

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION REGULAR ADDITIONAL MEETING**

Tuesday, September 8, 2020

6:00 PM

District Administration & Maintenance Center  
905 Bethel Circle  
Waunakee, Wisconsin 53597

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. CLOSED SESSION - ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1)(c), (e), (f)**

- A. Review Request for Temporary Waiver of Reversionary Interest for Library Parking Lot Property 4
- B. Review Issues Related to an Administrator's Impending Medical Leave and Allocation of Duites

**IV. PUBLIC COMMENTS** 12

Individuals may use this time to comment on any items listed as part of the meeting agenda. A copy of Board Policy 187 —Public Participation at Board Meetings is enclosed for your reference. Past practice has allowed 30 minutes for this section of the agenda.

**V. APPROVAL OF AGENDA AND ADDITIONS**

A motion will be necessary to approve the agenda as presented (or) with changes as recommended.

**VI. COVID-19 RELATED UPDATES, RECOMMENDATIONS AND DECISIONS POINTS INCLUDING BUT NOT LIMITED TO REOPENING PLANS FOR FALL 2020, REQUIRED POLICIES AND PRACTICES, HUMAN RESOURCES IMPLICATIONS, AND OTHER RELATED TOPICS REQUIRING TIMELY ATTENTION BY THE SCHOOL BOARD.**

A. First Day of School Report

Randy Guttenberg will report to the Board at Tuesday's Meeting regarding the start of the school year /first day of school.

B. Review Recent Order and Metrics from Public Health Madison Dane County. 15

Randy Guttenberg will review the recent Public Health Madison Dane County Order, the most current data metrics for school reopening, and the impact on school and programs in Waunakee.

Attached please find the recent order. The most current metrics from PHMDC were

not available at the time that Board Book was released on Thursday afternoon. I will bring them to the meeting on the 8th.

C. Update and Review of Co-Curricular Programs 30

Attached please find an outline of the fall activities that are occurring in Waunakee.

Randy Guttenberg and Aaron May will present this overview to the Board and provide an update on how these activities have functioned thus far. We will also check in to ensure that the plans moving forward are consistent with the last decision points made by the Board at previous meetings.

A few areas of discussion:

We would like to discuss whether we want to allow for supervised open gym/open field activities?

We also want to discuss end of season WIAA tournament participation -- since some of these activities may occur outside of Dane County, are we allowing our athletes to participate? WIAA is meeting to determine what these activities may look like for the fall.

D. Respiratory Program Policy 32

Attached please find a proposed Respiratory Protective Program Policy. This policy was discussed at the previous board meeting by Kurt Eley. It is required if we are issuing staff N95 masks. We have nine staff that because of their work assignment or an approved accommodation, qualify for an N95 mask. This policy allows us to move forward with the fitting and sanitation process for these respiratory masks.

**VII. COMMUNICATION PLAN FOR FALL 2020 REFERENDUM** 39

Randy Guttenberg and Anne Blackburn will present the draft communication plan for the November 2020 Referendum.

Attached please find the draft timeline, bullet-pointed talking points for the Board, and a draft staff communication. A draft parent communication is also in process and will be similar to the staff letter.

Finally, a half-page mailing is in process of being produced. We are working to have a draft copy of that for your review on Monday night.

**VIII. REQUEST FOR A SIGN LANGUAGE INTERPRETER POSITION** 43

Please see the attached memo from Kurt Eley for a sign language interpreter. This request comes as a result of a student who just moved to the school district and per the IEP requires sign language interpretation services.

**IX. BOARD OF EDUCATION STATEMENT OF SUPPORT FOR THE DIVERSITY, EQUITY, AND INCLUSION COMMITTEE**

Brian Hoefler and Mike Brandt have drafted a statement from the Board to support the work of the Diversity, Equity, and Inclusion Committee. The statement was not ready at the time that Board Book was released but will be sent to the Board prior to the meeting.

**X. FUTURE AGENDAS AND MEETINGS**

**XI. ADJOURN**

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”



Guttenberg, Randy &lt;randyguttenberg@waunakee.k12.wi.us&gt;

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## Request for Waiver of Reversionary Interest for Parking Lot Property

1 message

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**Todd Schmidt** <tschmidt@waunakee.com>

Tue, Aug 25, 2020 at 3:36 PM

To: "Guttenberg, Randy (randyguttenberg@waunakee.k12.wi.us)" &lt;randyguttenberg@waunakee.k12.wi.us&gt;

Cc: "Maria Fitz-Gibbon (maria@leapacademychildcare.com)" &lt;maria@leapacademychildcare.com&gt;, Chris Zellner &lt;czellner@waunakee.com&gt;, "bkleinmaier@staffordlaw.com" &lt;bkleinmaier@staffordlaw.com&gt;

Hi Randy –

Please accept this email as an official request from the Village that the School District grant a temporary waiver of its "reversionary interest" in the old library's upper parking lot for the duration of this school year. Attached is the recorded 1999 quit claim deed that contains the language about the District's ability to reclaim the lot in the event the building ceases to be used for a municipal purpose.

The Village was approached by Leap Academy (just across the street from the old library) to use the old library on a temporary basis for delivering pre-K services to families during this very unusual time. The Village Board has approved leasing the property to Leap Academy, but with the condition that executing the lease could only occur if the District grants a temporary waiver of its reversionary interest.

To be clear, the Village will remain owner of and hold title to the old library property. The Village also still anticipates moving Village Hall functions to the old library upon securing a purchaser for the current Village Hall. Unfortunately, the pandemic has stalled economic interest for the Village Hall property (and many others in the marketplace). We don't anticipate re-issuing the RFP for Village Hall until early next year, depending on market conditions.

If you need any further information from me, please let me know. I have also copied Maria Fitz-Gibbon with this email. Maria is owner of Leap Academy, and would be happy to answer any questions that you or your Board may have. I do know that Maria hopes to finalize the lease as soon as possible so she can begin confirming space for the many families seeking pre-K schooling solutions.

Thank you for your assistance and consideration,

Todd

**Alert to Waunakee Elected Officials and Members of Village Committees, Boards, Commission and Task Forces:** In order to comply with the Open Meetings Act requirements, please limit any reply to only the sender of this electronic communication.

**Todd J. Schmidt - Village Administrator / Economic Development Director**

Village of Waunakee - 500 W. Main St. - Waunakee, WI 53597

Direct: (608)850-5227 - Google Voice: (608)616-5364 - E-mail: tschmidt@waunakee.com

4

*Find us on Facebook, LinkedIn, Twitter and Blogspot*

# Parcel Number - 191/0809-083-8101-1

**Current**

[← Parcel Parents](#)

**Summary Report**

Parcel Summary		More +
Municipality Name	VILLAGE OF WAUNAKEE	
Parcel Description	SEC 8-8-9 PRT NE1/4SW1/4 DESCR AS BEG AT...	
Owner Name	WAUNAKEE, VILLAGE OF	
Primary Address	710 SOUTH ST	
Billing Address	PO BOX 100 WAUNAKEE WI 53597	

Assessment Summary		More +
<b>Assessment Year</b>	<b>2018</b>	
Valuation Classification	X4	
Assessment Acres	0.200	
Land Value	\$0.00	
Improved Value	\$0.00	
Total Value	\$0.00	

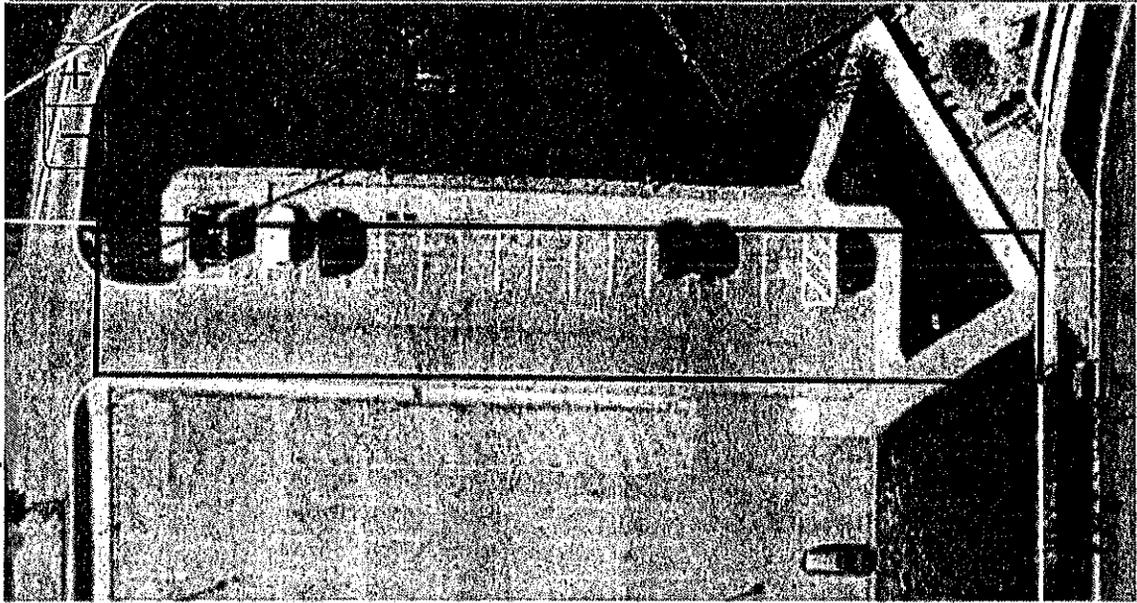
Show Valuation Breakout

Show Assessment Contact Information ▼

## Zoning Information

**Contact your local city, village or town office for municipal zoning information.**

**Parcel Maps**



DCIMap

Google Map

Bing Map

**Tax Summary (2018)** More +

E-Statement

E-Bill

E-Receipt

Assessed Land Value	Assessed Improvement Value	Total Assessed Value
\$0.00	\$0.00	\$0.00
<b>Taxes:</b>		\$0.00
<b>Lottery Credit(-):</b>		\$0.00
<b>First Dollar Credit(-):</b>		\$0.00
<b>Specials(+):</b>		\$0.00
<b>Amount:</b>		\$0.00

