

**Library Board Agenda – SPECIAL MEETING  
GREENDALE PUBLIC LIBRARY  
Wednesday, April 1, 2020  
5:00 p.m.**



**Community Learning Center Meeting Room, 5647 Broad Street / 5650 Parking Street,  
Greendale, WI 53129**

**Enter through CLC Parking Street entrance during Library emergency closure**

**Virtual access to this meeting available at: <https://zoom.us/j/414317946>**

**Or by dialing: 312-626-6799, meeting ID: 414 317 946**

1) Call to Order	
2) Compliance with Open Meetings Laws: A quorum of the Village Board of Trustees may be in attendance but no formal Board action will be taken.	
3) Public Comments	
4) Approval of the Minutes: March 18, 2020 meeting	ACTION
5) Unfinished Business:	
a) Library continued response to COVID-19	INFORMATION
b) Authorize the Library Director to adjust the Library calendar through June 30, 2020 to comply with State & Federal Executive Orders	ACTION
c) Extend paid sick leave for all library employees by 10 days prorated based on work percentage for the duration of the Health Emergency	ACTION
6) Correspondence	
7) Public Comments	
8) Adjournment	

In an effort to make public meetings accessible to everyone, upon reasonable notice, the Village will attempt to accommodate the needs of persons with disabilities through sign language interpretation or other auxiliary aids. For additional assistance, please contact the Greendale Public Library at 423-2136

*cc: Library Board, Village Manager, Assistant  
Village Manager, Media*

*Post: Village Hall, Safety Center, Library, Village  
Webpage*

**Library Board Minutes  
GREENDALE PUBLIC LIBRARY  
Wednesday, March 18, 2020**

President Amidzich called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:30 PM.

Trustees Present: Amidzich, Dombrowski, Genz, Huberty, Jensen , Unger

Excused:

Also Present: Van Klooster- Library Director; Wawer, Reinke, Fantetti, Schumacher-Library Staff

Library Director Van Klooster stated that the Agenda for this meeting had been published in compliance with the Open Meetings Law.

**PUBLIC COMMENTS**

NONE

**APPROVAL OF THE MINUTES**

Trustee Huberty moved, Trustee Unger seconded approval of the February 26, 2020 minutes.

Ayes: All                      Noes: None                      Motion : Carried

**APPROVAL OF FINANCIAL REPORTS**

Check Register: February 2020

Trustee Dombrowski moved, Trustee Unger seconded approval of the February 2020 expenditures in the total amount of \$37,874.09

Ayes: All                      Noes: None                      Motion : Carried

**REVIEW OF FINANCIAL STATEMENTS**

- a) Expenditures to Actual Comparison: February 2020
- b) Revenue to Actual Comparison: February 2020
- c) Balance Sheet: February 2020

**UNFINISHED BUSINESS**

NONE

**NEW BUSINESS**

- a) Discuss Library response to COVID-19

President Amidzich moved, Trustee Jensen seconded closing the library to the public through April 2 while employees continue to work, following the Village Health Department's guidance that the workplace is safe as long as spread prevention guidelines are observed. A special Library Board meeting will be held Wednesday April 1. Director Van Klooster is empowered to make immediate decisions regarding staffing and services if the public health landscape changes significantly before April 1.

Ayes: All                      Noes: None                      Motion : Carried

Possibility of direct service to customers was discussed, including drive up service or delivery service, using Village vehicle or Police assistance.

President Amidzich moved, Trustee Huberty seconded a motion to amend Village of Greendale COVID 19 Policy paragraph #13 to include: "For hourly/part time Library employees having symptoms of illness as confirmed by Village Health staff, the Library Director may grant up to 15 work days in a row of a PAID leave of absence at the employee's regular weekly schedule of hours. If after returning to work the employee cannot demonstrate illness with COVID 19, the employee may be

requested to return the paid hours by reducing future hours worked 1-for-1. That schedule would be discussed with the immediate supervisor.”

Ayes: All

Noes: None

Motion : Carried

Unemployment costs were debated. Amidzich said an employer still has costs when employees claim unemployment. Genz requested that Van Klooster inquire with the Assistant Village Manager to clarify actual employer costs for employee unemployment claims.

#### **INFORMATIONAL AND DISCUSSION ITEMS**

- a) Director's Report: no discussion
- b) Library Staff Report: no discussion
- c) President's Report: no discussion
- d) Friends/Foundation Report: no report, Friends did not meet

#### **CORRESPONDENCE**

NONE

#### **ADJOURNMENT**

The meeting adjourned at 6:45 PM.



