



# VILLAGE OF EDGAR

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## Village of Edgar Continuity of Operations Plan

**Introduction:** Local governments across the state and nation perform essential functions and services that may be adversely affected by the recent outbreak of COVID-19 or other conditions. Our organization, like many others, should have continuity plans to assist in the continuance of essential functions.

**Declaration of Emergency:** The Village Board hereby declares an emergency in the Village under Section 323.14 of the Wisconsin State Statutes. The Village Administrator and staff shall exercise appropriate authority in accordance with this Plan.

**Purpose:** This plan provides guidance to the Village of Edgar and shall serve as the plan for maintaining essential functions and services during the emergency situation. This guidance stresses that essential functions can be maintained during an outbreak through mitigation strategies such as social distancing, increased hygiene, the vaccination of employees and their families, and other similar approaches.

**Concept of Operations:** The Village will monitor the severity of the outbreak and establish continuity activation triggers to address the unique nature of the threat to essential services. This Continuity of Operations Plan will be implemented as needed to support the continued performance of essential functions.

**Continuity Planning:** Employees will be informed regarding protective actions and/or modifications related to this plan. Within the workplace, social distancing measures could take the form of modifying the frequency and type of face-to-face employee encounters (i.e. placing moratoriums on handshaking, substituting teleconferences for face-to-face meetings, and more), establishing flexible work hours or work site (i.e. telecommuting), promoting social distancing between employees and customers to maintain 6-foot spatial separation between individuals, and implementing strategies that respect and enable infected employees to stay home at the first sign of symptoms.

**Outbreak Planning Assumptions:** The Village will follow recommendations given by Federal, State, and County agencies regarding the outbreak.

**Continuation of Services:** The Village strives for the normalcy of operations as this is important to residents and the community. The Village will continue operations regardless of how the situation evolves unless otherwise directed by the Federal, State, or County government. This will include the day-to-day operations, meetings and essential activities as planned. If and when official guidance changes, the Village will notify employees immediately via email and phone and communicate with involved residents, businesses, and partners immediately via email with additional notification via the Village's website and social media, press releases, as needed.

- A. **Community Partners:** The Village maintains a good working relationship with its neighboring communities. It has been agreed by our community partners that local governments within the Wausau metropolitan area, if practical, will work together to share resources. This would include the use of personnel, equipment, and facilities.
- B. **Essential Personnel:** For the purpose of this plan, essential personnel will include all department heads and various personnel. Reporting essential employees will be determined by the Village Administrator.
- C. **Facility Shutdown:** In the event of a municipal worksite being exposed or suspected of being exposed to COVID-19 person(s), the Village will shut down the worksite immediately. A facility shutdown may also be ordered by other government agencies (i.e. health department). The following measures will be taken in order to continue to serve the public:
  - 1. **Phone System:** Phone numbers for Village offices will be forwarded to identified essential personnel.
  - 2. **Village Issued Laptops/Phones:** Identified essential staff shall have their work laptops and phones with them at all times. Email and social media messages will be addressed as soon as reasonably possible.
  - 3. **Offsite Location:** Possible temporary locations would be other Village-owned facilities and possibly neighboring community facilities. Contact information for the site relocation will be shared with the public.
  - 4. **Website/Social Media/General Phone Messaging/Press Releases:** The use of the Village's website and social media will be used as the method of communication to keep the public informed. If possible, a general phone message on the Village's main phone line will also be available. Press releases are to be used as the means of informing the public if Village operations and locations change.

**Infection-Control Measures:** The Village will take steps to minimize, to the extent practicable, exposure to and spread of infection in the workplace. As appropriate, we recommend measures that employees can take to protect themselves outside the workplace and encourage the employees to discuss their specific needs with a family physician or other appropriate health or wellness professional.

- A. **Ill employees:** Employees who have symptoms of acute respiratory illness must stay home and not return to work until they are free of fever (100.4° or greater using a thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (i.e. cough suppressants). Employees should notify their supervisor and stay home if they are sick. Work areas will be immediately sanitized as appropriate. (Source: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>).
- B. **Ill Vendors and/or Residents:** The Village will encourage those who are visiting government facilities to be aware of their own personal health prior to contact with the public. If visitors show symptoms of illness (cough, shortness of breath), staff will avoid close contact (minimum of 6 feet) from the customer and avoid handshaking. All surface areas must be immediately sanitized after the encounter.

Employees should refer to Employee Handbook for PTO leave.

- i. If an employee has exhausted their PTO time, the employee will have the option to “borrow” up to 10 additional days of PTO that the employee has yet to earn. It shall be agreed that if the employee terminates employment prior to “paying back” the unearned PTO used, the time off will be deducted for the hours not worked as scheduled. The “borrowed” PTO exemption is a temporary policy change and will expire once the health crisis has been restrained.
  - ii. Employee may qualify for additional paid sick leave under Federal law. Benefits provided under Federal law will be monitored and reviewed by the Village Administrator.
- C. **Work from Home:** If appropriate and needed (i.e. taking care of ill family member), employees will have the flexibility to work from home using their Village-assigned laptops. Time spent doing Village business on Village-assigned laptops and/or work-

related phone calls shall not be counted against time off. It is the responsibility of the employee to track their hours.

- D. **Employee Work Site:** The Village encourages employees to follow the recommended cleaning and disinfection of work areas. Please refer to the Centers for Disease Control and Prevention guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>. The Village will have cleaning supplies on hand to be used for workstations and common areas.
- E. **Isolation/Quarantine:** At the Village's discretion or the discretion of outside authorities, the Village can require the isolation and quarantine of any infected employees who come to work despite exposure or need for medical attention. In the event that an employee is exposed to a resident or other business partner who becomes ill with pandemic symptoms, said employee must immediately communicate such knowledge to the Village Administrator and their direct supervisor and will be asked to implement remote work quarantine until additional information about the situation can be determined.
- F. **Reporting:** All employees and vendors/residents, who have conducted business at a Village facility or directly with a Village employee, must report known or suspected exposure to COVID-19 to the Village immediately. This would include outside travel to areas identified by the CDC as at-risk. Travel Health Notices can be found at their website: <https://wwwnc.cdc.gov/travel/notices>. The Village will consult with the Marathon County Health Department for further instruction. The employee will be asked to stay home until further direction is given by the Marathon County Health Department or other appropriate government agency.
- I. **Resources:** This document is fluid and is subject to change at any time. All changes will be communicated with the Village Board, staff, and other necessary members (i.e. vendors). We encourage employees to keep themselves informed via resources available by Marathon County Health Department, the State of Wisconsin, and the CDC.

Marathon County Health:

<https://www.co.marathon.wi.us/Departments/HealthDepartment/Coronavirus.aspx>

State of Wisconsin Health:

<https://www.dhs.wisconsin.gov/disease/coronavirus.htm>

Centers for Disease Control & Prevention:

<https://www.cdc.gov/>