**District Information**

Type	State Code	Description
REGULAR SCHOOL	6181	WAUNAKEE SCHOOL DIST
TECHNICAL COLLEGE	0400	MADISON TECH COLLEGE
OTHER DISTRICT	57WA	WAUNAKEE FIRE
METRO SEWERAGE	5150	MADISON METRO SEWER DIST

Recorded Documents				
Doc. Type	Date Recorded	Doc. Number	Volume	Page
QCD	12/02/1999	3175719		
QCD	04/12/1994	1997645	9539	24
<i>Satis of Mtg</i>	04/12/1994	<i>not printed</i>	D804	546

Show Less ^  
*off of Correction on CSM - 1758056*      *2062282 v 10998 p.77*  
 DocLink

DocLink is a feature that connects this property to recorded documents. If you'd like to use DocLink, all you need to do is select a link in this section. There is a fee that will require either a credit card or user account. Click here for instructions.

By Parcel Number: 0809-083-8101-1

PLEASE TURN OFF YOUR POP UP BLOCKER TO VIEW DOCLINK DOCUMENTS. If you're unsure how to do this, please contact your IT support staff for assistance. You will be unable to view any documents purchased if your pop up blocker is on.



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 Dane County Land Information Council

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210 Martin Luther King Jr. Blvd  
 City-County Bldg. Room 116  
 Madison, WI 53703



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191/0809-083-8101-1

STATE BAR OF WISCONSIN FORM 3 - 1998  
QUIT CLAIM DEED

DANE COUNTY  
REGISTER OF DEEDS

Document Number

3175719

12-02-1999 3:57 PM

Trans. Fee EXEMPT #2  
Rec. Fee 10.00  
Pages 1

000519

This Deed, made between Waunakee Community School District (formerly known as Waunakee Union Free High School) and Village of Waunakee, a municipal corporation, Grantor.  
Grantee.  
Grantor quit claims to Grantee the following described real estate in Dane County, State of Wisconsin:

A parcel of land located in the NE¼ of the SW¼ of Section 8, T8N, R9E, Village of Waunakee, Dane County, Wisconsin more particularly described as follows:

Beginning at the most southeasterly corner of Lot 1, Certified Survey Map No. 4005; thence S 89° 14'19" West, 233.69 feet; thence S 1° 21'23" East, 37.10 feet; thence N 89° 14'19" East, 233.69 feet; thence N 1° 21'23" West, 37.10 feet to the point of beginning. This parcel contains 9,807 square feet.

In the event the premises described in Exhibit 1 should at any time hereafter cease to be used by Grantee for municipal purposes, then in such event, fee simply title to the premises shall revert to the named Grantor.

This document is exempt from transfer fee and return pursuant to 577.25(2), Stats.

Name and Return Address

Jane F. Zimmerman  
Murphy & Desmond, S.C.  
Two East Mifflin St., #800  
P.O. Box 2038  
Madison, WI 53701-2038

57-0809-083-8500-6  
Parcel Identification Number (PIN)

This is not homestead property.  
(is) (is not)

Together with all appurtenant rights, title and interests.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 1999  
WAUNAKEE COMMUNITY SCHOOL DISTRICT

By: Bernard Kennedy (SEAL)  
Name: Bernard Kennedy  
\* Title: Board President  
ATTEST:

By: Barbara Townley (SEAL)  
Name: Barbara Townley  
\* Title: Board Clerk

AUTHENTICATION

ACKNOWLEDGMENT

Signature(s) \_\_\_\_\_

State of Wisconsin,

authenticated this \_\_\_\_\_ day of \_\_\_\_\_

Dane County, } ss.  
Personally came before me this 16<sup>th</sup> day of November, 1999, the above named

TITLE: MEMBER STATE BAR OF WISCONSIN  
(If not, \_\_\_\_\_  
authorized by §706.06, Wis. Stats.)

to me known to be the person 3 who executed the foregoing instrument and acknowledged the same.

THIS INSTRUMENT WAS DRAFTED BY

Timothy D. Fenner  
Axley Brynson, LLP  
Madison, WI 53701-1767

Man R. Reed  
Mary L. Pfeil  
Notary Public, State of Wisconsin  
My commission is permanent (If not, state expiration date: 2-27-00)

(Signatures may be authenticated or acknowledged. Both are not necessary.) 8

1/10

DOCUMENT NO.

1997645

STATE BAR OF WISCONSIN FORM 3 — 1988  
QUIT CLAIM DEED

THIS SPACE RESERVED FOR RECORDING DATA

REGISTER'S OFFICE  
DANE COUNTY, WI. SS  
RECORDED ON

FEB 17 1 44 PM '87

CAROL H. MAHNKE  
REGISTER OF DEEDS

VOL. 9539 PAGE 24

RETURN TO  
Village of Waunakee  
P. O. Box 100  
Waunakee, WI 53597

Waunakee Community School District, b/k/a  
Waunakee Union Free High School,

quit-claims to Village of Waunakee

the following described real estate in Dane County,  
State of Wisconsin:

Tax Parcel No: .....

A parcel of land located in the Southeast 1/4 of the Northwest 1/4 of Section 8, T8N, R9E, in the Village of Waunakee, more particularly described as follows: Commencing at the Southeast corner of Lot 1, Certified Survey Map #4005, recorded in Volume 16 of Certified Survey Maps, Page 320, as Document No. 1758056; thence Westerly 12 feet along the Southerly boundary line of said Lot 1; thence South-easterly 17 feet to the West right-of-way line of South Street; thence along the West right-of-way line of South Street to the point of beginning.

Said lands to be used for sidewalk purposes in connection with the Waunakee Public Library.

FEE  
2  
EXEMPT

This is not homestead property.  
(is) (is not)

Dated this 10th day of February, 1987.

*Math J. Laufenberg* (SEAL)  
Math J. Laufenberg, President  
*Vincent A. Endres* (SEAL)  
Robert Ohlsen, Clerk

*Michael R. Adler* (SEAL)  
Michael R. Adler, President  
*Vincent A. Endres* (SEAL)  
Vincent A. Endres, Treasurer

AUTHENTICATION

Signature(s) .....

authenticated this ..... day of ....., 19.....

TITLE: MEMBER STATE BAR OF WISCONSIN

(If not, authorized by § 704.06, Wis. Stats.)

THIS INSTRUMENT WAS DRAFTED BY

Attorney Frank J. Bucaida  
Madison, WI

(Signatures may be authenticated or acknowledged. Both are not necessary.)

ACKNOWLEDGMENT

STATE OF WISCONSIN

Dane County, } SS.

Personally came before me this 10th day of February, 1987, the above named  
Math J. Laufenberg  
Robert Ohlsen  
Michael R. Adler  
Vincent A. Endres  
to me known to be the person A..... who executed the foregoing instrument and acknowledged the same.

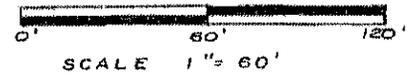
MARJORIE E. DORN  
Notary Public Dane County, Wis.  
My Commission is permanent. (If not, state expiration date: 5-7, 1989.)

