

VILLAGE OF SHOREWOOD HILLS

BOARD OF TRUSTEES

Amended Meeting Announcement & Agenda at 1:00 p.m. **Thursday, May 28, 2020**

The Board meeting will be livestreaming on the Village's Facebook page [[@VillageOfShorewoodHills](#)].
Or, to listen to the meeting live, dial (312) 626-6799 US (Chicago).

Meeting ID: 845 0728 5204

Login: 480028

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. Procedures Orientation
5. Board Matters
 - A. Discussion and possible actions on Village programming and operations as they relate to COVID-19 and Public Health orders and guidelines
 - i) Status/Explanation of [Forward Dane](#) initiative and phases
 - ii) Village offices and other facilities
 - iii) Four Corners and Land Recreation programs (cancelled)
 - iv) Tennis Program and use of courts
 - v) Basketball Program and use of courts
 - vi) Youth/Adult Golf Programs
 - vii) Outdoor Soccer Program
 - viii) Canoe/Kayak Share program
 - ix) Community Gardens
 - x) Village parks natural areas and facilities
 - xi) Marina
 - xii) Pool
 - xiii) Village July 4th related activities
 - B. Discussion and possible action to authorize speed hump installation on Edgehill Drive
6. Adjourn

Next meeting date: June 15, 2020

Please Note:

- Written comments on the agenda can be sent to info@shorewood-hills.org before 8:00 am on May 28, 2020.
- To register to speak on an agenda item, send an email to info@shorewood-hills.org before 8:00 am on May 28, 2020 detailing which item is of interest. Your comments may be limited to 3 minutes.

PLEASE TAKE NOTICE, that any person who has a qualifying disability as defined by the Americans with Disability Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 810 Shorewood Boulevard, or phone 267-2680, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of other governmental bodies of the Village of Shorewood Hills who are not members of the above committee may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above meeting other than the committee identified in the caption of this notice.

NOTES TO THE AGENDA MAY 28, 2020

Discussion and possible actions on Village programming and operations as they relate to COVID-19 and Public Health orders and guidelines

Status/Explanation of [Forward Dane](#) initiative – A PDF file of the Forward Dane Plan is attached as well as Emergency Order #3. The plan is easy to understand and provides a good table showing the three phases and permitted activities with restrictions. It is important to recognize that although the activities are allowed with the restrictions shown, proper protocols and public health requirements must be met. The Forward Dane plan table also provides that detail. The Village Board has also previously passed a resolution that details essential functions that enables to provide essential services to our community. However, there are programs the Village offers that fall outside of what is considered essential and the Village should make determinations related to these programs in adherence with the Dane County plan. We are now in Phase 1 of the plan and if current metrics hold, we may be able to choose to move to Phase 2 in fourteen days. Previously it was thought Phase 2 might not occur until July.

Village offices and other facilities – In Phase 1 (presently) we are only open for preset appointments and meetings (doors are locked). In Phase 2, we show reopening with proper protocols and public health requirements in place. The Village Hall staff will continue to work in and out of the office on a rotating basis to keep staffing levels lower at any one time. Over the next fourteen days, we will work to get the proper distancing, floor markings, sanitation, masking and signage in place and then begin to reopen to the public.

In Phase 2, we can also reopen the community center for rentals with limited capacity and cleaning to be done before and after events. It is used very infrequently and should not pose a problem.

In order to reduce cleaning needs and provide safety for employees in Public Works and Forestry the DPW Building and Old Village Hall will remain closed to the public.

Attached is a Reopening Village Hall document as well as COVID personnel policies and procedures to be implemented.

Four Corners and Land Recreation programs (cancelled) – These programs fall under the category of childcare settings and are highly regulated. The possible requirements of contact tracing, taking of temperatures, hygiene, distancing requirements and the ages of the children and staff involved make these programs impractical to attempt to undertake in a safe and compliant manner. Attached are the guidelines for licensed camps. Although we are not licensed, we fall under these guidelines, as I understand it presently.

Tennis Program and use of courts – The tennis program may take place using protocols as shown below as well as a protocol to keep participants separated as they wait and enter and leave the court areas by possibly staggering start and quit times. Use of the courts at other times will be on a first come basis. There will be no court reservations.

On behalf of the tennis committee and the program Directors, I am writing to check in with you about the summer tennis program. We strongly advocate for summer tennis to proceed this summer - with modifications.

First, we'd like to let you know that we've been thinking about how to offer tennis in a socially appropriate manner. As you may know, both our Directors are tennis professionals

at Hitters, so they are already implementing procedures recommended by the USTA (Hitters is restarting indoor group lessons on June 1). Also, both Austin and Andre have been Directors of the Shorewood program for several years, so they are familiar with the kids, the parents and the facility, and are well-positioned to execute a plan that fits our program.

Before we let you know the details we've been discussing, we also request that the tennis program be considered separately from the other Shorewood summer programs because the nature of tennis makes adaptations for social distancing requirements fairly straightforward.

Assuming Dane County and Madison's orders would permit the program to proceed, here are modifications that we would make:

- limit number of participants to 6 per court (18 total per class, spreading out to all 3 courts)*
- hand sanitizer - all participants must use when entering and leaving courts*
- use court markers to keep kids distanced*
- must bring own racket - no lending rackets available*
- water fountain covered - bring own water bottle*
- participants do not touch ball. No ball pickup equipment for participants, i.e., no ball hoppers. Instead, participants use racket to corral balls and instructors pick up and feed all balls*
- no participants may touch teaching ball carts*
- instructors will use only verbal cues - no physical guidance*
- instructors will plan classes to promote social distancing and limit ball touches (instructors feed balls to participants; participants don't handle balls to start play or serve)*

We would appreciate any feedback that you may have, and welcome questions.

*Thank you,
Jessica Harrison*

Basketball Program and use of Courts – Closed. Nets zip tied.

Youth/Adult Golf Programs – This will be a decision made by the Golf professionals and reviewed by staff. Presently there are no programs being advanced. The Village is a pass through for fees and registration.

Outdoor Soccer Program – This a MAYSA and REGENT Soccer Club decision. The Village is for the most part just a pass through for registrations and fees.

Canoe/Kayak Share program – Program is closed, as the Village is unable to staff the site and provide for proper protocols as linked here. <https://www.madisonboats.com/> and in the order excerpt below:

*h. Outdoor recreational rentals. Minimum Basic Operations may include rental or recreational equipment including but not limited to boats, kayaks, canoes, paddleboats, golf carts and ATVs. Staff within the business or facility must be **limited to one person in a room or confined space at a time**, including a car or truck. Rentals must be paid for on-line or by phone. The business must schedule pick-up and drop-off ahead of time to ensure compliance with **Physical Distancing***

Requirements as defined in Section 13. Customers must remain outside the business or facility. Rented equipment must be cleaned after each use. Suppliers to non-essential businesses are non-essential and shall not operate under the Minimum Basic Operations to provide goods or services to other non-essential businesses operating under this Section.

There is also a problem with crowding, privately owned boats being taken out for “joy rides”, and the building being left unlocked, all issues that the staff needs to address.

Community Gardens – The protocols listed here as applicable need to be implemented. <https://www.dhs.wisconsin.gov/covid-19/community.htm#-community-gardens>. Any communally used tools will be removed by staff.

Village parks natural areas and facilities – Playgrounds and restrooms closed presently. Drinking fountains off and taped. Due to recent landscape restoration in Four Corners resulting from the construction project, it will be good to keep the pavilion area cordoned off for now too.

Marina – Open.

Pool – Recommendation from Pool Committee pending Wednesday evening meeting. They may be looking for the Board to give them the go ahead to work on developing an opening plan if they find it feasible to do so. One initial hurdle that must be overcome is that lifeguards should be trained in the water and most specifically receive backboard training requiring very close personal contact.

I see a bit of a trend in municipal pools not opening at all or delaying opening, with private clubs opening up sooner.

July 4 – Most municipalities are not holding any of these sorts of public mass events and they are being cancelled. The Association has not made a final decision yet but they will do so soon. It seems clear the Board sponsored picnic is to be cancelled.

Discussion and possible action to authorize speed hump installation on Edgehill Drive – A quote for \$22,500 from Catell Construction is attached. We are not under bid requirements and Cattell builds all of the City humps so they are experienced and they do excellent work. The traffic/speed counts would be done by Strand Inc. and will run between \$5,000-\$7,000 depending upon whether we also do Oak Way and Shorewood Boulevard. \$30,000 was budgeted in the Capital Fund for this project.

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FORWARD DANE

Phased Reopening Plan for Dane County
During the COVID-19 Pandemic

REVISED MAY 22, 2020



 Public Health
MADISON & DANE COUNTY

Revision History

Version 1 was released on May 18, 2020.

