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May 29, 2020- City of Whitewater Reopening Local Government Plan

[City of Whitewater Reopening Local Government Plan \(PDF\)](#) as of May 29, 2020.

The City of Whitewater has created a reopening plan including phases to reopen facilities and programs in a safe manner for both employees and the community.

The plan will be updated regularly on the city website as new information is made available.

“The plan outlines our operations moving forward,” said City Manager, Cameron Clapper. “However, because new information comes out regularly regarding COVID-19, we expect that the plan will be updated regularly.”

In order to observe physical distancing practices, the City continues to have a number of employees working remotely. While the Municipal Building is open, meetings with specific department staff members, including directors, should be scheduled in advance.

All service counters will be open for those wishing to pay a bill, submit/request a permit application, or register to vote in person. Staff will also be available to respond to emails and voicemails. City staff will continue to keep the lines of communication open and encourage the community to reach out as needed.



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Note: Where this plan conflicts with information provided in previous releases, the guidance provided herein will supersede prior instructions.

Plan Purpose

The purpose of the Reopening Local Government Plan is to broadly clarify expectations for municipal operations to residents, visitors, employees and officials. The plan covers a timeframe beginning June 1, 2020 and continues through the end of the COVID-19 Pandemic. The plan applies only to city operations and municipal facilities. Nothing in this plan has any bearing on the actions of private individuals and organizations.

Prerequisites to Success

Though this plan addresses municipal operations exclusively, City officials continue to encourage all members of the Whitewater community to follow health and safety guidance as provided by public health and business officials at the county, state and federal level. Observance of the following key practices is encouraged.

- Practice social/physical distancing by maintaining at least 6 feet between yourself and others outside your household;
- Avoid large gatherings, especially those where social distancing practices are not observed;
- Frequently wash hands with soap and water for at least 20 seconds or use hand sanitizer;
- Cover coughs or sneezes (into the sleeve or elbow, not hands);
- Regularly clean and disinfect high-touch surfaces;
- Avoid shaking hands;
- Stay home when sick, including with even mild symptoms, and discuss your health with your primary medical care provider;
- Continue to remain safer at home if you are considered to be at high risk for severe illness due to COVID-19.
- If operating a business, protect customers by implementing strategies to encourage adherence to these same guidelines in your business.

Further information and resources can be found at the following links.

- Prevent Getting Sick (CDC webpage): <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/>
- Communities, Schools & Workplaces (CDC webpage): <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>
- Walworth County Reopening Blueprint: <https://www.co.walworth.wi.us/DocumentCenter/View/3574/Reopening-Blueprint?bidId>
- Jefferson County Reopening Blueprint: <https://www.jeffersoncountywi.gov/Health/COVID-19/Blueprint%20for%20Reopening%20Jefferson%20County.pdf>
- WEDC Reopening Guidelines: <https://wedc.org/reopen-guidelines/>



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Plan Objectives & Core Municipal Functions

There is much that remains unknown about COVID-19 disease and the potential impacts this pandemic will have on the city organization or the local economy. It is likely that COVID-19-related response and recovery operations will need to be sustained for 6-12 months or longer. In this ever-changing environment, city staff will strive to be adaptable in the face of change and uncertainty by adhering to the following principles.

- Capitalizing on opportunities for improvement
- Removing barriers to success
- Applying lessons learned in response
- Aligning, collaborating, and innovating with partners

The City remains focused on preserving and protecting public health while also fulfilling the following core functions throughout the COVID-19 Pandemic and reopening.

- Delivering effective, responsive public safety services
- Supporting the local economy and business community
- Maintaining all elements of city infrastructure and providing safe utilities
- Ensuring organizational resilience

Plan Foundations

Decisions to modify a phase of this plan, or to transition from one phase of this plan to another will be based on guidance received and data provided by health officials at the county, state and federal level. Whenever possible, data specific to the guidance and data can be found at the following links.