191/0809-083-8101-1

AFFID COLLECTION

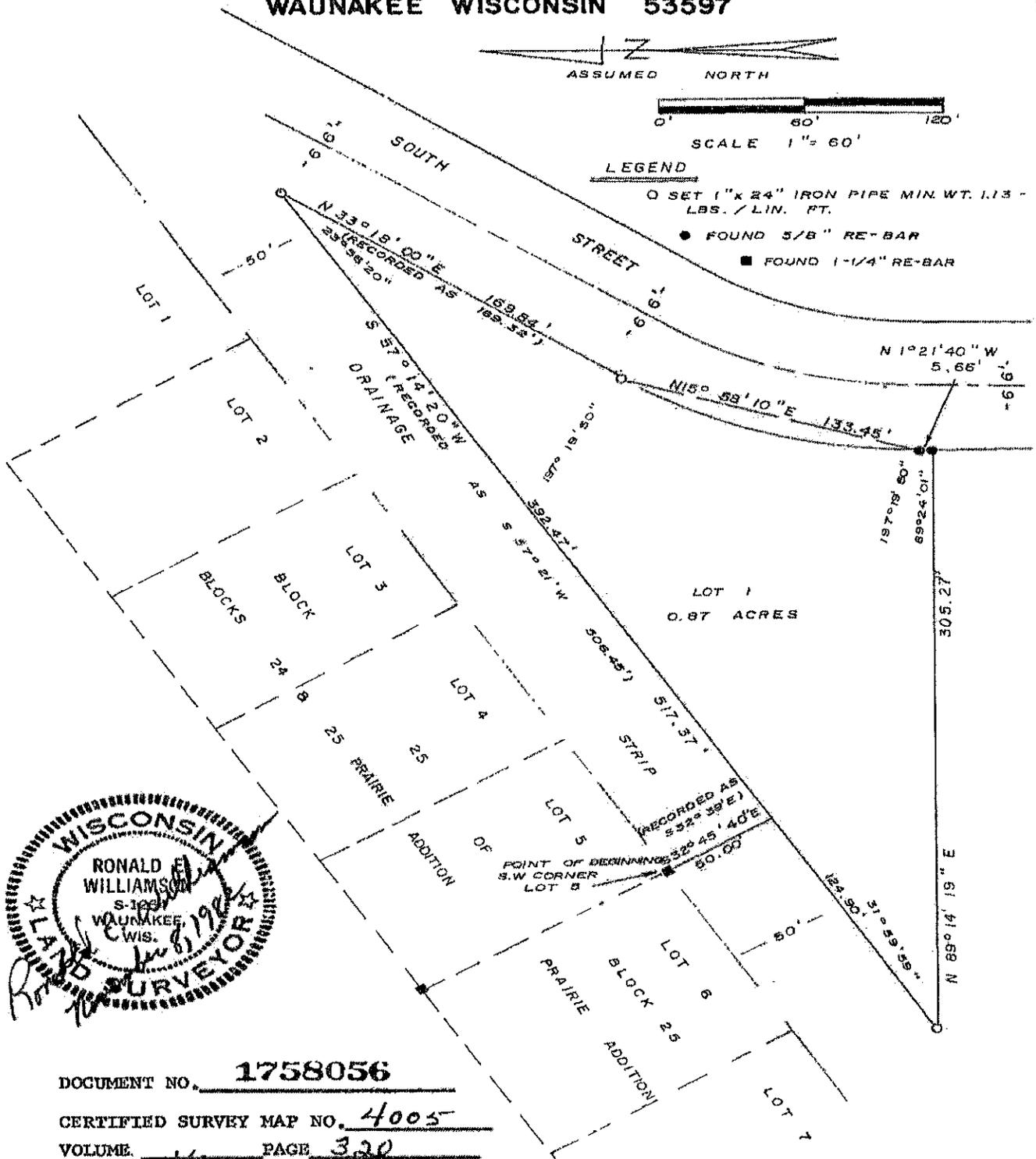
#2062 232  
V. 10998 P. 77

**CERTIFIED SURVEY MAP VOL 3984 PAGE 59**  
**WILLIAMSON SURVEYING COMPANY**  
**6164 COUNTY HIGHWAY "I" RT. 2**  
**WAUNAKEE WISCONSIN 53597**



**LEGEND**

- SET 1" x 24" IRON PIPE MIN. WT. 1.13 LBS. / LIN. FT.
- FOUND 5/8" RE-BAR
- FOUND 1-1/4" RE-BAR



DOCUMENT NO. 1758056

CERTIFIED SURVEY MAP NO. 4005

VOLUME 16 PAGE 320

6<sup>ch</sup>

VOL 3984 PAGE 60

**CERTIFIED SURVEY MAP**  
**WILLIAMSON SURVEYING COMPANY**  
**6164 COUNTY HIGHWAY "I" RT. 2**  
**WAUNAKEE WISCONSIN 53597**

SURVEYOR'S CERTIFICATE

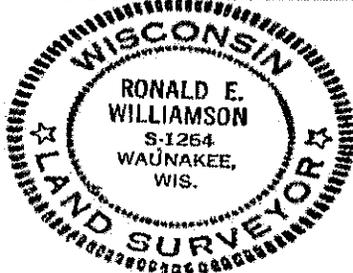
I, Ronald E. Williamson, Registered Land Surveyor, hereby certify that in full compliance with the provisions of Chapter 236.34 Wisconsin Statutes, the subdivision regulations of the Village of Waunakee and by the direction of the Village of Waunakee, I have surveyed, divided, and mapped a portion of the SE 1/4 of the NW 1/4, Section 8, T8N, R9E, Village of Waunakee, Dane County, Wisconsin to-wit:

Commencing at the Southwest corner of Lot 5, Block 25 of Blocks 24 & 25 Prairie Addition to the Village of Waunakee; thence S 32°45'40" E, 50.00 feet; thence S 57°14'20" W, 124.90 feet to the point of beginning.

Thence N 89°14'19" E, 305.27 feet; thence N 1°21'40" W, 5.66 feet to a point of curvature; thence along the arc of a curve concaved southeasterly with a radius of 191.00 feet and a long chord bearing N 15°58'10" E, a distance of 133.45 feet to a point of tangency; thence N 33°18'00" E, 169.84 feet; thence S 57°14'20" W, 517.37 feet to the point of beginning. This parcel contains 0.87 acres.

Date November 8, 1982

Ronald E. Williamson  
Ronald E. Williamson  
Registered Land Surveyor S-1264



Approved for recording per Village Board, Village of Waunakee \_\_\_\_\_

Robert Ohlsen  
Robert Ohlsen  
Village Clerk, Village of Waunakee

Received for recording this 9 day November, 1982 at 3:37 o'clock p. M. and recorded in Volume 16 of Certified Surveys of Dane County at pages 320 and 321.

DOCUMENT NO. 1758056

Carol R. Mahnke  
Carol R. Mahnke  
Register of Deeds

CERTIFIED SURVEY MAP NO. 4005

by: Carol Mahnke  
Deputy

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

Page 1 of 3

While the public has the right to attend meetings of the Board of Education that have not been convened in a closed session, individuals or groups generally do not have a right to be included on a Board meeting agenda or a right to enter into the discussions or deliberations of the Board. However, without affecting the Board's discretion to authorize other forms of input or participation during Board meetings from persons who are not Board members, the Board expressly authorizes and directs limited public participation during duly-noticed public comment periods as follows:

1. The Superintendent and Board President shall ensure that the agenda and public notice of the Board's primary regular business meeting each month includes a period for public comment. During a public comment period noticed under this paragraph, interested persons may briefly address the Board on topics that are reasonably germane to some aspect of the District's policies, practices, programs, or operations, regardless of whether the speaker's topic is otherwise noticed as a specific subject matter of the meeting in question.
2. Subject to any more specific decision or directive of the Board, the Board President has discretion to include a period of public comment on the agenda and public notice of additional Board meetings. In exercising such discretion, the President may specify on the public notice of the meeting that speaker comments during the public comment period will be limited to topics that are sufficiently germane to the noticed subject matter of the meeting.

When a public comment period is expressly included on the public notice of a Board meeting and there is sufficient interest in addressing the Board, the period shall either include at least 10 individual speakers or extend for 30 actual minutes, whichever limitation permits the greater total number of speakers. However, the Board may extend the total duration of a noticed public comment period at any meeting by a majority vote.

The Superintendent, or his/her designee, will implement a viewpoint-neutral speaker registration process that establishes an order for speaking in the event that the interest in appearing before the Board at any meeting may exceed the time that is allocated for the public comment period. Each speaker, upon being recognized by the presiding officer, will state his/her name and identify his/her connection to the District (if any) and to any group they are representing in connection with their remarks.

Each speaker's presentation is normally limited to a maximum of 3 minutes. However, at a meeting the Board may vote to reduce the time limit to no shorter than 2 minutes per speaker in order to accommodate a greater total number of speakers. In addition, at the Board's discretion, a speaker's time may be briefly extended provided that, upon request, a similar extension shall be granted to other speakers at the same meeting. Any individual may speak only once during the public comment period at any meeting.

Speakers generally should not expect an immediate response or reaction to their comments from the Board. Further:

1. If, at applicable meetings, a speaker raises a topic during a public comment period that was not among the publicly-noticed subject matter of the meeting, the extent of any response to

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

Page 2 of 3

the speaker and his/her remarks shall be limited in accordance with applicable law.

2. During a public comment period, Board members will not engage in a substantive discussion of or otherwise attempt to materially investigate or reach a Board resolution of either (a) complaints or grievances regarding the conduct of individual staff members or individual students; or (b) attempts to appeal staff or administrative decisions relating to individual District employees or students. A public comment period during a Board meeting is not the preferred or established means of processing such issues or bringing such matters to the Board's attention.
3. If time or other limitations preclude an interested person from addressing the Board at a specific meeting, the person may submit written information to the Board and/or attempt to utilize a public comment period at a future meeting.

Subject to an appeal to the Board that is made by a Board member, the presiding officer of the Board meeting shall have the authority to conduct and maintain proper order in connection with any authorized public comment period, including the authority to (1) recognize speakers; (2) enforce established time limits; (3) interject and request that speakers voluntarily redirect specific complaints, grievances, or attempted appeals to more appropriate District procedures; and (4) terminate the remarks of any individual who does not adhere to established rules and procedures for public participation, who speaks in a threatening or profane manner, whose comments are repetitive of that person's previous comments, or whose conduct is disruptive and impedes the Board's ability to conduct its business in an orderly and timely fashion.

Individuals who are permitted to address the Board during a meeting are responsible for the content of their comments. The forum represented by a public comment period does not exempt a speaker from any liability arising from his/her comments (e.g., for defamation or for any breach of legally-protected confidentiality).