Below are edits made in Version 2, released on May 22, 2020:

- Pages 7 and 8: Updated Dane County status to reflect data as of May 21, 2020; updated icons in status column to include symbols for greater accessibility.
- Page 10: Added language to clarify items in future phases are for planning purposes but could change with new guidance from state and federal experts.
- Pages 11 through 16: Updated some cells in the table to reflect that all business are open in Phase 1 at 25% capacity. Also changed mass gathering limits to be 50.

Forward Dane Purpose

The COVID-19 pandemic is a significant threat to our county, state, and country and may continue for months or years until a vaccine is developed, but we don't have months or years to wait to act. Our goals are to:

- Reduce the number of people who contract COVID-19
- Reduce the number of people who die from COVID-19

In the absence of a vaccine or treatments specific to COVID-19, population-based mitigation strategies – such as contact tracing, isolation, quarantine and, most notably, strict social or physical distancing such as public health orders like Safer at Home—have saved lives and slowed the spread of COVID-19 in our communities. However, the strictest of these prevention strategies, like Safer at Home, also comes at a significant cost to our economy, businesses, schools, and the health and well-being of our community at large.

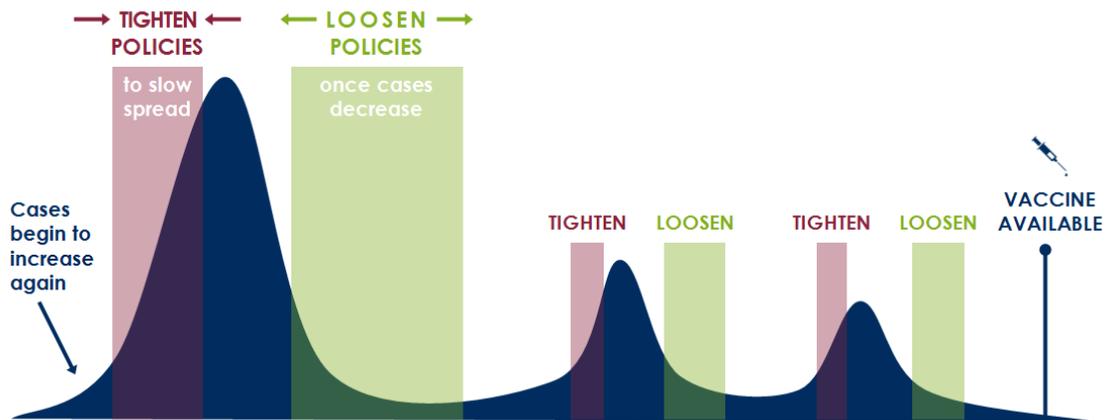
While our goal is to keep our residents and communities safe and healthy, we are also committed to re-opening Dane County in a way that protects our public's health while also building a strong foundation for long-term economic recovery. Our local public health infrastructure is strong. We have built the capacity in our community to test, support isolation and quarantine, conduct prompt contact tracing, and ensure the healthcare system is equipped to handle surges in COVID-19 illness.

However, we must not reopen too quickly or without the tools in place to minimize the spread of the virus. Doing so could threaten the progress we've made and have more significant health and economic consequences. This plan is meant to aid Public Health Madison & Dane County and everyone who lives, learns, works, prays, and plays in Dane County to think about when and how various community-level activities can be reopened, along with when and how mitigation strategies may need to be reinstated. This document is not meant to replace state or federal guidance but rather to supplement it with localized data and considerations. We will use this plan to think through situations specific to our own community.

This document provides Dane County-specific data and guidance for how and when we can begin to allow people to interact in a safe way and incrementally reopen businesses using a phased approach. It complements the Wisconsin Department of Health Services' Badger Bounce Back Plan and the guidance

provided by the Wisconsin Economic Development Corporation so everyone can understand their role in opening up our county.

While we hope that by following this plan our path to reopening will be linear, we cannot predict the path of this virus. It's possible that we may have to tighten or loosen policies so we can all stay safe and healthy and keep our healthcare and public health systems from becoming overwhelmed. We have created Forward Dane using data and the best evidence available so we can ensure our peaks stay low and we avoid the need for additional Safer at Home orders.



Responsibilities for Meeting Our Goals

In order to move Dane County forward, each sector must be aligned in our primary goals:

- Reducing the number of people who contract COVID-19
- Reducing the number of people who die from COVID-19

We all have a critical role to play in meeting these goals. By working together, we all can contribute to keeping people healthy and safe while moving Dane County forward.

Public Health

Because this pandemic is a public health emergency, public health professionals have the responsibility of tracking the virus and balancing the response. Some of the responsibilities that local public health has include:

- Receiving positive test results from healthcare in order to conduct contact tracing
- Ensuring quarantine and isolation
- Identifying and implementing population-level mitigation strategies and providing guidance for the safe reopening of our community, in alignment with state and federal plans
- Providing technical assistance to businesses, congregate facilities, and individuals to implement infection control best practices and contain outbreaks
- Tracking progress and local data
- Centering equity while communicating with the public and all sectors involved in the response to reduce the spread of illness

Healthcare

Healthcare systems will be on the frontlines of care, identifying individuals with positive diagnoses and caring for them when illness is severe enough to warrant supportive treatment. Additionally, as some of the largest employers in the region, occupational health and safety are also a critical component of what healthcare systems provide at a population level. Specific responsibilities for healthcare include:

- Identifying positive COVID-19 cases through testing; at a minimum, testing symptomatic individuals and contacts of positive cases
- Collaborating with public health and local businesses to test other emerging populations
- Developing plans and increasing capacity in case of a surge, including PPE supplies, ICU capacity, and respiratory capacity
- Using infection control procedures to screen staff for symptoms, test for COVID-19, and mitigate the spread of COVID-19 in employees

Businesses

The business community plays a critical role as the driver of our economy. To support a safe and successful reopening strategy, we ask for the private sector's support in keeping people healthy so they can safely be at work. To move Dane County forward, private sector responsibilities include:

- Protecting the health and safety of employees and customers
- Developing flexible sick leave policies and creating a culture in which employees can stay home when they are sick
- Monitoring staff for symptoms and working with local public health if an employee is diagnosed with COVID-19 or is a known contact to someone with COVID-19
- Implementing infection control policies, such as disinfecting surfaces frequently, keeping both employees and customers 6 feet apart from others, and other prevention measures
- Communicating to management, staff, and customers the importance of following prevention measures in order to prevent future outbreaks

Community Members

We ask everyone in Dane County to:

- Practice good hygiene, including washing hands with soap and water for at least 20 seconds and covering coughs and sneezes with a tissue or into an elbow
- Stay home when sick
- Clean high-touch objects like doorknobs, remotes, cell phones, and light switches frequently
- Follow public health recommendations and population-level prevention strategies, such as maintaining physical distancing and wearing cloth face coverings

Forward Dane Metrics

In order to reopen safely, we look at three types of data from a disease control standpoint.

- **Epidemiology** asks, can our healthcare and public health systems handle our growth in cases?
- **Healthcare** asks, is our healthcare system overwhelmed?
- **Public health** asks, are we able to contain infections that do occur?

Epidemiology

From a disease control standpoint, we must have few enough cases of COVID-19 to be swiftly contained. This is an important parameter, and our thresholds for phased reopening are set at levels that align with the progression of our epidemic locally—a lower positivity rate than what is seen at the state level and a low number of cases per 100,000 residents

Where we are today: Dane County has had a consistently low percent of tests that are positive, and our rate has been decreasing since its peak of 7% in late March. Our daily number of new cases, after seeing very low numbers in late April and early May, are seeing a gradual uptick as we enter the latter half of May—from an average of 4 cases per day in early May to 8 cases per day currently. We're still in a manageable place—our incidence remains low at a population level—but as testing continues to ramp up (see Healthcare metrics), there are still a lot of unknowns related to identifying cases previously excluded from testing opportunities.

Healthcare

A sustained, high testing level is a critical metric that ensures our epidemiology criteria are meaningful. Testing is how we detect active infection, which leads to contact tracing and prevention of further disease transmission. Alongside testing to monitor the course of the epidemic, it is vital that healthcare systems are equipped to manage patient care in the context of a surge caused by COVID-19. To establish that hospitals are operating outside of crisis care, one of our metrics measures facility use, staffing, and critical supplies across Dane County hospitals. Given that healthcare workers power healthcare systems, we need to ensure evidence of robust testing of healthcare workers, and sustained low rates of positivity among healthcare workers.

Where we are today: Hospital capacity and testing for health care workers are strengths in Dane County. Hospitals have prepared to implement crisis care, but we have avoided a significant surge of COVID-19 in our healthcare settings. Additionally, the number of new cases among health care workers has been decreasing since its peak in late March.

