

Two Rivers City Hall  
1717 East Park Street  
Council Chambers  
Two Rivers, WI 54241  
(920) 793-5532  
www.two-rivers.org



**CITY OF TWO RIVERS  
CITY COUNCIL AGENDA  
Monday, March 30, 2020  
Council Chambers – City Hall – 6:00PM  
Work Session**

Notice: For the duration of the COVID-19 Emergency, related executive orders by the Governor and City Proclamation of Emergency, City public meetings will be conducted via video conference or conference call, with members of the body participating from remote locations. The City uses "Zoom" software as the platform for such meetings. The public may monitor such meetings:

- By watching a live-stream of the meeting, on the Two Rivers City Hall Facebook page or the City website (www.two-rivers.org).
- By tuning into Spectrum Cable Channel 993
- Via Zoom (download for free at zoom.us) using the login below for video/audio or use one of the phone numbers below for audio only

Join from a PC, Mac, iPad, iPhone or Android device: Please click this URL to join.

**<https://zoom.us/j/656309995?pwd=aUk0VXF1K3F5djRLcVRZTDQyN2lqZz09>**

**Password: 963019** Or join by phone: Dial (for higher quality, dial a number based on your current location): US: +1 929 205 6099 or +1 312 626 6799 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 Webinar ID: 656 309 995

If you have any questions about monitoring public meetings of the City Council during this Emergency period, please contact the City Manager's Office, telephone 920-793-5532, e-mail lkuehn@two-rivers.org

1. Call to Order
2. Roll Call
3. Pledge of Allegiance

4. Introduction to Remotely-Held Meeting, Being Held Under Emergency Protocols Due to COVID-19 Pandemic Emergency--City Council President
5. Action Items
  1. Discussion of Emergency Work Rules and Mitigation Protocols Implemented by City Manager Pursuant to Emergency Proclamation; Status Report on City Operations  
Recommended Action:  
Motion to receive and file
  2. Consideration of City Manager's Emergency Proclamation Dated March 20, 2020, Related to COVID-19 Pandemic Emergency  
Recommended Action:  
Motion to Ratify the Emergency Proclamation as presented
  3. Consideration of Emergency Policy for Meetings of City Council, Citizen Boards and Committees, Related to COVID-19 Pandemic Emergency  
Recommended Action:  
Motion to adopt the Emergency Rule as presented
6. Information Only
  1. Report from Personnel and Finance Committee Meeting of March 28, Regarding City Manager's Evaluation and 2020 Goals
  2. Report of Status of April 7 Election by City Clerk
  3. Preview of April 2 City Council Agenda--Matters to be Considered
7. Adjournment

Motion to dispense with the reading of the minutes of the meeting and adjourn

Please note, upon reasonable notice, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Office of the City Manager by calling 793-5532.

It is possible that members of and possibly a quorum of governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.



## CITY OF TWO RIVERS OFFICE OF THE CITY MANAGER

### EMERGENCY WORK RULES AND MITIGATION PROTOCOLS IMPLEMENTED IN RESPONSE TO COVID-19 PANDEMIC

**EFFECTIVE DATE: March 27, 2020**

**Introduction.** The following emergency work rules are implemented as the result of the COVID-19 pandemic and pursuant to Executive Orders of the State of Wisconsin and Proclamations of Emergency by the County of Manitowoc and City of Two Rivers, also related to the COVID-19 pandemic.

The following documents are attached to these emergency work rules for reference:

1. Executive Order #72, Proclamation Declaring a Health Emergency in Response to the COVID-19 Coronavirus, dated March 13, 2020;
2. Executive Order #8, Updated Mass Gathering Ban, dated March 20, 2020;
3. Executive Order #12, Safer at Home Order, dated March 24, 2020;
4. County of Manitowoc, County Executive's Emergency Proclamation dated March 16, 2020
5. City of Two Rivers, City Manager's Emergency Proclamation dated March 20, 2020

These rules are meant to provide general guidance for the various departments of the City of Two Rivers and their employees. Individual departments are authorized to implement additional emergency rules and protocols at the discretion of each department head, provided such additional guidance is not inconsistent with the contents of this document. Copies of all such additional, department-specific rules and protocols shall be provided to the City Manager.

These emergency work rules are implemented consistent with the advice of the U.S. Centers for Disease Control, Wisconsin Department of Health Services and other public health agencies. The City's goals in implementing these emergency rules are:

1. To slow the spread of the COVID-19 virus in the Two Rivers community, consistent with the nationwide goal of "flattening the curve," in order that the demand for medical services created by the COVID-19 pandemic does not outstrip the available resources of area healthcare systems.
2. To minimize the exposure of City employees to the virus, so they can remain healthy and available to provide essential services to the citizens, businesses and institutions of the City of Two Rivers.
3. To minimize the potential for City residents, particularly vulnerable populations, to be exposed to the virus as the result of their use of City facilities or interactions with City employees.

These emergency work rules are to remain in effect for the duration of the Governor's "Stay at Home" directive, Executive Order #12, which is currently set to expire at 8:00 AM on Friday, April 24, 2020 and may be subject to extension or modification. These rules may also be extended by order of the City Manager or action of the City Council.

- A. **Public Access to Facilities.** To the extent possible, all **city buildings** are to be locked, with access to the general public prohibited. Appropriate signage is to be provided, explaining that access is prohibited, or limited as described in the exceptions below.

The sole exceptions to this requirement is:

City Hall/Police Department: Public access permitted to first floor lobby area only, to access Police Department service window and Customer Service window. Transactions at the Customer Service window will be limited to voter registration and in-person absentee voting, which end on Friday, April 3, 2020. Any payments are to be placed in dropbox in lobby or exterior drop box at the north (18<sup>th</sup> Street) end of the building.

Following the scheduled April 7 election, City Hall will be closed to any public access, other than by appointment.

Outside parties may be allowed into other City buildings by appointment only; such appointments must be kept to a minimum and are subject to advance approval by the Department Head or his/her designee. Visits by family and friends are absolutely prohibited for the duration of this emergency.

**City parks and trails remain open for public use**, with proper social distancing protocols, but restrooms and park shelters are to remain closed until these emergency rules have been lifted. Playgrounds are also closed, consistent with the Governor's "Safer at Home" directive, because of the potential for virus exposure from touching the plastic and metal surfaces. Advisory signs are to be placed adjacent to play equipment, to further communicate this restriction to the public. Team and contact sports are also prohibited at all City parks and recreation facilities.

- B. **Work from Home/Modified Scheduling.** To the extent feasible, departments will implement both work from home and modified scheduling, to help avoid virus exposure in the work environment. The City's IT Department can assist with facilitating work from home arrangements. Department heads shall report all work from home arrangements that have been implemented to the City Manager.
- C. **Additional Precautions in the Workplace.**
  - 1. **Physical separation from other employees and members of the public.** The 6 foot minimum separation recommended by the CDC and health departments shall be maintained whenever possible. This includes a limit of one employee per vehicle/equipment cab in vehicles and equipment of the Public Works Department and City Utilities. Workstations for management and support staff shall be separated to the maximum extent possible.
  - 2. **Disinfection of Work Areas.** Countertops, desktops, doorknobs, handles, vehicle interiors and other surfaces must be cleaned at least daily with disinfectant, more frequently for surfaces that multiple people come in contact with. There may be occasional supply chain issues that limit the availability of such disinfectant products. Departments are directed to cooperate in the sharing of such supplies, to the extent reasonable. Notify the City Manager if your department is unable to obtain needed disinfection materials.
  - 3. **Interaction Between Departments and Divisions.** Face-to-face contacts with personnel from other departments and among personnel from different divisions within the same department shall be minimized. Use technology to conduct virtual meetings wherever possible—conference calls, video conferencing, etc.

U.S. mail and internal mail can still be picked up at the City Hall mailroom, but those visits should be kept as brief as possible.

Google Hangouts is available for use at all workstations and is an easy tool for setting up conference calls and video conferencing. The City is currently implementing use of Zoom, a cloud-based video conferencing tool, for public meetings and staff use. Contact the IT department for assistance with these tools.