This policy and any rules and/or procedures that may be adopted related to the administration of public comment periods under this policy are not intended to apply to the following:

1. A meeting or any portion of a meeting that constitutes a formal public hearing on a particular topic or issue.
2. Instances where the Board seeks or agrees, by majority vote, to accept input that is relevant to a noticed agenda item from a person who is not a Board member in order to (for example) resolve a formal or informal point of information that arises during the Board's discussion of an agenda item.
3. Meetings of any standing or ad hoc committee that may be established by the Board.

## Legal References:

### Wisconsin Statutes

- [Section 19.81](#) [state policy on open meetings]  
[Section 19.83\(2\)](#) [discussion during period of public comment]

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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[Section 19.84\(2\)](#) [public notice of board meetings, including public comment period]  
[Section 19.85](#) [exemptions to open meetings]

## Cross References:

WASB PRG 187 Sample Policy 4 (with substantial local adaptation)

## Adoption/Revision Date(s):

October 1989  
March 1994  
September 1994  
January 2000  
February 2002  
May 2020

## ORDER OF PUBLIC HEALTH MADISON & DANE COUNTY

**DATE OF ORDER:** September 1, 2020  
Goes into effect on September 2, at 12:01 a.m.

### EMERGENCY ORDER #9 AMENDMENT

This remains a critical time for Dane County to decrease the spread of COVID-19, keep people healthy, and maintain a level of transmission that is manageable by health care and public health systems. While research on school-aged children continues to emerge and evolve, a number of systematic reviews have found that school-aged children contract COVID at lower rates than older populations. This is particularly pronounced among younger school-aged children. Locally, as of August 20, 2020, nine (9) percent of all COVID cases were among children aged 0-17 in Dane County. This population comprises 22% of the county population overall. Cases among 0-4 year olds comprised 1.3% of all cases; 5-10 year olds comprised 2.7% of overall cases; and 11-17 year olds comprised 5.3% of all cases. Outbreaks and clusters among cases aged 5-17 have been rare; of the 401 cases within this age group, 32 (8.0%) were associated with an outbreak or cluster. A recent analysis also showed a higher proportion of adults with COVID in Dane County had symptoms compared to school-aged children and that the most common risk factor among school-aged children was household contact with a confirmed case. No deaths among children who have tested positive for COVID-19 have occurred in Dane County. Based on current data and our reopening metrics, PHMDC is allowing in-person student instruction for grades kindergarten through second grade (K-2), as well as students in any grade with a disability and/or an Individualized Education Program (IEP) who, due to their unique needs, may need to receive in-person instruction under 34 CFR Secs. 300.320-300.324 and Wis. Stats. Sec. 115.78(2).

This Order also continues the face covering requirements and limitations on taverns and mass gatherings for the reasons explained in Order 8.

Based upon the foregoing, I, Janel Heinrich, Public Health Officer of Madison and Dane County, by the authority vested in me by the Laws of the State, including, but not limited to, Wis. Stats. Secs. 252.03(1), (2) and (4), order the following as necessary to prevent, suppress, and control the spread of COVID-19:

1. **Safety of individuals.** All individuals should take precautions when leaving their homes to ensure their safety, the safety of the members of their household, and the safety of the public.
  - a. **All individuals.** For individual safety and the safety of the community, all individuals should:
    - i. Maintain physical distancing of six (6) feet between individuals who are not members of the same living unit or household, to the greatest extent possible.
    - ii. Wash hands with soap and water for at least twenty (20) seconds as frequently as possible or use hand sanitizer.
    - iii. Cover coughs or sneezes (into the sleeve or elbow, not hands).
    - iv. Frequently clean high touch surfaces and objects.
    - v. Not shake hands.
    - vi. Follow all PHMDC requirements.
    - vii. Consider wearing a face covering when outside.
  - b. **Individuals experiencing homelessness.** Individuals experiencing homelessness are strongly urged to obtain shelter.
  - c. **Unsafe homes.** Individuals whose homes or residences are unsafe or become unsafe, such as victims of domestic violence, are urged to leave their home and stay at a safe alternative location.
2. **Face Coverings.** Face covering means a piece of cloth or other material that is worn to cover the nose and mouth completely. A face covering includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A face covering does not include face shields, mesh masks, masks with holes or openings, or masks with vents.
  - a. **Face Covering Required.** Every individual, age five (5) and older, shall wear a face covering when:
    - i. In any enclosed building where other people, except for members of the person's own household or living unit are present.
    - ii. In line to enter any enclosed building.

- iii. Driving or riding in any vehicle where other people, except for members of the person's own household or living unit are present.
- iv. Outdoors at a restaurant or tavern.

Face coverings are strongly recommended in all other settings, including outdoors when it is not possible to maintain physical distancing.

Children between the ages of two (2) and five (5) are encouraged to wear a face covering when physical distancing is not possible. Children under the age of two (2) should never wear a face covering.

- b. **Exceptions.** Individuals who are otherwise required to wear a face covering may remove the face covering in the following situations:
  - i. While eating or drinking.
  - ii. When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
  - iii. While obtaining a service that requires the temporary removal of the face covering, such as dental services.
  - iv. While sleeping.
  - v. While swimming or on duty as a lifeguard.
  - vi. When engaging in work where wearing a face covering would create a risk to the individual, as determined by government safety guidelines.
  - vii. When necessary to confirm the individual's identity, including when entering a financial institution.
  - viii. When federal or state law or regulations prohibit wearing a face covering.
- c. The following individuals are exempt from the face covering requirement in Section 2.a. of this Order:
  - i. Children under the age of 5.
  - ii. Individuals who are unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
  - iii. Individuals with medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory

sensitivities that prevent the individual from wearing a face covering.

- 3. Mass Gatherings.** A Mass Gathering is a planned event with a large number of individuals in attendance, such as a concert, festival, meeting, training, conference, performance, show, or sporting event. Individuals that are members of the same household or living unit do not count towards the mass gathering numbers in their own household or living unit.
  - a. Mass Gatherings Inside.** A Mass Gathering inside any property is permitted with ten (10) individuals or less not including employees. Individuals must maintain physical distancing.
  - b. Mass Gatherings Outside.** A Mass Gathering outside is permitted with twenty-five (25) individuals or less not including employees. Individuals must maintain physical distancing.
- 4. Child care, youth, education, libraries, public spaces, and sports.**
  - a. Child care and youth settings.**
    - i.** Child care settings and youth settings must continue to follow licensing and certification ratio requirements.
    - ii.** Child care settings and youth settings include all licensed, recreational, and educational camps, licensed and certified childcare providers, unregulated youth programs, licensed-exempt public school programs, and four-year old kindergarten (4k).
    - iii.** Individual groups or classrooms may not contain more than fifteen (15) children if the children are age twelve (12) or under.
    - iv.** Individual groups or classrooms cannot contain more than fifteen (15) children if age thirteen (13) to seventeen (17).
    - v.** There should be no interaction or contact between individual groups or classrooms.
    - vi.** To the greatest extent possible, minimize amount of staff interaction between groups.
    - vii.** For youth ages five (5) and above, maintain at least six (6) feet physical distancing to the greatest extent possible.
  - b. Public outdoor playgrounds and splash pads.** Public outdoor playgrounds and public splash pads are open. Physical distancing must be maintained.

- c. Courts, Fields, and Sports.**
  - i. All courts and fields are open.
  - ii. Physical distancing between individuals not from the same household or living unit must be maintained at all times.
  - iii. Games and competitions are allowed for low risk sports with physical distancing maintained at all times. Low-risk sports are sports that can be done individually, or with physical distancing, or no to minimal sharing of equipment or the ability to clean the equipment between use.
  - iv. Games and competitions are not allowed between teams for medium and high-risk sports. Games and competitions within teams are allowed for medium and high-risk sports if the games and competitions are modified to ensure physical distancing is maintained at all times. Medium risk sports are sports that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants or intermittent close contact or group sports or sports that use equipment that can't be cleaned between participants. High risk sports are sports that involve close, sustained contact between individuals, lack significant protective barriers, and have a high probability that respiratory particles will be transmitted between individuals.
  - v. All activities in this section for all individuals must abide by the Mass Gathering requirements in Section 3 of this Order.
  
- d. Schools.** Public and private school buildings and grounds are only open for in-person student instruction for grades kindergarten through second (K-2), as well as students in any grade with a disability and/or an Individualized Education Program (IEP) who, due to their unique needs, may need to receive in-person instruction under 34 CFR Secs. 300.320-300.324 and Wis. Stats. Sec. 115.78(2).. Even if open for in-person instruction, public and private schools must provide a virtual option for students in grades K-2. Public and private schools also have the discretion to provide all virtual learning for grades K-2. Staff may be in all public and private school buildings as long as the requirements in section 4.d.i-4.d.iv are met. Public and private kindergarten through twelfth grade schools may be used for food distribution, health care services, as child care and youth settings, for pickup of student

materials, and for government functions. Public and private kindergarten through twelfth grade schools must abide by the following:

- i. Develop and implement a written hygiene policy and procedure that includes:

  1. Establishing expectations that employees and students who have a fever or other symptoms of COVID-19 do not come or remain at school.
  2. Establishing hand-washing expectations and ensuring supplies are available to employees and students.
  3. Describing proper cough and sneeze etiquette.
- ii. Develop and implement a written cleaning policy and procedure that includes:

  1. Guidelines for cleaning and disinfecting frequently touched surfaces multiple times a day.
  2. Guidelines for cleaning common areas between use.
  3. Protocols for cleaning and disinfecting in the event of a positive COVID-19 case on site.
- iii. Develop and implement a written protective measure policy and procedure that includes:

  1. Ensuring students ages five (5) and older wear face coverings when indoors and on buses.
  2. Ensuring employees are provided with and wear a face covering when indoors and on buses.
  3. Ensuring students and employees with face coverings are at least six (6) feet from others to the greatest extent possible when indoors and on buses.
  4. Ensuring that students who cannot wear a face covering maintain at least six (6) feet distancing at all times from other students when indoors and on buses.
  5. Ensure that students who cannot wear a face covering maintain six (6) feet distancing from employees to the greatest extent possible when indoors and on buses.
  6. Ensuring that employees who cannot wear a face covering maintain at least six (6) feet distancing at all times from other employees when indoors and on buses.