Public Health

The third aspect of disease containment is our ability to identify and isolate individuals with positive diagnoses in order to prevent further spread. Through rapid contact tracing, we can identify and notify contacts who have been exposed. Through education and isolation assistance, we can help keep people who test positive and their contacts separated from others for the duration of the infectious period, and lower the risk of spread in the community. Monitoring community spread—the percentage of cases with an unidentified risk factor—is how we can gain a sense of the scale of undetected disease spread.

Where we are today: The vast majority of individuals who have a positive diagnosis are contacted by public health staff the same day or the day after their positive test result gets reported. Once cases and their contacts are contacted and informed of isolation procedures, we have the ability to offer various forms of support to those who need it. All of these contact tracing and isolation procedures are most effective when we are able to identify potential routes of disease transmission. This is where we need to make the most progress. We’re still seeing cases with no known route of disease transmission, which means there are likely people unknowingly spreading the virus in the community.

Process Measures

In addition to the publicly facing nine metrics, we’ll be monitoring process measures when things aren’t going well to help us understand where there may be a gap in the system. These process measures look at transmission dynamics (the “R” value of our epidemic), lab result reporting timeliness, outbreak monitoring within priority populations, capacity for supporting isolation/quarantine, and contact attempts of both cases and contacts.

Forward Dane Metric Status

Active monitoring of real-time data-based metrics are critical. If metrics are not being met, mitigation strategies may be needed at the county level, or an even smaller scale (municipality, facility, or business) to address an identified hotspot.

Category Measure		Threshold Metrics	Dane County <small>(May 22, 2020)</small>
Epidemiology	Cases	Below a threshold of 5% for positive tests as a percent of total tests averaged across most recent 14 day period Green: Below 5% positivity Yellow: 5-10% positivity Red: Above 10% positivity	
	Cases	Below a low incidence threshold of 0.71 new cases per 100,000 people per day (this is below 4 cases per day for Dane County) averaged over most recent 14 day period Green: Below 4 cases per day Yellow: 4-20 cases per day Red: Greater than 20 cases per day	
Healthcare	Testing	Testing supplies and staff facilitate adequate testing for disease control and surveillance with a goal of 154 tests per 100,000 (this is over 800 tests per day for Dane County) in most recent 14 day period Green: Greater than 800 tests per day Yellow: 400-800 tests per day Red: Below 400 tests per day	
	Hospital capacity	Robust testing in place for health care workers Green: 95% of hospitals have arranged for all COVID-19 symptomatic clinical staff treating patients at the hospital in the past week Red: Less than 95% of hospitals have arranged for all COVID-symptomatic clinical staff treating patients at the hospital in the past week	

Hospital capacity	Treat all patients without crisis care	<p>Green: 95% of hospitals answer “no” to all 3 questions</p> <p>Facility use status: the facility is damaged/unsafe or non-patient care areas are being used by the facility for patient care</p> <p>Staffing status: trained staff are unavailable or unable to adequately care for the volume of patients even with extension techniques</p> <p>Critical supply status: critical supplies are lacking, resulting in reallocation of life-sustaining resources and/or other extreme operating conditions</p> <p>Red: Yes to one or more questions</p>	
Hospital capacity	Stable or decreasing numbers of infected health care workers	<p>Green: No significant increase in weekly healthcare worker infections for most recent 14 days</p> <p>Yellow: Significant increase in healthcare worker cases due to a known cluster in a single facility for most recent 14 days</p> <p>Red: Significant increase in new weekly healthcare worker cases for most recent 4 weeks</p>	
Public Health	Lab reporting timeliness and contact tracing	<p>All positive cases can be reported and contacted quickly to facilitate rapid isolation and quarantine for disease control</p> <p>Green: More than 85% of all new cases are contacted within 48 hours of their test collection</p> <p>Yellow: 70-85% of all new cases are contacted within 48 hours of their test collection</p> <p>Red: Fewer than 70% of all new cases are contacted within 48 hours of their test collection</p>	
Community spread	Proportion of contacted COVID-19 cases who don't know where they could have gotten COVID-19 in most recent 14 day period	<p>Green: Fewer than 20% of cases don't know where they could have gotten COVID-19</p> <p>Yellow: 20-30% cases don't know where they could have gotten COVID-19</p> <p>Red: More than 30% cases don't know where they could have gotten COVID-19</p>	
Surveillance	Stable or decrease of COVID-like syndromic cases reported within most recent 14 day period	<p>Green: No significant increase in COVID-like syndromic cases for most recent 14 days</p> <p>Red: Significant increase in COVID-like syndromic cases for most recent 14 days</p>	

-  = Green
-  = Yellow
-  = Red

Why a Phased Approach to Reopening is Important

The science of COVID-19 transmission is ever evolving. Research has shown that coughing and sneezing from a person with COVID-19 are highly effective routes of disease transmission. [Emerging research](#) suggests speech droplets generated by asymptomatic carriers are also a potentially important mode of disease transmission.

It is this science that serves as the basis of our phased approach to reopening. Crowded restaurants, open work spaces, indoor and contact sports, facilities where distancing is a challenge, activities with a lot of deep breathing (such as singing)—these areas and activities are inherently more prone to transmission of COVID-19, particularly when a person who has COVID-19 doesn't know it. We also know that populations of color have been disproportionately impacted during this epidemic. A rush to reopen risks furthering inequities if people are placed in unsafe work or community environments.

This is why our phased approach starts carefully to minimize risk of exposure to the greatest extent possible while supporting way to get back to business. With Safer at Home, many of the potential places or activities for transmission to occur weren't happening. As we re-introduce those activities, we must ensure we are still able to identify and contain the number of cases that are likely to result from more people being exposed in more settings.

While we hope that we do not see numbers of cases or deaths increase to the point where we need to move into a more restrictive phase, because so much is unknown with this virus, it is a possibility that we may have to face. That decision, if necessary, will be made using data and science, with the best interest of our community's health in mind, while understanding the economic and emotional impact of moving back and forth.

The following data metrics will be assessed to move through reopening phases:

- If all metrics are at least yellow, move to Phase 1.
- Assess at 14 days after implementation of Phase 1.
 - If more than half of metrics are green and epidemiology criteria are not red, move to Phase 2.
 - If criteria are not met after 14 days, assess regularly until criteria are met.
- Assess at 14 days after implementation of Phase 2.
 - If more than half the metrics in Dane County are green, and no metrics in Dane County or the Southern Region are red, move to Phase 3.
 - If criteria are not met after 14 days, assess regularly until criteria are met.
- Continue in Phase 3 until widespread protections are available.

Phased Reopening Plan

	SAFER AT HOME	PREPARE FOR SAFE REOPEN	PHASE ONE IMPLEMENT	PHASE TWO MAINTAIN	PHASE THREE SUSTAIN	PHASE FOUR NEW NORMAL
Population level disease transmission mitigation	Most Restrictive	Minimal loosening of restrictions to allow businesses to prepare for phased reopening	More Restrictive -----Less Restrictive If localized outbreaks occur, enact all measures possible to stay within current phase. If metrics are not maintained, may have to consider returning to a previous phase. Requirements listed in future phases are draft only. As new guidance is released by state and national agencies, requirements may change.			To be determined
Data metrics to move through phases		If all metrics are at least yellow, move to Phase 1.	Assess at 14 days after implementation of Phase 1. If more than half are green and Epi criteria are not red, move to Phase 2. If criteria are not met after 14 days, assess regularly until criteria are met.	Assess at 14 days after implementation of Phase 2. If more than half the metrics in Dane County are green, and no metrics in Dane County or the Southern Region are red, move to Phase 3. If criteria are not met after 14 days, assess regularly until criteria are met.	Continue in this phase until widespread protections are available.	
Public Health requirements for all phases and sectors	<p>Public Health requirements for all phases and employers</p> <ul style="list-style-type: none"> Written and implemented hygiene policy and procedure that includes: <ul style="list-style-type: none"> Ensuring employees who have a fever or other symptoms of COVID-19 will not be allowed to work. Hand washing expectations and supplies available for staff A description of proper cough and sneeze etiquette Written and implemented cleaning policy and procedure that includes: <ul style="list-style-type: none"> Cleaning and disinfecting frequently touched surfaces multiple times a day Frequently wiping down any shared equipment, such as work spaces, credit card machines, lunch room items, carts, baskets, etc. Cleaning common areas and equipment between use or shift changes. Protocols to clean and disinfect in the event of a positive COVID-19 case Written and implemented protective measure policy and procedure that includes: <ul style="list-style-type: none"> Ensuring people are at least 6 feet from others whenever possible. Ensuring employees are provided with and wear face coverings when unable to maintain at least 6 feet of distance from people. <ul style="list-style-type: none"> If a transparent partition is in place, a face covering is recommended, but not required. Documented staff receipt, acknowledgement, or training on the policies 					

<p>OVERVIEW See orders for full details and sectors</p>	<p>SAFER AT HOME Dane County Order issued May 13, 2020</p>	<p>PREPARE FOR SAFE REOPEN Dane County Order issued May 18, 2020</p>	<p>PHASE ONE Dane County Order issued May 22, 2020 All activities in Phase 1 that cannot maintain physical distancing must take place only with household members. Example: dining, theater</p>	<p>PHASE TWO</p>	<p>PHASE THREE</p>
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Must also follow Public Health requirements in all phases, in addition to sector specific requirements.