4. **Break Times/Food at Work.** Physical separation needs to be observed at lunch and break times as well, with employees seated at least 6 feet apart. Any food shared among employees must be commercially sealed and individually wrapped, to avoid risk of virus contamination—this means no shared pizzas, sub platters, boxes of donuts, cupcakes from home, etc. Also no potlucks or other special lunches with shared food items.
5. **Entry Into Occupied Dwellings.** For employees of departments other than Police and Fire, entry into occupied dwellings should be avoided unless absolutely necessary, for the protection of both City personnel and the residents. When entry into an occupied dwelling is necessary in order to provide or restore utility services, or due to an emergency situation, employees shall wear appropriate PPE as directed by their department head (PPE includes N95 respirators, goggles, Nitrile gloves and possible additional measures). This temporary prohibition also extends to contract inspectors engaged by the City, and to the contract City Assessor.
6. **Meetings of City Council, Citizen Boards and Committees.** Meetings of the City Council, City Council committees and other public bodies of the City of Two Rivers will be held by video or telephone conference, with members of the body participating from remote locations.

Such remote meetings will be held in accordance with advisories provided by the Wisconsin Department of Justice, to allow for public monitoring of such meetings and to allow for public input when required, as in the case of public hearings.

**Zoom** is the web-based video conferencing software that will be used for all such meetings, except that **Google Hangouts** may be used for closed sessions.

The public may monitor such meetings (except for any closed sessions) by any of the following methods:

- By watching a live-stream of the meeting, on the Two Rivers City Hall Facebook page or the City website ([www.two-rivers.org](http://www.two-rivers.org)).
- By tuning into Spectrum Cable Channel 993
- By accessing video/audio of the meeting live on Zoom (download for free at [zoom.us](https://zoom.us))
- By accessing audio of the meeting on Zoom

Information on how the public may use the above methods to monitor public meetings will be posted on the City's website and City Hall Facebook page.

In addition, the agenda for each public meeting to be conducted remotely shall include information on how the public may monitor that meeting and (where the opportunity is provided) address the public body at that meeting, using the methods above. Information shall include providing the telephone number, video conference link, and any necessary passcodes or other login information.

7. Unless authorized by the City Manager or directed by the City Council, meetings of City boards and committees are suspended until further notice. No in-person meetings of any boards or committees may be scheduled without permission from the City Manager; such requests will only be considered if acceptable social distancing at the meeting location can be assured.

#### 8. **Work-Related Travel.**

For the duration of the emergency, employee travel outside of Manitowoc County is expressly prohibited, with the following exceptions:

- Police Department travel associated with prisoner transports, mental health commitments and similar transports
- Fire Department EMS transports to locations outside the county
- Other essential travel as authorized by the City Manager

### **D. Additional Precautions Outside the Workplace**

1. **Compliance with Executive Orders of the State of Wisconsin.** As City employees providing an array of essential services to the community, we have a responsibility to make every effort to remain healthy and available to perform those services, while at the same time looking out for the health and wellness of ourselves and our families.

The Governor's various executive orders related to the COVID-19 emergency include temporary restrictions on personal behavior. City employees are expected to comply with such restrictions during BOTH WORK AND NON-WORK HOURS. Those temporary restrictions include, by way of example but not limitation:

- A prohibition on large gatherings, or ten or more people (Executive Order #8)
- A prohibition on all Travel, except for Essential Travel, as defined (E.O. # 12, Section 5)
- A prohibition on participation in team or contact sports (E.O. #12, Section 11c)

The City of Two Rivers expects its employees to act in accordance with these restrictions for the duration of the respective executive orders, during both work and non-work hours. Violation of these orders, whether on or off duty, may result in disciplinary action by the City, in addition to the penalties set forth in the executive orders.

2. **Isolation and Quarantine; Return to Work Restrictions Following Travel, Employee Illness or Illness in Employee's Household**

Definitions:

- **Isolation:** Separation of ill persons who have a communicable disease from those who are healthy
- **Quarantine:** Separating and/or restricting the movement and/or activities of well persons who may have been exposed to a communicable disease until it is determined whether they will become ill. These people may have been exposed to a disease but do not know whether they themselves have the disease.

Employees who travel out of state OR have a member of their household that becomes sick with symptoms consistent with COVID-19 must notify their supervisor prior to returning to work.



Based on the individual circumstances, the employee may be placed on quarantine with the following restrictions:

- Employee may be required to self-quarantine away from the workplace for a minimum of 5 calendar days;
- Employee may be allowed to return to work at their department head's discretion and with the approval of the City Manager, with restrictions that may include wear an approved face mask and other PPE and extraordinary physical distancing requirements.

Employees with compromised immune systems should consider self-quarantine; benefit time (vacation time, sick leave, other paid days off) may be taken for this purpose

If an employee has symptoms consistent with COVID-19, or becomes aware that he/she was exposed to the COVID-19 disease without PPE, that employee will be required to self-isolate for a minimum of 14 calendar days. This time period may be shortened or extended at the City's discretion, upon consultation with public health agencies and/or the employee's healthcare provider. A doctor's excuse may be required before return to work.

Work-related exposures will be governed by the applicable Worker's Compensation provision; benefit time may be utilized to the extent permitted.

✓ All other circumstances will be compensated through the employee's sick time.

Employees are not allowed in City buildings during quarantine periods, except as noted above.

Employees are not allowed in City buildings during isolation periods.

Permanent part-time employees of the City, who do not typically receive sick leave benefits, will be paid for scheduled work hours that they are absent from work during the term of these Emergency Work Rules due to the quarantine or isolation requirements cited above. Use of benefit time shall not be required of these employees in such instances.

#### **E. Questions or Concerns**

Questions or concerns about the emergency work rules stated herein, or regarding additional emergency work rules implemented at the department level, should first be addressed with your department head. If your department head is not available, do not hesitate to contact the City Manager with questions or concerns at any time.

City Manager's Office landline: 920-793-5532; e-mail [grebuc@two-rivers.org](mailto:grebuc@two-rivers.org); City Manager's cell phone 920-973-8065 (call or text)



## OFFICE OF THE GOVERNOR

### EXECUTIVE ORDER #72

#### **Relating to a Proclamation Declaring a Health Emergency in Response to the COVID-19 Coronavirus**

**WHEREAS**, in December, 2019, a novel strain of the coronavirus was detected, now named COVID-19, and it has spread throughout numerous countries including the United States;

**WHEREAS**, international organizations, the federal government, state government, and local governments are all working together to contain the further spread of the disease and treat existing cases;

**WHEREAS**, the World Health Organization has declared a Public Health Emergency of International Concern, and the United States Department of Health and Human Services has declared a Public Health Emergency;

**WHEREAS**, the State of Wisconsin has been working to protect all Wisconsinites from the spread of this disease, and to prepare for the impacts it may have on the state; and

**WHEREAS**, in order to protect the health and well-being of its residents, the State of Wisconsin must avail itself of all resources needed to respond to and contain the presence of COVID-19 in the State.

**NOW, THEREFORE, I, TONY EVERS**, Governor of the State of Wisconsin, by the authority vested in me by the Constitution and laws of this state, and specifically by Sections 100.305, 321.39, 323.10, 323.12, and 323.13 of the Wisconsin Statutes, hereby:

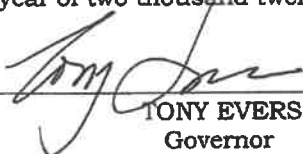
1. Proclaim that a public health emergency, as defined in Section 323.02(16) of the Wisconsin Statutes, exists for the State of Wisconsin.
2. Designate the Department of Health Services as the lead agency to respond to the public health emergency.
3. Direct the Department of Health Services to take all necessary and appropriate measures to prevent and respond to incidents of COVID-19 in the State.
4. Suspend the provisions of any administrative rule, if the Secretary of the Department of Health Services determines that compliance with that rule would prevent, hinder, or delay necessary actions to respond to the emergency and increase the health threat.
5. Authorize the Adjutant General to activate the Wisconsin National Guard as necessary and appropriate to assist in the State's response to the public health emergency.
6. Direct all state agencies to assist as appropriate in the State's ongoing response to the public health emergency.



7. Proclaim that a period of abnormal economic disruption, as defined in Section 100.305 of the Wisconsin Statutes, exists in the State of Wisconsin.
8. Direct the Department of Agriculture, Trade, and Consumer Protection to enforce prohibitions against price gauging during an emergency, as authorized under Section 100.305 of the Wisconsin Statutes and Chapter ATPC 106 of the Wisconsin Administrative Code.



**IN TESTIMONY WHEREOF**, I have hereunto set my hand and caused the Great seal of the State of Wisconsin to be affixed. Done at the Capitol in the City of Madison this twelfth day of March in the year of two thousand twenty.