7. Ensuring that employees who cannot wear a face covering maintain six (6) feet distancing from students to the greatest extent possible when indoors and on buses.
  8. Ensuring students and employees are at least six (6) feet from other students and employees to the greatest extent possible outside.
  9. Ensuring that student and employee groupings are as static as possible by having the same group of students stay with the same employees as much as possible. Restrict mixing between groups as much as possible.
  10. Common areas such as cafeterias, auditoriums, and gymnasiums can be used as classrooms, to provide food, as child care and youth settings, and for government functions. Student groupings should be in distinct spaces within common areas and students groupings many not mix with other student groupings.
- iv. Implement PHMDC's action plan for COVID-19 case(s) at the school. Available at [https://publichealthmdc.com/documents/school\\_action\\_plan.pdf](https://publichealthmdc.com/documents/school_action_plan.pdf)
  - v. Document staff receipt, acknowledgement, or training on the policies in Sections 4.d.i-4.d.iv of this Order.
  - vi. Post PHMDC's Workplace requirements for employers and workers guidance document in a prominent location where all employees may access and view. Available at <https://publichealthmdc.com/coronavirus/forward-dane/requirements> (English, Spanish, and Mandarin versions are included)
7. **Continuing education and higher education institutions.** Continuing education and higher education institutions may determine policies and practices for safe operations. However, these institutions may not open congregate living situations including dormitories without strict policies that ensure safe living conditions. These institutions must maintain physical distancing to the greatest extent possible. These institutions must comply with Section 2 of this Order.
  8. **Libraries and community centers.** Libraries and community centers shall comply with the requirements in Sections 2 and 5 of this Order.

- 5. Businesses.** All businesses are subject to the following requirements:
- a.** Limit capacity to 50% of approved capacity levels.
  - b.** Develop and implement a written hygiene policy and procedure that includes:
    - i.** Ensuring employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
    - ii.** Establishing hand-washing expectations and ensuring supplies are available to employees.
    - iii.** Describing proper cough and sneeze etiquette.
  - c.** Develop and implement a written cleaning policy and procedure that includes:
    - i.** Guidelines for cleaning and disinfecting frequently touched surfaces multiple times a day.
    - ii.** Guidelines for frequently wiping down any shared equipment, such as work spaces, credit card machines, lunchroom items, carts, and baskets.
    - iii.** Guidelines for cleaning common areas and equipment between use or shift changes.
    - iv.** Protocols for cleaning and disinfecting in the event of a positive COVID-19 case on site.
  - d.** Develop and implement a written protective measure policy and procedure that includes:
    - i.** Ensuring individuals are at least six (6) feet from others whenever possible.
    - ii.** Ensuring employees are provided with and wear face coverings at all times when required under Section 2 of this Order.
  - e.** Document staff receipt, acknowledgement, or training on the policies in Sections 5b.-5.d of this Order.

- f. Limit staff and customers in offices, facilities, and stores.** All businesses should, to the greatest extent possible, facilitate remote work and other measures that limit the number of individuals present at an office, facility, or store. Businesses to the greatest extent feasible should:

  - i. Offer online or virtual services, including for, meeting with clients, providing counsel, or other professional services.
  - ii. Hold meetings and collaborate online or by phone.
  - iii. Alternate work teams or stagger shifts.
  
- g. Safe business requirements when remote work is not possible.** All businesses are required to take the following measures to limit exposure to COVID-19 to staff, customers, and the public when remote work is not possible:

  - i. Where possible, offer curbside pick-up, curbside drop-off, and delivery of goods and services.
  - ii. Where possible, offer online or phone payments, appointments, and reservations.
  - iii. Door-to-door solicitation is allowed with physical distancing.
  - iv. Ensure spacing of chairs in waiting rooms to ensure physical distancing is maintained between individuals.
  
- h.** Meetings, trainings, and conferences are considered Mass Gatherings and must comply with Section 3 of this Order.
  
- i.** Adhere to PHMDC requirements and strongly consider implementing the PHMDC recommendations and guidelines.
  
- j.** Businesses must establish lines outside to regulate entry, with markings indicating where customers should stand to remain six (6) feet apart from one another while waiting to enter. Businesses should also offer alternatives to lines, including allowing customers to wait in their cars for a text message or phone call and scheduling pick-ups or entries to stores.
  
- k.** Post PHMDC’s “Workplace Requirements for Employers and Workers” guidance document in a prominent location where all employees may

access and view. Available at

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

- I. Follow all Equal Employment Opportunity Commission guidelines with regards to face coverings.
- m. Post PHMDC’s “Face Covering” sign (or a similar sign) about face coverings being required that is visible upon entering the property. All residential properties (eg: apartment buildings and condominiums) that have shared common indoor spaces (eg: mailrooms, lobbies, hallways) are required to post PHMDC’s “Face Covering” sign (or a similar sign) about masks being required that is visible upon entering the property. Available at <https://publichealthmdc.com/coronavirus/forward-dane/requirements>

**6. Industry-specific requirements.** In addition to complying with Section 5, the following businesses have additional requirements:

- a. **Stores that sell food or groceries**, including grocery stores, bakeries, farm and produce stands, supermarkets, food banks and food pantries, convenience stores, and other establishments engaged in the retail sale of groceries, prepared food, alcoholic and non-alcoholic beverages. Such establishments shall:
  - i. Encourage pickup and delivery options.
  - ii. Prohibit customer self-dispensing of unpackaged bulk food items (e.g. bulk bakery, condiments, or foods where the use of tongs, tissues, or scoops are used). Beverage stations, coffee grinding stations, and unpackaged foods stored in enclosed dispensing units that use a spigot, spout, nozzle or control valve for dispensing are exempt from this requirement.
  - i. Except for produce areas, cease any customer self-service operations of all unpackaged food, such as salad bars, and buffets.
  - ii. Limit indoor dine-in capacity to 25% of approved seating capacity levels. Space tables and chairs to ensure at least six (6) feet physical distancing between customers who are not members of the same household or living unit. Limit each table to six (6) customers who are members of the same household or living unit.
  - iii. Outdoor seating is allowed. Space tables and chairs to ensure at least six (6) feet physical distancing between customers who are

not members of the same household or living unit. Limit each table to six (6) customers who are members of the same household or living unit.

- iv. Sampling of food is prohibited.

**b. Restaurants and taverns. Restaurants and taverns shall:**

- i. “Restaurant” has the meaning as defined in Wis. Stats. Ch. 97.01 (14g) and whose sale of alcohol beverages accounts for 50% or less of the establishment’s gross receipts. A “tavern” is an establishment in which alcohol beverages are sold for consumption on said premises and whose sale of alcohol beverages accounts for 51% or more of the establishment’s gross receipts. “Tavern” includes breweries, brewpubs, wineries and distilleries. Wis. Stat. Sec. 125.07(3)(a)6 presumes that an establishment operated under both a Class “B” or “Class B” license or permit and a license under Wis. Stat. Sec. 97.30 for a restaurant, is a tavern. This presumption may be rebutted by competent evidence. To determine whether an establishment is a restaurant or a tavern, gross receipts for the period July 1, 2019 to June 30, 2020 will be considered. A restaurant or tavern shall provide receipts showing their gross sales of food and alcohol to PHMDC within seventy-two hours of a request by PHMDC for said receipts.
- ii. Encourage pick-up and delivery options.
- iii. Cease any customer self-service operations of all unpackaged food, such as salad bars and buffets. Beverage stations are exempt from this requirement.
- iv. At restaurants, limit indoor dine-in capacity to 25% of approved seating capacity levels. Space tables and chairs to ensure at least six (6) feet physical distancing between customers who are not members of the same household or living unit. Limit each table to six (6) customers who are members of the same household or living unit.
- v. Customers may enter taverns only for the purposes of ordering, pick-up, and payment of food or beverage or while in transit.
- vi. Outdoor seating is allowed. Space tables and chairs to ensure at least six (6) feet physical distancing between customers who are not members of the same household or living unit. Limit each table to six (6) customers who are members of the same household or living unit.
- vii. In restaurants, maintain at least six (6) feet between each stool for customers that are not members of the same household or living unit.

- viii. Customers must be seated at all times when not in transit.
- ix. Sampling of food is prohibited.