<p>The Centers for Disease Control and Prevention (CDC) Main Page: https://www.cdc.gov/ COVID-19 Page: https://www.cdc.gov/coronavirus/2019-nCoV/index.html COVID-19 Data Page: https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html</p>	<p>Wisconsin Department of Health Services (DHS) Main Page: https://www.dhs.wisconsin.gov/ COVID-19 Page: https://www.dhs.wisconsin.gov/covid-19/index.htm COVID-19 Data Page: https://www.dhs.wisconsin.gov/covid-19/data.htm</p>
<p>Walworth County Health & Human Services Department (WCHHS) Main Page: https://www.co.walworth.wi.us/304/Health-Human-Services COVID-19 Page: https://wi-walworthcounty.civicplus.com/856/COVID-19 COVID-19 Data Page: https://coronavirus-response-walworth-county-1-walco.hub.arcgis.com/</p>	<p>Jefferson County Health Department (JCHD) Main Page: https://www.jeffersoncountywi.gov/departments/health/index.php COVID-19 Page: https://www.jeffersoncountywi.gov/departments/health/Coronavirus.php COVID-19 Data Page: https://sites.google.com/view/jeffersoncountywicovid-19/home</p>
<p>Wisconsin Economic Development Corporation (WEDC) Main Page: https://wedc.org/ COVID-19 Page: https://wedc.org/programs-and-resources/covid-19-response/ COVID-19 Reopen Guidelines: https://wedc.org/reopen-guidelines/</p>	



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Plan Adjustments

The Reopening Local Government Plan for the City of Whitewater is meant to be a dynamic document. Adjustments and updates to this plan are expected as circumstances change. City staff will review and evaluate this plan regularly. As part of regular reviews, the following factors may also be considered before a change in the plan is made.

1. Adjustments to county, state, or federal guidelines and best practices.
2. The availability of personal protective equipment (PPE) for city staff.
3. Trends in public health as observed through county health department metrics.

The City will regularly communicate any plan adjustments to elected officials, city staff and the general public as appropriate.

Plan Schedules

The following three tables outline schedules for COVID-19 mitigation practices, facility access, and municipal operations during the pandemic. Each schedule includes three phases.

- Phase 1 covers the time from the initial building closures through May 31.
- Phase 2 covers the time from June 1 to the end of modified practices.
- Phase 3 represents a return to pre-pandemic practices.

These schedules have been established based on the guidance of public health officials at the county, state, and federal level. The City reserves the right to modify these schedules at any time based on the changing circumstances of the Whitewater community and as new information on COVID-19 comes to light.

COVID-19 Mitigation Practices

The Centers for Disease Control and Prevention provides guidance on a number of best practices for reducing the risk of contracting the virus causing COVID-19 Disease. These practices have been implemented within the City of Whitewater organization. All employees are expected to follow these practices in an effort to avoid widespread transmission and subsequent illness. To the extent possible, measures have been taken to enable the general public to observe these practices when visiting public buildings and facilities. The below table outlines generally these practices by plan phase.

Mitigation Action	<u>Phase 1</u> March 18 to June 1 Municipal Facilities Closed Emergency Service Levels	<u>Phase 2</u> Modified Operations Adjustments to be made as new information becomes available	<u>Phase 3</u> Return to Pre-Pandemic Operations
Wash/Sanitize hands often	Yes	Yes	Yes
Observe Respiratory Etiquette	Yes	Yes	Yes
Do not work when sick	Yes	Yes	Yes
Clean and disinfect work areas & surfaces regularly*	Yes	Yes	Yes



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Self-isolate if recent contact tests positive	Yes	Yes	Yes
Physical distancing to 6 feet**	Yes	Yes	No
Restrict/Avoid large gatherings	Yes	Yes 10 people maximum <i>(Reevaluate July 1, 2020)</i>	No
<p>*Employees for each department and work area are responsible for the frequent cleaning and disinfecting of work areas as well as public spaces. **Some job duties require that two or more employees work within less than 6 feet of one another. There are also interactions between employees and the public when providing certain services. In these cases, employees are required to wear masks and/or use shields to reduce the risk virus transmission.</p>			

Municipal Facilities Plan

The availability of municipal facilities and resources is directly related to the City’s ability to provide access while still observing guidelines that ensure mitigation measures can be observed. Where best practices for public health and safety cannot be observed, facilities will likely remain closed to the public until the end of the pandemic. The following table outlines the availability of city buildings and facilities for all three phases of the plan.