  
\_\_\_\_\_  
TONY EVERS  
Governor

By the Governor:

  
\_\_\_\_\_  
DOUGLAS LA FOLLETTE  
Secretary of State



State of Wisconsin  
Department of Health Services

Tony Evers, Governor  
Andrea Palm, Secretary

**EMERGENCY ORDER #8**  
**UPDATED MASS GATHERING BAN**

Under the authority of Wis. Stat. § 252.02(3) and at the direction of Governor Tony Evers, I, Andrea Palm, Secretary-designee of the Wisconsin Department of Health Services, order the following:

1. Except for Emergency Order #6, this order supersedes any previous Emergency Order that conflicts with this order.
2. **ENFORCEMENT.** This order is enforceable by any local law enforcement official, including county sheriffs. Violation or obstruction of this order is punishable by up to 30 days imprisonment, up to a \$250 fine, or both. Wis. Stat. § 252.25.
3. **DEFINITIONS.** In this order:
  - a. "Mass gathering" means any planned or spontaneous, public or private event or convening that will bring together or is likely to bring together 10 or more people in a single room or single confined or enclosed space, whether inside or outside, at the same time.
  - b. "Social distancing" means maintaining at least six feet between people and avoiding all direct physical contact.
4. **BAN ON MASS GATHERINGS.** Effective at 5:00 p.m. on Tuesday, March 17, 2020, all public and private mass gatherings are prohibited in the State of Wisconsin.

All gatherings that bring together or are likely to bring together less than 10 people in a single room or confined or enclosed space, whether inside or outside, at the same time must:

- a. Preserve social distancing; and
- b. Follow all other public health recommendations issued by the Wisconsin Department of Health Services and U.S. Centers for Disease Control.

Voluntary cancellation, closure, or limitations on the size of gathering beyond the requirements of this order are permitted and encouraged.

## 5. CLOSURES

- a. **SCHOOLS.** Effective at 5:00 p.m. on Wednesday, March 18, 2020, all public and private schools in the State of Wisconsin shall close for pupil instruction and extracurricular activities. Such institutions shall remain closed for the duration of the public health emergency or until a subsequent order lifts this specific restriction. Schools may be used for other purposes, including school board meetings, polling locations, and food distribution. This section does not apply to facilities or schools operated by the Wisconsin Department of Corrections.
- b. Hair salons, barber shops, nail salons, day spas, tattoo parlors, body art establishments, and tanning facilities. All of these entities must close effective at 5:00 p.m. on Friday, March 20, 2020.

## 6. EXEMPTIONS. The following entities are exempt from the ban on mass gatherings. Exempted facilities, activities, and locations are encouraged to implement social distancing to the greatest extent feasible. All activities and functions directly related to an exempted entity are exempt.

### a. BARS AND RESTAURANTS

- i. Breweries, brewpubs, wineries, distilleries, and alcohol beverage retailers, including bars, are closed to the public except as follows:
  1. Carryout sales of alcohol beverages and food are allowed, if permitted by state law and municipal ordinance.
  2. Customers may enter the above establishments only for the purpose of ordering, pick up and paying for food or beverages or both. No seating may be provided, and food and drink may not be consumed on premises, either indoors or outdoors. Establishments shall preserve social distancing between customers during ordering and pick up.
  3. Delivery of alcohol beverages to retail customers is prohibited, unless the customer first comes to the licensed or permitted premises to make payment in person, face-to-face.

4. Wineries holding direct wine shippers' permits may make deliveries of wine in accordance with their permit.
5. Self-service operations of salad bars, beverage stations, and buffets are prohibited.
6. Customers are prohibited from self-dispensing all unpackaged food.
- ii. Restaurants are closed to the public except as follows:
  1. Restaurants may remain open for food take-out or delivery service only. Alcohol sales must comply with Section 6.a.i. above.
  2. Customers may enter the above establishments only for the purpose of ordering, pick up and paying for food or beverages or both. No seating may be provided, and no food or beverages may be consumed on premises. These restrictions apply to both indoor and outdoor spaces.
  3. Self-service operations of salad bars, beverage stations, and buffets are prohibited.
  4. Customers are prohibited from self-dispensing all unpackaged food.
  5. Restaurants shall preserve social distancing between customers during take-out.
- b. **CHILDCARE LOCATIONS AND CHILDREN AND YOUTH FACILITIES**
  - i. Except as provided in Emergency Health Order #6 and DCF Guidance Order #2, childcare providers.
  - ii. Group homes, shelter care facilities, runaway homes, residential care centers for children and youth, crisis stabilization centers, secured residential care centers for children and youth, Type 2 residential centers for children and youth, juvenile correction facilities, and Type 1 and Type 2 juvenile correction facilities.
- c. **COMMERCIAL AND NON-PROFIT ENTITIES**
  - i. Office spaces. Such facilities shall implement social distancing, including having employees work remotely, as much as practicable.
  - ii. Manufacturing, processing, distribution, and production facilities. Such facilities shall implement social distancing as much as practicable.
  - iii. Job centers.

- iv. Shelter facilities, including day shelters, for individuals and families.
- v. Prevocational group supportive employment.
- vi. Providers of veterinary care for animals.
- d. CONSTRUCTION
  - i. Construction sites and projects, including public works and remodeling projects.
- e. ENERGY AND TELECOM INFRASTRUCTURE
  - i. Utilities and all entities necessary for energy production, distribution, and maintenance.
  - ii. Telecommunication companies.
  - iii. Wisconsin Home Energy Assistance, Low Income Home Energy Assistance Program, and Public Benefits Energy Assistance Program offices, customer service centers, and public intake centers.
- f. FINANCIAL INSTITUTIONS AND SERVICES
  - i. Banks, credit unions, and other depository institutions.
  - ii. Licensed financial service providers.
  - iii. Personnel necessary to perform essential functions at broker dealers and investment advisor offices.
  - iv. Entities covered under this section shall maintain social distancing between customers.
- g. FOOD PRODUCTION AND DISTRIBUTION
  - i. Activities necessary to cultivate and distribute food including farming, livestock, and fishing.
  - ii. Food pantries and food banks.
  - iii. Services, supply, packaging and other providers who are necessary to maintain the safety, sanitation, and essential operation of food production.
  - iv. Retail establishments and auctions that sell animals for production agriculture, animal feed, and agricultural equipment and parts
  - v. Retail food establishments, bakeries, grocery stores, convenience stores, and produce stands engaged in the retail sale of food, including pet supply, if the following requirements are met:
    - 1. Close all seating intended for consuming food;
    - 2. Cease self-service operations of salad bars, beverage stations, and buffets; and
    - 3. Except for grocery stores, prohibit customers from self-dispensing all unpackaged food.

vi. Certified farmers' markets, if the following requirements are met:

1. Prohibit customers from self-dispensing all unpackaged food; and
2. Maintain social distancing between customers and vendors.

#### h. HEALTHCARE

- i. All health care facilities and related facilities, including hospitals, medical facilities, home health agencies, personal care agencies, hospices, allied health providers, acupuncturists, massage therapists, chiropractors, adult family homes, dentists, blood drives and blood banks, and pharmacies.
- ii. Cafeterias and food service in health care facilities may remain open, for staff and authorized visitors only, subject to the following restrictions:
  1. Self-service operations of salad bars, beverage stations, and buffets are prohibited.
  2. Customers are prohibited from self-dispensing all unpackaged food.
  3. The facility shall preserve social distancing between customers.
- iii. Detoxification and alcohol or drug treatment programs and facilities.
- iv. Long-term care and assisted living facilities, as long as the facility follows all current Department of Health Services' Recommendations for Prevention of COVID-19 in Long-Term Care Facilities and Assisted Living Facilities and all applicable U.S. Centers for Disease Control Recommendations.
- v. Adult day care, adult day services, and supportive home care.

