisconsin.gov/covid-19/index.htm>.

All Essential Businesses and Operations and all businesses performing Minimum Basic Operations shall comply with DHS guidelines for businesses located here: <https://www.dhs.wisconsin.gov/covid-19/employers.htm>.

7. **Elderly people and those who are vulnerable as a result of underlying health conditions should take additional precautions.** People at high risk of severe illness from COVID-19 and people who are sick are urged to stay in their home or residence to the extent possible except as necessary to seek medical care. Nothing in this Order prevents DHS and local health officials from issuing and enforcing isolation and quarantine orders pursuant to Wis. Stat. ch. 252 and local ordinances.

## SPECIAL SITUATIONS

- 8. Healthcare and Public Health Operations.** For purposes of this Order, individuals may leave their residence to work for or obtain services at any Healthcare and Public Health Operations.

Healthcare and Public Health Operations includes, but is not limited to: hospitals; medical facilities; clinics; ambulatory surgery centers for response to urgent health issues or related COVID-19 activities; manufacturers, technicians, logistics, and warehouse operators and distributors of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing disinfecting or sterilization supplies, and tissue and paper towel products; dental offices; pharmacies; public health entities, including those that compile, model, analyze, and communicate public health information; pharmaceutical, pharmacy, medical device and equipment, and biotechnology companies (including operations, research and development, manufacture, and supply chain); healthcare information technology companies; organizations collecting blood, platelets, plasma, and other necessary materials; obstetricians, gynecologists, and midwife practices; eye care centers, including those that sell glasses and contact lenses; home health agencies and providers; mental health and substance abuse providers; detoxification and alcohol or drug treatment programs and facilities; syringe access programs, and naloxone distribution programs; other healthcare facilities and suppliers and providers of any related or any ancillary healthcare services; entities that transport and dispose of medical materials and remains; personal care agencies; hospices; allied health providers; acupuncturists; massage therapists; chiropractors; and adult family homes.

Specifically included in Healthcare and Public Health Operations are manufacturers, technicians, logistics, and warehouse operators and distributors of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing disinfecting or sterilization supplies, and tissue and paper towel products.

Healthcare and Public Health Operations also includes veterinary care and all healthcare services provided to animals. Non-essential veterinary care should be avoided.

Cafeterias and food service in health care facilities may remain open for staff and authorized visitors only, subject to the following restrictions:

- a.** Self-service operations of salad bars, beverages stations, and buffets are prohibited.



- b. Customers are prohibited from self-dispensing any unpackaged food or beverage.
- c. Customers and staff shall comply with Social Distancing Requirements, including in seating areas and lines.

Healthcare and Public Health Operations shall be broadly construed to avoid any impediments to the delivery of healthcare, broadly defined. Healthcare and Public Health Operations does not include fitness and exercise gyms, hair salons, barber shops, nail salons, day spas, electrolysis providers, tattoo parlors, body art establishments, tanning facilities, and similar facilities.

- 9. Human Service Operations.** For purposes of this Order, individuals may leave their residence to work for or obtain services at any state, institutional, or community-based setting providing human services to the public.

Human Service Operations includes, but is not limited to: long-term care and assisted living facilities, as long as the facility follows all current DHS Recommendations for Prevention of COVID-19 in Long-Term Facilities and Assisted Living Facilities and all applicable U.S. Centers for Disease Control Recommendations; residential settings and shelters for adults, seniors, children, victims of domestic abuse, people with disabilities, people with substance use disorders, or mental illness; transitional facilities; home-based settings to provide services to individuals with physical, intellectual, or developmental disabilities, seniors, adults, or children; adult day care, adult day services, and supportive home care; field offices that provide and help to determine eligibility for basic needs including food, cash assistance, medical coverage, vocational services, or rehabilitation services; developmental centers; adoption agencies; businesses that provide food, shelter, social services, or other necessities of life for economically disadvantaged individuals, individuals with physical, intellectual, or developmental disabilities, or otherwise needy individuals.

Human Services Operations shall be construed broadly to avoid any impacts to the delivery of human services, broadly defined.

- 10. Essential Infrastructure.** For purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to offer, provide, operate, maintain, and repair Essential Infrastructure.

Essential Infrastructure includes, but is not limited to: food production, distribution, fulfillment centers, storage facilities, marinas, and sales; construction (including, but not limited to, construction required in

response to this public health emergency, hospital construction, construction of long-term care and assisted living facilities, public works construction, school construction, Essential Business and Operations construction, construction necessary for Essential Governmental Functions, and housing construction, except that optional or aesthetic construction should be avoided except as permitted as a Minimum Basic Operation); building management and maintenance; airport operations; operation and maintenance of utilities, including water, sewer, gas, and electric (including power generation, distribution, production of raw materials, and Wisconsin Department of Natural Resources-certified and registered drinking water and wastewater testing laboratories); Wisconsin Home Energy Assistance, Low Income Home Energy Assistance Program, and Public Benefits Energy Assistance Program offices, customer service centers, and public intake centers; distribution centers; oil and biofuel refining; roads, highways, railroads, and public transportation; ports; cybersecurity operations; flood control; solid waste and recycling collection and removal; and internet, video, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services).

Essential Infrastructure shall be construed broadly to avoid any impacts to essential infrastructure, broadly defined.

## **DEFINITIONS**

**11. Essential Activities.** Individuals may leave their home or residence to perform any of the following:

- a. Health and safety.** To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members, including pets, such as, by way of example only and without limitation, obtaining medical supplies or medication, seeking emergency services, or visiting a health care or behavior health care professional. Individuals should rely on telehealth options whenever feasible.
- b. Necessary supplies and services.** To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation: canned food, dry goods, fresh fruits and vegetables, gasoline, propane, pet supply, fresh meats, fish, and poultry, and any other household consumer products, and products necessary to maintain the safety, sanitation, and essential operation of residences.

- c. Outdoor activity.** To engage in outdoor activity, including visiting public and state parks, provided individuals comply with Social Distancing Requirements as defined below. Such activities include, by way of example and without limitation, walking, biking, hiking, or running. Individuals may not engage in team or contact sports such as by way of example and without limitation, basketball, ultimate frisbee, soccer, or football, as these activities do not comply with Social Distancing Requirements. Playgrounds are closed.
- d. Certain types of work.** To perform work at Essential Businesses or Operations or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations and obtaining supplies needed to work from home.
- e. Take care of others.** To care for a family member, friend, or pet in another household, and to transport family members, friends, or pets as allowed in this Order.

**12. Essential Governmental Functions.** Essential Governmental Functions means all services provided by the State, Tribal, or local governments needed to ensure the continuing operation of the government body and provide and support the health, safety, and welfare of the public. Each government body shall determine its Essential Government Function, if any, and identify employees and contractors necessary to the performance of those functions.

For purposes of this Order, all paid or volunteer first responders including law enforcement, EMS, and firefighters; first responder training academies; building inspectors; emergency management personnel; emergency dispatchers; court personnel, jurors and grand jurors; corrections personnel; hazardous materials responders; child protection and child welfare personnel; housing and shelter personnel; National Guard and military; and others working for or to support Essential Businesses and Operations are categorically exempt from this Order.

This section does not limit the ability or authority of the Wisconsin Supreme Court to use its constitutional supervisory authority over lower courts to limit or adjust court functions in response to the Public Health Emergency. This section does not limit the ability or authority of the Wisconsin Legislature to meet or conduct business.