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;

**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

03/24/2020  
\_\_\_\_\_  
Date

**From:** Schultz, Shannon M. DPI  
**To:** Greendale Library Director  
**Subject:** [External] [wispubdir] Safer at Home Order  
**Date:** Tuesday, March 24, 2020 2:29:57 PM

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At 10:30 a.m. on March 24, 2020, the State of Wisconsin issued a [press release](#) regarding [Emergency Order #12](#), the "Safer at Home Order," that prohibits all nonessential travel, with some exceptions as clarified and defined in the order. The order goes into effect 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. The following sections of the Order pertain to public libraries:

**Order 4: Closures.** The Safer at Home Order expressly orders the closure of all public libraries "for all in-person services, but may continue to provide on-line services and programming." Compliance with this order would include the cessation of curbside and drive-thru services and any other distanced in-person services currently offered by libraries.

**Order 12: Essential Government Functions.** This order instructs government bodies such as a library board to continue to follow the guidance provided by the Office of Open Government (OOG) regarding holding meetings, as necessary. At a minimum, library boards should continue to convene monthly to audit and approve the payment of all expenditures of the public library, pursuant to Wis. Stat. sec. 43.58(2)(a). The OOG advisory on open meetings is available at <https://www.doj.state.wi.us/news-releases/office-open-government-advisory-coronavirus-disease-2019-covid-19-and-open-meetings>. For help with additional questions about open meetings requirements, please contact the Open Meetings Help Line at (608) 267-2220.

Other functions exempted under this order could include food distribution and other activities deemed essential by the municipality, such as when the library acts as the municipal polling place. In-person library service to the public is not defined as an essential government function under this order.

**Order 14: Minimum Basic Operations.** This order allows the minimum necessary activities to preserve the library facility and equipment, address information technology (IT) issues, ensure physical and cybersecurity, process payroll and fulfill business services obligations, as well as activities that facilitate the ability of staff to work remotely from home.

DLT acknowledges that public libraries are a matter of local control. We encourage you to contact your municipal attorney, county corporate counsel, or independently contracted attorney for advice when interpreting legal issues.

Shannon M. Schultz, Public Library Administration Consultant  
Division for Libraries & Technology  
Wisconsin Department of Public Instruction  
P.O. Box 7841  
Madison, WI 53707-7841  
P: 608-266-7270 [shannon.schultz@dpi.wi.gov](mailto:shannon.schultz@dpi.wi.gov)

---

**From:** Greendale Library Director  
**To:** Allison Fantetti; Brian Van Klooster ([librarydirector@greendale.org](mailto:librarydirector@greendale.org)); Emily Wawer ([emily.wawer@mcfls.org](mailto:emily.wawer@mcfls.org)); Emma Smalley ([emma.smalley@mcfls.org](mailto:emma.smalley@mcfls.org)); Jenifer Linske ([jenifer.linske@mcfls.org](mailto:jenifer.linske@mcfls.org)); Judy Jacques ([judy.jacques@mcfls.org](mailto:judy.jacques@mcfls.org)); Julie Schumacher ([julie.schumacher@mcfls.org](mailto:julie.schumacher@mcfls.org)); Kayla Nieth ([kayla.nieth@mcfls.org](mailto:kayla.nieth@mcfls.org)); Lisa Reinke ([LReinke@greendale.org](mailto:LReinke@greendale.org)); Martha ([Martha.honetschlager@mcfls.org](mailto:Martha.honetschlager@mcfls.org)); Megan Howard ([Megan.Howard@mcfls.org](mailto:Megan.Howard@mcfls.org)); Mel Brunner ([Mel.Brunner@mcfls.org](mailto:Mel.Brunner@mcfls.org)); Nicolas Schmudlach ([Nicolas.Schmudlach@mcfls.org](mailto:Nicolas.Schmudlach@mcfls.org)); Tara Jordan; Terri Jurewicz ([Terri.jurewicz@mcfls.org](mailto:Terri.jurewicz@mcfls.org))  
**Cc:** Todd Michaels; Kim Amidzich ([kim.amidzich@greendale.k12.wi.us](mailto:kim.amidzich@greendale.k12.wi.us))  
**Bcc:**  
**Subject:** Libraries closed to in-person service through 4/24  
**Date:** Tuesday, March 24, 2020 4:12:00 PM

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All – based on today’s Order from Governor Evers, public libraries are now closed to in-person service through 4/24. Curbside pickup (and by extension, delivery) is to cease.

We will continue to work as we have, and make great use of this unprecedented time. Those who can work remotely for some of their tasks will start and/or continue, and others will still report to work to do in-person tasks. It is my feeling that I can sufficiently justify all of our current non-public service activities as congruent with the Order’s “Essential Government Function”, which allows us to continue working and being paid based on the policies in the Village Personnel Manual.

By 4/1 the Library Board will have had opportunities to review advisement from the DPI on the Governor’s Order as it specifically relates to public libraries, receive additional advisement from the Village Attorney, discuss options with Village Administration, learn about the practices at other Libraries, and hear from our Health Department. What happens for our work routine after that point is anyone’s guess, but I suspect it won’t be significantly different from what we are doing today.

Let’s make some new routines and get uncomfortably comfortable, I think we all will appreciate some consistency and normalcy for a few days!