#### i. GOVERNMENT AND FIRST RESPONDERS


- i. All first responder facilities and functions, including law enforcement, EMS, and firefighters.
- ii. Any facility or function necessary to respond to a disaster or public health emergency.
- iii. Except as provided for schools in Section 5 above, all local, state, and federal government facilities and functions. This includes, but is not limited to:
  1. Criminal justice and correctional facilities and functions, such as jails, secured juvenile detention



- facilities, Huber facilities, municipal lock-ups, state correctional institutions, and other similar facilities.
    - 2. The Wisconsin Court System.
    - 3. The Wisconsin Legislature.
    - 4. Military and National Guard facilities.
  - iv. All government entities listed under this section shall practice social distancing to the greatest extent practicable.
- j. LODGING
  - i. Hotels and motels if the following requirements are met:
    - 1. Bars and restaurants in hotels and motels must comply with the requirements in Section 6.a above.
    - 2. Guests shall not congregate in lobbies or other common areas.
  - ii. All residential buildings, shared rental units, homeless shelters, or other similar facilities where a person usually sleeps.
- k. MEDIA
  - i. Media and news organizations.
- l. RETAIL AND LAUNDROMATS
  - i. Retail establishments, including gas stations, where large numbers of people are present but are not generally within arm's length of one another for more than 10 minutes. Retail establishments shall implement social distancing.
  - ii. Indoor shopping malls are not exempt and shall close.
  - iii. Laundromats.
- m. TRANSPORTATION
  - i. Airports. Restaurants and bars in airports may remain open as long as they comply with the restrictions contained in Section 6.a above.
  - ii. Automobile service, repair, and sale facilities.
  - iii. Mass transportation systems, including buses, bus stations, bus stops, railroad stations, trains, and similar facilities, regardless of whether such facilities are public or private. Users shall practice social distancing to the greatest extent practicable.
  - iv. Freight rail and other transportation systems that distribute and deliver goods.
  - v. Taxi and private transportation services.
- n. VOTING
  - i. Except for long-term care and assisted care facilities, any location or facility used as a polling location or in-person absentee voting. If such a location or facility is prohibited

elsewhere in this order, the location or facility may remain open solely for the purpose as serving as a polling location or in-person absentee voting location.

This order will remain in effect for the duration of the public health emergency declared in Governor Evers' Executive Order #72, or until a superseding order is issued.

  
Andrea Palm  
Secretary-designee  
State of Wisconsin  
Department of Health Services

3/20/2020  
Date

Attachment: Emergency Work Rules, w Attach 03.28.2020 (2567 : Emergency Work Rules)



State of Wisconsin  
Department of Health Services

Tony Evers, Governor  
Andrea Palm, Secretary

**EMERGENCY ORDER #12  
SAFER AT HOME ORDER**

**WHEREAS**, in December, 2019, a novel strain of the coronavirus was detected, now named COVID-19, and it has spread throughout the world, including every state in the United States;

**WHEREAS**, on January 30, 2020, the World Health Organization declared COVID-19 to be a Public Health Emergency of International Concern;

**WHEREAS**, on March 12, 2020, Governor Tony Evers declared a public health emergency to direct all resources needed to respond to and contain COVID-19 in Wisconsin;

**WHEREAS**, Governor Evers designated the Department of Health Services as the lead agency to respond to the emergency and directed the Department to take all necessary and appropriate measures to prevent and respond to incidents of COVID-19 in Wisconsin;

**WHEREAS**, on March 13, 2020, President Donald Trump proclaimed a National Emergency concerning COVID-19;

**WHEREAS**, as of March 23, 2020, 332,930 people around the world have tested positive for COVID-19, including 33,404 in the United States and 416 in Wisconsin;

**WHEREAS**, as of March 23, 2020, within the past 72 hours, positive COVID-19 cases have risen in the United States from 15,219 to 33,404 (119% increase) and have risen in Wisconsin from 206 to 416 (102% increase). Five Wisconsinites have passed away as a result of COVID-19. Public health officials estimate that the actual number of Wisconsinites infected with COVID-19 is significantly higher and likely present in every county in the state;

**WHEREAS**, at the current growth in the number of people infected, the number of people needing medical care due to COVID-19 will significantly exceed the amount of available healthcare resources;

**WHEREAS**, the entire State of Wisconsin – including residents, businesses, community organizations, and government – need to take all possible actions to reduce further spread of COVID-19 to save lives;

1 West Wilson Street • Post Office Box 7850 • Madison, WI 53707-7850 • Telephone 608-266-9622 •  
[www.dhs.wisconsin.gov](http://www.dhs.wisconsin.gov)

*Protecting and promoting the health and safety of the people of Wisconsin*

Attachment: Emergency Work Rules, w Attach 03.28.2020 (2567 : Emergency Work Rules)

**WHEREAS**, social distancing – the practice of keeping at least six feet apart from others and avoiding direct physical contact – is the only effective means of slowing the rate of infection. Despite prior emergency orders banning mass gatherings, the rates of infection continue to drastically increase, necessitating additional measures to slow the rate of infection and save lives; and

**WHEREAS**, this is a critical moment in Wisconsin and we must all do our part to cease non-essential travel, business, and social interactions;

**NOW THEREFORE**, under the authority of Wis. Stat. § 252.02(3) and (6) and all powers vested in me through Executive Order #72, and at the direction of Governor Tony Evers, I, Andrea Palm, Secretary-designee of the Wisconsin Department of Health Services, order the following:

1. **Stay at home or place of residence.** All individuals present within the State of Wisconsin are ordered to stay at home or at their place of residence, with exceptions outlined below. To the extent individuals are using shared or outdoor spaces other than their home or residence, they must at all times as reasonably possible maintain social distancing of at least six (6) feet from any other person consistent with Social Distancing Requirements as defined below, except that they do not need to maintain social distancing between family members in a single living unit or household members. All persons may leave their homes or residences only for the following functions as are defined in this Order:
  - a. **Essential Activities** (defined in section 11);
  - b. **Essential Governmental Functions** (defined in section 12);
  - c. To operate **Essential Businesses and Operations** (defined in section 13);
  - d. To perform non-essential **Minimum Basic Operations** (defined in section 14);
  - e. **Essential Travel** (defined in section 15); and
  - f. **Special Situations** (defined in section 8, 9, and 10).

Individuals experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter. Governmental and other entities are strongly urged to make such shelter available as soon as possible to the maximum extent practicable and to follow the Wisconsin Department of Health Services (DHS) and the U.S. Centers for Disease Control and Prevention (CDC) guidance on COVID-19 risk mitigation practices.

Individuals whose homes or residences are unsafe or become unsafe, such as victims of domestic violence, are permitted and urged to leave

their home and stay at a safe alternative location. For purposes of this Order, homes or residences include hotels, motels, shared rental units, dormitories, shelters, and similar facilities.

2. **Non-essential business and operations must cease.** All for-profit and non-profit businesses with a facility in Wisconsin, except Essential Businesses and Operations as defined below, are required to cease all activities at facilities located within Wisconsin, except:
  - a. Minimum Basic Operations, as defined below, and
  - b. Any operations consisting exclusively of employees or contractors performing activities at their own home or residences (i.e., working from home).

All businesses, including Essential Businesses and Operations, shall, to the greatest extent possible, use technology to avoid meeting in person, including virtual meetings, teleconference, and remote work (i.e., work from home). Businesses may not engage in door-to-door solicitation, regardless of its purpose or status as an Essential Business or Operation.

All Essential Businesses and Operations are encouraged to remain open. To the greatest extent feasible, Essential Businesses and Operations shall comply with Social Distancing Requirements as defined in this Order; in doing so, Essential Businesses and Operations shall, to the greatest extent possible, ensure that both employees and members of the public are maintaining six-foot social distancing, including but not limited to when any customers are standing in line.

3. **Prohibited activities.** All public and private gatherings of any number of people that are not part of a single household or living unit are prohibited, except for the limited purposes expressly permitted in this Order. Nothing in this Order prohibits the gathering of members of a single household or living unit. Landlords or rental property managers shall avoid entering leased residential premises unless emergency maintenance is required.
4. **Closures.** All of the following facilities shall be closed:
  - a. **Public and private K-12 schools and public libraries.** Except for facilitating distance learning or virtual learning, public and private K-12 schools are closed for pupil instruction and extracurricular activities. Libraries shall close for all in-person services, but may continue to provide on-line services and programming. Schools and public libraries may be used for Essential Government Functions and food distribution. This



section does not apply to facilities operated by the Wisconsin Department of Corrections or the Department of Military Affairs including the Challenge Academy.

- b. Places of public amusement and activity.** Whether indoors or outdoors, including but not limited to amusement parks, carnivals, water parks, licensed public or private swimming pools, splash pads, aquariums, zoos, museums, arcades, fairs, children's play centers, playgrounds, funplexes, theme parks, bowling alleys, movie and other theaters, concert and music halls, country clubs, social clubs, and gyms and fitness centers.
  - c. Salons and spas.** This includes, but is not limited to, hair salons, barber shops, nail salons, day spas, electrolysis providers, waxing salons, eyebrow-care establishments, tattoo parlors, body art establishments, and tanning facilities.
- 5. Prohibited and permitted travel.** All forms of travel are prohibited, except for Essential Travel as defined in this Order. Individuals riding on public transit must comply with Social Distancing Requirements to the greatest extent possible.
  - 6. Follow DHS and CDC guidelines.** When taking any action permitted under this Order, all individuals, organizations, government bodies, and any other permitted group of individuals shall, to the extent possible, follow DHS guidelines located here:  
<https://www.dhs.wisconsin.gov/covid-19/index.htm>.