Government bodies should continue to follow the Wisconsin Department of Justice's Office of Open Government guidance regarding holding government meetings and should consult directly with that office

regarding specific open meetings questions. The guidance is available here: [https://www.doj.state.wi.us/sites/default/files/news-media/3.20.20\\_OOG\\_Final.pdf](https://www.doj.state.wi.us/sites/default/files/news-media/3.20.20_OOG_Final.pdf). Government bodies with additional questions about open meetings requirements should consult with the Wisconsin Department of Justice's Office of Open Government.

**13. Essential Businesses and Operations.** For the purposes of this Order, Essential Businesses and Operations means Healthcare and Public Health Operations, Human Services Operations, Essential Infrastructure, and Essential Governmental Functions, and the following:

- a. CISA List.** Any business or worker identified in the U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency (CISA), *Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response*, updated March 23, 2020, and any subsequent versions of this Memorandum.
- b. Stores that sell groceries and medicine.** Grocery stores, bakeries, pharmacies, farm and produce stands, supermarkets, food banks and food pantries, convenience stores, and other establishments engaged in the retail sale of groceries, canned food, dry goods, frozen foods, fresh fruits and vegetables, pet supply, fresh meats, fish, poultry, prepared food, alcoholic and non-alcoholic beverages, and any other household consumer products (such as cleaning and personal care products). Such establishments shall:
  - i.** Close all seating intended for consuming food.
  - ii.** Cease any self-service operations of salad bars, beverage stations, and buffets.
  - iii.** Except for grocery stores, prohibit customers from self-dispensing all unpackaged food.
  - iv.** Abide by Social Distancing Requirements.

This section should not be interpreted to provide an exemption for businesses engaged in the sale of food or beverage ancillary to its primary purpose, such as those businesses required to close under Section 4 who also may engage in some food or beverage sales.

- c. Food and beverage production, transport, and agriculture.** Food and beverage manufacturing, production, processing, transportation, and cultivation; farming, livestock, fishing,

baking, and other production agriculture, including cultivation, marketing, production, and distribution of animals and goods for consumption; businesses that provide food, shelter, and other necessities of life for animals, including animal shelters, boarding, rescues, kennels, and adopting facilities; farm and agriculture equipment, supplies, and repair services.

- d. Restaurants.** Restaurants shall close, except as follows:
- i.** Restaurants may remain open for food take-out or delivery service only.
  - ii.** Alcohol sales must comply with section 13.e. below.
  - iii.** Customers may enter the above establishments only for the purpose of ordering, pick up, and paying for food or beverage or both.
  - iv.** No seating may be provided.
  - v.** Food and drink may not be consumed on premises, either indoors or outdoors.
  - vi.** Establishments shall meet Social Distancing Requirements between all individuals on the premises to the extent possible.
  - vii.** Cease any self-service operations of salad bars, beverage stations, and buffets.
  - viii.** Customers are prohibited from self-dispensing any unpackaged food or beverage.
- e. Bars.** This includes breweries, brewpubs, wineries, distilleries, and alcohol beverage retailers. Such establishments shall close, except as follows:
- i.** Carryout sales of alcohol beverages and food are allowed, if permitted by state law and municipal ordinance.
  - ii.** Delivery of alcohol beverages to retail customers is prohibited.
  - iii.** Wineries holding direct wine shippers' permits may make deliveries of wine in accordance with their permit.
  - iv.** Customers may enter the above establishments only for the purpose of ordering, pick up, and paying for food or beverage or both.
  - v.** No seating may be provided.
  - vi.** Food and drink may not be consumed on premises, either indoors or outdoors.
  - vii.** Establishments shall meet Social Distancing Requirements between all individuals on the premises to the extent possible.

**viii.** Self-service operations of salad bars, beverage stations, and buffets are prohibited.

**ix.** Customers are prohibited from self-dispensing any unpackaged food or beverage.

**f. Child care settings.** Secretary-designee Andrea Palm's Emergency Order #6 remains in effect, with the following amendments:

**i.** Child care settings shall prioritize care for families as follows:

1. Tier 1: employees, contractors, and other support staff working in health care;
2. Tier 2: employees, contractors, and other staff in vital areas including but not limited to military; long term care; residential care; pharmacies; child care; child welfare; government operations; public safety and critical infrastructure such as sanitation, transportation, utilities, telecommunications; grocery and food services; supply chain operations; and other sectors as determined by the Secretary of the Department of Children and Families.

**ii.** Child care settings include all licensed and certified child care providers who may provide care for any age or ages of children up to 13 years of age, unless specially licensed for children with disabilities up to 19 years of age.

**g. Organizations that provide charitable and social services.**

Businesses and religious and secular nonprofit organizations, including prevocational group supportive employment, food banks and food pantries, when providing food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this public health emergency, and people with disabilities.

**h. Weddings, funerals, and religious entities.** Religious facilities, entities, groups, and gatherings, and weddings and funerals, except that any gathering shall include fewer than 10 people in a room or confined space at a time and individuals shall adhere to Social Distancing Requirements as much as possible.

- i. Funeral establishments.** Funeral establishments, as defined in Wis. Stat. § 445.01(6), except that any gathering shall include fewer than 10 people in a room or confined space at a time and individuals shall adhere to Social Distancing Requirements as much as possible.
- j. Media.** Newspapers, television, radio, and other media services.
- k. Gas stations and businesses needed for transportation.** Gas stations; auto and motorcycle supply, repair and sales; boat supply, repair, and sales; and bicycle supply, repair, and sales.
- l. Financial institutions and services.** Banks, credit unions, and other depository or lending institutions; licensed financial service providers; insurance services; personnel necessary to perform essential functions at broker dealers and investment advisor offices.
- m. Hardware and supplies stores.** Hardware stores and businesses that sell electrical, plumbing, heating, and construction material.
- n. Critical trades.** Building and Construction Tradesmen and Tradeswomen, and other trades including but not limited to plumbers, electricians, carpenters, laborers, sheet metal, iron workers, masonry, pipe trades, fabricators, finishers, exterminators, pesticide application, cleaning and janitorial staff for commercial and governmental properties, security staff, operating engineers, HVAC, painting, moving and relocation services, forestry and arborists, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, Essential Governmental Functions, and Essential Businesses and Operations.
- o. Mail, post, shipping, logistics, delivery, and pick-up services.** Post offices and other businesses that provide shipping and delivery services, and businesses that ship or deliver groceries, food, beverages, goods or services to end users or through commercial channels.
- p. Laundry services.** Laundromats, dry cleaners, industrial laundry services, and laundry service providers.

**q. Supplies to work from home.** Businesses that sell, manufacture, or supply products needed for people to work from home.

**r. Supplies for Essential Businesses and Operations and Essential Governmental Functions.** Businesses that sell, manufacture, or supply other Essential Businesses and Operations and Essential Governmental Functions with the support or supplies necessary to operate, including computers; audio and video electronics; household appliances; IT and telecommunication equipment; hardware; paint; flat glass; electrical, plumbing, and heating materials; construction materials and equipment; sanitary equipment; personal hygiene products; food, food additives, ingredients, and components; medical and orthopedic equipment; firearm and ammunition suppliers and retailers for purposes of safety and security; optics and photography equipment; diagnostic; food and beverages; chemicals; paper and paper products; soaps and detergents.

Any business or operation that is considered an Essential Business or Operation under this section may only perform those business operations which are necessary for the Essential Business and Operations or Essential Governmental Functions to which they are supplying goods or services. Any non-essential goods or services may only continue as Minimum Basic Operations.