Long-Term Congregate Living

<p>Long-term care facilities</p>	<p>No outside visitors No group activities or communal dining</p>	<p>No outside visitors No group activities or communal dining</p>	<p>No outside visitors No group activities or communal dining</p>	<p>Visitors for compassionate care Screen visitors for symptoms of illness No group activities or communal dining</p>	<p>Screen visitors for symptoms of illness</p>
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Public and Private Schools, Childcare Centers, Summer Programs, and Institutions of Higher Education

<p>K-12 schools</p>	<p>No</p>	<p>No in-person instruction Minimum basic operations and activities approved by Public Health Madison & Dane County</p>	<p>No in-person instruction Minimum basic operations and activities approved by Public Health Madison & Dane County</p>	<p>Yes</p>	<p>Yes</p>
<p>Post-secondary education institutions</p>	<p>Yes, for purposes of facilitating distance learning, performing critical research, or performing essential functions as determined by the institution</p>	<p>Yes, for purposes of facilitating distance learning, performing critical research, or performing essential functions as determined by the institution</p>	<p>Yes, for purposes of facilitating distance learning, performing critical research, or performing essential functions as determined by the institution</p>	<p>Yes</p>	<p>Yes</p>
<p>Child care settings</p>	<p>No more than 10 staff and fewer than 50 children present</p>	<p>No more than 50 children present per license</p>	<p>No interaction between groups/classrooms Groups cannot be larger than 15</p>	<p>No interaction between groups/classrooms Groups cannot be larger than 15</p>	<p>Yes</p>

Businesses, Workplaces, and Faith & Spiritual Communities

Office spaces	Yes, with exemptions	Yes, with exemptions	25% capacity	50% capacity	Yes
Restaurants, bars, & food trucks	Take-out and delivery service	Take-out and delivery service Minimum basic operations to prepare for safe reopen	25% indoor capacity Outdoor seating allowed Space tables at least six feet apart. Limit each table to a maximum of six guests. At bar areas, maintain at least six feet between each household No customer self-service	50% indoor capacity Outdoor seating allowed Assure spacing requirements (to be defined) No customer self-service	Outdoor seating allowed Assure spacing requirements (to be defined) No customer self-service
Essential infrastructure businesses (Such as food production, healthcare, transport, manufacturing, construction, and agriculture, including their corporate offices)	Yes	Yes	Yes	Yes	Yes
Stores that sell groceries and medicine	No dine-in No self-service No customer self-dispensing	No dine-in No self-service No customer self-dispensing	Dine-in capacity 25% No self-service No customer self-dispensing	Dine-in capacity 50% No self-service No customer self-dispensing	Dine-in capacity 75% No self-service
Retail establishments	Mail, delivery, and curbside pick-up operations Stores with outside-facing entrances allowed up to 5 patrons Essential business operating with restrictions	Mail, delivery, and curbside pick-up operations Stores with outside-facing entrances allowed up to 5 patrons Essential business operating with restrictions	25% capacity No sampling of goods (example: food or make-up)	50% capacity No sampling of goods (example: food or make-up)	75% capacity No sampling of goods (example: food or make-up)

Gym/recreational facilities	No	No Minimum basic operations to prepare for safe reopen	25% capacity Basketball courts and other areas where contact sports occur should be closed Saunas and steam rooms closed Physical distancing must be maintained	50% capacity Basketball courts and other areas where contact sports occur should be closed Saunas and steam rooms closed Physical distancing must be maintained	75% capacity
Salons, tattoo parlors, and spas	No	Minimum basic operations to prepare for safe reopen	25% capacity Employees wear face coverings or mask at all times Chairs/tables must be 6 feet apart Customers wear face coverings to the extent possible	50% capacity Employees wear face coverings or mask at all times Chairs/tables must be 6 feet apart Customers wear face coverings to the extent possible	Employees wear face coverings or mask at all times Customers wear face coverings to the extent possible
Lodging (Such as hotels, motels, short-term rentals, campgrounds)	Yes	Yes	Yes	Yes	Yes
Community centers & visitor/info centers	No	No Minimum basic operations to prepare for safe reopen	25% capacity	50% capacity	75% capacity
Car washes	Automatic and self-service car washes only	Automatic and self-service car washes only	Automatic and self-service car washes Full service and express detail, exterior only	Yes	Yes
Cleaning services	No, residential Yes, commercial	No, residential Yes, commercial	Yes	Yes	Yes

Exterior home work (aesthetic or optional)	Yes, if it can be done by one person	Yes	Yes	Yes	Yes
Interior home work (aesthetic or optional)	No	No Minimum basic operations to prepare for reopening	Yes	Yes	Yes
Indoor shopping malls	Stores with outside-facing entrances allowed up to 5 patrons Curbside allowed	Stores with outside-facing entrances allowed up to 5 patrons Curbside allowed Minimum basic operations to prepare for reopening allowed	25% capacity Indoor playgrounds must be closed	50% capacity	75% capacity
Faith-based services, religious entities, and places of worship (indoor)	Allowed with less than 10 people per room	25% capacity	25% capacity Gatherings limited to 50	50% capacity Gathering limit to be determined	75% capacity Gathering limit to be determined

Recreational Activities

Low contact recreational activities (Such as walking, bike riding, tennis, disc golf, pickle ball, dog parks)		Yes	Yes	Yes	Yes
High risk recreational activities (Such as contact or team sports)	No	Yes, with household members	Yes, with household members or maintaining physical distancing	To be determined	To be determined
Outdoor playgrounds & splash pads	No	No	No	Yes	Yes
Places of amusement and activity (such as Funplexes, trampoline parks, miniature golf, movie & other theaters, social clubs, museums,	No	No	25% capacity	50% capacity	75% capacity

and skating rinks)					
Golf courses	Yes, with restrictions	Yes, with restrictions	Yes	Yes	Yes
Outdoor recreational rentals	Yes, with restrictions	Yes, with restrictions	Yes, with restrictions	Yes	Yes
Licensed swimming pools	No	No Minimum basic operations to prepare for reopening	25% capacity	50% capacity	75% capacity
Outdoor places of amusement and activity (Such as amusement parks, zoos, miniature golf)	No	No Minimum basic operations to prepare for reopening allowed	25% capacity	50% capacity	75% capacity
Entertainment (Such as festivals, carnivals, fairs, concerts)	No	No	50 people maximum (not including employees)	100 people maximum (not including employees)	250 people maximum (not including employees)
Bowling Alleys	No	No	25% capacity	50% capacity	75% capacity
Mass or Social Gatherings					
Indoor mass gatherings in public venues & private residences	No	No	10 people maximum in private residences 50 people maximum in public venues Must maintain physical distancing	50 people maximum (not including employees) Must maintain physical distancing	100 people maximum (not including employees) Must maintain physical distancing

<p>Outdoor mass gatherings in public venues & private residences</p>	<p>No</p>	<p>No</p>	<p>50 people maximum (not including employees) Must maintain physical distancing Drive in activities are allowed and exempt but individuals must remain in vehicles.</p>	<p>100 people maximum (not including employees) Must maintain physical distancing Drive in activities are allowed and exempt but individuals must remain in vehicles</p>	<p>250 people maximum (not including employees) Must maintain physical distancing Drive in activities are allowed and exempt but individuals must remain in vehicles</p>
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Requirements as defined in Section 13. Customers must remain outside the business or facility. Rented equipment must be cleaned after each use. Suppliers to non-essential businesses are non-essential and shall not operate under the Minimum Basic Operations to provide goods or services to other non-essential businesses operating under this Section.

There is also a problem with crowding, privately owned boats being taken out for “joy rides”, and the building being left unlocked, all issues that the staff needs to address.

Community Gardens – The protocols listed here as applicable need to be implemented. <https://www.dhs.wisconsin.gov/covid-19/community.htm#-community-gardens>. Any communally used tools will be removed by staff.

Village parks natural areas and facilities – Playgrounds and restrooms closed presently. Drinking fountains off and taped. Due to recent landscape restoration in Four Corners resulting from the construction project, it will be good to keep the pavilion area cordoned off for now too.

Marina – Open.

Pool – Recommendation from Pool Committee pending Wednesday evening meeting. They may be looking for the Board to give them the go ahead to work on developing an opening plan if they find it feasible to do so. One initial hurdle that must be overcome is that lifeguards should be trained in the water and most specifically receive backboard training requiring very close personal contact.

I see a bit of a trend in municipal pools not opening at all or delaying opening, with private clubs opening up sooner.