All Essential Businesses and Operations and all businesses performing Minimum Basic Operations shall comply with DHS guidelines for businesses located here: <https://www.dhs.wisconsin.gov/covid-19/employers.htm>.

- 7. Elderly people and those who are vulnerable as a result of underlying health conditions should take additional precautions.** People at high risk of severe illness from COVID-19 and people who are sick are urged to stay in their home or residence to the extent possible except as necessary to seek medical care. Nothing in this Order prevents DHS and local health officials from issuing and enforcing isolation and quarantine orders pursuant to Wis. Stat. ch. 252 and local ordinances.

## **SPECIAL SITUATIONS**



- 8. Healthcare and Public Health Operations.** For purposes of this Order, individuals may leave their residence to work for or obtain services at any Healthcare and Public Health Operations.

Healthcare and Public Health Operations includes, but is not limited to: hospitals; medical facilities; clinics; ambulatory surgery centers for response to urgent health issues or related COVID-19 activities; manufacturers, technicians, logistics, and warehouse operators and distributors of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing disinfecting or sterilization supplies, and tissue and paper towel products; dental offices; pharmacies; public health entities, including those that compile, model, analyze, and communicate public health information; pharmaceutical, pharmacy, medical device and equipment, and biotechnology companies (including operations, research and development, manufacture, and supply chain); healthcare information technology companies; organizations collecting blood, platelets, plasma, and other necessary materials; obstetricians, gynecologists, and midwife practices; eye care centers, including those that sell glasses and contact lenses; home health agencies and providers; mental health and substance abuse providers; detoxification and alcohol or drug treatment programs and facilities; syringe access programs, and naloxone distribution programs; other healthcare facilities and suppliers and providers of any related or any ancillary healthcare services; entities that transport and dispose of medical materials and remains; personal care agencies; hospices; allied health providers; acupuncturists; massage therapists; chiropractors; and adult family homes.

Specifically included in Healthcare and Public Health Operations are manufacturers, technicians, logistics, and warehouse operators and distributors of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing disinfecting or sterilization supplies, and tissue and paper towel products.

Healthcare and Public Health Operations also includes veterinary care and all healthcare services provided to animals. Non-essential veterinary care should be avoided.

Cafeterias and food service in health care facilities may remain open for staff and authorized visitors only, subject to the following restrictions:

- a. Self-service operations of salad bars, beverages stations, and buffets are prohibited.

- b. Customers are prohibited from self-dispensing any unpackaged food or beverage.
- c. Customers and staff shall comply with Social Distancing Requirements, including in seating areas and lines.

Healthcare and Public Health Operations shall be broadly construed to avoid any impediments to the delivery of healthcare, broadly defined. Healthcare and Public Health Operations does not include fitness and exercise gyms, hair salons, barber shops, nail salons, day spas, electrolysis providers, tattoo parlors, body art establishments, tanning facilities, and similar facilities.

- 9. Human Service Operations.** For purposes of this Order, individuals may leave their residence to work for or obtain services at any state, institutional, or community-based setting providing human services to the public.

Human Service Operations includes, but is not limited to: long-term care and assisted living facilities, as long as the facility follows all current DHS Recommendations for Prevention of COVID-19 in Long-Term Facilities and Assisted Living Facilities and all applicable U.S. Centers for Disease Control Recommendations; residential settings and shelters for adults, seniors, children, victims of domestic abuse, people with disabilities, people with substance use disorders, or mental illness; transitional facilities; home-based settings to provide services to individuals with physical, intellectual, or developmental disabilities, seniors, adults, or children; adult day care, adult day services, and supportive home care; field offices that provide and help to determine eligibility for basic needs including food, cash assistance, medical coverage, vocational services, or rehabilitation services; developmental centers; adoption agencies; businesses that provide food, shelter, social services, or other necessities of life for economically disadvantaged individuals, individuals with physical, intellectual, or developmental disabilities, or otherwise needy individuals.

Human Services Operations shall be construed broadly to avoid any impacts to the delivery of human services, broadly defined.

- 10. Essential Infrastructure.** For purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to offer, provide, operate, maintain, and repair Essential Infrastructure.

Essential Infrastructure includes, but is not limited to: food production, distribution, fulfillment centers, storage facilities, marinas, and sales; construction (including, but not limited to, construction required in

response to this public health emergency, hospital construction, construction of long-term care and assisted living facilities, public works construction, school construction, Essential Business and Operations construction, construction necessary for Essential Governmental Functions, and housing construction, except that optional or aesthetic construction should be avoided); building management and maintenance; airport operations; operation and maintenance of utilities, including water, sewer, gas, and electric (including power generation, distribution, production of raw materials, and Wisconsin Department of Natural Resources-certified and registered drinking water and wastewater testing laboratories); Wisconsin Home Energy Assistance, Low Income Home Energy Assistance Program, and Public Benefits Energy Assistance Program offices, customer service centers, and public intake centers; distribution centers; oil and biofuel refining; roads, highways, railroads, and public transportation; ports; cybersecurity operations; flood control; solid waste and recycling collection and removal; and internet, video, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services).

Essential Infrastructure shall be construed broadly to avoid any impacts to essential infrastructure, broadly defined.

## DEFINITIONS

**11. Essential Activities.** Individuals may leave their home or residence to perform any of the following:

- a. Health and safety.** To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members, including pets, such as, by way of example only and without limitation, obtaining medical supplies or medication, seeking emergency services, or visiting a health care or behavior health care professional. Individuals should rely on telehealth options whenever feasible.
- b. Necessary supplies and services.** To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation: canned food, dry goods, fresh fruits and vegetables, gasoline, propane, pet supply, fresh meats, fish, and poultry, and any other household consumer products, and products necessary to maintain the safety, sanitation, and essential operation of residences.

- c. **Outdoor activity.** To engage in outdoor activity, including visiting public and state parks, provided individuals comply with Social Distancing Requirements as defined below. Such activities include, by way of example and without limitation, walking, biking, hiking, or running. Individuals may not engage in team or contact sports such as by way of example and without limitation, basketball, ultimate frisbee, soccer, or football, as these activities do not comply with Social Distancing Requirements. Playgrounds are closed.
- d. **Certain types of work.** To perform work at Essential Businesses or Operations or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations and obtaining supplies needed to work from home.
- e. **Take care of others.** To care for a family member, friend, or pet in another household, and to transport family members, friends, or pets as allowed in this Order.

**12. Essential Governmental Functions.** Essential Governmental Functions means all services provided by the State, tribal, or local governments needed to ensure the continuing operation of the government body and provide and support the health, safety, and welfare of the public. Each government body shall determine its Essential Government Function, if any, and identify employees and contractors necessary to the performance of those functions.

For purposes of this Order, all paid or volunteer first responders including law enforcement, EMS, and firefighters; first responder training academies; building inspectors; emergency management personnel; emergency dispatchers; court personnel, jurors and grand jurors; corrections personnel; hazardous materials responders; child protection and child welfare personnel; housing and shelter personnel; National Guard and military; and others working for or to support Essential Businesses and Operations are categorically exempt from this Order.

This section does not limit the ability or authority of the Wisconsin Supreme Court to use its constitutional supervisory authority over lower courts to limit or adjust court functions in response to the Public Health Emergency. This section does not limit the ability or authority of the Wisconsin Legislature to meet or conduct business.

Government bodies should continue to follow the Wisconsin Department of Justice's Office of Open Government guidance regarding



holding government meetings, and should consult directly with that office regarding specific open meetings questions. The guidance is available here: <https://www.doj.state.wi.us/news-releases/office-open-government-advisory-additional-information-regarding-covid-19-and-open>. Government bodies with additional questions about open meetings requirements should consult with the Wisconsin Department of Justice's Office of Open Government.