**s. Transportation.** Airlines, taxis, transportation network providers (such as Uber and Lyft), vehicle rental services, paratransit, and other private, public, and commercial transportation and logistics providers necessary for Essential Activities and other purposes expressly authorized in this Order.

**t. Home-based care and services.** Home-based care for seniors, adults, children, or people with disabilities, substance use disorders, or mental illness, including caregivers or nannies who may travel to the child's home to provide care, and other in-home services including meal delivery.

**u. Professional services.** Professional services, such as legal or accounting services, insurance services, real estate services (including appraisal, home inspection, and title services). These services shall, to the greatest extent possible, use technology to avoid meeting in person, including virtual meetings, teleconference, and remote work (i.e. work from home).



**v. Manufacture, distribution, and supply chain for critical products and industries.** Manufacturing companies, distributors, and supply chain companies producing and supplying essential products and services in and for industries such as pharmaceutical, technology, biotechnology, healthcare, chemicals and sanitation, waste pickup and disposal, agriculture, food and beverage, transportation, energy, steel and steel products, petroleum and fuel, mining, construction, national defense, communications, and products used by other Essential Governmental Functions and Essential Businesses and Operations.

Any business or operation that is considered an Essential Business or Operation under this section may only perform those business operations which are necessary for the Essential Business and Operations or Essential Governmental Functions to which they are supplying goods or services. Any non-essential goods or services may only continue as Minimum Basic Operations.

**w. Critical labor union functions.** Essential activities include the administration of health and welfare funds and personnel checking on the well-being and safety of members providing services in Essential Business and Operations, provided the checks are done by telephone or remotely where possible.

**x. Hotels and motels.** Hotels and motels, except that such establishments shall:

- i.** Comply with requirements of 13.b, 13.d. and 13.e.
- ii.** Close swimming pools, hot tubs, and exercise facilities.
- iii.** Prohibit guests from congregating in lobbies or other common areas, including providing adequate space to adhere to Social Distancing Requirements while queuing for front desk services.

**y. Higher educational institutions.** Higher educational institutions, for purposes of facilitating distance learning, performing critical research, or performing essential functions as determined by the institution.

**z. WEDC designated businesses.** In the exceptional circumstance that a business is not listed in this Order as an Essential Business or Operations but believes that it should be included in that designation, the business should consult the information page on the Wisconsin Economic Development Corporation (WEDC) website, here: [www.wedc.org/nonessentialbusiness](http://www.wedc.org/nonessentialbusiness). If a business still believes that it does not fall within the meaning of Essential Businesses and Operations, it may apply to the Wisconsin Economic Development Corporation (WEDC) using the provided form requesting designation as such.

**14. Minimum Basic Operations.** For the purposes of this Order, Minimum Basic Operations include the following, provided that employees comply with Social Distancing Requirements, to the extent possible, while carrying out such operations:

**a. Basic functions.** The minimum necessary activities to maintain the value of the business's inventory, preserve the condition of the business's physical plant and equipment, ensure security, process payroll and employee benefits, or for related functions, including where these functions are outsourced to other entities.

**b. Facilitating remote work.** The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.

**c. Employee designation.** Non-essential businesses and operations must determine which of their workers are necessary to conduct Minimum Basic Operations and inform such workers of that designation.

**d. Delivery and mailings.** Minimum Basic Operations may include fulfilling nonessential deliveries, mailing parcels, or receiving parcels if all of the operations are performed by one person in a room or confined space, including a car or truck. Delivery or parcel services may not require a signature by the recipient. Suppliers to non-essential businesses and supply chains for non-essential businesses are non-essential and shall only operate under Minimum Basic Operations to provide goods or services to other non-essential businesses operating under this section.

**e. Curb-side pick-up.** Minimum Basic Operations may include curb-side pick-up of goods, if all of the operations are performed by one person in a room or confined space at a time, including a car or truck. Goods must be purchased online or by phone before

pick-up. The goods must be pre-packaged by the manufacturer, distributor, or store. The store may not require a signature by the customer. The store must schedule pick-ups to ensure compliance with Social Distancing Requirements as defined in section 16 of the Safer at Home Order. Suppliers to non-essential businesses and supply chains for non-essential businesses are non-essential and shall only operate under Minimum Basic Operations to provide goods or services to other non-essential businesses operating under this section.

**f. Arts and craft stores.** Arts and craft stores may offer curbside pick-up as described in section 14.e. More than one staff member, but no more than the minimum number of staff necessary, may work at the store solely for filling orders for materials for making personal protective equipment (i.e. homemade facemasks). The additional staff allowed in this section may not sell, package, or assist in any way with the sale of items not necessary for making personal protective equipment. All staff working to fulfill or process orders for personal protective equipment must comply with all requirements in Section 2.b.i. and 2.b.ii. of this Order.

**g. Aesthetic or optional exterior work.** Minimum Basic Operations may include aesthetic or optional exterior residential construction and lawn care, if all the operations are performed by one person in a room or confined space, including a car or truck. No more than one employee or worker may be on the site at a time. Services may not require a signature by the recipient. Aesthetic or optional exterior work requiring more than one person on the site are prohibited.

**15. Essential Travel.** Individuals are strongly encouraged to remain at their primary residence or home. Travel to second homes or residences should be avoided if possible. Consistent with federal guidance and to protect our neighboring states, Wisconsin residents are encouraged to stay close to home and strongly discouraged from engaging in unnecessary travel. Individuals engaged in any Essential Travel must comply with Social Distancing Requirements to the extent possible. For the purposes of this Order, Essential Travel includes:

**a.** Any travel related to the provision of or access to Essential Activities, Special Situations, Essential Governmental Functions, Essential Businesses and Operations, or Minimum Basic Operations.

- b. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
- c. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, or any other related services.
- d. Travel to return to a place of residence from outside the jurisdiction.
- e. Travel required by law enforcement or court order, including to transport children pursuant to a custody agreement.
- f. Travel required for non-residents to return to their place of residence outside Wisconsin. Individuals are strongly encouraged to verify that their transportation out of Wisconsin remains available and functional prior to commencing such travel.

**16. Social Distancing Requirements.** For purposes of this Order, Social Distancing Requirements includes:

- a. Maintaining social distancing of six (6) feet between people;
- b. Washing hands with soap and water for at least 20 seconds as frequently as possible or using hand sanitizer;
- c. Covering coughs or sneezes (into the sleeve or elbow, not hands);
- d. Regularly cleaning high-touch surfaces;
- e. Not shaking hands; and
- f. Following all other public health recommendations issued by DHS and the U.S. Centers for Disease Control.

**ENFORCEMENT AND APPLICABILITY**

**17. Tribal Nations.**

- a. Activities by Tribal members within the boundaries of their Tribal reservations and federal land held in trust for any one of the eleven federally recognized Tribes in Wisconsin are exempt from the restrictions in this Order but may be subject to restrictions by tribal authorities.
- b. Non-tribal members should be respectful of and avoid non-essential travel to Tribal territory.

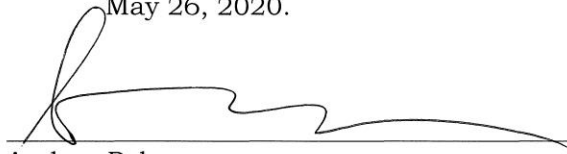
c. Wisconsin's local governments shall coordinate, collaborate, and share information with the Tribal Nations in their region.