**c. Retail stores. Retail stores shall:**

- i. Limit the number of individuals in the business (excluding employees) up to 50% of approved capacity levels.
- ii. Retail stores larger than 50,000 square feet must offer at least two hours per week of dedicated shopping time for vulnerable individuals. Vulnerable individuals include people over sixty-five (65) years of age, people that are pregnant, people in long-term care facilities, people with compromised or weakened immune systems, and people with serious underlying health conditions including high blood pressure, chronic lung disease, serious heart conditions, liver disease, kidney disease requiring dialysis, diabetes, obesity, or asthma.
- iii. Sampling of goods (ex. food or make-up) is prohibited.

**d. Salons and spas. Facilities including hair salons, barber shops, nail salons, day spas, electrolysis providers, waxing salons, eyebrow-care establishments, tattoo and piercing parlors, body art establishments, tanning facilities and similar facilities shall:**

- i. Limit the number of customers or clients to 50% of approved capacity levels. If capacity level is four (4) or less, one (1) client or customer is permitted.
- ii. Space customer or client chairs, tables, or stations at least six (6) feet apart from each other.

**e. Gyms and fitness centers. Gyms, fitness centers, and similar facilities shall:**

- i. Provide materials for members to disinfect equipment before and after exercise at each piece of equipment or station.
- ii. Limit the number of individuals in the business (excluding employees) to 50% of the approved capacity limit.
- iii. Increase frequency of cleaning of all equipment, common areas, locker rooms, and restrooms.

- iv. To the extent possible, space equipment at least six (6) feet apart, especially for treadmills and other high-exertion aerobic fitness equipment.
  - v. Use floor markings to indicate spacing of individuals, particularly in areas where individuals congregate or cluster including drinking fountains, the front desk or reception area, and cleaning stations.
  - vi. Group exercise classes may only be offered if physical distancing can be maintained at all times and there is no person-to-person contact. Group exercises classes must comply with Section 3 of this Order.
  - vii. Activities where physical distancing cannot be maintained are not allowed unless they are between individuals from the same household or living unit.
  - viii. Saunas and steam rooms are closed.
- f. **Places of amusement and activity.** Places of amusement and activity including water parks, licensed public or private swimming pools, aquariums, zoos, museums, bowling alleys, amusement parks, outdoor miniature golf, movie theaters, theaters, concert and music halls, golf courses and similar places shall:
- i. To the extent possible, all reservations and payments must be made in advance online or by phone.
  - ii. Businesses shall limit the number of individuals on the premises (excluding employees) to 50% of approved capacity limits. Events such as, but not limited to, concerts, festivals, carnivals, fairs, parades, movies, performances, and shows are subject to Section 3 of this Order.
  - iii. Tee times, appointments, performances, shows, or other scheduled events must be scheduled to ensure that physical distancing can be maintained between all individuals, not within the same household or living unit, at all times.
  - iv. Seating, stations, or recreational areas must be spaced to ensure at least six (6) feet of physical distancing between individuals not within the same household or living unit.
  - v. All equipment provided or rented should be cleaned in between each customers use.

- g. Lodging**, including hotels, motels, campgrounds, B&B, and vacation rentals.

  - i. Prohibit guests from congregating in lobbies or other common areas, including providing adequate space to adhere to physical distancing while queuing for front desk services.
  - ii. Adopt cleaning protocols for guest rooms and common areas based on PHMDC guidelines. Provide training for housekeeping associates for proper handling of linens and cleaning/disinfecting supplies and provide appropriate personal protective equipment.
  - iii. Follow all requirements in Section 6 of this Order.
  
- h. Drive-in Activities.** Drive-in movie theaters and other drive-in activities may occur, with the following restrictions:

  - i. Drive-in activities may not offer outdoor seating.
  - ii. Individuals may leave their vehicles to purchase or pick up food or drink or to use the restroom. Individuals must remain in their vehicles at all other times.
  - iii. Any food or drink sales must comply with Sections 6.b. ii., iii., iv. and x.
  - iv. Food may be delivered to individuals patrons waiting in their vehicles.
  - v. To the extent possible, reservations and payments should be made in advance online or over the phone.
  - vi. Drive-in activities are exempt from Section 3 of this Order.
  
- 7. Health care operations, public health operations, human services operations, infrastructure operations, manufacturing and government functions.** These operations, as defined in Emergency Health Order #2, are required to only follow Sections 2, 5.b through 5.g. and 5.i. through 5.m. of this Order. Long-term care and assisted living facilities must follow all applicable Wisconsin Department of Health Services recommendations, all applicable U.S. Centers for Disease Control and Prevention recommendations, and all applicable Centers for Medicare and Medicaid Services recommendations for prevention of COVID-19 in these facilities.
  
- 8. Religious Entities and Groups.** Religious entities and groups are entities that are organized and operated for a religious purpose. Examples include, but are not

limited to mosques, synagogues, temples, religious studies, churches and nondenominational ministries. Religious entities and groups shall comply with Sections 2, 5.a. through 5.g. and 5.i through 5.m. of this Order. Religious entities are exempt from mass gathering requirements for religious services and religious practices only. Religious entities are not exempt from the mass gathering requirements for other events outside of a religious service or practice such as picnics or staff meetings.

9. **Leased Premises.** Landlords or rental property managers may enter leased residential premises and show properties if all individuals are wearing face coverings and maintaining physical distancing.
10. Businesses must follow all regulatory and licensing requirements. If this Order contains provisions that are more restrictive than otherwise permitted in any regulatory or licensing requirement, the provisions of this Order shall control.

#### **ENFORCEMENT AND APPLICABILITY**

11. **Enforcement.** Violation or obstruction of this Order is a violation of Madison Municipal Ordinance Sec. 7.05(6), Dane County Ordinance Sec. 46.40(2) and any subsequent or similar ordinance adopted by a local municipality in conformity therein.
12. **Severability.** If any provision of this Order or its application to any person or circumstance is held to be invalid, then the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.
13. **Duration.** This Order shall become effective Wednesday, September 2, 2020 at 12:01 a.m. This Order shall remain in effect until further notice.

IT IS SO ORDERED.



Janel Heinrich  
Health Officer, Public Health Madison & Dane County

# **Fall Sport Activities Update**

Sept 2, 2020

Below is a listing of Fall Athletic Activities that are occurring either on school grounds or with the school's approval.

## **HIGH SCHOOL FALL SPORTS ACTIVITIES**

### **All currently in-progress**

- Cross-Country - 70 Students
- Girls Golf - 22 Students
- Girls Tennis - 42 Students
- Continuing Summer School Strength - 180 Students

## **HIGH SCHOOL FALL CONTACT DAYS**

- Football - 182 Students (Sept 21-25)
- Football Cheer - 13 Students (TBD)
- Boys Soccer - 90 Students (Sept 8, 10, 15, 17)
- Volleyball - 98 Students (TBD)

## **OPEN GYMS/FIELDS**

Do we want to allow sports to organize open gym/fields?

- The WIAA allows two types of off-season contact: School Contact and Open Gym.
  - School Contact is limited to 5 days. During that time coaches are allowed to have full & open practice and instruction.
  - Open Gym is unlimited. During open gym/fields coaches are only present in a supervisory role to ensure school rules are being followed and students are participating in a safe manner.

Currently, we have approved the Fall Sports not competing to use their 5 contact days.

## **CONTINUING STRENGTH & CONDITIONING INTO 1ST QUARTER**

We are continuing the strength and conditioning program that we successfully offered this summer into the 1st quarter under the Fund 80. Students will organize before school and after school. The sign-up was open to every student that participated in the Summer School Strength program. The students rotate days between Warrior Stadium in groups of 25 and either the MS/HS weight room in groups of 10.

## **AQUATIC CENTER REOPENING PLAN**

- Reopening Sept 28th (M-Th)
- 5 - 45 Minutes swimming blocks
- 8 Swimmers max per session
- Sign-up through Regworks
- Preference to Girls & Boys Swim team members

- **MIDDLE SCHOOL FALL SPORTS ACTIVITIES**

Cross-Country - 95 Students (Sept 8-Oct 15)

- 5 Coaches, 3 Volunteers
- Athletes divided into groups of 10
- Athletes meet M/W or T/Th for 6 weeks
- Athletes are coached 2x/week

Football - 107 Students (Sept 14-Oct 23)

- 9 Coaches, 4 Volunteers
- Athletes divided into groups of 10-15
- Athletes meet M/W/F
- Athletes are coached 3x/week

Volleyball - 125 Students (Sept 14-Oct 22)

- 5 Coaches
- Athletes divided into groups of 10
- Sept Session (Sept 14-Oct 1), 2 Groups M/W & T/Th
- Oct Session (Oct 5-22), 2 Groups M/W & T/Th

# Waunakee Community School District Respiratory Protection Plan for Health Professionals and Unlicensed Assistive Personnel for COVID-19

## 1.0 PURPOSE

To protect employees from occupational respiratory exposure to COVID-19.

## 2.0 OVERVIEW OF RESPIRATORY PROTECTION PROGRAM

The Respiratory Protection Program is coordinated by the Waunakee Community School District. The Waunakee Community School District shall review work areas and nursing procedures performed in the school to identify hazards that may warrant the use of respiratory equipment. The purpose of the work area and nursing procedure review is to identify the nature of potential hazards, employees that may be exposed, and control measures to protect employees.

As hazards are identified, efforts shall be focused on identifying and developing engineering control measures to reduce exposure so that respiratory equipment will not be necessary. Where this is not possible and in emergency situations, respiratory equipment may be required. Equipment selection and purchase shall be conducted by the Waunakee Community School District. Selection shall be based on the specific nature and magnitude of the hazard.

