1. May 20, 2020 Health And Human Services Board Agenda
   Documents:
   
   DHHS 5-20-20 AGENDA.PDF

2. May 20, 2020 Health And Human Services Committee Amended Agenda
   Documents:
   
   DHHS 5-20-20 AGENDA - AMENDED.PDF

3. May 20, 2020 Health And Human Services Board Packet
   Documents:
   
   MAY 2020 DHHS BOARD PACKET.PDF

4. May 20, 2020 Distributed At Meeting
   Documents:
   
   DHHS 5-20-2020 DISTRIBUTED AT MEETING.PDF
Walworth County Health and Human Services Board

MEETING NOTICE
Wednesday, May 20, 2020
2:00 p.m.
County Board Room
Government Center – 100 W. Walworth
Elkhorn, Wisconsin

Kenneth Monroe – Chair, Kathy Ingersoll – Vice-Chair,
Brian Holt – Supervisor, Joseph H. Schaefer – Supervisor, Ryan G. Simons – Supervisor,
Monica Los - Citizen Representative, Penny Scheuerman - Citizen Representative,
Dr. Richard Terry – Citizen Representative, William Wucherer – Citizen Representative

NOTICE: DUE TO THE CONTINUING PUBLIC HEALTH EMERGENCY,
THIS MEETING IS PLANNED TO PROVIDE FOR REMOTE OR OFF-SITE ATTENDANCE
BY COMMITTEE MEMBERS.
The Walworth County Government Center remains open, but in-person attendance will be severely
limited due to State imposed restrictions on group meeting sizes.
ALL INDIVIDUALS ARE STRONGLY ENCOURAGED TO WATCH THE MEETING
STREAMING LIVE AT:
https://mediasite.co.walworth.wi.us/Mediasite/Play/5fbff860e1144f9493722af1d3b6ca2e01d
 Individuals wanting to provide a Public Comment can do so remotely by telephone, but must contact
Nicole Hill at NHill@co.walworth.wi.us or at 262-741-4357 on the day of the meeting and at least 15
minutes prior to the start of the meeting to obtain instructions.

(Posted in compliance with Sec. 19.84, Wis. Stats.) A quorum of the Lakeland Health Care
Center Board of Trustees will be in attendance.
It is possible that a quorum of the County Board or any of
its other committees could be in attendance at this meeting.

Agenda items are available upon request for the Department of Health and Human Services
or on the county’s web page (co.walworth.wi.us). The agenda packet, including
supporting documents, may be large, depending upon the number of enclosures.
Downloading it will require ample computer memory and may take significant time.

AGENDA
Note: all agenda items are subject to discussion and/or action.

1. Call to order
2. Roll call
3. Withdrawals from the agenda, if any
4. Agenda approval
5. Approval of minutes of last meeting(s):
   a) April 29, 2020  (Enclosure 1)

6. Public Comment Period

7. Unfinished business

8. New business
   a) Public Health Presentation  (Enclosure 2)
   b) Reimbursement for Temporary Funding Pool for Out-of-Home Placements for Youth Who Have Been Sex Trafficked  (Enclosure 3)
   c) Coordinated Service Team Supplemental Grant  (Enclosure 4)
   d) Update on Child Advocacy Center and Proposed Ordinance Change  (Enclosure 5)

9. Report (s)
   a) 1st Quarter Write Offs  (Enclosure 6)
   b) COVID-19 Update  (Enclosure 7)

10. Correspondence

11. Announcements

12. Set/confirm next meeting date and time – June 17, 2020 at 2:00 p.m.

13. Adjournment - The Health and Human Services Board will Adjourn

Submitted by: Kenneth Monroe – Chair, Health and Human Services Board
            Elizabeth Aldred – Director, Health and Human Services

Posted: May 14, 2020
Walworth County Health and Human Services Board

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Government Center – 100 W. Walworth
Elkhorn, Wisconsin

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Monica Los - Citizen Representative, Penny Scheuerman - Citizen Representative,
Dr. Richard Terry – Citizen Representative, William Wucherer – Citizen Representative

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supporting documents, may be large, depending upon the number of enclosures.
Downloading it will require ample computer memory and may take significant time.

AMENDED
AGENDA
Additions are underlined
Deletions are struck through

Note: all agenda items are subject to discussion and/or action.

1. Call to order
2. Roll call
3. Withdrawals from the agenda, if any

4. Agenda approval

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   a) Public Health Presentation (Enclosure 2)
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   c) Coordinated Service Team Supplemental Grant (Enclosure 4)
   d) Update on Child Advocacy Center and Proposed Ordinance Change (Enclosure 5)
   e) Creating Article VI Chapter 50 of the Walworth County Code of Ordinances Related to Communicable Diseases

9. Report(s)
   a) 1st Quarter Write Offs (Enclosure 6)
   b) COVID-19 Update (Enclosure 7)

10. Correspondence

11. Announcements

12. Set/confirm next meeting date and time – June 17, 2020 at 2:00 p.m.

13. Adjournment - The Health and Human Services Board will Adjourn

Submitted by: Kenneth Monroe – Chair, Health and Human Services Board
Elizabeth Aldred – Director, Health and Human Services

Posted: May 14, 2020
Amended: May 15, 2020
Memorandum

To: Walworth County Health & Human Services Board

From: Elizabeth Aldred, HHS Director

Date: May 13, 2020

RE: May 20, 2020 Health & Human Services Board Agenda

➢ This month we will continue our 2020 division presentations with a presentation on our Public Health Department. This presentation will be different than previous years as the annual report that is usually available for your review is being waived this year due to the pandemic. The presentation will include our roll back to essential services, additional resources being provided to maintain public health efforts, and the impact on other divisions within the department.

➢ The State of Wisconsin has made available funding for reimbursement for out of home placements for youth that have been sex trafficked. The department is seeking permission to apply for reimbursement for costs associated with a placement in 2020. There will be funding available in the second half of the year for which we would also seek permission to apply.

➢ The State of Wisconsin Department of Health Services has additional funding available through a supplemental grant funding opportunity for the Coordinated Services Team program. The department is seeking permission to apply for additional funding in the amount of $11,620 for additional technology to meet the needs of the program post COVID-19. There is no match required for this grant.

➢ In 2019 the department began discussions with the board related to a requested changes to the Walworth County Joint Protocol for a Collaborative Response to Child Maltreatment and the sharing of screen out Child Protective Services reports. We would like to bring to you an update on steps taken to engage with our community partners, requests for additional support of protocol changes as well as proposed language for Ordinance 50-2 and 50-6.

➢ Included in your packet is the first quarter write off report. We are seeking your approval to accept this report.

➢ Also included in your packet is a COVID-19 update for your review.
Walworth County Board of Supervisors  
Health and Human Services Board Meeting Minutes  
Wednesday, April 29, 2020  
Walworth County Government Center  
County Board Room 114  
100 West Walworth Street, Elkhorn, WI 53121

The meeting was called to order at 2:13 p.m. by Elizabeth Aldred, Director of Health and Human Services (HHS).

Roll call was conducted. Members present either in person or remotely included Supervisors Brian Holt, Kathy Ingersoll, Kenneth Monroe, Joseph H. Schaefer, and Ryan G. Simons; Citizen Representatives Monica Los, Penny Scheuerman, Dr. Richard Terry and William Wucherer. A quorum was declared.

Others in Attendance:
County Board Supervisors: Nancy Russell and Rick Stacey.  
County Staff: Director of Health & Human Services Elizabeth Aldred; Deputy Director of HHS Carlo Nevicosi; Human Services Manager - Long Term Care Randy Kohl; Public Health Officer Erica Bergstrom; Behavioral Health Unit Manager Amy Hart; and Corporation Counsel/Director of Land Use and Resource Management (LURM) Michael Cotter

Supervisor Ingersoll offered a motion, second by Supervisor Monroe, to amend the agenda with one Amendment: 1) To move Item 12b – Reporting of COVID-19 cases and data to follow Item 8 – Nomination/Election of Committee Vice Chair of Health and Human Services Board. Supervisor Ingersoll offered a motion, second by Supervisor Schaefer, to approve the agenda as amended. Motion carried 9-0.

On motion by Citizen Representative Wucherer, second by Supervisor Monroe, the minutes of the March 18, 2020 meeting were approved.

Public Comment – Dennis Weden, of N8496 Booth Lake Heights, East Troy, WI expressed concerns for the lack of information and transparency of COVID-19 reporting by Walworth County. Weden requested Walworth County disclose the COVID-19 information by ZIP Code.

Nomination/Election of Committee Chair of Health and Human Services Board  
Aldred announced that nominations for the Health and Human Services Board Chairperson were open.  
On motion by Supervisor Ingersoll, second by Citizen Representative Wucherer, Supervisor Ken Monroe was nominated for Health and Human Services Board Chairperson. Aldred asked if there were any other nominations. Hearing none, Supervisor Holt moved to close nominations, second by Citizen Representative Wucherer. Motion carried 9-0. Supervisor Ken Monroe was unanimously elected as Health and Human Services Board Chairperson.

Nomination/Election of Committee Vice Chair of Health and Human Services Board  
Chair Monroe announced that nominations for the Health and Human Services Board Vice Chairperson were open.  
On motion by Supervisor Monroe, second by Citizen Representative Wucherer, Supervisor Kathy Ingersoll was nominated for Health and Human Services Board Vice Chairperson. On motion by Citizen Representative Los, second by Supervisor Simons, Supervisor Brian Holt was nominated for Health and Human Services Board Vice Chairperson. Chair Monroe asked if there were any other nominations. Hearing none, a roll call vote was taken. There were six votes for Supervisor Kathy Ingersoll – Supervisors Holt, Monroe, and Schaefer; and Citizen Representatives Scheuerman, Dr. Terry, and Wucherer. There were three votes for Supervisor Brian Holt – Supervisors Ingersoll and Simons; and Citizen Representative Los. Supervisor Kathy Ingersoll was elected as Health and Human Services Board Vice Chairperson. Motion carried 6-3.

12b – Reporting of COVID-19 cases and data  
Aldred shared and briefly explained a map link provided by Supervisor Stacey that was created by a neighboring county, which overlays the incidents of Coronavirus Disease 2019 (COVID-19) over the top of the Centers for Disease Control (CDC) 2018 Social Vulnerability Index. Aldred explained how information related to individuals
who have been diagnosed with COVID-19 is reported to the CDC and stated Public Health is responsible for maintaining private health information while protecting the general public. Aldred stated the best way to protect yourself from contracting the disease is to continue washing your hands and practice social distancing. Aldred then shared and explained a second map located on the Walworth County website that is provided and updated daily by the Department of Health Services, which shows the Walworth County incidents by census tract. County Administrator Mark W. Luberda stated there are two maps on the website at the state level. One map indicates the number of cases, while the other map indicates the rate per 100,000 people, allowing you to view the number of cases in correlation to the area. Discussion ensued. Supervisor Stacy expressed concerns with providing information in a user friendly way. Luberda stated Walworth County and Public Health will work to provide clarity to the state’s map by attempting to include instructions to assist the user.