*** Throughout Phase 2, physical distancing will be observed by employees and the general public.**

Facility	<u>Phase 1</u>	<u>*Phase 2</u>	<u>Phase 3</u>
Municipal Building	Closed to the Public	Open to the Public Some Services by Appointment	No Restrictions
Streets/Parks/Forestry Complex	Closed to the Public	By Appointment Only	
Water Utility	Closed to the Public	By Appointment Only	
Wastewater Utility	Closed to the Public	By Appointment Only	
Irvin L. Young Memorial Library	Closed to the Public	Curbside and Computer Access by Appointment Limited In-person Access In-person Check-outs Allowed	
White Memorial Building - TV Station	Closed to the Public	By Appointment Only	
City Park Buildings & Bathrooms	Closed to the Public	Closed to the Public	
City Park Playgrounds & Equipment	Closed to the Public	Open to the Public	
City Park Open Spaces, Trails & Pathways	Open to the Public Physical Distancing Observed	Open to the Public	
Whitewater Aquatic & Fitness Center (Aquatic Facilities)	Closed to the Public	Closed to the Public	



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Whitewater Aquatic & Fitness Center (Fitness Center)	Closed to the Public	Open to the Public <i>Beginning July 6, 2020</i> Scheduled Fitness Classes - Limited Class Sizes and Offerings	No Restrictions
Starin Park Community Building	Closed to the Public	Recreation Day Camp Access Only	
Old Whitewater Armory	Closed to the Public	Recreation Day Camp Access Only	
Cravath Lakefront Community Building	Closed to the Public	Recreation Day Camp Access Only	
Dog Park	Open to the Public	Open to the Public	
Skate Park	Closed to the Public	Open to the Public	

Municipal Operations Plan

Just as with facilities, certain city services or programs need to be modified in order to protect the health and safety of employees as well as the general public. The following schedule outlines modifications to these operations by phase.

Operations	Phase 1	Phase 2	Phase 3
Staggered/Rotating work schedules (office vs. remote access) to reduce potential virus transmission	Yes Administrative employees encouraged (or required) to alternate working remotely	Yes Administrative employees encouraged (or required) to alternate working remotely	No Restrictions
Implementing separation of job tasks/assignments by teams to avoid potential virus transmission	Yes Required for all DPW and PD Operations	Yes Required for all DPW and PD Operations	
Worksite Considerations	Separate Rooms & Work Spaces Separated work assignments or teams Physical Distancing Observed Masks when less than 6' required	Separate Rooms & Work Spaces Separated work assignments or teams Physical Distancing Observed Masks when less than 6' required	
Work related travel restrictions	Yes No travel outside Whitewater area unless exclusively approved. Virtual meetings encouraged.	Yes Limited to essential, travel within the region only. Virtual meetings encouraged.	
Self-isolation Required following personal travel	Yes, employees required to self-isolate after traveling outside the Whitewater area, unless exception approved	No restrictions Self-isolation encouraged for those traveling to a COVID-19 "Hot Spot"	



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Work related meetings (Internal)	Limited in-person meetings Virtual Preferred Physical Distancing Required	Limited in-person meetings Virtual Preferred Physical Distancing Required	No Restrictions
Work related meetings (External)	Virtual Only	Virtual Only	
Board & committee meetings	Virtual Only Reduced or Limited Meetings	Virtual Only Regular Meeting Schedules	
Training & Onboarding Programs	Essential elements in person All other elements virtually	Essential elements in person All other elements virtually	
Public engagements by staff	Virtual Only	Virtual Only	
Parks & Recreation Day Camps	Suspended	Starting June 15, 2020 50% Capacity or Less	
Parks & Recreation Athletic Events	Suspended	Suspended	
Parks & Recreation After School	Suspended	Suspended	
Seniors in the Park Programs	Suspended	Suspended	
WAFC Aquatic Programs	Suspended	Suspended	
WAFC Fitness Programs	Online classes available	Online classes available In-person starting July 6, 2020 50% Capacity or Less	
Non-Emergency Meter Changeouts	Suspended	Open Follow PPE & Distancing Guidelines	
Compost Site & Brush Pick-up	Open Follow PPE & Distancing Guidelines	Open Follow PPE & Distancing Guidelines	
Trash & Recycling Program	No restrictions	No restrictions	
Code & Parking Enforcement	Limited Parking Enforcement No Restriction to Code Enforcement	Limited Parking Enforcement No Restriction to Code Enforcement	
Large item cleanup, drop off events	Open Follow PPE & Distancing Guidelines	Open Follow PPE & Distancing Guidelines	
Irvin L. Young Memorial Library Services	Suspended	Curbside Service Available Limited Library Hours 50% Capacity or Less	
Police Services	Police lobby closed with those needing in-person service escorted into building from outer lobby	PD lobby open to multiple people with tape showing 6' distance on floor	