July 4 – Most municipalities are not holding any of these sorts of public mass events and they are being cancelled. The Association has not made a final decision yet but they will do so soon. It seems clear the Board sponsored picnic is to be cancelled.

Discussion and possible action to authorize speed hump installation on Edgehill Drive – A quote for \$22,500 from Catell Construction is attached. We are not under bid requirements and Cattell builds all of the City humps so they are experienced and they do excellent work. The traffic/speed counts would be done by Strand Inc. and will run between \$5,000-\$7,000 depending upon whether we also do Oak Way and Shorewood Boulevard. \$30,000 was budgeted in the Capital Fund for this project.

Please Note:

- *Written comments on the agenda can be sent to info@shorewood-hills.org before 8:00 am on May 28, 2020.*
- *To register to speak on an agenda item, send an email to info@shorewood-hills.org before 8:00 am on May 28, 2020 detailing which item is of interest. Your comments may be limited to 3 minutes.*

ORDER OF PUBLIC HEALTH MADISON & DANE COUNTY

DATE OF ORDER: MAY 22, 2020

Goes into effect at 8:00 a.m. on May 26, 2020

EMERGENCY ORDER #3

Public Health Orders have worked to flatten the curve of infections of COVID-19 throughout Dane County. In Dane County, the average number of daily cases dropped once the physical distancing measures within the Orders went into place. Additionally, the percent of people testing positive for COVID-19 in Dane County has dropped from 5.7 percent before the Orders went into place to 2.2 percent.

This is a critical time for Dane County to maintain the momentum of minimizing the spread of COVID-19 and halt further transmission. Public Health Madison & Dane County (PHMDC) is using data and science to determine what actions are necessary across Dane County to slow the spread of the disease. To achieve this goal, PHMDC assesses the percentage of individuals who test positive, the average number of daily cases, average number of daily tests conducted, hospital capacity, testing capacity for healthcare workers, healthcare worker positivity rate, lab reporting timeliness and contact tracing, community spread, and the levels of people presenting to emergency departments with COVID-like symptoms.

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:

- b. **Mass Gatherings Outside.** A Mass Gathering outside is permitted with fifty (50) individuals or less. Individuals must maintain physical distancing.

3. Child care, education, libraries, and public spaces.

a. Child care settings.

- i. Child care settings must continue to follow licensing and certification ratio requirements.
- ii. Child care settings include all licensed, recreational and educational camps, licensed and certified childcare providers, unregulated youth programs, and licensed-exempt public school programs.
- iii. Individual groups or classrooms cannot contain more than fifteen (15) children.
- iv. There should be no interaction or contact between individual groups or classrooms.
- v. To the greatest extent feasible minimize amount of staff interaction between groups.

- b. **Schools.** Public and private K-12 schools shall remain closed for pupil instruction and extracurricular activities, except that they may provide the following services:

- i. Distance learning or virtual learning.
- ii. Food distribution.
- iii. Other activities as approved by PHMDC.

- c. **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.

- d. **Libraries and community centers.** Libraries and community centers shall comply with the requirements in Section 4 of this Order.

- e. **Public outdoor playgrounds and splash pads.** Public outdoor playgrounds and public splash pads are closed.
 - f. **Public Courts and Fields.** All public courts and fields are open. Physical distancing between individuals not from the same household or living unit must be maintained at all times.
4. **Businesses.** All businesses are subject to the following requirements:
- a. Limit capacity to 25% 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 when unable to maintain at least six (6) feet of distance from others. If a transparent petition is in place, a face covering is recommended, but not required.
- e. Document staff receipt, acknowledgement, and training on the policies in Sections 4b.-4.d.
- 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. Cease door-to-door solicitation.
 - iv. Ensure spacing of chairs in waiting rooms to ensure physical distancing is maintained between individuals.
- h. Meetings, trainings, conferences, and religious services are considered Mass Gatherings and must comply with Sec. 2.
- i. Adhere to PHMDC requirements and strongly consider implementing the PHMDC recommendations and guidelines.

- 5. Industry-specific requirements.** In addition to complying with Sec. 4, 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 bulk food items and condiments.
 - iii.** Except for produce areas, cease any customer self-service operations of all unpackaged food, such as salad bars, beverage stations, and buffets.
 - iv.** Indoor dine-in capacity to 25% of approved seating levels. Space tables at least six (6) feet apart. Limit each table to a maximum of six (6) guests who are members of the same household or living unit.
 - v.** Outdoor seating is allowed. Space tables at least six (6) feet apart. Limit each table to a maximum of six (6) guests who are members of the same household or living unit.
 - vi.** Sampling of food is prohibited.

 - b. Restaurants and bars. Restaurants and bars shall:**
 - i.** Encourage pick-up and delivery options.
 - ii.** Cease any customer self-service operations of all unpackaged food, such as salad bars, beverage stations, and buffets.
 - iii.** Prohibit customer self-dispensing of condiments.
 - iv.** Indoor dine-in capacity to 25% of approved seating levels. Space tables at least six (6) feet apart. Limit each table to a maximum of six (6) guests who are members of the same household or living unit.
 - v.** Outdoor seating is allowed. Space tables at least six (6) feet apart. Limit each table to a maximum of six (6) guests who are members of the same household or living unit.
 - vi.** At bar areas, maintain at least six (6) feet between each stool.

 - vii.** Require customers to use seating options.
 - viii.** Play areas and lounge areas must remain closed.

ix. Sampling of food is prohibited.

c. Retail stores. Retail stores shall:

- i. Businesses must limit the number of individuals in the business (excluding employees) up to 25% 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.
- iii. 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 the store.
- iv. Malls may open for retail. Play areas and other areas where individuals congregate that are outside a retail establishment must be closed and clearly marked as closed.
- v. 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 25% 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.
- iii. Provide services by appointment only.
- iv. Require employees to wear face coverings at all times when customers are present.
- v. Require customers to wear face coverings to the greatest extent possible.

- 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 25% 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.
 - vii.** Activities where physical distancing cannot be maintained are prohibited.

- 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.** 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.
 - iii.** Businesses shall limit the number of individuals on the premises (excluding employees) to 25% of approved capacity limits.

- 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. High touch areas including door handles, rides, railings, buttons, games, touch screens, and equipment must be disinfected between each use. If it is not possible to do so, the area must be closed.
 - vi. Outdoor entertainment venues (such as festivals, carnivals, fairs, concerts) are limited to 25% of seating capacity, with a maximum of fifty (50) individuals, not including employees.
 - vii. 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 5 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 theaters 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 5.b.i, ii., and iii.
 - 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 Sec. 2.

- 6. 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 4.b thru 4.e. and 4.i. 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
- 7. Religious Entities.** Religious entities are entities that are organized and operated for a religious purpose. Examples include, but are not limited to mosques, synagogues, temples, churches and nondenominational ministries. Religious entities are required to follow Sections. 2 and 4 of this Order.
- 8. Leased Premises.** Landlords or rental property managers may enter leased residential premises if wearing face coverings and maintaining physical distancing.

ENFORCEMENT AND APPLICABILITY

- 9. Enforcement.** This Order is enforceable by any local law enforcement official. 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.
- 10. 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.
- 11. Duration.** This Order shall become effective at 8:00 a.m. on May 26, 2020. This Order shall remain in effect until PHMDC determines that the criteria to implement Phase Two has been achieved.

May 22, 2020
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IT IS SO ORDERED.

A handwritten signature in black ink, appearing to read "Janel Heinrich". The signature is written in a cursive, flowing style.

Janel Heinrich
Health Officer, Public Health Madison & Dane County

Procedures to Re-Open Village Hall

Date: May 26, 2020

Creating the conditions for safe use of Village Hall is crucial to providing public services and fostering a supportive social network in Shorewood Hills. Keeping employees and customers safe is the number-one priority for the Village. It is not sufficient just to post signage requesting that guests maintain distancing or to anticipate that staff will be able to manage customer interactions in real time (e.g., by installing signage instructing visitors to comply with distancing but not utilizing visual cues or physical barriers to support compliance). These procedures are subject to change as further guidance and orders evolve at the local, county, state and federal levels.