Role of Health and Human Services Committee
Chair Monroe confirmed that all Health and Human Services Board members received and understand the information contained in the Walworth County Department of Health and Human Services/Walworth County Board of Supervisors Briefing Book April 2020 (Enclosure 2.)

Unfinished Business

New Business
- Crisis Redesign
Aldred and Deputy Director of Health and Human Services Carlo Nevicosi gave a brief presentation entitled Crisis Intervention Redesign Workgroup Recommendations (Enclosure 3.) Discussion ensued. Citizen Representative Wucherer offered a motion, second by Supervisor Holt, to approve the Crisis Intervention Redesign Workgroup Recommendations. Motion carried 9-0.

- Wisconsin Partnership Program COVID-19 Response Community-Led Grant
Nevicosi stated Health and Human Services (HHS) requested preliminary permission from Administrator Luberda to apply for the Wisconsin Partnership Program COVID-19 Response Community-Led Grant. Nevicosi requested the Board’s approval to make application. HHS has requested $66,884 with no immediate financial impact on the department. No match is required. Vice Chair Ingersoll offered a motion, second by Supervisor Holt, to approve application for the Wisconsin Partnership Program COVID-19 Response Community-Led Grant. Motion carried 9-0.

- Urban and Rural Women’s Substance Abuse Services Grant
Nevicosi gave a brief overview of the Urban and Rural Women’s Substance Abuse Services Grant and explained how the funds would be utilized if awarded. Nevicosi requested permission to make application for the grant and to re-apply when the opportunity arises. No match is required. Citizen Representative Wucherer offered a motion, second by Supervisor Holt, to approve application for the Urban and Rural Women’s Substance Abuse Services Grant and to re-apply when the opportunity arises. Motion carried 9-0.

- Title III-D Carry Over Special Project Request
Aldred spoke briefly regarding the Title III-D carry over funds from 2019 and requested approval to apply for funding to help train a second person in Powerful Tools in Caregivers. Supervisor Holt offered a motion, second by Vice Chair Ingersoll, to approve application for the Title III-D (Prevention programming) carry over funds. Motion carried 9-0.

- National Family Caregiver Support Program Carry Over Funds
Aldred spoke briefly regarding the National Family Caregiver Support Program (NFCSP) carry over funds from 2019 and requested permission to make application and to accept the funds if awarded. Funding will be used to remove five individuals from the current wait list and enroll them into the caregivers program. Supervisor Holt offered a motion, second by Citizen Representative Wucherer, to approve application for the National Family Caregiver Support Program (NFCSP) carry over funds and to accept if awarded. Motion carried 9-0.
Family First Coronavirus Response Act Funds
Aldred gave a brief overview of the Family First Coronavirus Response Act funding that is available and requested the Board’s approval to make application and to accept funding if awarded. No match is required. **Supervisor Holt offered a motion, second by Vice Chair Ingersoll, to approve application for funding from the Family First Coronavirus Response Act (FFCRA) and to accept if awarded.** Motion carried 9-0.

COVID Related Additional Funding
Aldred provided and gave a brief overview of a summary list of programs in which the Health and Human Services Department anticipates receiving as additional funding relative to COVID-19. Aldred requested approval to accept the funds as they become available. **Supervisor Schaefer offered a motion, second by Citizen Representative Wucherer, to approve acceptance of additional COVID-19 related funding as it becomes available.** Motion carried 9-0.

Upgrade of an Account Clerk III to an Accounting Clerk
Aldred requested permission to upgrade an Account Clerk III position to an Accounting Clerk position allowing Health and Human Services to streamline their accounting and support services to better meet the needs of the department. **Citizen Representative Wucherer offered a motion, second by Citizen Representative Scheuerman, to approve the upgrade of an Account Clerk III position to an Accounting Clerk position.** Motion carried 9-0.

Position Request for a .375 Senior Nutrition Program Van Driver
Aldred explained the need for a .375 Senior Nutrition Program Van Driver to help deliver meals being cooked and prepared by the Lakeland Health Care Center. **Citizen Representative Scheuerman offered a motion, second by Supervisor Schaefer, to approve the request for a .375 Senior Nutrition Program Van Driver.** Motion carried 9-0.

Report(s)
Update on COVID-19
Aldred gave a brief update on the Coronavirus Disease 2019 (COVID-19). She explained how the pandemic has been impacting the Health and Human Services Department and the strategies that Public Health is using to protect the community.

Reporting of COVID-19 cases and data
This item was acted upon earlier in the meeting.

Correspondence
Announcements
Resilient Wisconsin Billboard
Nevicosi announced Craig Ransavage donated use of his digital billboard for public service-related messaging during the coronavirus pandemic. Health and Human Services partnered with the Wisconsin Department of Health Services to use images and messaging from the Resilient Wisconsin Campaign. Refer to Enclosure 13 to see the image displayed on the billboard. Nevicosi concluded by thanking Mr. Ransavage.

Confirmation of Next Meeting – The next meeting was confirmed for Wednesday, May 20, 2020 at 2:00 p.m.

Adjournment
**On motion by Supervisor Holt, second by Citizen Representative Wucherer, Chair Monroe adjourned the meeting at 3:40 p.m.**

Submitted by Patricia Sommers, Administrative Assistant. Meeting minutes are not considered final until approved by the committee at the next regularly scheduled committee meeting.
Public Health Division
Basic of Public Health

- Public Health’s patient is the population. The division focuses on all of the things that influence a person’s ability to achieve their optimal health including social, economic, and environmental factors.
- The division is composed of nurses, educators, dieticians, social workers, therapists, and environmental health specialists.
- Public Health is the oldest of the HHS divisions, starting in Walworth County on October 29, 1921.
Adaptation of Public Health Structure to Address Program Requirements amidst COVID-19

- Effective March 11 all non-essential or required public health activities were suspended. This includes things like substance abuse prevention, family home visiting, and community education sessions.

- Public Health staff task assignments were altered to perform communicable disease duties including contact tracing, data processing, messaging, and release from quarantine calls.

- Since March 11, eleven public health staff have been performing contact tracing. As of May 11 this number has been expanded to 33 staff. HHS staff from a number of different programs have been allocated to assist with the public health response, including two bilingual staff.

- Staff have been cross-trained, including leadership staff, to be able to continue to meet the requirements of response.
Suspended Essential Requirements under emergency order #35

Public Health:
- Community health assessment and improvement plan—suspended the requirement for every 5 years and allowed DHS to establish new deadlines
- Suspended requirement to submit an annual report by May 1 and allowed DHS to establish a new deadline.

Birth to Three (B3):
- Suspended B3 Cost share requirements for families receiving B3 services
- Authorized verbal parental consent to be given in place of a signed form
- Suspended requirement for individual family service plan to contain a transition plan
- Suspended annual continuing education requirement for early intervention service providers
Services that must continue/not suspended by regulation

- **Communicable disease control and response**: Public Health continues to follow up on all reportable communicable diseases in addition to coronavirus follow-up.

- **Human Health Hazards**: Environmental health staff continue to perform inspections and follow-up on reported human health hazards, including childhood lead poisoning reports where the child’s blood lead level exceeds 10µg/dcl.

- **DNR Transient Non-Community Well Contract**: EPA did not suspend the safe drinking water requirements. Public Health has prioritized system sampling to those opening for the season and those requiring increased monitoring due to previous unsafe water quality results. From there we are prioritizing systems based on population served or regulations requiring inspections of the systems by a given date.

- **Women, Infants, and Children Program (WIC)**: WIC staff continue to issue benefits remotely.

- **Birth to Three**: While some sections of the program were adapted, many of the federal requirements of the program remain in place. Birth to Three staff continue to provide services to families via telehealth and coach parents on helping their child achieve developmental goals.
Impact of Public Health Issues on other services

This year the department has taken steps to move forward with a community health focus. This pandemic has only reinforced the need to address the needs of the population as a whole. The impact of the pandemic can be seen throughout the department.

- Emergency Behavioral Health Contacts have increased 15%
- Child Protective Services contacts have dramatically decreased

The HHS strategic plan will be addressing community health as our primary driving force for the future.
Memorandum

To: Elizabeth Aldred, Director of Health and Human Services

From: Mark W. Luberda, County Administrator

Date: May 12, 2020

RE: Application to Apply for Reimbursement for Temporary Funding Pool for Out-of-Home Placements for Youth Who Have Been Sex Trafficked

I have approved the above-stated application for reimbursement pursuant to Section 30-311(b) of the Code of Ordinances. Please apply for the reimbursement and ensure that it is placed on the next Health and Human Services Board agenda.

MWL/nh
MEMORANDUM

TO: Health and Human Services Board
FROM: Lisa Broll, Children and Families Division Manager
DATE: 05/12/2020
SUBJECT: Temporary Funding Pool for Out-of-Home Placements for Youth Who Have Been Sex Trafficked

The department is seeking approval to apply for reimbursement in the amount of $5,663 from a State funding pool for youth who were victims of sex trafficking that were placed in out-of-home care. As this application was due prior to the next Health and Human Services Board meeting and based on administrative procedure requirements, I sought preliminary permission to apply by the deadline of May 15, 2020 and have included Mr. Luberda’s memo.

In addition, I am seeking approval to apply for the reimbursement for the second half of the year when that application becomes available as well.

Based on funding provided in Act 55, the 2019-21 biennial budget bill, DCF will continue the temporary pool of funds to counties to pay for out-of-home care placement costs for female and male youth who have experienced sex trafficking. In reviewing the application, we have one female youth that meets the necessary qualifications that we are currently paying for placement of and have been paying for since January of 2020. This youth will continue to be in out of home placement for at least some portion, if not all of 2020.

Thank you.
WALWORTH COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES
W4051 County Road NN
P.O. Box 1005
Elkhorn, WI 53121-1005
262-741-3200  800-365-1587  FAX 262-741-3217

MEMORANDUM

TO: Health and Human Services Board
FROM: Elizabeth Aldred, Director Walworth County DHHS
DATE: May 13, 2020
SUBJECT: Coordinated Services Team Supplemental grant

The Walworth County Department of Health and Human Services was contacted by the State of Wisconsin Department of Health Services regarding a supplemental grant funding opportunity for the Coordinated Services Team program. CST is a program designed to develop a comprehensive, individualized system of care for children with complex behavioral health needs. The CST itself is a group that includes family members, service providers, and others that work together to design and carry out a coordinated services plan for children with complex needs that are enrolled in multiple programs or experiencing issues within multiple systems. The result is a plan of care that addresses the needs of the child and family with community-based supports, which allows the child to live in their home and community and be successful in achieving their individual goals.