**18. Enforcement.** This Order is enforceable by any local law enforcement official, including county sheriffs. Violation or obstruction of this Order is punishable by up to 30 days imprisonment, or up to \$250 fine, or both. Wis. Stat. § 252.25.

**19. Severability.** If any provision of this Order or its application to any person or circumstance is held to be invalid, then the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

**20. Supremacy.** This Order supersedes any local order that is in conflict with this order.

**21. Duration.** This Order shall become effective at 8:00 a.m. on Friday, April 24, 2020. This Order shall remain in effect until 8:00 a.m. on Tuesday, May 26, 2020.

  
\_\_\_\_\_  
Andrea Palm  
Secretary-designee  
Department of Health Services

04/16/2020  
\_\_\_\_\_  
Date

## ADDENDUM B: COURT ORDER ON WARRANT ARREST DISCRETION

### STATE OF WISCONSIN CIRCUITCOURT DANE COUNTY AMENDED ORDER REGARDING WARRANTS INCLUDING CHILD SUPPORT WARRANTS

Whereas the Dane County judiciary has issued an Order Regarding Temporary Emergency Measures in light of the COVID-19 issue,

Whereas, there are outstanding Dane County warrants within the criminal justice system and as a result of child support enforcement,

Whereas, the Dane County Sheriff requests consideration of limiting the circumstances under which individuals must be booked into the jail in order to protect the health and safety of the current jail population as well as the deputies and staff working in the jail,

Whereas, balancing the health of the jail community and the safety of the victims and community, the court issues the following order:

ORDER If a Dane County warrant is on file for a person who is having contact with Law Enforcement, and that contact will not otherwise result in a decision to arrest and book into jail, the officer **may exercise discretion** to release the person after obtaining up to date contact information. The officer will then generate a report of the contact with current address and phone number and send a copy to the Dane County Sheriff's Office Warrants Division. The report will constitute service of the warrant. The warrant with a copy of the report attached will be promptly provided to the Dane County Clerk of Court's Office which will then arrange for further scheduling. This order ONLY applies to the following categories of cases:

All misdemeanors with the exception of those with a domestic surcharge.

Class H and I Felonies which are solely property or drug-related. Cases charged under Chapter 940 or Chapter 948 and felony OWI's are specifically excluded.

Any and all child support enforcement cases, including cases that involve failure to pay, or a commitment order for non-payment.

Further, a court commissioner or judge, reviewing an otherwise valid request for a warrant may elect to delay the issuance of the warrant until after the expiration of the Order Regarding Temporary Emergency Measures. Date:

BY THE COURT: /s/ electronically signed V.L Bailey-Rihn Judge Valerie Bailey-Rihn Presiding Judge

## ADDENDUM C: HOTEL VOUCHER PARTICIPANT AGREEMENT



### COVID-19: Hotel Voucher Participant Agreement

This agreement is between Dane County Department of Human Services and the following participant: \_\_\_\_\_ (DOB: \_\_\_\_\_ )

Best way to contact the participant (cell phone, email): \_\_\_\_\_

All guests who have been provided with a voucher to stay at a hotel must adhere to the following rules. Violation of the rules may result in discharge from the hotel. Please read it thoroughly and refer as needed.

1. You were provided with this hotel stay to prevent from getting ill with Coronavirus (COVID-19). Please follow all guidelines for hygiene and sanitation. These include:
  - Limit leaving your room or the property as much as possible.
  - Do not invite family, friends, or guests to the property.
  - Wash your hands often with soap and water for at least 20 seconds.
  - Cover your cough or sneeze with a tissue and throw the tissue in the trash.
  - Alert your caseworker or shelter staff if you think you are ill.
2. No family, friends, or guests who are not on the voucher are allowed to be in the room. This includes hanging out with friends or family not on the voucher, parties, loud gatherings, and disturbances of any sort.
3. Guest must allow housekeeping staff to clean the room on a regular basis when the hotel staff requests to clean the property.
4. Guests must keep their own room in order and clean. The hotel has the right to not let you stay on their property if you damage the room. This includes food stains, destroyed or damaged linens, towels, and carpets, or food that is not kept in appropriate refrigeration or sealed packages. Guests are responsible to cover costs of damaged items.
5. Guests must supervise their children at all times. It is the guests' responsibility to ensure that their children do not disturb other guests. Children are not allowed to play in common areas and halls of the hotel.
6. Disorderly Conduct will result in immediate cancellation of your voucher. This includes but is not limited to:
  - Threats, acts of violence and/or compromising the safety of others
  - Engaging in illegal activities
  - Smoking in your room or use of drugs on the property
  - Burning of items in the building/dismantling of security systems (i.e. fire alarms)
  - Theft and/or destruction of property
  - Weapons or weapon-like items on property
7. Guests are responsible for all charges incurred while staying at the hotel. (Damage to property/long distance phone calls.

I have read or have been read, understand, and agree to abide by these rules.

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# CITY OF **MADISON**

## Telework Toolkit





## Telework Toolkit

City of Madison Information Technology is working diligently to support the tools you need to work from home.

This Telework Toolkit will provide you with the technical tools, resources, step-by-step instructions, and support you need to create a productive remote work environment.

---

### Support Expectations

During large-scale Citywide remote work events, please recognize that **there may be a delay in responding to requests as we accommodate the increase in telework.**

Information Technology will provide technical support for City-owned devices and services on the City network. We will not be able to troubleshoot employees' home technology services.

### HelpDesk Support

The HelpDesk is here to help you with:

- Problems with a City-owned computer (laptop, tablet).
- Problems with connecting to the City network.
- Problems installing City-approved essential software.
- Problems with your password or account.
- Problems accessing the software that you need to do your job.
- Problems connecting to your work desktop from a personal device (Remote Desktop Connection).

### Your Responsibility

It is **your** responsibility to troubleshoot:

- Problems with your home Wi-Fi or Internet service.  
*Please contact your Internet Service Provider (ISP) for this assistance.*
- Problems with your personal devices, including your personal computer and mobile phone.

Please note that the HelpDesk **cannot**:

- Install City-issued software on personal devices due to licensing restrictions.
- Provide on-site or in-home assistance.
- Support any new tools or software that the City does not already provide.

### Contact the HelpDesk

[helpdesk@cityofmadison.com](mailto:helpdesk@cityofmadison.com)

(608) 266-4193

## Password Reset

If you an incorrect password three times and your account is locked, you can contact the HelpDesk, or wait 30 minutes for it to unlock automatically.

## Application Web Access

Some critical City services are available off of the City network. If you are not connected to the City network, you can still access Email and SharePoint by following these instructions.

### Email – Outlook Web App

You can use the Outlook Web App to connect to your email through your web browser.

1. Go to [email.cityofmadison.com](http://email.cityofmadison.com) in your web browser.
2. Enter your network username and password.
3. Click “sign in”.

### SharePoint

You can connect to SharePoint through your web browser if you are off the City network.

*If you are connected to the City network via VPN, this external access will not work. You can access SharePoint just like you would at your workstation, at <http://share>.*

To connect to SharePoint off the network:

1. Go to <https://share.cityofmadison.com> in Internet Explorer.
2. Enter your network username and password.
3. Click “Sign In”.