- 13. Essential Businesses and Operations.** All entities described in this section shall meet Social Distancing Requirements between all individuals on the premises to the extent possible. Essential Businesses and Operations shall, to the greatest extent possible, use technology to avoid meeting in person, including virtual meetings, teleconference, and remote work (i.e., work from home). For the purposes of this Order, Essential Businesses and Operations means Healthcare and Public Health Operations, Human Services Operations, Essential Infrastructure, and Essential Governmental Functions, and the following:

- a. **CISA List.** Any business or worker identified in the U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency (CISA), *Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response*, updated March 23, 2020, and any subsequent versions of this Memorandum.
- b. **Stores that sell groceries and medicine.** Grocery stores, bakeries, pharmacies, farm and produce stands, supermarkets, food banks and food pantries, convenience stores, and other establishments engaged in the retail sale of groceries, canned food, dry goods, frozen foods, fresh fruits and vegetables, pet supply, fresh meats, fish, poultry, prepared food, alcoholic and non-alcoholic beverages, and any other household consumer products (such as cleaning and personal care products). Such establishments shall:
  - i. Close all seating intended for consuming food.
  - ii. Cease any self-service operations of salad bars, beverage stations, and buffets.
  - iii. Except for grocery stores, prohibit customers from self-dispensing all unpackaged food.
  - iv. Abide by Social Distancing Requirements.

This section should not be interpreted to provide an exemption for businesses engaged in the sale of food or beverage ancillary

to its primary purpose, such as those businesses required to close under Section 4 who also may engage in some food or beverage sales.

**c. Food and beverage production, transport, and agriculture.**

Food and beverage manufacturing, production, processing, transportation, and cultivation; farming, livestock, fishing, baking, and other production agriculture, including cultivation, marketing, production, and distribution of animals and goods for consumption; businesses that provide food, shelter, and other necessities of life for animals, including animal shelters, boarding, rescues, kennels, and adopting facilities; farm and agriculture equipment, supplies, and repair services.

**d. Restaurants.** Restaurants shall close, except as follows:

- i. Restaurants may remain open for food take-out or delivery service only.
- ii. Alcohol sales must comply with section 13.e. below.
- iii. Customers may enter the above establishments only for the purpose of ordering, pick up, and paying for food or beverage or both.
- iv. No seating may be provided.
- v. Food and drink may not be consumed on premises, either indoors or outdoors.
- vi. Establishments shall meet Social Distancing Requirements between all individuals on the premises to the extent possible.
- vii. Cease any self-service operations of salad bars, beverage stations, and buffets.
- viii. Customers are prohibited from self-dispensing any unpackaged food or beverage.

**e. Bars.** This includes breweries, brewpubs, wineries, distilleries, and alcohol beverage retailers. Such establishments shall close, except as follows:

- i. Carryout sales of alcohol beverages and food are allowed, if permitted by state law and municipal ordinance.
- ii. Delivery of alcohol beverages to retail customers is prohibited.
- iii. Wineries holding direct wine shippers' permits may make deliveries of wine in accordance with their permit.



- iv. Customers may enter the above establishments only for the purpose of ordering, pick up, and paying for food or beverage or both.
- v. No seating may be provided.
- vi. Food and drink may not be consumed on premises, either indoors or outdoors.
- vii. Establishments shall meet Social Distancing Requirements between all individuals on the premises to the extent possible.
- viii. Self-service operations of salad bars, beverage stations, and buffets are prohibited.
- ix. Customers are prohibited from self-dispensing any unpackaged food or beverage.

**f. Child care settings.** Secretary-designee Andrea Palm's Emergency Order #6 remains in effect, with the following amendments:

- i. Child care settings shall prioritize care for families as follows:
  - 1. Tier 1: employees, contractors, and other support staff working in health care;
  - 2. Tier 2: employees, contractors, and other staff in vital areas including but not limited to military; long term care; residential care; pharmacies; child care; child welfare; government operations; public safety and critical infrastructure such as sanitation, transportation, utilities, telecommunications; grocery and food services; supply chain operations; and other sectors as determined by the Secretary of the Department of Children and Families.
- ii. Child care settings include all licensed and certified child care providers who may provide care for any age or ages of children up to 13 years of age, unless specially licensed for children with disabilities up to 19 years of age.

**g. Organizations that provide charitable and social services.**

Businesses and religious and secular nonprofit organizations, including prevocational group supportive employment, food banks and food pantries, when providing food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this public health emergency, and people with disabilities.

- h. Weddings, funerals, and religious entities.** Religious facilities, entities, groups, and gatherings, and weddings and funerals, except that any gathering shall include fewer than 10 people in a room or confined space at a time and individuals shall adhere to Social Distancing Requirements as much as possible.
- i. Funeral establishments.** Funeral establishments, as defined in Wis. Stat. § 445.01(6), except that any gathering shall include fewer than 10 people in a room or confined space at a time and individuals shall adhere to Social Distancing Requirements as much as possible.
- j. Media.** Newspapers, television, radio, and other media services.
- k. Gas stations and businesses needed for transportation.** Gas stations; auto and motorcycle supply, repair and sales; boat supply, repair, and sales; and bicycle supply, repair, and sales.
- l. Financial institutions and services.** Banks, credit unions, and other depository or lending institutions; licensed financial service providers; insurance services; personnel necessary to perform essential functions at broker dealers and investment advisor offices.
- m. Hardware and supplies stores.** Hardware stores and businesses that sell electrical, plumbing, heating, and construction material.
- n. Critical trades.** Building and Construction Tradesmen and Tradeswomen, and other trades including but not limited to plumbers, electricians, carpenters, laborers, sheet metal, iron workers, masonry, pipe trades, fabricators, finishers, exterminators, pesticide application, cleaning and janitorial staff for commercial and governmental properties, security staff, operating engineers, HVAC, painting, moving and relocation services, forestry and arborists, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, Essential Governmental Functions, and Essential Businesses and Operations.
- o. Mail, post, shipping, logistics, delivery, and pick-up services.** Post offices and other businesses that provide shipping and delivery services, and businesses that ship or

deliver groceries, food, beverages, goods or services to end users or through commercial channels.

- p. Laundry services.** Laundromats, dry cleaners, industrial laundry services, and laundry service providers.
- q. Supplies to work from home.** Businesses that sell, manufacture, or supply products needed for people to work from home.
- r. Supplies for Essential Businesses and Operations and Essential Governmental Functions.** Businesses that sell, manufacture, or supply other Essential Businesses and Operations and Essential Governmental Functions with the support or supplies necessary to operate, including computers; audio and video electronics; household appliances; IT and telecommunication equipment; hardware; paint; flat glass; electrical, plumbing, and heating materials; construction materials and equipment; sanitary equipment; personal hygiene products; food, food additives, ingredients, and components; medical and orthopedic equipment; firearm and ammunition suppliers and retailers for purposes of safety and security; optics and photography equipment; diagnostic; food and beverages; chemicals; paper and paper products; soaps and detergents.
- s. Transportation.** Airlines, taxis, transportation network providers (such as Uber and Lyft), vehicle rental services, paratransit, and other private, public, and commercial transportation and logistics providers necessary for Essential Activities and other purposes expressly authorized in this Order.
- t. Home-based care and services.** Home-based care for seniors, adults, children, and/or people with disabilities, substance use disorders, and/or mental illness, including caregivers or nannies who may travel to the child's home to provide care, and other in-home services including meal delivery.
- u. Professional services.** Professional services, such as legal or accounting services, insurance services, real estate services (including appraisal, home inspection, and title services). These services shall, to the greatest extent possible, use technology to avoid meeting in person, including virtual meetings, teleconference, and remote work (i.e., work from home).

- v. Manufacture, distribution, and supply chain for critical products and industries.** Manufacturing companies, distributors, and supply chain companies producing and supplying essential products and services in and for industries such as pharmaceutical, technology, biotechnology, healthcare, chemicals and sanitation, waste pickup and disposal, agriculture, food and beverage, transportation, energy, steel and steel products, petroleum and fuel, mining, construction, national defense, communications, and products used by other Essential Governmental Functions and Essential Businesses and Operations.
- w. Critical labor union functions.** Essential activities include the administration of health and welfare funds and personnel checking on the well-being and safety of members providing services in Essential Business and Operations, provided the checks are done by telephone or remotely where possible.
- x. Hotels and motels.** Hotels and motels, except that such establishments shall:
  - i. Comply with requirements of 12.b, 12.d. and 12.e.
  - ii. Close swimming pools, hot tubs, and exercise facilities.
  - iii. Prohibit guests from congregating in lobbies or other common areas, including providing adequate space to adhere to Social Distancing Requirements while queuing for front desk services.
- y. Higher educational institutions.** Higher educational institutions, for purposes of facilitating distance learning, performing critical research, or performing essential functions as determined by the institution.
- z. WEDC designated businesses.** In the exceptional circumstance that a business is not listed in this Order as an Essential Business or Operations but believes that it should be included in that designation, the business should consult the information page on the Wisconsin Economic Development Corporation (WEDC) website, here: [www.wedc.org/essentialbusiness](http://www.wedc.org/essentialbusiness). If a business still believes that it does not fall within the meaning of Essential Businesses and Operations, it may apply to the Wisconsin Economic Development Corporation (WEDC) using the provided form requesting designation as such.