The State of Wisconsin released an action memo on May 12, 2020, indicating that there was a surplus of unobligated federal Mental Health Block Grant funding that needed to be spent by September 30, 2020. The memo indicates that an application and line item budget must be filled out. The application is an abbreviated format, that requests a basic explanation of how the funds will be spent. The anticipated amounts of the supplement, per the memo, is up to $25,000. Requests may be funded partially, or in full. The full amount of the original CST grant is $60,000 which has a 20% match for a total of $72,000. The additional funding does not have a 20% match and can be used for infrastructure development; to which we are intending on using the funds to partially fund a position. The position proposed is the current Comprehensive Community Services (CCS)/CST Lead Worker. We also intend on purchasing items to improve communication availability and efficiency in the community. Covid-19 has impacted how our clinicians deliver services significantly. They have all risen to the occasion and are using technology and other inventive ways to meet their consumers’ needs during this difficult time. One way is through telehealth, or services provided through the telephone or
computer using video. The CST/CCS teams have experienced difficulties with the technology currently available to them and the additional funds would be utilized to purchase new items, as well as upgrade some existing technology. The proposal will include the purchasing of the following: Laptops - $700 each; Cell Phone - $80; Cell Phone case - $50. There are 10 staff currently doing CCS/CST, with an anticipated 4 new hires for the remainder of 2020. The following is a breakdown of the total costs: $700 X 14 + $9800, $80 X 14 = $1120, $50 X 14 = $700, for a total of $11,620. A budget will need to be completed for the state and submitted with the application by the stated deadline of May 29th.

The new laptops will allow the clinicians to increase and provide more effective services in the community. Currently, staff report having a difficult time connecting to internet services. It is reported as being extremely slow in response and functioning time. It is not uncommon to be unable to access the site needed to determine eligibility for CCS programming. In addition, the video calls are often dropped repeatedly during session time with consumers or while participating in team meetings. In planning for the future, these new laptops will also be compatible with the new electronic health record, ECHO Advantage, which the current laptops do not meet the system requirements. Also, by utilizing CST funds for this purpose it will allow us to reallocate funds budgeted for equipment upgrades in the CCS budget to another needed area. There are also multiple issues with the currently outdated cellular phones being used. There are often phone calls that are dropped in the middle of a session, an inability to access internet service in order to connect to video calls or the ability to retrieve messages. During the pandemic, video calls, texts and phone calls have become the primary means of communicating with consumers. Having better technology will assist with response time, efficiency in providing services, thus allowing for more time to provide additional services.
Memorandum

Date: May 12, 2020

To: Health and Human Services Board

From: Carlo Nevicosi, Deputy Director

Re: Child Advocacy Center (CAC) Update

For the past year, we have worked with the Child Advocacy Center (CAC) and our law enforcement partners to align our own Child Protective Services (CPS) work with state standards and best practices. Nearly all of this work has centered on changing the longstanding practice of Walworth County CPS sharing all screen out reports with both law enforcement and the CAC.

In November, the CAC approached us seeking assistance developing a new agreement known as the “Walworth County Joint Protocol for a Collaborative Response to Child Maltreatment.” The CAC required our support in order to meet their own accreditation standards. We worked diligently to help them complete this protocol and get it in front of the HHS Board to meet their deadlines. We did this believing that this new protocol would replace a pre-existing protocol (The Walworth County Sensitive Crime/Drug Endangered Children Protocol). After passage of the resolution adopting the new protocol, we learned that the new protocol did not replace the old and we were now bound by two sometimes conflicting protocols.

In March, we completed memorandums of understanding with each law enforcement jurisdiction and ended the practice of sending all CPS screen-out reports. We continue to send statutorily mandated reports and freely share information with law enforcement when requested. We reminded the CAC that we would be seeking our Board’s approval to modify Ordinances 50-2 and 50-6, the ordinances that mandate that CPS share all screen out reports with the CAC.

Despite our willingness to support the CAC’s accreditation and our efforts to collaborate on new projects, we have been unable to secure their support for this ordinance change. CAC leadership expressed support for the change in an email, but did not indicate the same support during subsequent discussions, nor have they fulfilled our request to have this support in writing. We believe that our relationship with them is important enough that we continue to seek it.

Last month, the CAC approached us once again requesting our help and support with a revision to the recently signed Walworth County Joint Protocol for a Collaborative Response to Child Maltreatment. The document they submitted in December did not meet their accreditation standards. We have reviewed their revisions and have enough concerns that we do not support HHS inclusion. We believe that moving forward with the ordinance change will help resolve these concerns.
ORDINANCE NO. ** – 06/20
AMENDING SECTIONS 50-2 and 50-6 OF THE WALWORTH COUNTY CODE OF
ORDINANCES RELATING TO CAC PROTOCOL AND RECOGNITION

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS
FOLLOWS:

PART I: That Sections 50-2 and 50-6 of the Walworth County Code of Ordinances is
hereby amended to read as follows:

“Sec. 50-2. - Definitions

Protocol means the Walworth County Sensitive Crimes/Drug Endangered Children
Response Team Protocol approved by the department “Walworth County Joint Protocol for a
Collaborative Response to Child Maltreatment.”

“Sec. 50-6. – C.A.C. recognized; purpose.

(a) Pursuant to Wis. Stats. ch. 48, the County Board hereby recognizes the C.A.C. for the
purpose of:

(1) Advocating, supporting and initiating healing of children and families who may
have been affected by abuse or neglect;

(2) Reviewing and instituting current and innovative research practices in the
investigation, prosecution, treatment and other general supportive services in cases
of suspected abuse and neglect;

(3) Coordinating multi-disciplinary collaboration in the investigation, prosecution,
treatment and other general supportive services in cases of suspected abuse and/or
neglect, including specifically, coordinating the sharing of necessary and relevant
information and cooperation between members of the multidisciplinary team as set
forth in the Protocol.

(b) Consistent with the Protocol, the Department shall refer all screen out allegations of child
abuse or neglect to the C.A.C., which investigations shall be conducted in accordance to all
applicable laws and pursuant to policies approved by the Health and Human Services (HHS)
Board.

(b) Pursuant to s 48.981(7)(6m), and consistent with the Protocol, the Department may
disclose Child Protective Services reports and records to the CAC to the extent necessary
to perform the services for which the CAC is recognized by the County Board.
BE IT ORDAINED by the Walworth County Board of Supervisors that all previous ordinances and resolutions pertaining to Section 50-2 and 50-6 are hereby superseded.

BE IT FURTHER ORDAINED by the Walworth County Board of Supervisors that this Ordinance shall become effective upon passage and publication.

PASSED and ADOPTED by the Walworth County Board of Supervisors this 9th day of June, 2020.

________________________________  __________________________________
Nancy Russell                        Kimberly S. Bushey
County Board Chair                   Attest: County Clerk

County Board Meeting Date: June 9, 2020

Action Required: Majority Vote______ Two-thirds Vote ______ Other______

Policy and Fiscal Note is attached. Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

________________________________  _____________________________
Michael P. Cotter                     Jessica Conley
Corporation Counsel                   Finance Director

________________________________  _____________________________
Mark W. Luberda                       
County Administrator                 

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Amending Sections 50-2 and 50-6 of the Walworth County Code of Ordinances Relating to CAC Protocol and Recognition

II. **Purpose and Policy Impact Statement:** This proposed amendment identifies the Protocol by its correct title: “Walworth County Joint Protocol for a Collaborative Response to Child Maltreatment”. This amendment also ends the practice of releasing all Child Protective Services screen out reports to the Child Advocacy Center.

III. **Budget and Fiscal Impact:** Passage of this ordinance change will have no impact on the 2020 budget.

IV. **Referred to the following standing committee(s) for consideration and date of referral:**

   Committee: Health and Human Services  Date: May 20, 2020

   Vote:

   County Board Meeting Date: June 9, 2020

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached ordinance.

__________________________  ____________________________
Michael P. Cotter           Jessica Conley
Corporation Counsel         Finance Director

__________________________
Mark W. Luberda
County Administrator
## 2020 Write Off Summary by Quarter

<table>
<thead>
<tr>
<th>Write Off Code</th>
<th>Description</th>
<th># of WOs</th>
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### Total $ in Category

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## Write Off Amounts by Code (3 year comparison)

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<td><strong>Total Write-Offs</strong></td>
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Blueprint for Reopening Walworth County

The Blueprint for Reopening Walworth County provides broad guidance for reopening the economy safely and incrementally. Walworth County encourages organizations to consider this guidance and apply it where able. Organizations should feel empowered to implement solutions that best meet their needs and should develop plans to adjust practices in the event of another wave of COVID-19.

COMMON QUESTIONS/CONCERNS:

1. The Supreme Court struck down Emergency Order #28. Will Walworth County’s Public Health Department be issuing its own stay-at-home order?
   a. No. Walworth County’s Public Health Office has no plans to issue orders restricting businesses.
   b. We anticipate that our business leaders will follow these guidelines and implement strategies to protect their customers and staff.

2. All business and institutions should visit the Wisconsin Economic Development Coalition (WEDC) for additional guidance.

3. What are the symptoms of COVID-19?
   a. These symptoms may appear 2-14 days after exposure to the virus:
      i. Fever, Cough, Shortness of breath or difficulty breathing, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell
   b. For more information from the CDC, click here.

4. What can I do to keep my employees safe?
   a. Pre-screen employees for symptoms prior to starting shift.
   b. Do NOT allow symptomatic people to work. Send them home if they arrive at work sick.
   c. Encourage staff to wear a mask or face covering.
   d. Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
   e. Encourage all staff to cover coughs and sneezes using elbows (not hands).
   f. Practice physical distancing and stay at least 6 feet from other people whenever possible.
   g. Promote telework options for nonessential employees.
   h. Promote physical distancing in the workplace and utilize disinfection guidelines per the CDC.
   i. Consider special accommodations for personnel who are members of a vulnerable population.
5. How can I keep my customers safe?
   a. Encourage physical distancing. Keep customers 6 feet from each other.
   b. Limit the number of workers present on premises to no more than is necessary to operate.
   c. Adopt protocols to routinely clean and disinfect. Plan for enhanced cleaning in the event of a positive COVID-19 case in the workplace.
   d. 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.
   e. Discontinue use of water fountains/bubblers. Utilize contactless bottle fill stations or single use cups.

6. What should I do if my employer is trying to force me to work while sick?
   a. Contact the Wisconsin Department of Workforce Development.

7. Should I wear a cloth mask in public?
   a. If you are ill, you should remain at home.
   b. The use of masks and face covering when healthy is largely a matter of personal preference.
   c. Face coverings when properly worn can help limit disease spread, but physical distancing remains the most effective strategy.
   d. The CDC offers guidance on proper face coverings.