## Electronic Document Signatures

If you need to sign contract documents electronically, visit:

[www.cityofmadison.com/employeenet/information-technology/training-support/telework/electronic-document-signatures](http://www.cityofmadison.com/employeenet/information-technology/training-support/telework/electronic-document-signatures)

## Network Access

### Virtual Private Network (VPN)

Use VPN to connect your **City laptop or tablet** to the City network. If your work computer is a desktop and you will be working remotely using a personal device, see Remote Desktop Connection later in this toolkit.

There are two methods for connecting to VPN: via a webpage, or using the VPN client application.

Please note that you will need to get VPN configured on your computer before using this tool. If you need VPN configured on your laptop or tablet, please contact the HelpDesk.

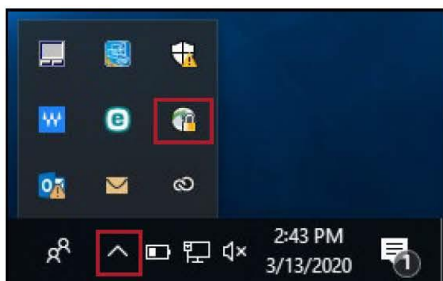
#### Connect via Website

1. Connect your computer to the Internet.
2. Go to [myvpn.cityofmadison.com](http://myvpn.cityofmadison.com) using Internet Explorer.



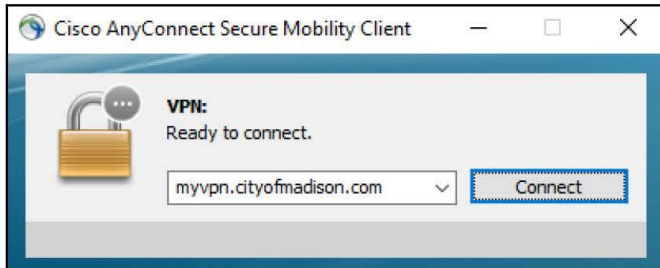
3. Choose the **CityEmployee** group. Enter your **network username and password**, and click “**Login**”.
4. When you have connected successfully, you will receive a message saying “**Connection Established**”.

You should also see a padlock icon in the system tray in the lower right corner of your screen. You may need to click on the arrow in the system tray to see this icon.

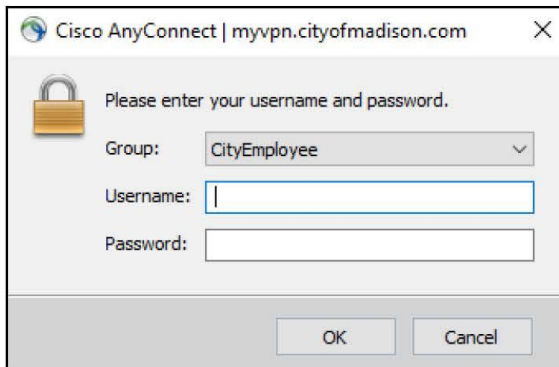


## Connect via Cisco AnyConnect Client

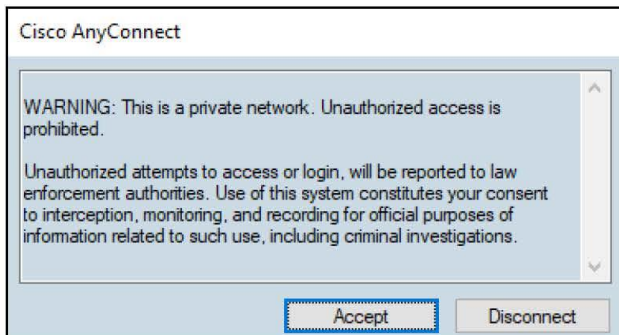
1. Connect your computer to the Internet.
2. Open the "Cisco AnyConnect Secure Mobility Client" application on your computer. You can find the application from your Start menu or in your system tray.
3. If it is not already there, enter [myvpn.cityofmadison.com](http://myvpn.cityofmadison.com) and click "Connect".



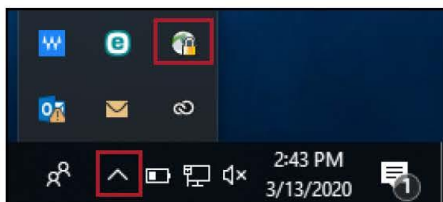
4. Choose the **CityEmployee** group. Enter your **network username and password**, and click "OK".



5. Click OK at the following prompt.



6. When you have connected successfully, you will see a padlock icon in the system tray in the lower right corner of your screen. You may need to click on the arrow in the system tray.



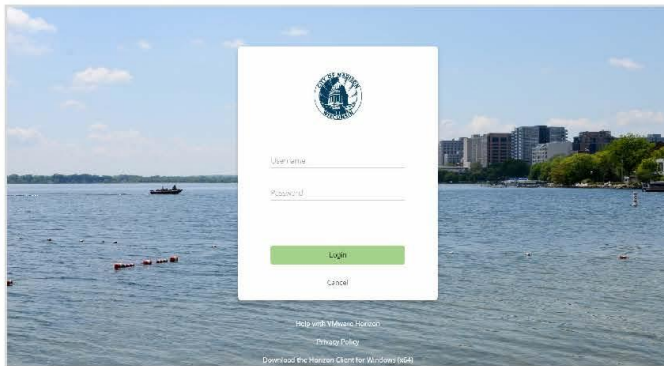
## Remote Desktop Connection

If you need to connect to your work computer to complete your daily work, you can remote desktop into your work machine from a personal computer or a City laptop. You can connect either through the web application, or by downloading the client application.

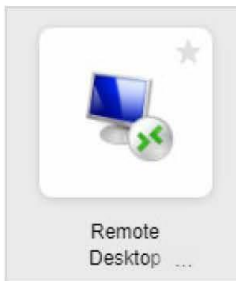
To do this, **you will need your work computer's ID number**. This should be on a white sticker on the machine, and will look like "ITDT-ABCDE2". **Make sure you have this ID number when preparing to work remotely.**

### Connect via Web Application

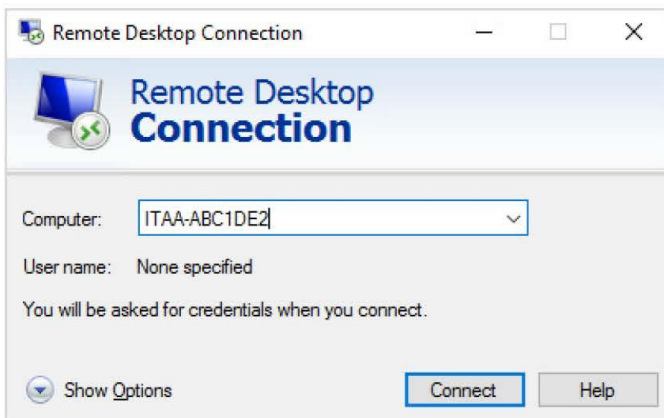
1. Connect your computer to the Internet. You do **not** need to be connected to VPN to use this.
2. Go to [remote.cityofmadison.com](https://remote.cityofmadison.com).
3. Log in with your network username and password.