Employees shall be provided training in the proper selection, use, and care of the particular respiratory equipment that they may be required to wear. Before an employee is assigned equipment, a qualitative fit test must be performed by the Waunakee Community School District in collaboration with SSM Health Occupational Services Department to assure that the equipment fits properly. **A respirator will be effective only if it fits properly.**

Employees are expected to care for equipment assigned to them and to inspect it before each use. The Respiratory Protection Program shall be periodically evaluated by district school nurses and student services administrators to assure that employees are provided necessary equipment and training, and that the program complies with federal regulations.

## 3.0 RESPONSIBILITIES

### 3.1 Employees

Employees shall:

- A. Know how to properly select, care for, and use respiratory equipment necessary for their work;

- B. Inspect and maintain equipment they use;
- C. Successfully complete respiratory protection and other required training where necessary; and
- D. Inform their supervisor of personal changes potentially influencing the respirator fit.

### **3.2 Supervisors**

Supervisors shall:

- A. Provide respirators when employees request;
- B. Insure that employees know how to properly select, use, and care for respiratory equipment needed for their work;
- C. Provide access to medical evaluations for employees required to use respirators;
- D. Periodically survey work areas and nursing procedures requiring respiratory equipment no less than once per year;
- E. Procure necessary respiratory equipment;
- F. Coordinate attendance of employee training sessions;
- G. Maintain files of inspection results, training, fit test results, and other pertinent information; and
- H. Evaluate contractor work for respiratory protection needs and designate a departmental liaison if necessary.

### **3.3 District School Nurses and Student Services Administrators**

District School Nurses and Student Services Administrators shall:

- A. Develop respiratory protection guidelines for in routine and reasonably foreseeable emergency situations for the Waunakee Community School District;
- B. Know how to properly select, use and care for respiratory equipment;
- C. Advise workers and departments on equipment selection and purchase;
- D. Inspect work areas and nursing procedures where respiratory equipment is used to assure proper selection and use;
- E. Ensure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators;
- F. Permit employees to use their own respirators, if such respirator use will not in itself create a hazard;
- G. Provide the respirator users with the "Information for Employees Using Respirators When Not Required Under the Standard" ([29CFR 1910.134 - Appendix D](#));
- H. Ensure that any employee using a respirator voluntarily is medically able to use that respirator;
- I. Evaluate the respiratory protection program annually; and
- J. Assist in providing respiratory protection training and fit testing for tight-fitting respirators.

#### **4.0 RESPIRATORY EQUIPMENT SELECTION**

The primary reason for a respiratory protection program is to maintain employee health. Therefore, using proper respiratory equipment for the task is imperative. Selection of a respirator shall be based on the specific activity or the nursing procedure the individual is performing. Respiratory protection equipment shall be chosen and assigned for a specific activities or nursing procedures upon the assurance that:

- a) the respirator and cartridge are appropriate for COVID-19.

NIOSH Certification:

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while it is in use.

#### **5.0 MEDICAL EVALUATION**

The use of any type of respirator may impose some physiological stress on the user. Federal regulations require that all potential users are required to have a medical evaluation to determine the employee's ability to use a respirator; before the employee is fit tested or required to use the respirator in the workplace.

Waunakee Community School District employees will complete the questions outlined in the questionnaire found in [1910.134 - Appendix C](#) and submit completed questionnaire to SSM Health Occupational Services Department Staff.

The medical evaluation includes a questionnaire to establish the employee's baseline health status and to determine whether or not the employee is capable of wearing a respirator. Only those individuals who are medically able to wear respiratory protective equipment will be issued a respirator. Medical tests to be considered by a physician or other licensed health care professional (PLHCP) may include: pulmonary function tests, chest x-rays, or other tests deemed appropriate by the PLHCP. Medical factors to be considered by the PLHCP may include: emphysema, asthma, chronic bronchitis, heart disease, anemia, hemophilia, poor eyesight, poor hearing, hernia, lack of use of fingers or hands, epileptic seizures, and other factors that might inhibit the ability of an employee to wear respiratory equipment.

A follow-up medical examination shall be provided for an employee who gives a positive response to any question among questions 1 through 8 in Section 2, Part A of 1910.134 - Appendix C or whose initial medical examination demonstrates the need for a follow-up medical examination. The follow-up medical examination shall include any medical tests, consultations,

or diagnostic procedures that the PLHCP deems necessary to make a final determination.

### **5.1 Supplemental Information for the PLHCP**

A copy of the written respiratory protection program and the following information must be provided to the PLHCP before the PLHCP makes a recommendation concerning an employee's ability to use a respirator:

- A. The type and weight of the respirator to be used by the employee;
- B. The duration and frequency of respirator use (including use for rescue and escape);
- C. The expected physical work effort;
- D. Additional protective clothing and equipment to be worn; and
- E. Temperature and humidity extremes that may be encountered.

### **5.2 Medical determination**

To determine the employee's ability to use a respirator, a written recommendation shall be obtained from the PLHCP. This recommendation shall provide:

- A. Any limitations on respirator use related to the medical condition of the employee,
- B. Any need for follow-up medical evaluations; and
- C. A qualified occupational health professional must initially and at least annually thereafter evaluate employees who wear respirators to determine if the employee is medically capable to use a respirator. The medical evaluation questionnaire contained in [Appendix C of 29 CFR 1910.134](#) will be utilized.

## **6.0 FIT TESTING**

Qualitative fit testing shall be performed for each employee and for each respirator the employee may wear. The employee must be fit tested (prior to initial use of the respirator) with the same make, model, style, and size of respirator that will be used and at least annually thereafter. Fit testing shall be performed by an authorized trainer and shall follow the procedures outlined later in this section. Testing shall occur before a respirator is assigned. Self tests shall be performed by the employee in accordance with this section each time before a respirator is worn. Anything that may compromise the seal of the facepiece may render the respirator useless. For this reason, persons with facial characteristics that prevent a good seal must either be provided a positive pressure respirator with hood or helmet or be prohibited from work requiring a respirator.

In cases where workers voluntarily maintain characteristics that interfere with the face seal, the department shall determine whether to provide suitable protection or to keep the employee out of the work site. Employees that wear eyeglasses or contact lenses shall be provided with eyeglass inserts designed to fit within a full face mask when required. The department shall be responsible for providing both respirators and eyeglass inserts. All employees shall also obtain

a physical in accordance with section 7.0 Medical Evaluation and a physician's written approval to wear a respirator prior to the initial fit test. See [1910.134 App A](#) for OSHA fit testing procedure.

## **6.1 Self Fit Test Procedures**

Workers shall check the fit of their respirators before each use according to the procedures outlined below. District School Nurses shall train workers in these procedures during qualitative fit testing sessions.

### **6.1.1 Negative Pressure Test**

The user closes the inlet of the cartridge or filters by covering them with the hands or squeezing the breathing tube so air is not allowed to pass. The user inhales gently so the facepiece collapses slightly, while breath is held for about 10 seconds. If the facepiece remains slightly collapsed and no inward leakage is detected, the respirator probably has a good fit. This test should only be used for snug fitting respirators. It also has potential drawbacks such as hand pressure affecting the facepiece seal and causing false results.

### **6.1.2 Positive Pressure Test**

The user closes or covers the exhalation valve and gently exhales into the facepiece. The respirator fit is considered acceptable if slight positive pressure can be built up inside the facepiece without any evidence of outward leakage on the outside. For some respirators, this test requires that the wearer remove the exhalation valve cover. This removal often disturbs the respirator fit if not done before the respirator is put on. The test is simple for respirators that have a valve cover with a single small port that can be covered with the hand or a finger.

## **7.0 RESPIRATOR USE**

Employees are responsible for:

- A. Using their respirators under conditions specified by this program, and according to the training they receive on the use of each particular model.
- B. Not using the respirator in a manner for which it is not certified by NIOSH or by its manufacturer.
- C. Conducting user seal checks each time that they wear their respirator.
- D. Using either the positive or negative pressure check (depending on which test works best for them) specified in [Appendix B-1](#) of the Respiratory Protection standard.
- E. Leaving the work area to reevaluate the continued effectiveness of the respirator for the following reasons:
  - a. to wash their faces and respirator face pieces if necessary to prevent eye or skin irritation associated with respirator use;
  - b. If they detect vapor or gas breakthrough, changes in breathing resistance, or

- c. leakage of the face piece; (if this happen, the respirator must be replaced or repaired before allowing the employee to return to the work area);
  - i. to change filters or cartridges, or replace parts; or
  - ii. to inspect the respirator if it stops functioning as intended.
- F. Notifying their supervisor before leaving the area.
- G. Not wearing tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures, that prevents them from achieving a good
- H. Not wearing headphones, jewelry, or other articles that may interfere with the face piece-to-face seal.

## **8.0 MAINTENANCE AND CARE OF RESPIRATORS**

### **8.1 Cleaning and Disinfecting**

Respirators provided are clean, sanitary and in good working order. Respirators are cleaned and disinfected using the procedures specified in [Appendix B-2](#) of the Respiratory Protection Standard.

### **8.2 Storage**

When not in use, respiratory equipment shall be sealed and stored per manufacturer's instructions. The respirator should be stored with nothing lying on top of it. Each employee is responsible for their respirator. Respirators shall be stored in a location protected against dust, sunlight, extreme heat and cold, excessive moisture, or damaging chemicals, fumes, or vapors.