General Guidelines for Reopening Walworth County

- Practice physical distancing of 6 feet or more for employees and customers.
- Consider creating designated work/business hours only for vulnerable populations and those at higher risk.
- Clearly communicate through social media, newsletters, and signage the safety steps each business is taking.
- Clearly and quickly inform your employees and wider community of any policy changes.
- Post signage at business to encourage:
  - Washing of hands and tools; gloves do NOT replace proper hand hygiene and can transmit disease from one surface to another, including to yourself and others.
  - The practice of physical distancing of 6 feet or more while working.
  - That individuals should NOT go to the business/work if they feel sick or have come into contact with someone who feels or has felt sick.
That even individuals who do not feel sick (and have not had contact with someone who has) should assume they are sick and asymptomatic, and they should practice physical distancing, good hygiene, and other preventive measures when at the community garden.

- Post all signage in multiple languages (for example, English, Spanish, Hmong, Somali, Lao).
- Use simple cloth face coverings as an additional, voluntary public health measure; instructions on making a cloth face covering are available from the CDC. You can also see our flyers for making cloth face masks: How to make a cloth face covering without sewing and How to make a cloth face covering using a bandana.
- Commonly touched surfaces should be cleaned and disinfected regularly (for example, gates, railings, water spigots, tables, doorknobs).
- Provide proper cleaning and sanitizing measures for both employees and customers. See: How to build a hand-washing station for $20.
- Provide hand sanitizer if a washing station is not possible.
- Cleaning materials to sanitize commonly touched surfaces such as spray bottles with a bleach mixture of 5 tablespoons bleach per gallon of water or 4 teaspoons bleach per quart of water.
- Consider postponing large group gatherings or events unless physical distancing of 6 feet or more and proper sanitation can be in place for spectators/guests.
- Screen employees for symptoms before entering the work facility to identify and isolate sick individuals.

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INFORMAL EVENTS and GATHERINGS

SHARED RIDES

SCHOOLS, CHILDCARE, & SUMMER CAMPS

LIBRARIES

LARGE VENUES

BUSINESSES

FOOD SERVICE

HOTELS & MOTELS

4
AGRICULTURE

Community Gardens

Safety measures:

- Create a garden schedule based on plot location or number.
- If anticipating large numbers of gardeners (for example, weekends), create a schedule to stagger times for arrival and availability to reduce crowds and allow for safe spacing. One option is to divide the plots into two groups based on a checkerboard design, having separate shifts (for example, AM/PM, Sat/Sun) for each group to increase spacing.
- Consider creating designated work hours only for vulnerable populations and those at higher risk.
- Consider limiting access to or not supplying common or shared tools.
  - Do not allow for the sharing of gardening gloves.
  - If limiting or not supplying, consider providing information on where to get low- or no-cost supplies.
  - If limiting or not supplying, consider working with community partners to obtain donated supplies that can be given to an individual for personal use.
  - If limiting access, provide information on proper cleaning and disinfection of tools and instructions on where to dispose of cleaning material safely off-site.
Limit access to tools with wooden handles as much as possible; if accepting tool donations, specify that you are seeking tools with hard, nonporous material for the handles, such as aluminum or plastic, as they are easier to clean and disinfect. If sharing tools or a wheelbarrow with wooden handles, clean the handles with a detergent or soap and water, and wipe the outer surface with a disinfectant.

- Consider that items that cannot easily be cleaned (for example, garden hoses) could be a site for the transfer of the virus.
  - Require gardeners to wash hands before and after handling the hose.
  - If possible, hoses could be locked up permanently and alternative sources for watering could be used, such as providing individual watering cans or gallon jugs.
- Commonly touched surfaces should be cleaned and disinfected regularly (for example, gates, railings, water spigots, tables, doorknobs).
  - Consider leaving garden gates open during hours of operation to avoid frequent contact with gate and handles.
  - Remove or block off public benches, picnic tables, or any other shared spaces that may promote close contact.

**Communication:**
- Clearly communicate through social media, newsletters, and signage the safety steps the garden is taking and what it means for gardeners.
- Clearly and quickly inform your gardeners and wider community of any policy changes.
- Post signage at garden to encourage washing of hands and tools; gloves do NOT replace proper hand hygiene and can transmit disease from one surface to another, including to yourself and others.
- Post signage reminding individuals to practice physical distancing of 6 feet or more while working.
- Post signage and communicate through other networks that individuals should NOT go to community gardens if they feel sick or have come into contact with someone who feels or has felt sick.
- Post signage and communicate through social media and other networks that even individuals who do not feel sick (and have not had contact with someone who has) should assume they are sick and asymptomatic, and they should practice physical distancing, good hygiene, and other preventive measures when at the community garden.
- Post signage and communicate through other networks that when possible, the minimum number of people from a given household or family should come to the community garden; this decreases the number of individuals interacting at the garden and touching common surfaces or objects, which decreases the risk of spread for everyone.
- Post all signage in multiple languages (for example, English, Spanish, Hmong, Somalian, Lao).
Encourage the use of simple cloth face coverings as an additional, voluntary public health measure; instructions on making a cloth face covering are available from the CDC. You can also see our flyers for making cloth face masks: How to make a cloth face covering without sewing and How to make a cloth face covering using a bandana.

Supplies:
- Hand and tool washing soap and facilities at each garden.
- See: How to build a hand-washing station for $20
  - Hand sanitizer if a washing station is not possible
- Cleaning materials to sanitize commonly touched surfaces such as spray bottles with a bleach mixture of 5 tablespoons bleach per gallon of water or 4 teaspoons bleach per quart of water.
- Secure place to lock up common tools so they can’t be a source of transmission.
- Nonporous plastic tables that can easily be cleaned and disinfected.
- Automatic irrigation systems when possible.

To consider:
- Be prepared and understand that community gardens will be different this year due to the circumstances—be as flexible and understanding as possible.
- There may be fewer plots than normal as people avoid the garden due to sickness or fear of becoming sick—consider proactively working with members and other local partners to engage in fundraising or donations if you are concerned about revenues.
- There may be more gardeners or more new gardeners than normal, as high unemployment and food insecurity may make gardening an attractive option.
- Many municipal services that community gardens rely on may be operating different than normally—be patient and work with partners to address any disruptions this may cause your garden.
- Consider how you may be able to use harvest from your gardens to improve access for vulnerable populations in your community to fresh and healthy produce.

For Gardeners/Visitors
- Do NOT visit the garden if you are feeling sick, showing signs of illness, or have had contact with anyone who is sick or has shown signs of illness.
• Be patient and flexible with your community and garden organizers as they navigate changing conditions and guidance from other partners and agencies.
• Wash or sanitize hands before and after visiting the garden and regularly while at the garden, especially before or after touching any common surfaces or using any tools that may have been touched or used by someone else.
• Bring your own sanitizer or disinfecting wipes if you would prefer; even better, bring some to share or donate for the garden community to use if you can spare.
• If using gloves, machine wash gloves after each use if you can; consider packs of low cost cotton gloves that can be rotated.
• Minimize contact with surfaces (for example, doorknobs, gates, latches, railings).
• Cough or sneeze into your arm—do not cover mouth or face with your hands.
• Avoid touching your face while gardening.
• Rinse produce and wash hands well after returning home from the garden.
• Follow all new and existing garden policies, if you are unclear what your garden’s policies are, contact your garden organizers for more information.
• Maintain physical distancing of 6 feet or more between yourself and others.
• Limit interactions and time spent at the garden.
• Limit the number of people from your household or family that go to the garden with you to the minimum possible.
• If possible, bring and use only your own tools. If using common or shared tools, wash the tools and your hands well with soap and water before and after use.
• Plan ahead and be prepared for limited access to the garden or inability to visit the garden if you or someone you live with gets sick.
  o Mulch now to prevent weeds and reduce soil moisture loss.
  o Use row covers for insect control when feasible.
  o Stay ahead of seasonal tasks.
• Physical distancing does not mean social isolation; gardeners are encouraged to stay in touch (for example, email, Zoom, Facebook).

Open Markets (Farmers Markets/ Flea Markets/ Rummage Sales / Fund Raisers/ Craft Fairs)

Consider keeping closed if unable to maintain social distancing, provide cashless or contactless transactions, or if there is difficulty in maintaining hand hygiene and sanitation standards.
Safety Measures:
- Close seating intended for consuming food unless physical distancing can be maintained.
- Prohibit food samples.
- Self-dispensing unpackaged food areas (including fresh produce) may stay open.
- Areas that require customers to use tongs or scoops are encouraged, but not required, to close; vendors must sanitize the tongs and scoops frequently.
- Follow social distancing requirements between all individuals on the premise to the maximum extent possible.
- Increase spacing between vendors.

Additional Best Practices for Operations
The following are best practices intended to minimize the spread of COVID-19 while maintaining an essential food resource for the community. Each market should proactively take action to provide a safe shopping environment, while considering the unique needs of the community. Not all recommendations will be suitable for all markets.

What can the market do?
- Pause or delay opening markets if safety measures cannot be adequately maintained.
- Consider alternative shopping methods, such as:
  - A one-sided drive-through market.
  - Online or phone ordering with market pick up.
  - Appointments for market shopping to minimize crowds.
- Ensure all forms of payment including electronic benefit transfer (EBT) cards, tokens, or checks can continue to be used at the market and for any alternative shopping methods.
- Minimize shopper time at the market.
- Pre-package prepared foods for off-site consumption.
- Don’t permit non-food vendors; food plants may be sold (fruits, vegetables, and herbs).
- Don’t permit music, tabling, activities, promotions, or pets in order to discourage large groups from gathering.
- Provide handwashing stations and/or hand sanitizers for both vendors and customers.
- Post physical distancing messaging and signage.
- Don’t permit customer contact with products; only allow vendors to touch product before sale.
- Increase the spacing between vendors to allow customers and vendors to maintain safe distance; spacing of no less than 6 feet is recommended.
• Change market layout to minimize crowding and provide a safe distance; consider placing vendors on one side or having vendors face outward.
• Suspend fines for no-show vendors to help prevent sick vendors from coming to the market out of obligation.
• Communicate with customers and vendors:
  o Let customers know if your market is open, the start date is delayed, or if the market is closed.
  o If your market will remain open, be certain both customers and vendors know what you are doing to protect their safety and what they can do to protect themselves and others while at the market.
  o If your markets will be closed, connect your customers with vendors; customers may be able to pick up products on farm or arrange a local drop-off site for pre-packaged orders.
• Continue to visit the DHS and CDC websites for updated information on COVID-19.