4. Click on "Remote Desktop Connection".




5. Enter your work computer's ID number. **You will need to get this when preparing to work remotely.**



6. Enter your network password again.

Enter your credentials

These credentials will be used to connect to ITAA-ABC1DE2

 Your Name

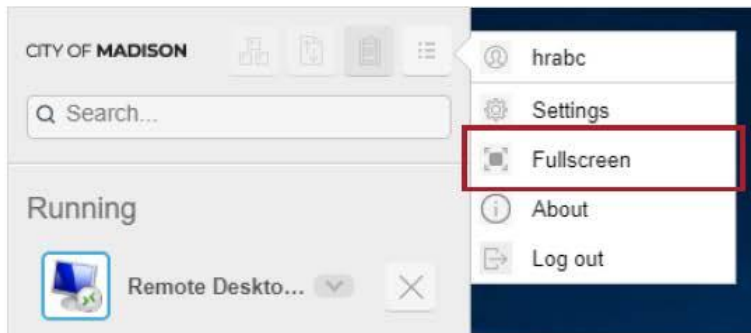
CITY\hrabc

7. Once connected, you will be logged in to your work computer.

### View Fullscreen

If you want to expand your window to fullscreen, press **F11**. Press F11 a second time to exit fullscreen.

You can also select Fullscreen from the sidebar panel menu:

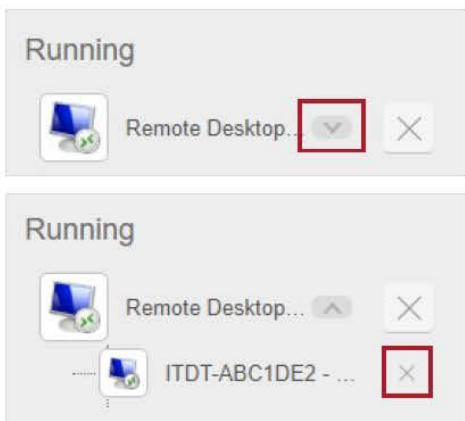


### Log Out

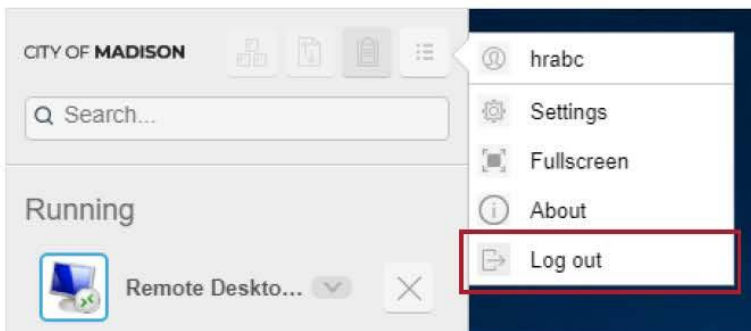
1. Click the button on the left side of your screen to expand the sidebar panel.



2. **End the remote desktop session.** Click the down arrow icon next to “Remote Desktop”. Click the X next to your computer ID number. Click “OK” if prompted.



3. **Log out of the application.** Expand the sidebar menu, then click “Log out”.

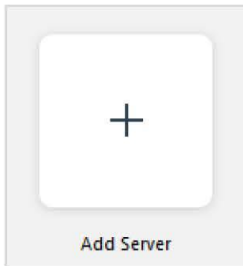


## Connect via Client Application

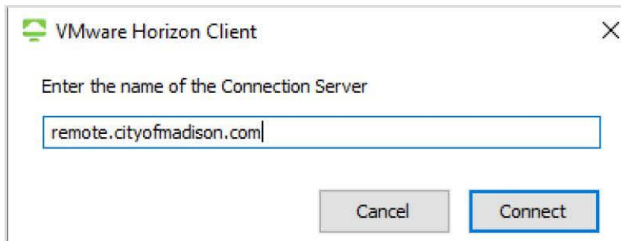
1. Connect your computer to high-speed Internet. You do **not** need to be connected to VPN to use this.
2. Go to [remote.cityofmadison.com](https://remote.cityofmadison.com). Scroll to the bottom and click “Download the Horizon Client for Windows”.  
*Note: If you are already logged in, you will need to log out to see this screen.*



3. Run and install the Horizon Client by selecting “**Agree & Install**”. Restart your computer.  
*City Information Technology has given all City users permission to install the application.*
4. After restarting your computer, open the **VMware Horizon Client** application.
5. When the application starts, click “**Add Server**”.

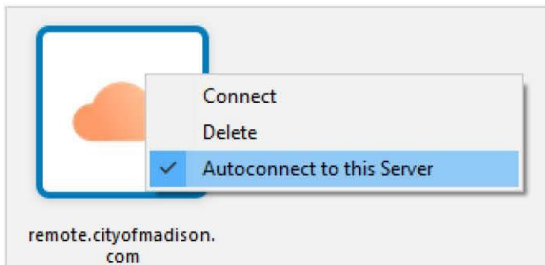


6. Enter [remote.cityofmadison.com](https://remote.cityofmadison.com) into the connection window and click “**Connect**”.



7. Log in with your network username and password. Follow the instructions above to log into your computer.

The next time you open the application, this screen will appear. To allow the application to autoconnect, you can right-click on the [remote.cityofmadison.com](https://remote.cityofmadison.com) server connection, and click “**Autoconnect to this Server**”.





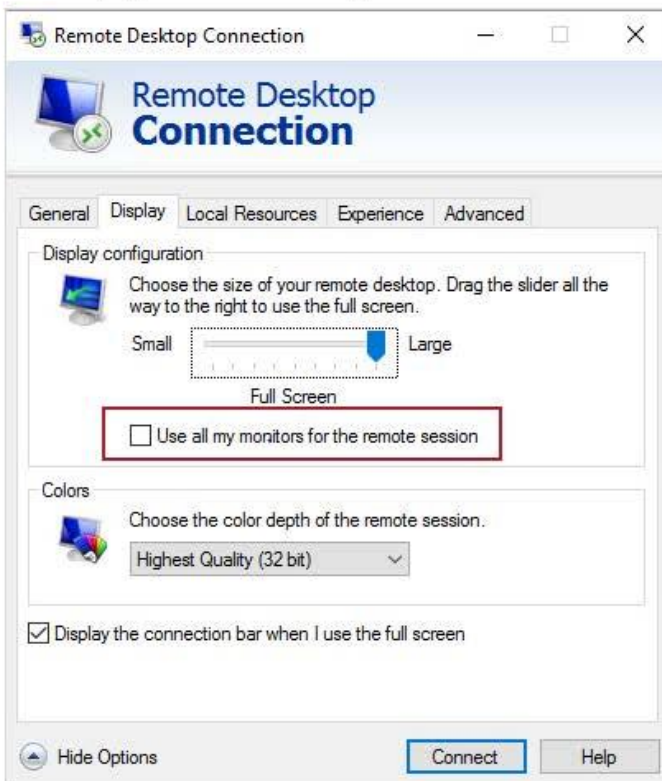
### Using Multiple Monitors

If you have a dual-monitor workstation at home and would like to use both monitors, you will need to download the client application. Please note that multi-monitor support is only available on Windows computers.

1. When you enter your computer ID, click **Show Options** on the **Remote Desktop Connection** application.



2. Go to **Display**, and check **"Use all my monitors for the remote session"**.



# Phones

---

## Forwarding your Desk Phone

If you are working remotely and would like to receive any calls to your work number on your personal phone, you can forward calls from your desk phone.

Please note that **you should not initiate external calls from your personal phone**, as this will give vendors and other recipients your personal phone number. When working remotely on City business, use email whenever possible.

To forward calls from your desk phone:

1. Press the **CFwdAll**, **Forward All**, or **Fwd All** button, depending on your phone model. See IP phone guides for your phone: <https://www.cityofmadison.com/employeeenet/information-technology/training-support/phones>
2. Enter the phone number where you want your calls forwarded. You will need to dial “9” before the number if you are forwarding to a non-City phone. Dial “9-1-areacode” if your number is not a 608 number.