## **9.0 INSPECTION**

Users shall inspect their respirators for defects and elasticity before and after each use.

## **10.0 EMERGENCY USE EQUIPMENT**

N/A for Respiratory Protection Program for COVID-19.

## **11.0 TRAINING AND INFORMATION**

All workers using respiratory equipment shall successfully complete the training identified in this section prior to use a respirator. Lack of the employee's knowledge or use of the respirator indicates that the employee has not retained the required understanding or skill. In addition, training must also be successfully completed as necessary for confined space work, emergency response, or other regulated activity.

Employee training should be conducted annually and more often if necessary.

The employee shall demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
- What the limitations and capabilities of the respirator are;
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
- How to inspect, put on and remove, use, and check the seals of the respirator;
- What the procedures are for maintenance and storage of the respirator;
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators

All attendant personnel shall also be trained in first aid and cardiopulmonary resuscitation (CPR). Personnel who choose to wear respirators, must be provided with a copy [1910.134 App D](#) - Information for Employees Using Respirators When not Required Under Standard.

## **12.0 PROGRAM EVALUATION**

The respiratory protection program shall be reviewed annually. Corrections, additions, or deletions which will improve the program shall be made. If changes are realized or needed at any other time, they can be adopted then as well as during the review. Respirator fit, appropriate respirator selection, proper respirator use, and maintenance are some of the factors that shall be assessed during the evaluation.

## **13.0 RECORDKEEPING**

Written information regarding medical evaluations, fit testing, and the respirator program shall be kept on file. Fit testing results, as discussed in Section 8.1, shall be kept on file for a minimum of 6 years after date of retirement, resignation, or termination. Originals shall be kept in the Human Resources Department.

### **Resources:**

OSHA Fit testing of Respirators  
<https://www.youtube.com/watch?v=D38BjgUdL5U>

OSHA Respirator Safety:  
<https://www.youtube.com/watch?v=Tzpz5fko-fg>

OSHA The Difference Between Respirators and Surgical Masks:  
<https://www.youtube.com/watch?v=ovSLAuY8ib8&t=26s>

OSHA Respiratory Protection for Healthcare Workers Training Video: <https://www.youtube.com/watch?v=6qkXV4kmp7c&t=100s>

Board of Education Talking Points  
September 8, 2020

- 1) A referendum is required for a school district to exceed revenue caps.
- 2) A referendum can be recurring or non-recurring.
- 3) A recurring referendum allows a school district to levy that additional dollar amount forever (no end date).
- 4) A non-recurring referendum allows a school district to levy additional dollar amounts for a period of time defined in the resolution (set end date).
- 5) The Waunakee Community School District (WCSD) established a financial strategy in the 2019-2020 school year to stabilize the mill rate and use the \$2.1 million from a debt defeasance to pay down debt.
- 6) COVID-19 crisis has established an unanticipated need and priority within our school district.
- 7) This referendum is a non-recurring operational referendum on the ballot for Tuesday, November 3rd, 2020.
- 8) A non-recurring referendum is for a specific period of time, 5 years in this case.
- 9) This referendum does not change the property tax levy for the 2020-2021 school year.
- 10) This operational referendum question and “yes” vote provides our Board of Education the access to the funds currently levied in Fund 39. This gives the Board of Education the flexibility to use these monies in Fund 39 towards COVID-19 expenses, 2020-2021 reopening expenses, unanticipated State budget adjustments (shortfalls with the state budget), etc.
- 11) Specific examples of these COVID-19 response expenditures are staff and student technology, additional staffing needs, cleaning and sanitizing equipment and supplies, transportation routes, Personal Protective Equipment (PPE), etc.
- 12) A referendum is required to move the \$2.1 million from last year’s debt defeasance to the general fund (Fund 10) to provide funds for COVID-19 relief.
- 13) A “no” vote results in \$2,127,302 staying in Fund 39 as a debt defeasance to pay down existing debt.
- 14) The COVID-19 impact on the WCSD will be felt for multiple years based on enrollment fluctuations and reallocation of funds for the COVID-19 expenses.

# DRAFT

Subject: Tuesday, November 3rd Referendum

September 8, 2020

Dear Waunakee Community School District Staff:

At the Waunakee Community School District Board of Education meeting on Monday, August 17th, the motion for an operational referendum passed unanimously. The motion stated that the Waunakee Community School District would present a non-recurring operational referendum in the amount of \$2,127,302 to the voting public on Tuesday, November 3rd, 2020.

A referendum is required for a school district to exceed revenue caps. The COVID-19 crisis has established an unanticipated need and priority for our school district this year and a referendum is required to shift funds from last year's debt defeasance to the general fund to provide funds for COVID-19 relief.

School districts typically run two different types of operational referenda, recurring and non-recurring. A recurring operational referendum allows a school district to levy that additional dollar amount forever.

A non-recurring referendum allows a school district to levy additional dollar amounts for a period of time defined in the resolution. For example, if the Board of Education approves a five-year non-recurring referendum resolution, the levy amount would only be available for the five-year time frame. This non-recurring option was selected by our Board of Education because it provides a sunset for the operational referendum and allows residents to make an informed decision in the future.

The question on the ballot will ask our community to approve a \$2,127,302 non-recurring operational referendum for 5 years. Please click [here](#) to see the ballot.

There are multiple accounting funds in which the WCSD uses and levies property tax funds. Fund 10 refers to instructional funds, or a general fund. Fund 39 refers to debt services and is used to record transactions in repaying debt from approved capital referendums.

This operational referendum question and "yes" vote provides our Board of Education the access to the funds currently levied in Fund 39. This gives them flexibility to use these monies in Fund 10 towards COVID-19 expenses, 2020-2021 reopening expenses, unanticipated State budget adjustments (shortfalls with the state budget), etc. Specific examples of these COVID-19 response expenditures are staff and student technology, additional staffing needs, cleaning and

sanitizing equipment and supplies, transportation routes, Personal Protective Equipment (PPE), etc.

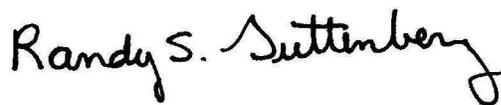
A “no” vote results in \$2,127,302 staying in Fund 39 as a debt defeasance to pay down existing debt.

It is also important to note that there will be **no** tax increase for our residents. This referendum does not change the property tax levy for the 2020-2020 because the \$2,127,302 will be levied in either Fund 10 (if the referendum passes) or Fund 39 (if the referendum does not pass).

Waunakee Community School District continues to provide exceptional social and academic opportunities for our students. The operational referendum will allow our district to continue the Waunakee tradition of excellence that has made us one of the best school districts. The COVID-19 impact on the WCSD will be felt for multiple years based on enrollment fluctuations and reallocation of funds for the COVID-19 expenses.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Randy S. Guttenberg". The signature is written in a cursive style with a large, looped 'G' at the end.

Randy Guttenberg, Superintendent  
Waunakee Community School District

## DRAFT Timeline for Tuesday, November 3rd Referendum

Date	Project	Details
August 17th, 2020	Board of Education Discussion and Approval of Referendum Question	<ul style="list-style-type: none"> <li>● Finalize referendum</li> <li>● Adopt resolutions</li> </ul>
August 2020	Communication Plan	<ul style="list-style-type: none"> <li>● Develop timeline draft</li> <li>● Develop key messages</li> <li>● Define community engagement approach</li> <li>● Develop communication plan for staff and families</li> <li>● Create talking points for Board of Education members</li> <li>● Develop initial communication for staff</li> <li>● Develop initial communication for community members</li> <li>● Work with vendors for community flyer creation</li> </ul>
September 8th, 2020	Board of Education Meeting	<ul style="list-style-type: none"> <li>● Share communication plan and timeline</li> <li>● Share communication draft for staff</li> <li>● Share communication draft for families</li> <li>● Discuss/share draft of community flyer (working with vendors (Badger Graphics and Minuteman Press))</li> </ul>
September 9th, 2020	Public Information Efforts	<ul style="list-style-type: none"> <li>● E-mail communication to staff and families</li> <li>● Finalize mailing #1</li> </ul>
September 11th -- 15th	Community Mailing	<ul style="list-style-type: none"> <li>● Mailing #1</li> </ul>
October 2020	Public Information Efforts	<ul style="list-style-type: none"> <li>● E-mail communication to staff and families</li> <li>● Video series (ballot introduction, why approach?, and what is it going to cost?) October 12, 19, and 26.</li> <li>● 2nd Mailing -- October 23th</li> </ul>
November 3rd, 2020	VOTE	

TO: Board of Education  
Mr.. Guttenberg

FROM: Kurt H. Eley, Director of Student Services

DATE: September 2, 2020

RE: Request for Sign Language Interpreter

This memo is a request to add a part time position of Sign Language Interpreter for a student. A student has transferred to Waunakee from another school district. In reviewing the IEP the student has a sign language interpreter as a Special Education Related Service. The student will be in 4K. The request is for a 3 hour per day position. If this student remains in the district next school year (2021-2022) when the student is in kindergarten, the position will need to increase to a 7.5 hour position.

The estimated cost for the position this school year is \$13,350. This position is eligible for Transfer of Service at the conclusion of the 2020-2021 school year since the new expenditure is directly related to a student moving into the district.

Please let me know if you have any questions.