What can vendors do?
• Don’t come to market while sick or allow sick employees at the market.
• Avoid touching your face.
• Wear a cloth face covering.
• Have only one staff person handling payments; although there is little evidence that money, tokens, or credit cards can transmit COVID-19, having one person take money and talk with customers helps limit the contact of the farm staff to possible transmission.
• Provide single-use bags to customers.
• Sell pre-weighed packaged items to limit food handling and keep customers moving.
• Clean and disinfect all surfaces, including tables and tablecloths, before the market.
• Clean and disinfect high-touch surfaces regularly.
• Use barrier tables (an extra 3-foot-wide table between the customer and the product) or put a check out table in front of the product; if customers can’t see what is being sold use a chalk or dry erase board to list products.
• Only allow staff at the booth to handle products.
• Wash hands regularly with soap and water.
• Use hand sanitizer only on visibly clean hands; hand sanitizer is not effective when hands are visibly dirty.
• Use single-use gloves where needed; if clean, gloves may be worn up to four hours.
• Maintain at least 6 feet of physical distance from customers and other vendors whenever possible.
• Remind customers to maintain at least 6 feet of physical distance between each other while waiting their turn and moving about the market.
What can customers do?

- Use alternative shopping methods if available, such as a drive-through market, online ordering with market pick up, or direct sales from the farm.
- Stay home if you are sick.
- Cover any coughs and sneezes with your elbow.
- Wear a cloth face covering.
- Do not bring children with you to the market if you have child care available.
- Minimize the number of people coming with you to the market; this helps keep crowds smaller.
- Use hand sanitizer or hand-washing stations frequently, if available.
- Maintain at least 6 feet of physical distance from other customers and vendors whenever possible.
- Come to the market at off-peak hours.

Additional Resources

- DATCP COVID-19 Toolkit for Farmers and Agricultural Businesses
- DATCP Operating U-pick Produce Activities While Keeping Consumers Safe
- DATCP COVID-19 Food Supply, Delivery, and Recreational Facilities FAQ and Publications

ANIMAL GROOMING

- Limit the number of patrons in the facility at one time.
- Encourage curbside hand-off of animals.
- Keep a daily log of individuals who enter.
- Maintain physical distancing practices.
- All staff should wear masks and gloves if possible.
- Groomers should follow the safety precautions below:
  - Curbside drop-off/pick-up
  - Encourage payments over the phone
  - Frequent disinfection procedures including:
    - Leashes and carriers
BEAUTY, GROOMING, & BODY MODIFICATION

- Grooming and drying areas and each tool used
  - Utilize the same kennel or carrier for that animal for the entirety of their visit.
  - Staff should stay at home if feeling ill/symptomatic
  - Pet owners should reschedule if they or their pet(s) are feeling ill/symptomatic

<table>
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<tr>
<th>Beauty, Grooming, &amp; Body Modification</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Keep clients at least 6 feet from each other.</td>
</tr>
<tr>
<td>• Consider a daily log of individuals who enter.</td>
</tr>
<tr>
<td>• Maintain physical distancing practices.</td>
</tr>
</tbody>
</table>

**CHECKLIST**

**Employee Health:**
- □ Pre-screen employees for symptoms prior to starting shift.
- □ Do NOT allow symptomatic people to work. Send them home if they arrive at work sick.
- □ Encourage staff to wear a mask or face covering.
- □ Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- □ Encourage all staff to cover coughs and sneeze using elbow (not hands).
- □ Practice physical distancing by setting up workstations at least 6 feet from other staff.
- □ Discourage staff from hugging, shaking hands, etc. of clients.

**Disinfection:**
- □ Provide hand sanitizer for clients use.

**Social Distancing:**
- □ No more than 10 individuals in the business at a time, including stylists/artists.
Encourage clients to schedule appointments via phone or online.
Encourage clients to wait in their vehicle before appointment. Limit seating in waiting area.
Remove all common items such as magazines, books, etc. from waiting area.

CHURCHES/RELIGIOUS ENTITIES
Consider keeping gatherings to fewer than 10 people in a room or confined space at a time. The use of virtual services is highly encouraged. For further information, refer to communication from your personal church/religious entity.

Churches/Religious Entities

- Operate under physical distancing protocols.
- Encourage the use of facemasks/coverings.
- Discourage shaking hands.
- Members and Clergy that are feeling ill should stay home.
- Continue option for virtual services for members.
- Discontinue use of common cup during communion. Use single-use disposable cups.
- Limit direct contact with congregation members during communion services. (Do not place Eucharist/wafer/bread or any other sacred consumables directly on tongues of congregation members. Consider the use of a napkin and place in hands.)

Disinfection:
- Disinfect frequently used items, equipment and surfaces before and after each service including faucets, doorknobs, pews, railings, hymnals, Bibles
- Do not reuse programs between services
ENTERTAINMENT

Festivals, Carnivals, Fairs, Concerts

- Summer events with large numbers of attendees should consider cancellation, postponement, or verifying that events can comply with physical distancing guidelines for guests and employees.
- Pause or delay opening of events if safety measures cannot be adequately maintained.
- Require and enforce a plan to address and maintain minimum safety standards for all vendors including safety and sanitation efforts required to be followed.
- Post physical distancing messaging and signage.
- Follow physical distancing requirements between all individuals on the premise to the maximum extent possible.
- Use floor markings in entry and payment areas to encourage social distancing.
- Provide online or touchless ticketing and payments.
- Provide for contact-free screening, security and entry procedures.
- Prepared foods can be pre-packaged to consume to eliminate congregation.
- Prohibit food samples.
- Close seating intended for consuming food.
- Provide handwashing stations and/or hand sanitizers for both vendors and customers.
- Don’t permit customer contact with products for sale; only allow vendors to touch product before sale.
- Increase the spacing between vendors to allow customers and vendors to maintain safe distance; spacing of no less than 6 feet is recommended.
- Change event layout to minimize crowding and provide a safe distance; consider placing vendors on one side or having vendors face outward.
- Suspend fines for no-show vendors to help prevent sick vendors from coming to the market out of obligation.
- Continue to visit the DHS and CDC websites for updated information on COVID-19.
- Communicate with event goers letting individuals know if you event is opened, delayed, reduced in size or closed.
- If your event is opened, be certain to let customers and vendors know what you are doing to protect their safety and what they can do to protect themselves and others while at the venue.
- Implement process that controls exiting to assure physical distancing guidelines. Consider assigned exit times.
What can vendors do?
- Don’t come to the venue while sick or allow sick employees at the event.
- Avoid touching your face.
- Wear a cloth face covering.
- Have only one staff person handling payments; although there is little evidence that money, tokens, or credit cards can transmit COVID-19, having one person take money and talk with customers helps limit the contact of the staff to possible transmission.
- Provide single-use bags to customers.
- Sell pre-weighed/packaged items to limit food handling and keep customers moving.
- Clean and disinfect all surfaces, including tables and tablecloths, before the event.
- Clean and disinfect high-touch surfaces regularly.
- Use barrier tables (an extra 3-foot-wide table between the customer and the product) or put a check out table in front of the product; if customers can’t see what is being sold use a chalk or dry erase board to list products.
- Only allow staff at the booth to handle products.
- Wash hands regularly with soap and water.
- Use hand sanitizer only on visibly clean hands; hand sanitizer is not effective when hands are visibly dirty.
- Use single-use gloves where needed; if clean, gloves may be worn up to four hours.
- Maintain at least 6 feet of physical distance from customers and other vendors whenever possible.
- Remind customers to maintain at least 6 feet of physical distance between each other while waiting their turn and moving about the market.

What can customers do?
- Stay home if you are sick.
- Cover any coughs and sneezes with your elbow.
- Wear a cloth face covering.
- Minimize the number of people coming with you to the event, this helps keep crowds smaller.
- Use hand sanitizer or hand-washing stations frequently, if available.
- Maintain at least 6 feet of physical distance from other event goers and vendors whenever possible.
- Come to the event at off-peak hours.
Fireworks and Parades

- Consider cancelling or postponing community gatherings for firework shows and parades.
- Firework shows and parades should be held only if physical distancing for observers can be assured.
- Assess the square footage of the gathering space and consider limiting guests to four visitors per 1,000 square feet or 25% of the allowable capacity.
- Avoid distributing parade candy or other giveaways.
- Consider limiting parade float or groups to ensure physical distancing
- Eliminate ground shows.
- Limit to no more than 10 people per float unless more can be accommodated with 6-foot minimum spacing.
- Consider wearing cloth face masks.
- Anyone that experiences any symptoms related to COVID-19 should stay home.

FOOD SERVICE

Bars

REOPENING GUIDELINES

- Individuals seated at a bar should maintain 6-foot distance from each other.
- Require employees to wear facemasks and gloves.
- Conduct health surveys with workers prior to each shift.
- Limit tables to 6 guests. Excess chairs should be removed and tables may not be combined.
- Standing area capacity should be limited to no more than 50% capacity. For bar areas, two bar stools should be unavailable between unrelated customers. The same rules apply to outdoor patio areas.
- Maintain physical distancing in all smoking areas.
- Offer cashless/contactless transactions if possible.
- Encourage more/all staff to become ServSafe licensed. ([https://www.srvsaf.com/landing-pages/free-courses](https://www.srvsaf.com/landing-pages/free-courses))
- Drink refills should utilize new cups/mugs.
### Restaurants, Food Trucks and Coffee Shops

<table>
<thead>
<tr>
<th>Restaurants &amp; Coffee Shops</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Require employees to wear facemasks and gloves.</td>
</tr>
<tr>
<td>• Conduct health surveys with workers prior to each shift.</td>
</tr>
<tr>
<td>• Remove common condiments from tables and close all self-service food and drink stations.</td>
</tr>
<tr>
<td>• Adjust menu offerings and kitchen workflows to allow employees to maintain six feet of separation. This likely requires only one employee per station.</td>
</tr>
<tr>
<td>• Use floor markings in entry and checkout areas to encourage social distancing.</td>
</tr>
<tr>
<td>• Customers should wait outside in their cars for tables. Advance reservations are preferred to walk-in dining.</td>
</tr>
<tr>
<td>• Provide hand washing stations or sanitizer at entry and encourage customers to use it.</td>
</tr>
<tr>
<td>• Sanitize common areas and surfaces every two hours and tables/chairs after each use.</td>
</tr>
<tr>
<td>• Disposable utensils should be used and menus should be disposable or sanitized between each use.</td>
</tr>
<tr>
<td>• Dining rooms should maintain 6 feet between tables. When possible, physical barriers should separate tables/booths. Tables and booths that are not compliant should be clearly signed and blocked off (i.e. with visible tape) across seats and tables.</td>
</tr>
<tr>
<td>• Limit tables to 6 guests. Excess chairs should be removed and tables may not be combined.</td>
</tr>
<tr>
<td>• Standing area capacity should be limited to no more than 50% capacity. For bar areas, two bar stools should be unavailable between unrelated customers. The same rules apply to outdoor patio areas.</td>
</tr>
<tr>
<td>• Smoking patios should be closed or limited to one individual at a time.</td>
</tr>
<tr>
<td>• Drink refills should utilize new cups/mugs.</td>
</tr>
<tr>
<td>• Food contact surfaces must be sanitized between each use.</td>
</tr>
<tr>
<td>• Encourage more/all staff to become ServSafe licensed.</td>
</tr>
<tr>
<td>• For restaurants, the NRA/ServSafe is offering a <a href="#">free takeout/delivery training guide</a> to advise on curbside and delivery operations.</td>
</tr>
<tr>
<td>• Offer cashless and contactless transactions whenever possible. Continue contactless services whenever possible.</td>
</tr>
<tr>
<td>• Customer contact areas (doors, buttons) should be sanitized every two hours, or between each user if feasible. Disposable wipes should not be used to clean multiple surfaces.</td>
</tr>
<tr>
<td>• Provide hand sanitizer (at least 60% alcohol) at entrance, and encourage customers to use it.</td>
</tr>
</tbody>
</table>
- All common areas should be closed. These include, but are not limited to, waiting areas, child play areas, self-serve food and beverage bars, etc. Restroom use by customers should be discouraged, with facilities sanitized between users when necessary. Maintain social distancing in social areas.