To turn off call forwarding, press the **CFwdAll**, **Forward All**, or **Fwd All** button again.

## Forwarding Remotely

If you are already working remotely and you did not forward your desk phone before leaving, contact the HelpDesk.

## Check Voicemail Remotely

1. Call your work phone number.
2. When your greeting picks up press the \* key.
3. The system will ask you for your ID followed by #. **Your ID is your full 7-digit phone number.**
4. The system will ask you for your PIN followed by #.
5. When you are connected successfully, you will be able to access your voicemail as if you were at your desk.

## Meeting & Conferencing Tools

---

### Skype

Skype is an audio and video conferencing option for **internal (City staff only)** meetings, for up to 250 participants.

Always use the Skype client to join a meeting. Do **not** use a cell phone or personal phone.

See information on Skype later in this document.

### CenturyLink

CenturyLink is an audio conferencing option for **external** meetings, for up to 300 participants.

#### Joining a Meeting

1. Call **1-877-820-7831**. If you are calling from a City phone, you will need to dial “9” before this number.
2. Enter the guest passcode. The meeting host should give you this passcode.

#### Hosting a Meeting

You will need an account to host a meeting through CenturyLink. See **CenturyLink Accounts** below.

To host a meeting, you will need your account’s **host passcode** and **guest passcode**. When sending a meeting invitation to participants, give them your guest passcode and the call-in number, 1-877-820-7831.

You can get your host and guest passcodes from your welcome email, or by contacting the HelpDesk.

#### CenturyLink Accounts

Contact your supervisor to find out if your agency has a CenturyLink account.

If you have an account but do not remember your account information, please contact the HelpDesk.

You may share an account with other City staff in your agency. However, please note that you will have to coordinate with any other staff using a shared account, as you cannot have multiple calls running on the same account simultaneously.

To request a new CenturyLink account, an authorized contact from your agency should email the HelpDesk. Please note that due to vendor constraints, accounts may take **up to 10 business days** to set up.

Authorized contacts: [www.cityofmadison.com/employeeenet/it/authorizedcontacts](http://www.cityofmadison.com/employeeenet/it/authorizedcontacts)

### Zoom

Zoom is the City’s video conferencing and desktop sharing tool. Zoom may be used for holding video conferencing meetings between a City employee and external customer.

Information Technology is giving all agencies permission to purchase your own Zoom moderator licenses. Contact your supervisor to find out if your agency has a Zoom moderator license.

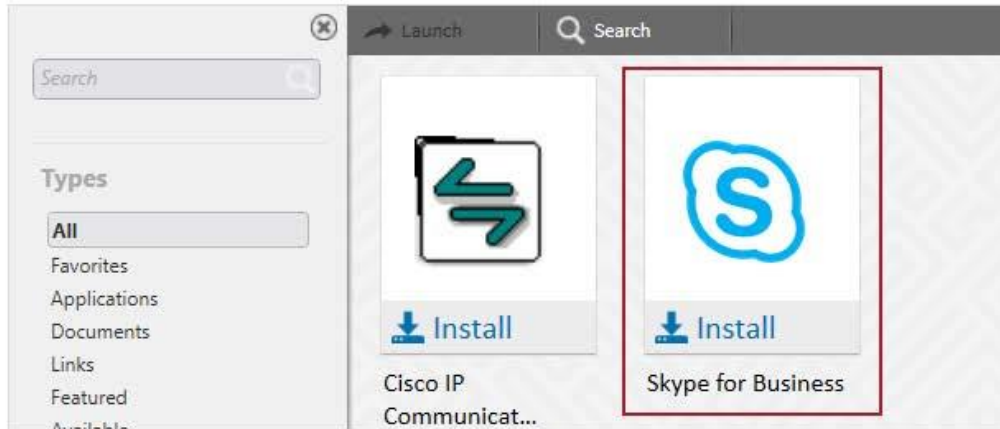
To the guide for using Zoom, go to:

[www.cityofmadison.com/employeeenet/information-technology/training-support/zoom](http://www.cityofmadison.com/employeeenet/information-technology/training-support/zoom)

# Skype

## Install Skype for Business

1. Make sure you are connected to the City network via VPN.
2. Open the **Portal Manager** application by going to **Start > All Programs > Ivanti Management > Portal Manager**.
3. Find Skype for Business, and click **"Install"**.



## Log In to Skype for Business

You may have to log in manually the first time you open Skype for Business.

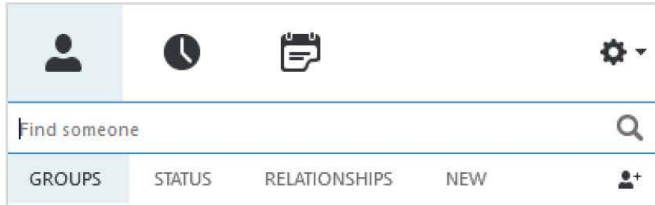
1. Open the **Skype for Business** application.
2. Enter your **email address**.  
*If your agency uses a custom domain, like publichealthmdc.com, use your network username (heabc).*
3. Click **"Sign In"**.



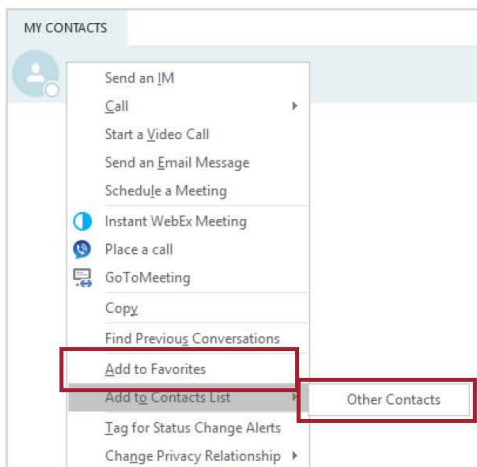
## Manage Contacts

### Find and Add Contacts

1. To add other employees to your contact list, place your cursor in the “Find someone” search box.



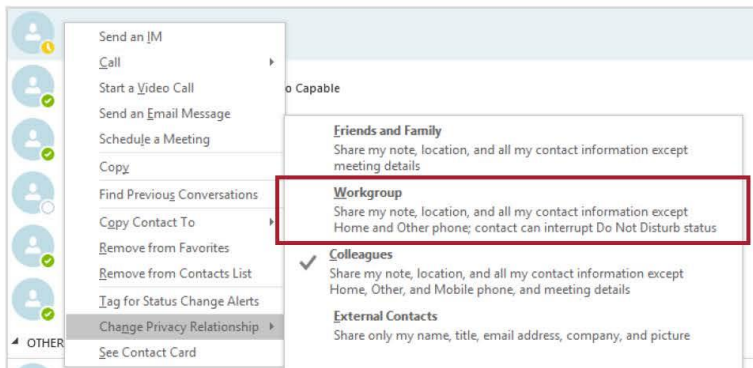
2. Enter the employee’s **full email address**. Note that the contact will not appear until you finish typing the email. *If the user’s agency uses a custom domain, like [publichealthmdc.com](http://publichealthmdc.com), you may have to try both [name@cityofmadison.com](mailto:name@cityofmadison.com) and [name@publichealthmdc.com](mailto:name@publichealthmdc.com).*
3. Right click on the contact, and select either **Add to Favorites**, or **Add to Contacts List > Other Contacts**.