- **After the expiration of Dane County's Safer at Home order on Tuesday, May 26, Village Hall will reopen on May 26 through July 5 (target date subject to change), only for scheduled appointments and in-person meetings if necessary to conduct business.**
- Residents/customers must wear a face mask or covering for such meetings and may schedule an appointment or meetings by e-mail or a phone call to set up a time to meet if a phone call, e-mail or Zoom meeting will not accommodate their service need. Electronic and mail-in permit and registration options payments as well as use of the drop box enable the Village Hall not to open its doors for permits, purchases or registrations of any kind.
- In-person meetings at Village Hall will take place in conference rooms A and B to limit customer/employee interactions and the amount of space needing frequent disinfection. All in-person meeting attendees will be required to provide contact information on an attendance sheet, to assist with subsequent contact tracing should that become necessary.
- Public meetings will continue to be conducted by a combination of Zoom, Go to Meeting and call-in options. Village Board meetings will also continue to be livestreamed on the Village Facebook page. All public meetings will be recorded and uploaded to the Village website. In-person attendance options for public meetings may be implemented if the meetings can be scheduled in the Board room or Conference Room B for limited numbers of people. All in-person meeting attendees will be required to provide contact information on an attendance sheet, to assist with subsequent contact tracing should that become necessary.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work. We will maintain an adequate supply of soap and hand sanitizer to allow proper hand hygiene among employees and the general public.
- The Village will require employees to wear face mask coverings when physical distancing is not feasible in the work environment. We also will require usage of face masks or coverings for in-person meetings/activities. In such instances, employees should wear face coverings properly. The U.S. Centers for Disease Control and Prevention (CDC) provides guidance on how to properly wear a face covering. All should watch a 2 minute video of properly wearing a face mask: <https://www.youtube.com/watch?v=z-5RYKLYvaw>
- Customers should bring their own face mask or covering in case they will not be able to stay six feet away from others.

- Prior to July 6 (target date) subject to change, we will hire a specialized disinfection service to provide a thorough disinfection of all public areas after which the service will provide an overview walk-through with the Village Hall staff members to instruct them on thorough procedures to follow for routine disinfection.
- On Monday, July 6 (target date subject to change), Village Hall will re-open public access areas in the Administration utilizing plexi-glass shields.
- We will then provide regular disinfecting to address the aforementioned public areas, meeting spaces and high-touch contact areas such as doorknobs, buttons, copiers, stair rails and bathrooms which will need routine disinfection.
- By signage, floor markings and meeting room layout, we will facilitate unnecessary physical contact between staff and visitors, and maintain physical distancing with a minimum six-foot distance between individuals at all times.
- For any cash transactions, we will have customers place cash on the counter rather than directly into an employee's hand, using the same practice when providing change back to customers. Employees will advise visitors to maintain physical distancing for the duration of their visit.
- We will continue to post signage at entrances to Village Hall with reminders that people experiencing COVID-19 symptoms should stay at home and requests that visitors maintain physical distancing of at least 6 feet. Sanitizing stations at the entrances to Village Hall and at other key locations will be in place, and we will encourage customers to use them.
- We will remove all unnecessary touchpoints, especially those that cannot be sanitized between uses. Examples include the use of pens and paper documents. Brochures and other physical materials shall be secured or kept behind counters/desks to be provided on an as-needed basis.
- Programmed events will be limited to 10 persons at a time in any given space, eventually expanding up to larger numbers of people for public hearings. Floor markings or chair placement will be used to encourage safe spacing of participants. Where possible, event attendance will be staggered to minimize overlap and reduce density of participants.
- Staffing of Village Hall will continue to be managed by remote work for employees able to do so and/or with respect to employees needing child care flexible hours. We will keep direct staffing to a minimum to safeguard the health of employees, including elected officials, the public, volunteer committee members and the families of all.

SHOREWOOD HILLS COVID-19 RESPONSE POLICY

In accordance with OSHA requirements and the Wisconsin Department of Health Services guidance, the Village of Shorewood Hills has established the following guidelines for all employees of the Village.

The COVID-19 pandemic is an evolving and dynamic situation, so the Village's response to it may change as it and other authorities receive more information and understanding of the disease. The risks of the virus causing COVID-19 should be taken very seriously. The Village will continue to monitor developments and will update employees when information changes as soon as it is able to do so.

The Village reserves the right to revise, supplement, rescind, or deviate from any of these policies or portion of this Policy from time to time as it deems appropriate, in its sole and absolute discretion, and with or without advance written notice.

General Village Policies Related to COVID-19

- If an employee experiences acute respiratory illness symptoms (i.e. fever, cough, shortness of breath) at work, the employee should notify his/her supervisor and should be sent home immediately. If an employee is able to notify their supervisor by telephone or email, he/she should do so.
- Employees should notify their supervisor and stay home if they have symptoms of acute respiratory illness and must not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants) and provide the Village with written documentation from a health care provider permitting them to return to work.
- If an employee has a confirmed case of COVID-19, the employee must contact the employee's supervisor by phone or email. In such cases, the employee will not be allowed to report to work until at least 14 days of quarantine after diagnosis and the employee provides the Village with written documentation from a health care provider authorizing the employee's return to work.

The Village will inform fellow employees who have been in contact with that employee of their possible exposure to COVID-19 in the workplace, but will not disclose the employee's identity.

- Any employee exposed to someone with a confirmed or suspected case of COVID-19 should contact the employee's medical provider for guidance and not report to work until instructed to do so. An exposed employee may be permitted to continue to work provided that they remain asymptomatic and are permitted by the employee's health care provider to return to work. A potential exposure means being in contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.
- Depending on an employee's job duties, an employee may be permitted to telework or work remotely. Such decisions are in the Village's sole discretion. The ability to work remotely will be determined both on the basis of basic job functions and the needs of the Village and may change during the course of any period of isolation.
- If an employee is asked to telework, and needs equipment or technical support to do so, they should contact their supervisor. The Village will attempt to provide such equipment or support, but cannot guarantee that an employee will be able to work remotely if they do not have the ability to do so.

Village Policy Related to Sick Leave

- For the health and safety of all of an employee's coworkers, it is essential that employees not report to work if they suspect that they have COVID-19. If an employee has contracted COVID-19, and they believe that they became infected with the disease while working for the Village, including during work-related travel, they should immediately alert the Administrator. Supervisors may need to record or report such instances of exposure under applicable OSHA rules.
- All employees other than Emergency Responders have access to leave under the Family First Coronavirus Response Act which provides for additional sick leave and FMLA leave in certain circumstances. If available, this leave is in addition to any other accrued paid sick leave and does not reduce that leave but may only be used for these purposes.

- Employees are required to follow the Village's policies related to sick leave and for reporting absences related to COVID-19. The Village will extend sick leave to COVID-19 absences. If an employee does not have available leave, the employee should contact the Administrator to request a discretionary leave. In addition, an employee may also qualify for Short Term Disability Leave, Long Term Disability, Family Medical Leave, and/or other discretionary medical leave and can contact the Village Administrator for more information.
- If an employee contracts COVID-19 and suffers from any complications that impact their return to work, they should contact the Administrative office to discuss how potential ways that can assist them while the employee recovers.

Village Travel Policy Related to COVID-19

- There is a greater risk of infection in areas with active outbreaks.
- The Wisconsin Dept. of Health Services has issued a directive advising that anyone who has spent time outside of their local community in the past 14 days, including in Wisconsin, is being asked to complete a 14-day voluntary self-quarantine, unless they are health care workers or otherwise performing essential services. For 14 days after such travel, employees should self-quarantine.
- Air travel and use of other forms of mass transportation can contribute to the spread of the COVID-19. If an employee has traveled by air or any other form of mass transit other than for commuting purposes or has traveled separately to any area where the CDC has issued a Risk 3 level or higher advisory, or which is under a general isolation order by a local authority, the employee must self-quarantine for 14 days after the trip. Employees should not return to work after any such travel until 14 days without symptoms. If an employee develops symptoms after traveling, the employee should contact a health care provider

If possible, the Village will make arrangements for the employee to work remotely until the employee is cleared for work. Please note, this telework policy applies only to the specific risk of COVID-19. T.

- If an employee has any personal travel planned, please be sure to check for travel advisories on the State Department website and the CDC website. The Village recommends that employees avoid all unnecessary travel at this time.

This email will provide some additional background for the upcoming, and very consequential, Pool Committee meeting this Wednesday evening. The following afternoon the Village Board meets in special session to consider the fate of all this summer's Village recreational programs. Dane County has given the green light to opening pools, but in a constrained manner and the final decision rests with the Village Board. While it is possible the decision whether to open this summer might be further postponed, time is quickly running out. Even in the best of circumstances we are several weeks away from being prepared to open and this summer is anything but normal. Nevertheless, some Dane County pools are scheduled to open, and it may be possible for Shorewood to do so. This email will describe a way forward shaped by numerous conversations since my last email to you of May 17th. It is not a detailed operating plan as yet, but only a summary of the key elements to a plan. As noted below, it is only one model of operating the pool, but one I believe is reasonable in the light of present circumstances. In any event, examination of this model should lead to a more focused discussion about the merits and risks of different approaches.

Models of Operation & Risk Tolerances

This document sets forth one model for operating the Shorewood pool in 2020, but there are other options as demonstrated by the variety of responses of pools in the area to Covid-19. They can be classified along a spectrum by the degree of health risk. For example, those that will remain closed are the most risk adverse. Those that plan to operate with minimal changes to reduce the chance of infection are least risk adverse. All the pools will attempt to follow Madison Dane County Public Guidance in a variety of ways. It will be up to Pool Committee members, and ultimately the Village Board, to determine what model of operation is best suited to their risk tolerances. The model described below incorporates significant changes to minimize the spread of Covid-19, but does not eliminate the risk. Only closure accomplishes that.