**CHECKLIST**

- Ensure hot and cold water is available throughout the facility.
- Ensure all coolers are maintaining 41°F prior to use.
- Flush all water lines throughout facility, including ice machines and other directly connected equipment.
- Clean and sanitize all work surfaces and equipment.
- Calibrate thermometers prior to use.
- Ensure dish machines and sanitizer dispensers are dispensing at proper concentrations.
- Discard any foods that are spoiled or beyond the 7-day date mark.
- Ensure no pests are present. If so, clean and sanitize any area and treat properly.

**Employee Health:**

- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic employees to work. Send home if they arrive at work sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneezes using elbow (not hands).
- Practice social distancing by set up work stations at least 6 feet from other staff.

**Disinfection:**

- Disinfect frequently touched surfaces including door knobs, phones, equipment handles, counters, faucet handles.

**Dining Room:**

- Limit number individuals at one table.
- Separate tables by a minimum of 6 feet.
- Limit occupancy to 50% of occupancy limit in dining area.
- Disinfect frequently touched surfaces in between customers (table, condiments, menus).
- Eliminate or limit seating in waiting area.
HOTELS & MOTELS

- Guests should be prohibited from congregating in lobbies or other common areas and physical distancing requirements should be implemented.
- Room service and breakfast services need to follow all restaurant protocol such as contactless delivery of food and no buffet style serving.
- Use floor markings in entry and checkout areas to encourage social distancing.
- Hotel and motel swimming pools, hot tubs, and exercise facilities should remain closed.
- Offer cashless/contactless transactions such as check-in and check-out processes if possible.
- Disinfect frequently used items, equipment, and surfaces every two hours including faucets, doorknobs, chair rails, elevator buttons, etc., both in individual hotel rooms and common spaces.

BUSINESSES

Corporations, Manufacturing

- Promote telework options for nonessential employees, promote physical distancing in the workplace, and utilize disinfection guidelines per the CDC.
- Consider special accommodations for personnel who are members of a vulnerable population.
- Consider creating alternating work teams where possible to ensure that should staff become infected, there are alternate non-infected staff available to maintain operations.
- Consider expanding sick leave/FMLA.
- Do not let any employee (including yourself) who is exhibiting or has recently exhibited COVID 19 symptoms come to work for at least 72 hours after symptoms subside or they have been cleared by a medical professional.
  - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) of their potential exposure.
• Ensure that you have an adequate supply of paper goods, PPE (masks, gloves) and soap/sanitizer on hand to ensure quality hygiene among employees and staff. Enforce use of these items when interacting with customers unless otherwise specified in the guidelines.
• Discourage staff from sharing work tools and equipment (desks, phones, cooking utensils), when possible. If necessary, disinfect them before and after use.
• Provide employees with training on new disinfection and sanitation processes and procedures.
  o Identify staff members that will be responsible for oversight and ensuring ongoing disinfection and sanitation.

Retail - Department Stores, Malls, Shops, Greenhouses and retail landscaping etc.

• Promote physical distancing in the workplace and utilize disinfection guidelines per the CDC.
• Utilize curbside pick-up as much as possible to reduce in-store traffic and mitigate outdoor lines.
• Install markings for where customers line up to enable the customers to stay six feet apart.
• Consider alternatives to lines, including texting customers to wait in their cars, and scheduling pick-up or entries.
• Stores with less than 50,000 square feet of customer floor space should limit the number of people in the store, including employees, to 25% of their total occupancy limits.
• Stores with more than 50,000 square feet of customer floor space should limit the number of customers (excluding employees) to 4 people per 1,000 square feet.
• Consider offering select shopping times for vulnerable populations.

<table>
<thead>
<tr>
<th>Businesses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHECKLIST</strong></td>
</tr>
<tr>
<td><strong>Employee Health:</strong></td>
</tr>
<tr>
<td>□ Pre-screen employees for symptoms prior to starting shift. Maintain staffing log for 30 days.</td>
</tr>
<tr>
<td>□ Do NOT allow symptomatic people to work. Send them home if they arrive at work sick. Send employees home if they become sick during the work day.</td>
</tr>
<tr>
<td>□ Encourage staff to wear a mask or face covering.</td>
</tr>
<tr>
<td>□ Provide the opportunity for staff to wash hands often (or provide hand sanitizer).</td>
</tr>
</tbody>
</table>
Encourage all staff to cover coughs and sneezed using elbow (not hands).
Practice social distancing by set up work stations at least 6 feet from other staff.

Disinfection:
- Disinfect frequently used items, equipment and surfaces every two hours. Item to consider are doorknobs and handles, cart and basket handles, bathroom faucets and check out stations and payment keypads.

Social Distancing:
- Limit the number of people in the store (excluding employees) to 4 people per 1,000 square feet of customer floor space.
- Offer at least two hours per week of dedicated shopping time for vulnerable populations. (people over 60, pregnant women and those with chronic conditions)
- Encourage clients to purchase online for curbside pick-up.
- Establish mechanism to maintain 6 feet separation while waiting in line to enter or check out. Consider marking six-foot intervals on the floor for patrons to stand on.
- Consider adding a partition with a pass-through opening at the bottom of the barrier in checkout lanes and service counter as a barrier shield.
- Consider a daily log with name and contact information of individuals that enter. Keep record of logs for 30 days.

LARGE VENUES

Theaters, Sporting Venues, Museums, Marinas, Zoos
Provide online or contact free ticketing and payments.
Provide for contact-free screening, security and entrance procedures
Implement process that controls exiting to assure physical distancing guidelines. Consider assigned exit times.

Indoor Venues:
- Maintain physical distancing protocols.
• Limit admission/seating to 25% of capacity.

Outdoor Venues:

• Events with large numbers of attendees should consider cancellation, postponement, or developing plans to ensure guests can adhere to physical distancing guidelines in order to limit number of people congregating.
• Pause or delay opening of event if safety measures cannot be adequately maintained.
• Require minimum safety standards for all staff including safety and sanitation efforts required to be followed.
• Provide handwashing stations and/or hand sanitizers for both vendors and customers.
• Post physical distancing messaging and signage.
• Don’t permit customer contact with products; only allow vendors to touch product before sale.
• Change event/venue layout to minimize crowding and provide a safe distance; consider placing vendors on one side or having vendors face outward.
• Continue to visit the DHS and CDC websites for updated information on COVID-19.

<table>
<thead>
<tr>
<th>Large Venues</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Operate under physical distancing protocols.</td>
</tr>
<tr>
<td>• Maximum seating at 25% of capacity. (Capacity should be assessed every 2 weeks and phased up in increments of 25%)</td>
</tr>
</tbody>
</table>

CHECKLIST

Employee Health:

☐ Pre-screen employees for symptoms prior to starting shift
☐ Do NOT allow symptomatic people to work. Send them home if they arrive at work sick
☐ Encourage staff to wear a mask or face covering
☐ Provide the opportunity for staff to wash hands often (or provide hand sanitizer)
☐ Encourage all staff to cover coughs and sneezed using elbow (not hands)
☐ Practice social distancing by set up workstations at least 6 feet from other staff
**Disinfection:**

- □ Disinfect frequently used items, equipment and surfaces every two hours
- □ Have supplies for event staff and participants, such as hand sanitizer that contains at least 60% alcohol, tissues, trash baskets, disposable facemasks, and cleaners and disinfectants

**LIBRARIES**

- Promote physical distancing in the workplace and utilize disinfection guidelines per the CDC.
- Consider special accommodations for personnel who are members of a vulnerable population.
- Consider expanding sick leave/FMLA.
- Consider having select times for vulnerable populations.
- Utilize curbside pick-up as much as possible to reduce traffic.
- Install markings for where customers line up to enable the customers to stay six feet apart.
- Limit the number of people in the library, including employees, to 25% of total occupancy limit.

**RECREATION**

**Parks, Beaches, Outdoor Recreation Areas**

- Limit admission to 25% of capacity
- Maintain physical distancing protocols

**Amusement Parks, Waterparks, Pools**

- Limit admission to 25% of capacity
- Maintain physical distancing protocols

**Arcades, Bowling Alleys, Skating Rinks**

- Promote physical distancing in the workplace and utilize disinfection guidelines per the CDC.
- Consider special accommodations for personnel who are members of a vulnerable population.
• Consider expanding sick leave/FMLA.
• Install markings for where customers line up to enable the customers to stay six feet apart.
• Consider alternatives to lines, including texting customers to wait in their cars, and scheduling pick-up or entries.
• Limit admission, including employees, to 25% of total occupancy limit.

Outdoor Recreation Rentals (includes boats, kayaks, canoes, paddle boats, golf carts, and ATVs)
• Encourage on-line or phone payment.
• Schedule rental pick-up and drop-off ahead of time to ensure social distancing between customers.
• Limit the number of customers permitted inside the business or facility.
• Clean rented equipment after each use.

Golf Courses
• Participants should practice physical distancing.
• Limit clubhouse occupancy to 25% of allowed capacity.
• Encourage reservations and payments to be made online or by phone ahead of time.
• Allow the use golf carts, but clean after each use.
• If providing food, limit opportunities for patrons to congregate. Utilize “curbside” like pick-up for food and beverage.
• Portable toilets should be cleaned often and restocked with hand hygiene products. Also, encourage visitors to bring their own hand sanitizer for use in these facilities.

Organized Sports
• Contact sports are discouraged.
• Non or minimal contact sports may be continued if participants and spectators can maintain physical distancing.
• Practice in small groups that allow players and coaches to properly distance.
• Cap the number of people at practices and games to a number that ensures physical distancing can be maintained.
• Spectators seating should be separated from player seating.
• Discourage handshakes, high-fives, and other unnecessary contact.
• Provide sanitizing wipes for players and coaches.
• All equipment should be sanitized throughout the duration of the activity.
Players should have a designated area for personal equipment such as bat bags, gloves, helmet, etc.