### Assign Contacts to your Workgroup

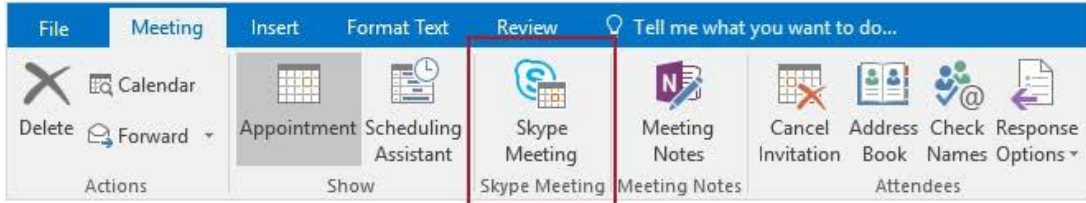
Adding contacts to your workgroup will allow you to get messages from them even when your status is “Do not Disturb”.

1. Right-click on a contact.
2. Click “Change Privacy Relationship”, and select “Workgroup”.



## Create a Meeting Invite

1. Go to your Outlook calendar, and create a **New Meeting**. Add attendees, subject, date, and description.
2. Click **Skype Meeting** in the top toolbar. This will add the Skype Meeting information to the description.



3. Click **Send**.

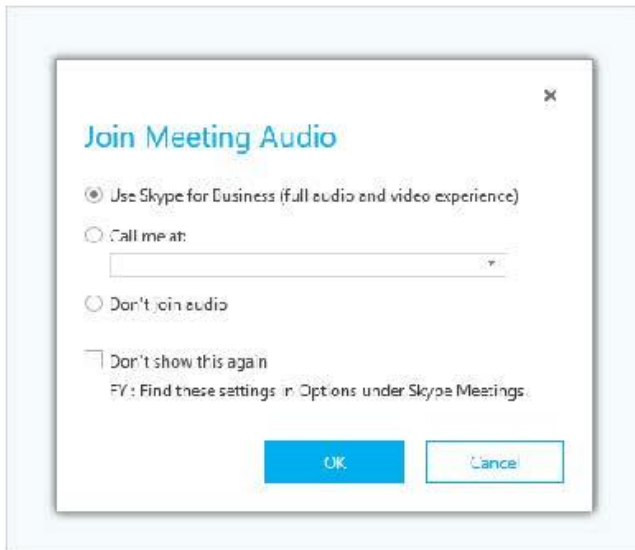
## Join a Meeting

When joining a Skype meeting, please **do not use a phone to call in**. Only join Skype meetings using the Skype for Business application.

1. Open the meeting invite.
2. Click **Join Skype Meeting** in the top toolbar. **Do not call in via phone**.



3. Select **Use Skype for Business (full audio and video experience)**.



4. Your mic is automatically muted. To unmute your mic and share audio, click the **Unmute my mic** button.



## Share Video

1. To share video, click the “Video call” button.

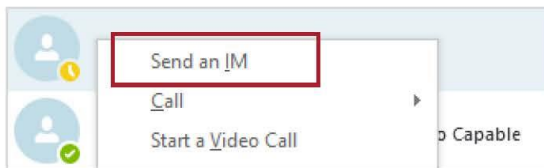


2. To share your screen, click the “Present” button.



## Instant Messaging (IM)

1. To send an instant message to a coworker, right-click on the contact.
2. Click on “Send an IM”.



## Other Features

For more information on Skype and the features that are available, go to:  
[www.cityofmadison.com/employeeenet/information-technology/training-support/skype](http://www.cityofmadison.com/employeeenet/information-technology/training-support/skype)

# ADDENDUM E: MAYOR'S GUIDANCE ON PAID LEAVE



## Office of the Mayor

Satya Rhodes-Conway, Mayor  
City-County Building, Room 403  
210 Martin Luther King, Jr. Boulevard  
Madison, Wisconsin 53703  
Phone: (608) 266-4611  
Fax: (608) 267-8671  
[mayor@cityofmadison.com](mailto:mayor@cityofmadison.com)  
[www.cityofmadison.com](http://www.cityofmadison.com)

March 16, 2020

### RE: Guidance on City Services and Paid Leave

Dear Colleagues,

To reduce the risk of community spread of COVID-19, I am issuing the following guidance on City services, visitor access, and paid leave. This guidance will be codified in an emergency APM that will be issued soon.

Guidance Summary: Most City services related to public visitors will close effective Wednesday, March 18, 2020. Internal City operations and field operations will continue. Teleworking will be allowed subject to approval by supervisors for employees who can telework. Employees who cannot telework and whose job is focused on public visitors may be reassigned to other duties or, as a last resort, paid administrative leave for time they are unable to work. All employees will continue to accrue sick leave bi-weekly, and during 2020 will be allowed to have negative balances until such time as the leave has been earned. In addition, all employees will receive the equivalent of two weeks of Emergency Leave.

#### Guidance – City Services and Public Visitors

Effective 12:01 a.m. Wednesday, March 18, 2020:

- a) Most public-facing services at City facilities such as walk-up counters and other public spaces will close public visitor access until further notice. Public visitors will still be allowed at the Clerk's Office, Police District Stations, and the City Treasurer. Metro bus service is continuing, with additional guidance from the General Manager.
- b) City offices are still open to internal staff for internal business operations.
- c) Field operations will remain in place.
- d) Teleworking is allowed for employees who have the ability to telework and wish to, in consultation with, and as approved by their supervisor. City IT will be releasing a Teleworking Toolkit today.
- e) Managers and supervisors should pursue and accommodate workspace and meeting space changes and practices that allow social distancing between employees who continue to work in the office.
- f) Employees who work with the public and whose job duties are substantially reduced or eliminated by closing public visitor access, and who cannot telework, may be reassigned

3/16/2020-Mayoral Guidance on City Services and Paid Leave.docx



March 16, 2020  
Page 2

to help fulfill other essential services. Such employees who are not re-assigned and cannot telework will be paid administrative leave for their time out of work. Employees on administrative leave must remain on-call to return to service at any time.

Guidance – Paid Leave for Illness or Quarantine

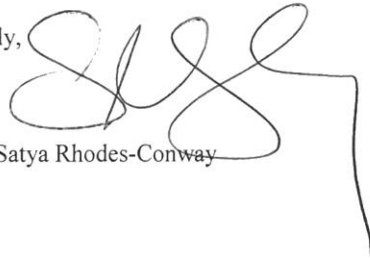
To ensure all employees have adequate leave balances in the case of illness, quarantine, or respite:

- a) Emergency Leave: All City employees including hourly employees will receive the equivalent of two weeks (which is 80 hours or 77.5 hours for most full-time employees) of Emergency Leave for use in 2020. Emergency Leave balances will appear on 4/3/20 paychecks, but will be available for use during the current pay period.

All employees should use this Emergency Leave only for illness, illness of a family member, quarantine, caregiver, or respite needs in relation to COVID-19. Please recognize that our community may be at risk of COVID-19 for much or all of 2020, and this leave time may be needed to cover time of sickness or quarantine in the near-term or longer-term in 2020.

- b) Sick Leave: All City employees can access their unearned 2020 projected sick leave balances immediately.
- c) Administrative Leave: As mentioned in item (f) above, employees who cannot perform their job duties, cannot telework, and have not been reassigned to other City services will be paid administrative leave for their time out of work.

Sincerely,



Mayor Satya Rhodes-Conway