However, there are more risks than just Covid-19. There is financial risk (losses), health risks other than Covid-19 (drowning), reputational risk (loss of members)... The model proposed below seeks to strike a balance between the various risks and opportunities in opening the pool based on the risk tolerances of the Pool Committee, the Village and pool members.

Distancing & Disinfection

Not surprisingly, these two words have dominated this year's conversations. Safety has always been paramount at Shorewood and never more so than this season. The need for distancing in particular is profoundly altering the planned operation of the pool. Under current government guidance, it takes two forms. First, during Phase 1 of the county's reopening plan, the facility is restricted to operating at 25% of its normal capacity or about 186 people in total (excluding employees). When the county proceeds to subsequent Phases, the capacity constraint will be gradually lifted. but there is no timetable and a resurgence of Covid-19 could result in re-imposing more restrictive measures including closure. Second, individuals are urged to always maintain at least a social distance of 6 feet from others. The consequences of these guidelines are far reaching.

Far fewer members will be permitted in the facility at any given time and those admitted will experience the pool very differently from prior seasons. The requirement to limit admission will likely result in either long wait times as members queue outside the facility in good weather (first come, first served model). Alternatively, and this is the model proposed here, a reservation system is implemented that controls entry times and stays. In either case, members will no longer have the freedom to just drop by, be instantly admitted and spend unlimited time at the pool. Combined with the fact that members will have to social distance in the facility and pool itself, there will likely be fewer interested members. As operating costs likely remain the same or marginally increase, the cost of membership per person per pool time rises. Despite all these impediments, some members, perhaps more than we expect, will be anxious to return to the pool and in that spirit, we are trying to open the pool.

Once members arrive at the pool at their reserved time, they will need to be checked in and screened in some fashion, perhaps as simple as reading a checklist and confirming they have no symptoms. Members will then proceed to their reserved space within the facility, either a lap lane (1 swimmer per lane) or to one of the roped off sections of the pool set aside for household recreational use. Members reserving at a given time, say 10 am, would enter together (but spaced 6 feet apart from other households) and swim and/or play in their reserved area for a period of time (1 hour?) before exiting the pool and facility through a designated one-way gate. Before the next set of member households would be admitted, the facility would be cleaned (20 minutes?).

Swimmers would come dressed to swim. Locker rooms would be closed. Bathrooms would be available, but more frequently cleaned. Concessions would be

closed. Members reserving a recreational area would have use of some deck space as well, but furniture would be limited or perhaps not provided, but permitting members to bring their own beach chairs. Recreational areas would be limited and segregated by household. The combination of lap lanes and household recreational areas would vary over time based on member preferences.

Except during changeovers, lifeguards cannot be expected to rigorously enforce social distancing and cleaning as it would detract from their essential duties. We will be relying on signs and physical barriers to remind members of their responsibilities. Perhaps other designated staff might monitor compliance and perform occasional cleaning during swim times (during break most of the staff are cleaning and preparing for next group of members).

The devil is in the details and there are many omitted from the above narrative, but I think the essential elements are present and roughly accurate. For lap swimmers, once in the water the experience should seem fairly normal. Recreational users will experience the biggest changes as the social aspects of the pool are greatly diminished. Will members still value this experience, even as the cost likely rises, at least on a per use basis? In order to minimize the risk of revenue shortfalls during inclement weather or other causes, we would retain the present flat membership fee structure rather than adopt a pay per use structure. Will members join? We won't know until we solicit their membership, describing in some detail the experience and the cost.

Lifeguard Training & Drills

While skimming over or omitting many details above, there is one issue that has arisen that merits a closer look. While distancing decreases the spread of Covid-19, it increases other health risks, specifically the risks that lifeguards are not as prepared for their primary duty of protecting swimmers. Lifesaving skills such as orchestrated water rescues, backboarding and the like ('contact drills') by definition involve physical contact and teamwork. While many of our lifeguards are certified and therefore, are legally able to perform their duties, Elaena, EJ and Chris are uncomfortable to varying degrees with eliminating contact drills in the normal pre-season training and weekly drills. Furthermore, there are an estimated 14 guards who have not been able to complete certification due to the pandemic and would require certification if we are to employ them as guards. Distancing must not compromise water safety.

Even with certification, there are several reasons why rigorous, ongoing contact drills have been required at Shorewood. First, guards may have been certified a year or more earlier and not practiced these skills since they were certified. This increases the risk they may forget critical elements of their training, particularly in time critical, stressful situations. Second, they need to train and drill as a team in the confines of the Shorewood pool. Finally, it is important that the pool manager, in this case Elaena, as well as the assistant managers, have a high degree of confidence that the guards can perform their most essential function. It is very important to Elaena (and us) to have the same degree of confidence in this season's lifeguards as EJ and Chris have had in years past. This confidence is earned.

How will we reconcile distancing and ongoing contact drills? There is no easy answer. At a minimum, the risk will need to be disclosed to staff and members alike. In taking measures to minimize the risk of spreading Covid-19, we need to avoid increasing other risks associated with water sports. It's a false choice to choose between them. We need to minimize both risks.

Financial Impact

Whether we open or not, the pool will lose money this year. Given the more restricted pool time and the other limits to members' full enjoyment of the pool as in years past, we might consider a reduced and simplified fee. It appears we may need to fill and operate the pool for a period of time this summer whether we open the pool to members or not if only to maintain the piping and mechanicals in good working order. However, there are many other costs that will only be incurred if we open, such as seasonal labor, energy and the like. EJ and Chris have been working to estimate those incremental costs to open the pool and to propose a one-time fee per member to cover them. Of course, whether any fee covers even the incremental cost of opening depends on the number of members who will join at the proposed rate. For these and other reasons, we need to communicate any plan to open to members as soon as possible.

Closing Thoughts

Time is not on our side. If we are to open, we need to agree on an operating model and document a detailed plan as soon as possible. We will need to share the plan with the Village Board and members to gain their respective approval and acceptance, all the while engaging in the normal pre-season preparation and precautions dictated by our plan to minimize the threat of Covid-19. It's a daunting to-do list and we will be hard pressed to complete the preparation by July 1st.

I will be attending the Board meeting the day following our Committee meeting and will present whatever recommendations the Committee believes is in the best interest of the membership. I have prepared a rough and incomplete draft resolution consisting of multiple motions for your consideration. If the Committee supports any model to open this summer, I propose to offer that model to the Board and request sufficient funding to begin pre-season preparations and return to the Board at their regularly scheduled meeting in mid-June with a detailed plan for opening. Between Board meetings we would write and approve the detailed plan to be shared with the Board and our membership. Maple Bluff has proposed a detailed plan to open their pool and I will provide you a copy as illustrative of what I believe would be expected/required of us.

Wherever we end up on Wednesday, we need to be mindful things could change quickly and probably not for the better. Things could get better, but that is probably a slow process (like re-opening) whereas bad news seems to travel swiftly and unpredictably.

It's all very humbling. Nevertheless, I believe our duty to the membership requires we travel down the path to open as far as we reasonably can.

Thanks for your patience with my long-winded narrative. It should make for a more productive meeting on Wednesday. See you then.

Mark Lederer
Chair, Pool Committee

Chris Carbon

Wed, May 27, 9:03 PM
(11 hours ago)

to me, David, Mark

Karl, Dave, and Mark,

This email was difficult for me to write, however was something that I felt I needed to do. As you know, I have been involved with the pool for almost 30 years, and for a large amount of that time in a management role. The manager who served before my time, said that if it was indeed possible to love an inanimate object, that it would be the Shorewood Pool. I agree, and I doubt there are many people who love this place more than I do. I have spent countless hours over the years trying to do everything and anything possible to ensure its success, bound by the central goal of providing a safe and welcoming an environment. There is nobody that wants to see the pool open more than myself. Having said that, I am writing to you to share my opinion that the pool should remain closed this summer, unless it may be opened with deep restrictions on use to assure social distancing and with no compromise of social distancing. I am aware that most of the local pools will be opening in some form or fashion, however, I simply do not believe it is something that can be done with a reasonable assurance that our members and our youth employees can be placed in a safe position.

Examples:

1. Lifeguard staff cannot be trained without being closer than 6 feet from each other while doing hands-on guard drills. They cannot wear masks in the water. How do you reconcile these two and still accomplish successful training to the extent that the manager feels comfortable with their training?
2. We could never enforce 6 foot distancing among persons who do not live in the same household, because there would be no means to identify those who are, and are not in the same household.
3. We have seen examples every summer that our members do not police themselves with health and safety requests such as showering before entry. I would not think they will police themselves with regard to a 6-foot distance. Additionally, children cannot be expected to do this, and will routinely violate the rule unknowingly.
4. Our employment force is a youth group who are not well positioned to enforce social behavior. This is a challenging task for adults.
5. Placing youth employees in a position to constantly be cleaning high-risk surfaces is questionable.