Provide for hydration sources outside use of water fountains. Provide contactless water bottle fill stations. Encourage participants to bring their own from home.

Clean bathrooms at regular intervals including all common touch points.

Playgrounds

- Clean bathrooms at regular intervals including all common touch points.
- Physical distancing should be encouraged at playgrounds.
- Post physical distancing messaging and signage.
- Provide handwashing stations and/or hand sanitizers. Encourage use at regular intervals.
- Consider keeping playgrounds closed if unable to provide a schedule for regular cleaning and sanitizing of playground equipment.

Recreation

- Participants should practice physical distancing.

CHECKLIST

Employee Health:

- Pre-screen employees for symptoms prior to starting shift
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick.
- Encourage staff to wear a mask or face covering
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer)
- Encourage all staff to cover coughs and sneezes using elbow (not hands)
- Practice social distancing by set up workstations at least 6 feet from other staff

Disinfection:

- Cleaned and disinfected regularly, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches
- Regularly stocked supplies for handwashing, including soap and materials for drying hands
Portable toilets should be cleaned often and restocked with hand hygiene products. Also, encourage visitors to bring their own hand sanitizer for use in these facilities.

**Social Distancing:**
- Monitor areas where people are likely to gather and consider temporary closure to support social distancing practices
- Post signs discouraging groups from gathering in larger number

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**SCHOOLS, CHILDCARE, & SUMMER CAMPS**

<table>
<thead>
<tr>
<th>Schools</th>
<th>REOPENING BEGINNING FALL 2020 SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Staff and students should practice physical distancing as much as possible.</td>
</tr>
<tr>
<td></td>
<td>• Encourage the use of facemasks during passing periods.</td>
</tr>
<tr>
<td></td>
<td>• Students or staff that are feeling ill/symptomatic will not be allowed to come to school.</td>
</tr>
<tr>
<td></td>
<td>• Consider having students eat meals in homeroom classroom.</td>
</tr>
<tr>
<td></td>
<td>• Follow DPI guidelines.</td>
</tr>
</tbody>
</table>

**CHECKLIST**

**Student Health:**
- Pre-screen students for symptoms prior to starting school day
- Do NOT allow symptomatic students to attend school. Send them home if they arrive sick
- Provide the opportunity to wash hands often (or provide hand sanitizer)
- Encourage all students to cover coughs and sneezes using elbow (not hands)
- Practice social distancing by set up workstations/desks at least 6 feet from other students

**Employee Health:**
- Pre-screen employees for symptoms prior to starting shift
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick
- Encourage staff to wear a mask or face covering
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer)
- Encourage all staff to cover coughs and sneezes using elbow (not hands)
- Practice social distancing by set up workstations at least 6 feet from other staff

**Disinfection:**
Frequently clean and disinfect particularly high-touch surfaces such as faucets, toilets, doorknobs, computers, desks, phones, and light switches

Regularly stocked supplies for handwashing, including soap and materials for drying hands

Social Distancing:
- Monitor areas where people are likely to gather and consider temporary closure to support social distancing practices
- Post signs discouraging groups from gathering in larger number

Graduations
- Follow DPI guidelines regarding holding non-essential activities on school grounds.
- Consider multiple ceremonies in smaller groups, ex. ceremony for last names A-G, etc.
- Hold outdoor ceremonies.
- Limit number of attendees to immediate family.
- Enforce physical distancing between groups.
  - Arrange chairs in cohorts spaced a minimum of 6 feet apart.
- Discontinue hand shaking as part of the ceremony.
- Encourage face masks/coverings.

Summer School/Camps
- Provide proper cleaning and sanitizing measures for both employees and visitors. Provide hand sanitizer if hand washing is not available. Make sure to clean commonly touched surface.
- It is recommended to screen employees and guests for symptoms before entering the facility.
- Consider moving drop-off and pick-up of children outdoors to minimize number of people entering facility.
- Schedule regular hand washing throughout the day as recommended by the CDC.
- Summer school and camps should practice physical distancing and stagger offerings throughout the day to decrease number of students who interact.
- Assess between summer school and camp sessions. If there is an outbreak, postpone or cancel following session until outbreak is resolved.

Childcare
- Limit number of children and staff.
- Consider moving drop-off and pick-up of children outdoors to minimize number of people entering facility.
- Consider a daily log of individuals who enter.
- Maintain physical distancing practices and increased disinfection.

## Childcare

### CHECKLIST

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<tr>
<td>□ Practice social distancing by set up workstations at least 6 feet from other staff</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disinfection:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Routinely disinfect surfaces and objects that are frequently touched, especially toys and games</td>
</tr>
<tr>
<td>□ All cleaning materials should be kept secure and out of reach of children</td>
</tr>
<tr>
<td>□ Cleaning products should not be used near children</td>
</tr>
<tr>
<td>□ Staff should ensure that there is adequate ventilation when using disinfection products to prevent children from inhaling toxic fumes</td>
</tr>
<tr>
<td>□ Toys that cannot be cleaned and sanitized should not be used</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Distancing:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Upon arrival, stand at least 6 feet away from the parent/guardian and child</td>
</tr>
<tr>
<td>□ Ask the parent/guardian to confirm that the child does not have symptoms</td>
</tr>
<tr>
<td>□ Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If the child is symptomatic, they must be kept home</td>
</tr>
<tr>
<td>□ Implement a staggered drop off and pick up procedure</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General:</th>
</tr>
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</table>

Enclosure 7
| \(
| Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation
| Keep each child’s bedding separate and consider storing in individually labeled bins
| \)

<table>
<thead>
<tr>
<th><strong>Diapering:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Prepare (includes putting on gloves and washing hands)</td>
</tr>
<tr>
<td>✔ Clean the child</td>
</tr>
<tr>
<td>✔ Remove soiled diapers and wipes</td>
</tr>
<tr>
<td>✔ Replace diaper</td>
</tr>
<tr>
<td>✔ Wash child’s hands</td>
</tr>
<tr>
<td>✔ Clean up the diaper station</td>
</tr>
<tr>
<td>✔ Wash hands</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th><strong>Washing, Feeding and Holding Children:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Childcare providers should wear an oversized long-sleeved button-down shirt to protect themselves from children’s secretions</td>
</tr>
<tr>
<td>✔ Wear long hair up in a ponytail</td>
</tr>
<tr>
<td>✔ Change the child’s clothes if secretions are on the clothes and place contaminated clothes in a bag</td>
</tr>
<tr>
<td>✔ Wash hands before and after handling infant bottles</td>
</tr>
<tr>
<td>✔ Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Meal Service:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Serve meals in classrooms instead of in a cafeteria or large group</td>
</tr>
<tr>
<td>✔ Plate each child’s meal to serve it so that multiple children are not using the same serving utensils</td>
</tr>
<tr>
<td>✔ Food preparation should not be done by the same staff who diaper children</td>
</tr>
<tr>
<td>✔ Sinks used for food preparation should not be used for any other purposes</td>
</tr>
</tbody>
</table>
Caregivers should ensure children wash hands prior to and immediately after eating
Caregivers should wash their hands before preparing food and after helping children eat

SHARED RIDES

Uber, Lyft, Taxis, Busses, Etc.
- Limit to no more than 10 people per shared ride (applies mainly to busses and shared vans), unless more can be accommodated with 6-foot minimum spacing (some buses).
- Employees should wear cloth face masks.
- Clean the inside of vehicles between rides.
- Employees that experience any symptoms related to COVID-19 should stay home.

Small Business

Small Businesses
- Limit the number of patrons in the store at one time.
- Consider a daily log of individuals who enter.
- Maintain physical distancing practices.

CHECKLIST

Employee Health:
- Pre-screen employees for symptoms prior to starting shift.
- Do NOT allow symptomatic people to work. Send them home if they arrive at work sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneezes using elbow (not hands).
- Practice social distancing by set up work stations at least 6 feet from other staff.
Disinfection:

☐ Disinfect frequently used items, equipment and surfaces every two hours. Item to consider are doorknobs and handles, cart and basket handles, bathroom faucets and check out stations and payment keypads.

Social Distancing:

☐ Limit the number of people in the store (including employees) to 25% of the total occupancy limits established by the local municipality.

☐ Encourage clients to purchase online for curbside pick-up.

☐ Establish mechanism to maintain 6 feet separation while waiting in line to enter or check out. Consider marking six-foot intervals on the floor for patrons to stand on.

☐ Consider adding a partition with a pass-through opening at the bottom of the barrier in checkout lanes and service counter as a barrier shield.

☐ Consider designating hours for at risk populations.

☐ Consider a daily log with name and contact information of individuals that enter.

INFORMAL EVENTS and GATHERINGS

- Limit social gatherings to meet social distancing guidelines of 6 feet part or 4 people per 1,000 square foot.
- Encourage use of single-use utensils.

TRAVEL

- Minimize non-essential business and personal travel.
- Contact the states directly to ensure that your travel complies with their rules and orders.

VULNERABLE POPULATIONS

Long-term Care Facilities, Nursing Homes, Assisted Living, Etc.

- Follow recommendations of regulatory agencies including CDC and DHS.
- Precautions should be made to isolate vulnerable residents.
- Visitors to Long Term Care Facilities should be prohibited.
- Disinfect frequently used items, equipment and surfaces every two hours. Items to consider include doorknobs and handles, cart and basket handles, bathroom faucets and check-out stations and payment keypads.

### WELLNESS & FITNESS FACILITIES

**Gyms, Yoga Studios, Martial Arts, Pilates, CrossFit**

<table>
<thead>
<tr>
<th>Wellness &amp; Fitness Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Operate under physical distancing protocols.</td>
</tr>
<tr>
<td>- Adhere to strict sanitation protocols</td>
</tr>
</tbody>
</table>

#### CHECKLIST

**Employee Health:**
- Pre-screen employees for symptoms prior to starting shift.
- Pre-screen members for symptoms before they enter the facility.
- Do NOT allow symptomatic people to work or exercise. Send them home if they arrive at facility sick.
- Encourage staff to wear a mask or face covering.
- Provide the opportunity for staff to wash hands often (or provide hand sanitizer).
- Encourage all staff to cover coughs and sneezes using elbow (not hands).
- Practice social distancing by setting up work stations at least 6 feet from other staff.

**Disinfection:**
- Disinfect frequently used items, equipment and surfaces every two hours. Item to consider are doorknobs and handles, drinking fountains, locker room/common areas.
- Provide disinfectant for members to wipe down equipment after each use.
- Assign staff members whose main responsibility will be disinfecting equipment.
- Discontinue providing towels and mats for members.

**Social Distancing:**
- Limit the number of people in the facility (including employees) to 1 person per 250 square feet
- Move equipment to create safe social distancing.
- Consider designating hours for at risk populations.
Limit group classes to maintain social distancing guidelines.
Close spas, saunas and pools.
Consider a daily log with name and contact information of individuals that enter.

