

PROTECTIVE MEASURE POLICY

The Village of Cross Plains is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, The Village enacts the following policy applicable to all employees, regardless of position or authority:

Employees shall:

- Maintain six feet physical distancing from others whenever possible
- Be required to wear a face covering provided by employer when indoors of a facility or if physical distancing is not possible between customers or other employees (see below),
- Be required to wear face coverings in elevators, restrooms and other areas within business facility where physical distancing is not possible
- Be required to use additional protective measures such as gloves, eye protection, and face shields if in a stationary position and/or less than six feet from others
- Be required to use a transparent partition or barrier in place of a face covering for specific job duties (cloth face coverings are recommended, but not required, for additional protection when barriers are used)
- Demonstrate proper use of all personal protective equipment or PPE prior to performing work duties at worksite
- Maintain physical distancing and minimize contact between clients, visitors and other employees
- Not have any direct person to person contact (i.e., no hand shaking, no high fives, no hugs)

Employer shall:

- Require all employees who cannot physically distance to wear face covering if they are able
- Limit in-person meetings and use other means of communications such as Zoom, Skype and email, that are not in person
- Limit number of employees present on the premises at any given time to [Forward Dane](#) limits
- Limit number of visitors/clients at any given time to [Forward Dane](#) limits
- Spread out workstations so employees can remain six feet apart at all times
- Stagger break and lunch times, shift start and end times
- Promote flexible/remote work schedules to reduce number of employees in the office at any one time
- Install physical barriers such as clear, plastic sneeze shields at reception areas or between work stations
- Remove extra chairs and tables in dining area, waiting areas, breakrooms to allow people to remain six feet apart when possible
- Provide tape, chalk or other means of marking floors/ground in high traffic areas to show people where to stand when waiting (e.g. elevators, reception area)
- Use tape or other markings on the floor or footprint graphics to show clients and visitors where to stand
- Consider having clients or visitors wait in their cars for a text or call when it's their turn to enter
- Post [physical distancing signage](#) throughout the premises reminding everyone to practice physical distancing
- Provide special accommodations for vulnerable workers or those unable to wear face covering

Cloth Face Covering or Masking Requirement

The Village of Cross Plains is implementing this policy based on the recommendations of Public Health Madison & Dane County, and the promulgation of Emergency Order # 8 which mandates the use of face coverings while in an enclosed building. Modifications to this policy, including rescinding this policy, will also be based on recommendations from Public Health Madison & Dane County and the Centers for Disease Control and Prevention.

1. All employees are required to wear a mask or cloth face covering. Limited exemptions to this requirement are provided under #4 of this section.
2. Employees shall receive a disposable mask or cloth face covering from the Village.
3. Certain employees are required to wear other personal protective equipment (PPE) which includes but is not limited to face shields, N95 masks, KN95 masks, full-face respirators and half face respirators to protect them and others from the spread of disease.
4. Employees are not required to wear a mask or face covering when:
 - a. When in a private office with the door closed.
 - b. A cubicle is not considered a private office.
 - c. When driving alone in a vehicle.
 - d. When teleworking for the Village at the employee's own home.
 - e. When eating or drinking, provided that the employee is at least six feet away from persons who are not members of the same residence.
 - f. While working outdoors where the employee is at least six feet away from other persons. If the employee is working outdoors and cannot maintain a distance of at least six feet, then the employee is required to wear a mask or cloth face covering.
 - g. When communicating with someone who is deaf or hard of hearing, if they are able to maintain a safe physical distance of 6 feet.
 - h. When an employee with a medical condition, mental health condition, or disability that prevents them from wearing a face covering has made a request for an accommodation under the ADA.
5. Departments must follow all Equal Opportunity Commission guidelines with regards to masks or cloth face coverings. Managers and supervisors should consult with the Village Administrator on all other requests for accommodations.
6. The mask or cloth face covering shall be worn over the nose and mouth.
7. Employees must wash or sanitize their hands before putting on a mask/cloth face covering and employees must wash or sanitize their hands before and after taking off the mask/cloth face covering, taking care not to touch the mask. Please see this video:
<https://www.youtube.com/watch?v=OABvzu9e-hw>
8. Employees shall properly handle used masks.
 - a. Employees issued a cloth face covering or using their own cloth face covering shall launder cloth face coverings.
 - b. Employees issued disposable coverings shall dispose of the mask when finished with a shift.

9. Employees shall put on their mask according to their department policy (when entering a building, before leaving their office, etc.).
10. Masks shall conform to existing standards of professional conduct established in the Village of Cross Plains Protective Measure Policy.

Cloth Face Covering or Masking Requirement for Visitors to Village Buildings.

The Village of Cross Plains is implementing this policy based on the recommendations of Public Health Madison & Dane County and the promulgation of Emergency Order# 8 which mandates the use of face coverings while in an enclosed building. Modifications to this policy, including rescinding this policy, will also be based on recommendations from Public Health Madison & Dane County and the Centers for Disease Control and Prevention.

1. All visitors to Village Buildings are required to wear a mask or cloth face covering.
2. The Village of Cross Plains will have disposable masks for visitors to Village Buildings who do not have their own mask or cloth face covering.
3. Visitors to Village Buildings are exempt from this requirement under the following circumstances:
 - a. The visitor has a medical condition, mental health condition, or disability that prevents wearing a face covering.
 - b. The visitors are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
 - c. The visitor is younger than 5 years old.
 - d. When state or federal law prohibits wearing a face covering.
 - e. When necessary to confirm the individual's identity.
 - f. While the visitor is eating or drinking.
4. The mask or cloth face covering shall be worn over the nose and mouth.
5. Signage about this requirement will be posted at all Village Buildings.