I want to talk about safety for a moment. Everything that we do at the pool begins with safety. The things that have always kept me up at night were trying to assure that the Shorewood Pool would never end up on the six o'clock news with a report of an outbreak of disease caused by water quality at the facility. Customarily, we take very few risks at the pool, because in the consideration of risk/reward, the balance is so easily found to land on safety. For example, when it thunders outside with lightening being a great distance away, we close the pool. The risk is statistically tiny that there would be a detrimental impact to the pool patrons when the sun is still shining

overhead. Nevertheless, we close. We do this because “what if” that small percentage chance came true? Do we want to be on the side of putting hundreds of members and employees at risk? The answer has always been no. The same holds true with a fecal accident. When this occurs, we close the pool and go through a rigorous process to assure that the safety of the members is first and foremost, even though the chance of anyone becoming ill from this event is incredibly small. Why would we now decide to take chances with a virus that is known to cause illness and mortality right here in Dane County?

The Coronavirus is highly contagious, and there is no practical means to consistently assure that our members and staff are placed in a safe position. There will be a lot of pressure to open the pool, but I would ask the same question as above: what is the risk/reward? The risk is that we end up on the six o'clock news with a report of a large cluster of Covid cases linked to the Shorewood Pool. Worse, we hear about the “tragic loss of a teenage lifeguard” from the Shorewood Pool staff due to Covid that was linked to employment at the pool. The list of possible negative outcomes is large. What is the reward? I would argue that in a best case scenario, the reward is that several members get to enjoy a limited aquatic experience at the pool that does not have any of the social benefit that our members hold so dear, and that makes the pool what is known for. I firmly believe that the easy choice is to open, and the much harder choice is to remain closed, or to open in a highly restricted fashion. How do we want to be judged in the future, and what do we want hindsight to look like as we reflect back in another year? I have made plenty of mistakes in my time at the pool, but I have never reflected back on a decision that I thought was wrong, when my motivation and consideration was first and foremost made based upon safety.

I think if our members were to arrive daily with a personal status sign that read things such as below, that they would feel very differently about the pool being open and coming for a swim.

1. “I am an asymptomatic carrier”
2. “I am a pre-symptomatic carrier”
3. “I tested positive, but couldn't stay in isolation any longer and broke quarantine 3 days early”
4. “I was at dinner with a friend 2 days ago, and just found out they tested positive yesterday”

I also think that by opening, Elaena is placed into a no-win situation. Any opening structure that has significant restrictions with a still hefty financial requirement will most certainly generate a lot of critique from many user groups at the pool. Her introduction to the membership will be one of complaints and frustration that would be challenging for anyone.

Financially, I think it will be an immense challenge to raise enough money to break even, while providing an environment that allows members to feel as though they are getting a fair return on their membership dues.

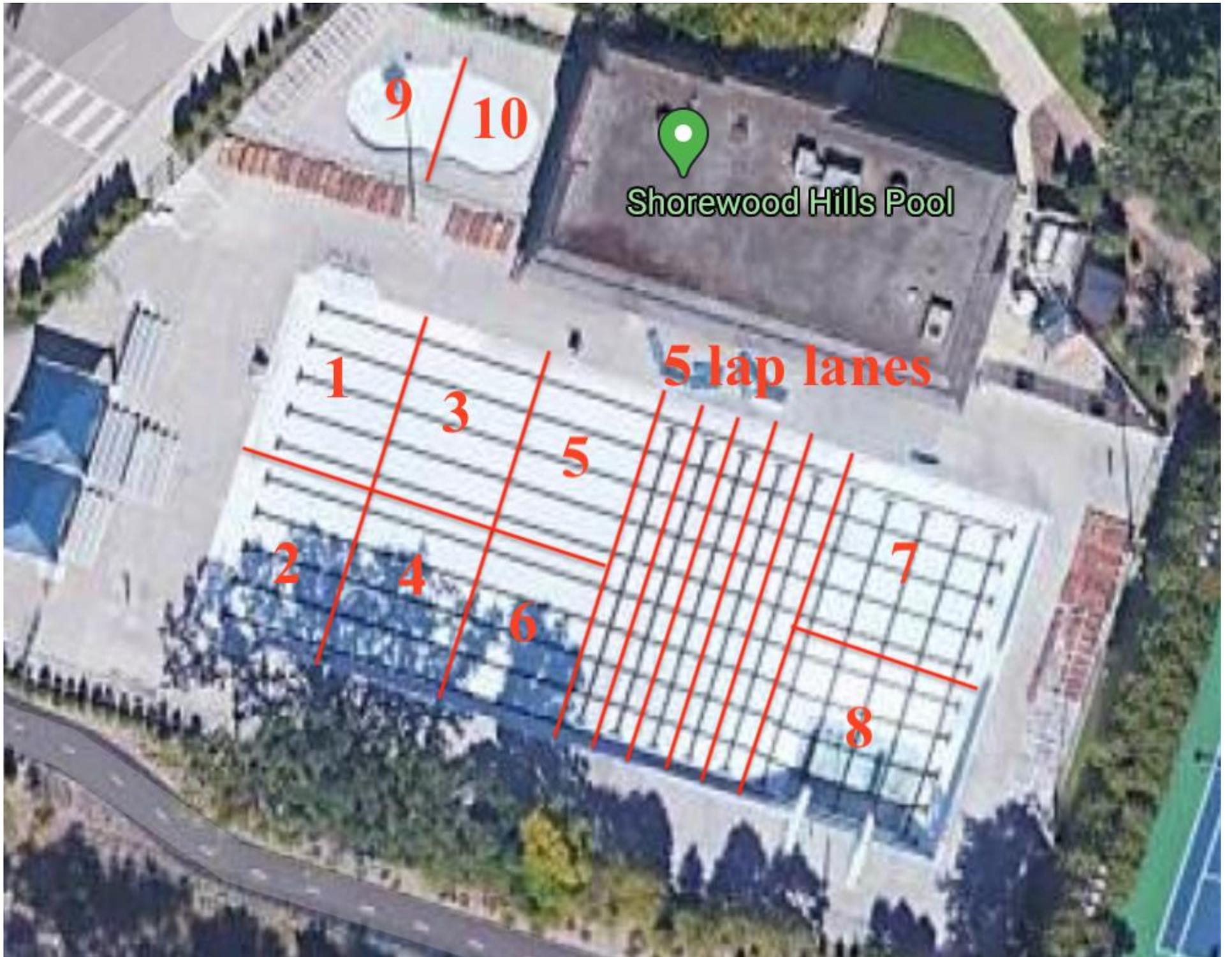
Ok, so those are my opinions. As you can tell, I weigh heavily on the side of not opening (or perhaps opening with steep restrictions), because I don't see any significant benefit, while I do see a tremendous potential downside. If we are talking practical terms, I can tell you that I could very easily, in conjunction with EJ and Elaena, develop plans that would allow for a legal re-opening that follows the guidance in the Forward Dane document. It could look very similar to the plan that Middleton has put forth, and that many other pools will be using. I am happy to work on many plans and remain dedicated to assuring a fair and balanced assessment of all potential options. In my opinion, the Middleton plan, and any that we will come up with cannot definitively assure a safe environment for the members and the staff. As facilities are opening, they are by definition creating additional opportunities for group gatherings that are known to perpetuate the spread of the virus.

At the end of the day, in my opinion, this will come down to a philosophical decision on where the responsibility lies - at the user level or at the facility level. The question that will land at the Village Board, the Manager, and the Pool Committee really lays within one of the following three choices:

1. Remain closed - the thought here is that it is the responsibility of the Village to determine that without a guarantee of safety, that they do not want to create an opportunity for the spread of the virus among members or staff.
2. Open the pool with steep restrictions - have segments of the pool that may only be used by reservation and without any pool programming.
2. Open the pool under the phased guidance of the Forward Dane plan - the thought here is that we will do our best and follow the guidance at hand, but we would know that it is impossible to control the majority of the factors of human interaction, and that there will likely be viral spread at the facility. Many people would agree with this decision and feel comfortable with it. That is why, despite my opinion, that I believe that the conversation needs to occur.

Thanks very much for your partnership and collaboration over the years. I have always felt that the pool is an amazing place, but it would not be the same if it were located elsewhere and without the involvement of so many in the community and leadership such as yourselves. Despite my comments above, please know that I remain fully committed to assuring the success of whatever model is chosen for this summer, and beyond into the future.

Sincerely,
Chris



Shorewood Hills Pool

5 lap lanes

9 / 10

1

3

5

2

4

6

7

8