

	SAFER AT HOME	PREPARE FOR SAFE REOPEN	PHASE ONE IMPLEMENT	PHASE TWO MAINTAIN	PHASE THREE SUSTAIN	PHASE FOUR NEW NORMAL
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Population level disease transmission mitigation

Most Restrictive

Minimal loosening of restrictions to allow businesses to prepare for phased reopening

More Restrictive -----Less Restrictive If localized outbreaks occur, enact all measures possible to stay within current phase. If metrics are not maintained, may have to consider returning to a previous phase.

To be determined

Data metrics to move through phases

<https://publichealthmdc.com/coronavirus/forward-dane>

If all metrics are at least yellow, move to Phase 1.

Assess at 14 days after implementation of Phase 1. If more than half are green and Epi criteria are not red, move to Phase 2. If criteria are not met after 14 days, assess regularly until criteria are met.

Assess at 14 days after implementation of Phase 2. If more than half the metrics in Dane County are green, and no metrics in Dane County or the Southern Region are red, move to Phase 3. If criteria are not met after 14 days, assess regularly until criteria are met.

Continue in this phase until widespread protections are available.

Public Health requirements for all phases and sectors

SCLS Hygiene Policy and Procedures	<p>Hygiene Policy and Procedures</p> <ol style="list-style-type: none"> Staff must wash or sanitize hands before and after entering the building, touching any shared surfaces, entering another person's office, any common work spaces and bathrooms. Staff must cover coughs and sneezes with a tissue, which must be promptly discarded in the trash. Or staff can cough or sneeze into their elbow, but never into their hands. Staff are to remain home and not work if they exhibit any of the COVID-19 or flu-like symptoms, to include fever, cough, shortness of breath, chills, muscle pain, headache, sore throat or loss of taste/smell. Employees are asked to take their temperature before working in any building. If a staff person has reported to work in a building in-person and is displaying any of these symptoms, a supervisor reserves the right to take the employee's temperature and/or send the affected employee home.
SCLS Cleaning Policies and Procedures	<p>Cleaning Policy and Procedures</p> <ol style="list-style-type: none"> Staff should use their own equipment when possible, or use disposable napkins and plasticware as vs. shared towels and silverware, cleaning and disinfecting surfaces frequently. Staff must sanitize surfaces of shared equipment (plant watering cans, copier buttons, carts, phones, pens, light switches, door handles, security panel, etc) and common areas when done using. Shared food/beverages are prohibited, such as shared coffee or potluck meals. In the event of a positive COVID-19 case, the affected area will be closed off, doors and windows will be opened where possible and ventilating fans will be used to circulate the air. There will be a waiting period of 24 hours followed by a thorough cleaning and disinfecting of all areas and surfaces touched by the ill persons.
SCLS Protective Measure Policy	<p>Protective Measure Policy</p> <ol style="list-style-type: none"> Maintain 6 foot distance when passing in hallways, when using common spaces such as the staff lounge, work room or bathrooms, or when working in the field. Separate work spaces and desks by 6 feet for shared offices. Eat in offices or institute a schedule for staff to stagger use of staff lounge. Plexiglass partitions will be installed in open work spaces where more than one employee will be working at a time and a 6 foot space cannot be maintained. Masks will be required to be worn by staff when more than one person will be working together in an office, when in a shared work space or in the field. Limit the surfaces touched while working in the field to an absolute minimum. A staggered work schedule will be utilized to limit the number of staff in the building.
SCLS Staff Training and Signed Acknowledgement	<p>Staff Training and Signed Acknowledgement by Staff</p> <p>Staff will receive training in the following areas before moving to Phase One:</p> <ol style="list-style-type: none"> Social Distancing Guidelines Proper use of PPEs Proper Hand Washing Building hygiene, sanitation and safety protocols for both HQ and Delivery buildings.

SCLS Procedures for Isolation of Positive Cases

SCLS Tiers of COVID-19 Exposure and Response. **Through 12/31/2020 The Families First Coronavirus Response Act entitles certain employees, who are unable to work remotely, up to 2 weeks of paid sick leave or up to 12 weeks of expanded family and medical leave for specified reasons related to Covid-19.**

SCLS Tiers of COVID-19 exposure and response:

- Confirmed Infection = mandatory stay at home and quarantine (following CDC and medical provider guidelines). **May work at home or may use sick time if applicable. If unable to work remotely, sick or family leave may be available to employee through the Families First Coronavirus Response Act until 12/31/2020.**
- Exposure to known infected person = mandatory stay at home and quarantine (may work at home) for 14 days from exposure and symptom free **or return with negative Covid-19 test (follow CDC and medical provider). If unable to work remotely, sick or family leave may be available to employee through the Families First Coronavirus Response Act until 12/31/2020.**
- Possible exposure (not confirmed or indirect) = voluntary work from home for 14 days symptom free, **negative Covid-19 test recommended.**
- Symptoms of **general** illness, but not confirmed = stay home; use sick time; monitor symptoms **or return with negative Covid-19 test and no signs of illness.**
- Compromised health = voluntary work from home; to be re-evaluated twice per month.

Open non-essential businesses, Office Spaces	Yes, with exemptions Operations only. be in the SCLS building. allowed.	Minimum Basic Staff must obtain permission to Mail, Delivery and Curbside library services Minimal library delivery services to facilitate curbside library service. Specific Delivery procedures can be found here: "\\sclfs01\scls\Projects\Emergency Preparedness\Delivery Team Meeting Notes Draft Policies.docx" Specific procedures on Pandemic Working Procedures can be found here: "\\sclfs01\scls\Projects\Emergency Preparedness\SCLS Pandemic Working Procedures Final.docx"	25% Capacity (10 people max) Staff must obtain permission to be in the SCLS building.	<ul style="list-style-type: none"> a) Virtual work and meetings will be utilized in place of in-person meetings or working in the building when possible. b) Group work calendars (COVID-19 Calendar or Delivery Spreadsheet) will be utilized to stagger work schedules and limit the number of people in the building to 25% capacity. c) No business travel unless essential or authorized by supervisor and must follow established guidelines for field work. d) Any visitors must schedule an appointment first, so as to monitor the number of people in the building. 	50% Capacity (25 people max) Staff must obtain permission to be in the SCLS building. Effective 9/9/2020 permission to be in the building is no longer needed. All other safety measures must be observed. <ul style="list-style-type: none"> a) Virtual work and meetings will be utilized in place of in-person meetings or working in the building when possible. b) Group work calendars (COVID-19 Calendar or Delivery Spreadsheet) will be utilized to stagger work schedules and limit the number of people in the building to 50% capacity. c) No business travel unless essential or authorized by supervisor and must follow established guidelines for field work. d) Any visitors must schedule an appointment first, so as to monitor the number of people in the building. 	Yes
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Indoor mass gatherings in public venues & private property	No	No	Yes - 10 people maximum, not including employees. Must maintain physical distancing.	Yes - 50 people maximum, not including employees. Must maintain physical distancing. Returned to Phase 1 limit of 10 with Emergency Order #7.	Yes - 100 people maximum, not including employees. Must maintain physical distancing.	
Outdoor mass gatherings in public venues & private property	No	No	Yes - 25 people maximum, not including employees. Must maintain physical distancing.	Yes - 100 people maximum, not including employees. Must maintain physical distancing. Returned to Phase 1 limit of 25 with Emergency Order #7.	Yes - 250 people maximum, not including employees. Must maintain physical distancing.	
Voluntary quarantine of travelers from high-prevalence areas	Yes	Yes	Yes	Yes	Yes	Yes