Coronavirus (COVID-19) Employee Screening Tool

Employer Version

Instructions: Use this form to screen all entering employees. The Public Health Department recommends that employees in congregate spaces be screened daily.

Statement to Employee
Coronavirus disease 2019 (COVID-19) is a respiratory disease that can result in hospitalization or death, even for young people with no underlying medical conditions. You can help prevent the spread of COVID-19 by staying at least 6 feet away from others, avoiding touching your face, coughing and sneezing into a tissue or an elbow rather than your hands, and washing your hands with soap and warm water for at least 20 seconds. Hand sanitizer can be used if soap and water are not available.
**EMPLOYEE NAME:** (First, Last)  

**DATE:** (dd/mm/yy)

<table>
<thead>
<tr>
<th>SYMPTOMS:</th>
<th></th>
</tr>
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</table>
| In the past 24 hours, have you or anyone in your household experienced: | □ Fever (100.4°F or higher)  
□ Shortness of breath  
□ Cough  
□ Chills  
□ Repeated shaking with chills  
□ Muscle pain  
□ Headache  
□ Sore throat  
□ New loss of taste or smell |
| If employee has experienced any of the symptoms listed, they should not go to work.  
**Guidance for Employer:**  
- Instruct employee to contact their primary medical provider. | |
| In the past week, have you or anyone in your household experienced 2 or more of these symptoms: | □ Fever (100.4°F or higher)  
□ Fatigue  
□ Chills  
□ Repeated shaking with chills  
□ Muscle pain  
□ Headache  
□ Sore throat  
□ New loss of taste or smell |

**POTENTIAL CONTACT:**  
If employee answers “yes” to either of these questions, they should go home and self-quarantine for 14 days.
Have you had close contact with a confirmed COVID-19 patient while that person was ill? □ Yes □ No

Have you or anyone in your household been told to isolate or quarantine? □ Yes □ No
Coronavirus (COVID-19) Employee Screening Tool

Employee Version

Instructions: Use this form to screen all entering employees. The Public Health Department recommends that employees in congregate spaces be screened daily.

Statement to Employee
Coronavirus disease 2019 (COVID-19) is a respiratory disease that can result in hospitalization or death, even for young people with no underlying medical conditions. You can help prevent the spread of COVID-19 by staying at least 6 feet away from others, avoiding touching your face, coughing and sneezing into a tissue or an elbow rather than your hands, and washing your hands with soap and warm water for at least 20 seconds. Hand sanitizer can be used if soap and water are not available.
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SYMPTOMS:**

In the past 24 hours, have you or anyone in your household experienced:

- ☐ Fever (100.4°F or higher)
- ☐ Shortness of breath
- ☐ Cough
- ☐ Chills
- ☐ Repeated shaking with chills
- ☐ Muscle pain
- ☐ Headache
- ☐ Sore throat
- ☐ New loss of taste or smell

In the past week, have you or anyone in your household experienced 2 or more of these symptoms:

- ☐ Fever (100.4°F or higher)
- ☐ Fatigue
- ☐ Chills
- ☐ Repeated shaking with chills
- ☐ Muscle pain
- ☐ Headache
- ☐ Sore throat
- ☐ New loss of taste or smell

**POTENTIAL CONTACT:**

Enclosure 7
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you had close contact with a confirmed COVID-19 patient while that person was ill?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Have you or anyone in your household been told to isolate or quarantine?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
Memorandum

To: Walworth County Health and Human Services Board
cc: Mark W. Luberda, Walworth County Administrator
     Elizabeth Aldred, Superintendent of Walworth County Institutions
     Erica Bergstrom, Walworth County Public Health Officer
     Zeke Wiedenfeld, Walworth County District Attorney

From: Michael P. Cotter, Walworth County Corporation Counsel

Date: May 18, 2020

Re: Creation of Article VI Chapter 50 related to Communicable Diseases

Enclosed please find a draft ordinance relating to communicable diseases. The County Administrator requested that I draft this ordinance in response to the concern that Walworth County currently does not have a penalty provision for violating public health orders related to communicable diseases.

I created this draft ordinance incorporating a penalty provision while remaining consistent with other provisions of Chapter 50 of the Walworth County Code of Ordinances. This draft addresses general communicable disease issues under Section 252 of the Wisconsin Statutes and Chapter DHS 145 of the Wisconsin Administrative Code. This draft is in response to the COVID-19 pandemic; however, the draft is written generally for the future of any communicable disease issue.

The Walworth County Public Health Officer, the County Administrator, and the Health and Human Services Director have not had a chance to review this draft. I propose this ordinance as a working document so we have a focus to our discussions moving forward.

The Wisconsin Supreme Court issued their opinion related to the “Safer at Home” order on Wednesday May 13, 2020 and the Wisconsin Attorney General provided guidance on this opinion in the early evening of Friday May 15, 2020. We can discuss the penalty provisions of this ordinance and how the Supreme Court ruling impacts this issue at your meeting. Issues involving the pandemic continue to evolve at a rapid pace and we are providing you with the latest interpretations of these matters.

MPC/drn
ARTICLE VI. – COMMUNICABLE DISEASES

Sec. 50-400. - Authority and Purpose.

This article is adopted pursuant to the authority granted by Wis. Stats. Chapter 252. The purpose of this article is to protect public health in the County by the prevention and suppression of any communicable disease.

Sec. 50-401. - Applicability.

The provisions of this article shall apply to all municipalities in the County.

Sec. 50-402. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly gives a different meaning:

*Communicable disease* means a disease or condition listed in Appendix A Chapter DHS 145 of the Wisconsin Administrative Code or any previously unknown novel contagion.

*Control* means to take actions designed to prevent the spread of communicable diseases.

*Department* means the Walworth County Health and Human Services Department.

*Local health officer* has the meaning prescribed in Wis. Stats. § 250.01 (5), and applies to the person who is designated as the local health officer for the place of residence of a case or suspected case of communicable disease.

*Immediate danger to health* means any human health hazard that creates an immediate danger to public health and safety in terms of happening now; of the present moment.

*Investigation* means a systematic inquiry designed to identify factors which contribute to the occurrence and spread of communicable diseases.

*Public building* means any privately or publicly owned building which is open to the public.
State epidemiologist means the person appointed by the state health officer under Wis. Stats. § 50.02 (1), to be the person in charge of communicable disease control for the state who serves also as chief medical officer for the acute and communicable disease program area.

Surveillance means the systematic collection of data pertaining to the occurrence of specific diseases, the analysis and interpretation of these data and the dissemination of consolidated and processed information to those who need to know.

Suspected case means a person thought to have a particular communicable disease on the basis of clinical or laboratory criteria or both.

Sec. 50-403. - Responsibility for the control of communicable diseases.

The local health officer, upon the appearance of any communicable disease in their territory, shall immediately investigate all the circumstances and make a full report to the appropriate governing body and to the State of Wisconsin. The local health officer shall promptly take all measures necessary to prevent, suppress and control communicable diseases, and shall report to the appropriate governing body the progress of the communicable diseases and the measures used against them. The local health officer may inspect schools and other public buildings within their jurisdiction as needed to determine whether the buildings are kept in a sanitary condition. Local health officers may do what is reasonable and necessary for the prevention and suppression of disease; may forbid public gatherings when deemed necessary to control outbreaks or epidemics; and shall advise the State of Wisconsin of measures taken.

Sec. 50-404. – Investigation and control of communicable diseases.

(a) The local health officer shall use all reasonable means to confirm in a timely manner any case or suspected case of a communicable disease and shall ascertain so far as possible all sources of infection and exposures to the infection. Follow-up and investigative information shall be completed by the local health officer and reported to the state epidemiologist.

(b) Local health officers shall follow the methods of control set out in official reports of the American Public Health Association and the American Academy of Pediatrics, unless specified otherwise by the state epidemiologist. Specific medical treatment shall be prescribed by a physician or an advanced practice nurse prescriber.
Sec. 50-405. - Enforcement.

The local health officer may do what is reasonable and necessary for the prevention and suppression of disease; may forbid public gatherings when deemed necessary to control outbreaks or epidemics; and shall advise the State of Wisconsin of measures taken.

The local health officer shall employ as many persons as are necessary to execute their orders and properly guard any place if quarantine or other restrictions on communicable disease are violated or intent to violate is manifested. These persons shall be sworn in as quarantine guards, shall have police powers, and may use all necessary means to enforce the state laws for the prevention and control of communicable diseases, or the orders and rules of the department or any local health officer.

No person, whether afflicted with any communicable disease as defined in Chapter 252 of the Wisconsin Statutes, or not, shall visit or depart from any premises which shall have been quarantined by the Walworth County Public Health Department until given permission by the local public health officer.

The local public health officer is authorized to remove or cause to be removed, any person afflicted with any dangerous communicable disease to such place as may be deemed expedient and appropriate; and they may destroy any furniture, clothing, or other property which may cause the spreading of such disease, or cause it to be removed or disinfected.

Sec. 50-406. - Communicable disease; suspected cases; protection of the public.

No person who is knowingly infected with a communicable disease may willfully violate the recommendations of the local health officer or subject others to danger of contracting the disease. No person may knowingly and willfully take, aid in taking, advise or cause to be taken, a person who is infected or is suspected of being infected with a communicable disease into any public place or conveyance where the infected person would expose any other person to danger of contracting the disease.

Sec. 50-407. - Physicians to report existence of communicable diseases.

A physician knowing or having reason to know that a person treated or visited by him or her has a communicable disease, or having such disease, has died, shall report the same to the local public health officer.
If a violation of this section is reported to a district attorney by a local health officer, the district attorney shall forthwith prosecute the proper action as per Wis. Stats. § 252.05(11).

**Sec. 50-408. - Regulations, rules and laws adopted by reference.**

The applicable laws, rules and regulations set forth in Wis. Stats. § 252, and Chapter DHS 145 Wisconsin Administrative Code are incorporated in this article by reference and they shall be construed, read and interpreted as though fully set forth herein.

**Sec. 50-409. - Violation; penalties.**

In accordance with Wis. Stats. § 252.25, any person who willfully violates, obstructs the execution of the county order, or otherwise refuses to comply with any provisions of this article shall be subject to a forfeiture of not less than $25.00 nor more than $500.00 plus costs of prosecution for each violation. Each day a violation exists or continues shall be considered a separate violation. Where appropriate, injunctive relief may be sought by the department against continuing violations.

**Sec. 50-410. - Severability and repeal.**

(a) Severability. Each section, paragraph, sentence, clause, word and provision of this article is severable, and if any provisions shall be held unconstitutional or invalid for any reason, such decisions shall not affect the remainder of the article nor any part thereof other than that affected by such decision.

(b) Repeal. All other ordinances or parts of ordinances of Walworth County inconsistent or conflicting with this article to the extent of the inconsistency only, are hereby repealed.