**14. Minimum Basic Operations.** For the purposes of this Order, Minimum Basic Operations include the following, provided that employees comply with Social Distancing Requirements, to the extent possible, while carrying out such operations:

- a. The minimum necessary activities to maintain the value of the business's inventory, preserve the condition of the business's physical plant and equipment, ensure security, process payroll and employee benefits, or for related functions, including where these functions are outsourced to other entities.
- b. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.

**15. Essential Travel.** Individuals engaged in any Essential Travel must comply with Social Distancing Requirements to the extent possible. For the purposes of this Order, Essential Travel includes:

- a. Any travel related to the provision of or access to Essential Activities, Special Situations, Essential Governmental Functions, Essential Businesses and Operations, or Minimum Basic Operations.
- b. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
- c. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, or any other related services.
- d. Travel to return to a place of residence from outside the jurisdiction.
- e. Travel required by law enforcement or court order, including to transport children pursuant to a custody agreement.
- f. Travel required for non-residents to return to their place of residence outside Wisconsin. Individuals are strongly encouraged to verify that their transportation out of Wisconsin remains available and functional prior to commencing such travel.

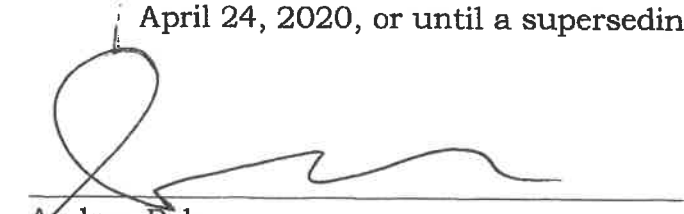
**16. Social Distancing Requirements.** For purposes of this Order, Social Distancing Requirements includes maintaining social distancing of six (6) feet between people; washing hands with soap and water for at least

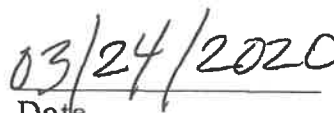


20 seconds as frequently as possible or using hand sanitizer; covering coughs or sneezes (into the sleeve or elbow, not hands); regularly cleaning high-touch surfaces; not shaking hands; and following all other public health recommendations issued by DHS and the U.S. Centers for Disease Control.

## ENFORCEMENT

- 17. Enforcement.** This Order is enforceable by any local law enforcement official, including county sheriffs. Violation or obstruction of this Order is punishable by up to 30 days imprisonment, or up to \$250 fine, or both. Wis. Stat. § 252.25.
- 18. 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.
- 19. Supremacy.** This Order supersedes any local order that is in conflict with this order.
- 20. Duration.** This Order shall become effective at 8:00 a.m. on Wednesday, March 25, 2020 and will remain in effect until 8:00 a.m. on Friday, April 24, 2020, or until a superseding order is issued.

  
 Andrea Palm  
 Secretary-designee  
 Department of Health Services  
 State of Wisconsin

  
 Date





## FOR IMMEDIATE RELEASE

March 16<sup>th</sup>, 2020

MANITOWOC, WI – County Executive Bob Ziegelbauer has declared a Public Health Emergency in Manitowoc County as a proactive step to guard against the spread of COVID-19 and ensure the continuity of essential County government operations to support the health, wellbeing and safety of the public. The declaration makes resources from multiple County departments available to fight COVID-19 and follows declarations at both the State and Federal level.

As of this evening, there remain no confirmed cases of COVID-19 within Manitowoc County. However, multiple cases have been reported in neighboring counties. For the past several weeks, the Manitowoc County Health Department and the Manitowoc County Emergency Services Department have been closely monitoring the situation and meeting to discuss COVID-19. Both departments recently met with local emergency medical service providers, hospitals, and other County departments to plan for the possibility of cases in the County.

The public is highly encouraged to follow guidance from the State Health Department and the CDC to help limit the spread of the virus. These guidelines are changing quickly as the situation evolves, but residents can check the following websites for the most up to date information:

- Manitowoc County: <http://www.manitowoccounty.org>
- Manitowoc County Health Department Facebook: @MantyCountyHealth
- Wisconsin Department of Health Services: [www.dhs.wisconsin.gov/covid-19](http://www.dhs.wisconsin.gov/covid-19)
- Centers for Disease Control and Prevention: [www.cdc.gov/coronavirus/2019-ncov/](http://www.cdc.gov/coronavirus/2019-ncov/)

On March 16<sup>th</sup>, Wisconsin Governor Tony Evers directed the State Health Department to issue an order prohibiting gatherings of 50 people or more Statewide. Manitowoc County strongly encourages residents to comply with this order at their schools, theaters, museums, stadiums, conference rooms, meeting halls, taverns, health and fitness centers, and places of worship. Critical infrastructure and services such as grocery stores, food pantries, childcare centers, pharmacies, and hospitals are exempt from this order. Restaurants and bars are required to operate at less than 50 percent capacity or have fewer than 50 people, whichever is less.

Current guidelines encourage residents to take the following steps:

- Wash your hands often with soap and water for at least 20 seconds, especially before eating and after going to the bathroom, blowing your nose, coughing, or sneezing.
- If you do not have soap and water, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

For questions, contact the Manitowoc County Health Department at (920) 683-4155.

[www.manitowoccounty.org](http://www.manitowoccounty.org)

## **EXECUTIVE PROCLAMATION DECLARING PUBLIC HEALTH EMERGENCY**

**WHEREAS, in December 2019, a novel strain of the corona virus, now named Corona virus Disease 2019 (COVID-19), was detected and has spread throughout many countries, including the United States; and**

**WHEREAS, COVID-19 is a contagious, and at times fatal, respiratory disease; and**

**WHEREAS, the outbreak of COVID-19 and the effects of its risk of person-to-person transmission could significantly affect the lives and health of our citizen, as well as the County's economy; and**

**WHEREAS, the World Health Organization has declared a Public Health Emergency of International Concern; and**

**WHEREAS, the United States Department of Health and Human Services has followed suit and declared a Public Health Emergency; and**

**WHEREAS, on March 12, 2020, the State of Wisconsin declared the existence of a public health emergency, as defined in Wis. Stat. § 323.02(16); and**

**WHEREAS, the existence of confirmed cases of COVID-19 within Wisconsin constitutes a condition within Manitowoc County posing an imminent threat of a disaster within the meaning of Wis. Stat. ch. 323 that impacts the health, security, and safety of the public and could impair critical systems of Manitowoc County; and**

**WHEREAS, it is necessary and expedient for the health, safety, protection, and welfare of persons within Manitowoc County, that reasonable and prudent steps be taken to treat those infected with COVID-19 and to prevent, limit and contain the potential community spread of COVID-19; and**

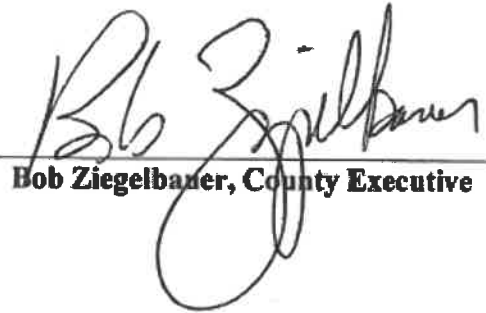
**WHEREAS, declaring a state of emergency will facilitate and expedite the use of resources to protect persons from the impacts of the spread of COVID-19 while ensuring continuity of critical operations within Manitowoc County;**

**NOW, THEREFORE, I, BOB ZIEGELBAUER, County Executive of the County of Manitowoc, by the authority vested in me pursuant to Wis. Stat. §§ 323.11 and 323.14(4)(b), hereby PROCLAIM that a state of emergency now exists within Manitowoc County in light of the public health threat posed by COVID-19 for a period of sixty (60)**

days or until modified by further proclamation or an action of the Manitowoc County Board; and

**BE IT FURTHER PROCLAIMED** that declaring a state of emergency will facilitate and expedite the use of resources to protect persons from the, impacts of the spread of COVID-19 while, maintaining continuity of operations for Manitowoc County.

Dated this 16<sup>th</sup> day of March, 2020.



Bob Ziegelbauer, County Executive



## City of Two Rivers Proclamation of Emergency

**WHEREAS**, the Federal Government, the State of Wisconsin and the County of Manitowoc have each declared states of emergency in response to the COVID-19 pandemic; and

**WHEREAS**, it is necessary and expedient at this time to act to declare a community emergency in the City of Two Rivers, in order to:

- Protect the health and safety of City of Two Rivers residents and employees;
- Prepare for an extended state of emergency across our state and nation in response to this pandemic;
- Take measures that assure the continued effective operation of local government and provision of City services to the Two Rivers community; and
- Properly account for extraordinary expenses that the City may incur in the course of meeting community service needs during this emergency; and

**WHEREAS**, the Two Rivers City Council cannot promptly meet due to emergency conditions, in accordance with provision of Section 323.14(4)(b) of Wisconsin Statutes, “the chief executive officer or acting chief executive officer of any local unit of government shall exercise by proclamation all of the powers conferred upon the governing body under par. (a) or s. 323.11 that appear necessary and expedient;” and

**WHEREAS**, it is necessary and appropriate to take such action at this time, such that a State of Emergency is properly declared in the City of Two Rivers;


**NOW, THEREFORE**, pursuant to the authority granted to me by Wis. Stat. Chs. 64 and 323, as well as Section 2-3-4 of City Ordinances; as duly appointed City Manager of the City of Two Rivers, Manitowoc County, Wisconsin, I hereby proclaim that an emergency exists immediately and until further notice, and will advise the County of Manitowoc and the State of Wisconsin of the emergency and request county and state assistance as appropriate; and

**FURTHER**, I do hereby direct and authorize City Department Heads to take the following actions which also are effective immediately and will continue until further notice:

- Close the J.E. Hamilton Community House, Lester Public Library and Two Rivers Fire Station to the public, including any third party use of those facilities;
- Close City Hall to all public access and uses, except for accessing the Police Department Service window, accessing the Customer Service counter for voter registration and in-person absentee voting services, and accessing other City departments at City Hall on an "appointment only" basis;
- Close the facilities of all other City buildings to any non-authorized individuals;
- Encourage by-mail absentee voting rather than in-person voting;
- Make emergency purchases of goods and materials as necessary to address this emergency;
- Make requests of equipment and resources from Manitowoc and Calumet Counties, and the State of Wisconsin;
- Implement emergency policies and procedures related to employee work rules and scheduling;
- Implement measures and employ technology to allow for "virtual" meetings of the City Council and public bodies of the City, including public viewing of/participation in such meetings, in accord with guidance provided by the Wisconsin Department of Justice;
- Enforce any and all provisions of Emergency Orders issued by the Governor of the State of Wisconsin, including Executive Order 72, Declaring a Health Emergency in response to the COVID-19 Coronavirus Pandemic, effective March 12, 2020, and all subsequent Executive Orders related to the pandemic

This proclamation is subject to ratification, alteration, modification, or repeal by the City Council of the City of Two Rivers, at its next scheduled meeting, at 6:00 PM on Monday, March 30, 2020, or sooner if a special meeting of the City Council is deemed necessary.

Dated March 20, 2020 at 5:00 pm.

  
 Gregory E. Buckley  
 City Manager





## City of Two Rivers Proclamation of Emergency

**WHEREAS**, the Federal Government, the State of Wisconsin and the County of Manitowoc have each declared states of emergency in response to the COVID-19 pandemic; and

**WHEREAS**, it is necessary and expedient at this time to act to declare a community emergency in the City of Two Rivers, in order to:

- Protect the health and safety of City of Two Rivers residents and employees;
- Prepare for an extended state of emergency across our state and nation in response to this pandemic;
- Take measures that assure the continued effective operation of local government and provision of City services to the Two Rivers community; and
- Properly account for extraordinary expenses that the City may incur in the course of meeting community service needs during this emergency; and

**WHEREAS**, the Two Rivers City Council cannot promptly meet due to emergency conditions, in accordance with provision of Section 323.14(4)(b) of Wisconsin Statutes, “the chief executive officer or acting chief executive officer of any local unit of government shall exercise by proclamation all of the powers conferred upon the governing body under par. (a) or s. 323.11 that appear necessary and expedient;” and

**WHEREAS**, it is necessary and appropriate to take such action at this time, such that a State of Emergency is properly declared in the City of Two Rivers;


**NOW, THEREFORE**, pursuant to the authority granted to me by Wis. Stat. Chs. 64 and 323, as well as Section 2-3-4 of City Ordinances; as duly appointed City Manager of the City of Two Rivers, Manitowoc County, Wisconsin, I hereby proclaim that an emergency exists immediately and until further notice, and will advise the County of Manitowoc and the State of Wisconsin of the emergency and request county and state assistance as appropriate; and

**FURTHER**, I do hereby direct and authorize City Department Heads to take the **following actions which also are effective immediately and will continue until further notice:**

- Close the J.E. Hamilton Community House, Lester Public Library and Two Rivers Fire Station to the public, including any third party use of those facilities;
- Close City Hall to all public access and uses, except for accessing the Police Department Service window, accessing the Customer Service counter for voter registration and in-person absentee voting services, and accessing other City departments at City Hall on an "appointment only" basis;
- Close the facilities of all other City buildings to any non-authorized individuals;
- Encourage by-mail absentee voting rather than in-person voting;
- Make emergency purchases of goods and materials as necessary to address this emergency;
- Make requests of equipment and resources from Manitowoc and Calumet Counties, and the State of Wisconsin;
- Implement emergency policies and procedures related to employee work rules and scheduling;
- Implement measures and employ technology to allow for "virtual" meetings of the City Council and public bodies of the City, including public viewing of/participation in such meetings, in accord with guidance provided by the Wisconsin Department of Justice;
- Enforce any and all provisions of Emergency Orders issued by the Governor of the State of Wisconsin, including Executive Order 72, Declaring a Health Emergency in response to the COVID-19 Coronavirus Pandemic, effective March 12, 2020, and all subsequent Executive Orders related to the pandemic

This proclamation is subject to ratification, alteration, modification, or repeal by the City Council of the City of Two Rivers, at its next scheduled meeting, at 6:00 PM on Monday, March 30, 2020, or sooner if a special meeting of the City Council is deemed necessary.

Dated March 20, 2020 at 5:00 am/pm.

  
 Gregory E. Buckley  
 City Manager



## EMERGENCY WORK RULES AND MITIGATION PROTOCOLS IMPLEMENTED IN RESPONSE TO COVID-19 PANDEMIC

**Meetings of City Council, Citizen Boards and Committees.** Meetings of the City Council, City Council committees and other public bodies of the City of Two Rivers will be held by video or telephone conference, with members of the body participating from remote locations.

Such remote meetings will be in accordance with advisories provided by the Wisconsin Department of Justice, to comply with requirements of WI's Open Meetings Law. This includes making provision for public monitoring of meetings and allowing for public input when required, e.g., at public hearings.

**Zoom** is the web-based video conferencing software that will be used for all such meetings, **Google Hangouts** may be used for closed sessions.

The public may monitor such meetings (except for closed sessions) by any of the following methods:

- By viewing a live-stream of the meeting, on the Two Rivers City Hall Facebook page or City website [www.two-rivers.org](http://www.two-rivers.org) (meeting videos also archived at these locations)
- By viewing live on Spectrum Cable Channel 993
- By accessing video/audio of the meeting live on Zoom (download for free at [www.zoom.us](http://www.zoom.us)) via the Internet
- By accessing audio of the meeting on Zoom via telephone connection

Information on how the public may use the above methods to monitor public meetings will be posted on the City's website and City Hall Facebook page.

In addition, the agenda for each public meeting to be conducted remotely shall include information on how the public may monitor that meeting and (where the opportunity is provided) address the public body at that meeting, using the methods above. Information shall include providing the telephone number, video conference link, and any necessary passcodes or other login information.

Unless specifically authorized by the City Manager or directed by the City Council, meetings of City boards and committees are suspended until further notice. No in-person meetings of any boards or committees may be scheduled without permission from the City Manager; such requests will only be considered if acceptable social distancing at the meeting location can be assured.

This emergency rule is to remain in effect for the duration of the Governor's "Stay at Home" directive, Executive Order #12, which is currently set to expire at 8:00 AM on Friday, April 24, 2020 subject to extension or modification by the State of Wisconsin. This rule may also be extended by order of the City Manager or action of the City Council.

Date Approved by City Council: \_\_\_\_\_