-B

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**From:** Greendale Library Director  
**Sent:** Tuesday, March 24, 2020 2:51 PM  
**To:** Todd Michaels <[tmichaels@greendale.org](mailto:tmichaels@greendale.org)>; Kim Amidzich ([kim.amidzich@greendale.k12.wi.us](mailto:kim.amidzich@greendale.k12.wi.us)) <[kim.amidzich@greendale.k12.wi.us](mailto:kim.amidzich@greendale.k12.wi.us)>; Susan Shepeard <[sshepeard@greendale.org](mailto:sshepeard@greendale.org)>  
**Subject:** Public Libraries: advisement from the DPI on Safer At Home Order

Kim, Todd, Susan – I received the following email from WIDPI this afternoon with advisement from the State’s Public Library Development team.

My professional and personal opinion about staff and work is first, below. I can also tell you that after a MCFLS poll of our public library directors this morning, with nearly all responding, there is no majority practice or opinion on how library employees are being handled.

In-person traditional library services are not essential during this particular situation, but library staff ARE. We should continue to require staff to work as long as we can ensure sufficient workload and productivity, consistently provide an environment that follows WIDHS spread prevention guidelines, offer flexible working conditions and equipment that support remote work, and provide allowances

and security for those who are caregivers as described in the US DOLs Families First Coronavirus Response Act.

- Library staff are taking this opportunity to work on disruptive and complex collection maintenance projects while we are closed. They are doing future planning and professional training that is impossible to accomplish when open, when they directly serve the public over 50% of their working hours.
- Library staff are continuing to support out-of-school learning by connecting people with electronic resources using ingenuity to connect with individuals and groups and provide 'normalizing' activities that many in our community count on
- Setting up operations to receive the flood of returned materials as a reopening date is finalized will be a huge job, requiring unique, efficient and unpredictable workflows
- Library staff are ready to put their unique combined skills of detail orientation and flexible customer service to work assisting with any number of the Village's essential services, like elections, phone service, front desk service, etc

**From:** Schultz, Shannon M. DPI [<mailto:Shannon.Schultz@dpi.wi.gov>]

**Sent:** Tuesday, March 24, 2020 2:28 PM

**To:** Greendale Library Director <[librarydirector@greendale.org](mailto:librarydirector@greendale.org)>

**Subject:** [External] [wispubdir] Safer at Home Order

At 10:30 a.m. on March 24, 2020, the State of Wisconsin issued a [press release](#) regarding [Emergency Order #12](#), the "Safer at Home Order," that prohibits all nonessential travel, with some exceptions as clarified and defined in the order. The order goes into effect 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. The following sections of the Order pertain to public libraries:

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*activities that facilitate the ability of staff to work remotely from home.*

*DLT acknowledges that public libraries are a matter of local control. We encourage you to contact your municipal attorney, county corporate counsel, or independently contracted attorney for advice when interpreting legal issues.*

*Shannon M. Schultz, Public Library Administration Consultant  
Division for Libraries & Technology  
Wisconsin Department of Public Instruction  
P.O. Box 7841  
Madison, WI 53707-7841  
P: 608-266-7270 [shannon.schultz@dpi.wi.gov](mailto:shannon.schultz@dpi.wi.gov)*





**Public Health**  
Prevent. Promote. Protect.

**Greendale Health  
Department**



**HEALTH DEPARTMENT  
5650 PARKING STREET  
GREENDALE, WI 53129  
414-423-2110  
FAX: 414-858-9111**

March 24, 2020

To all who live, work, play, and attend school in the Village of Greendale:

COVID-19 (Coronavirus) cases are increasing throughout the United States and Wisconsin. We encourage everyone to take steps to prevent illness and avoid exposure to this virus. Earlier today, Governor Evers and the Department of Health Services outlined the details of the [Safer at Home Order](#) effective from March 25 - April 24, 2020. Below is a summary of the key aspects outlined in this Order:

**Gatherings are not allowed:** Individuals residing in the same household may gather together in any permitted location. Avoid social gatherings with people of all ages (including playdates and sleepovers, parties, large family dinners, visitors in your home, non-essential workers in your house);

**The public should follow [simple steps](#) to prevent illness and avoid exposure to this virus including:**

Frequent and thorough hand washing with soap and water;

Covering coughs and sneezes;

Avoiding touching your face; and

Staying home as much as possible: #StayHomeSaveLives

**Limit travel:** Trips outside of the home should only be to stores to obtain goods, including groceries, essential household items or supplies, medication and other services, such as medical appointments, for yourself or anyone you may be caring for. Traveling to exercise outdoors on trails or pathways is allowed and encouraged, as long as physical distancing practices are maintained.

**Residents should continue to practice physical distancing whenever possible.** Residents are able to:

- o Perform tasks essential to maintain health and safety, such as obtaining medicine or seeing a doctor;
- o Get necessary services or supplies for themselves or their family or household members, such as getting groceries and essential household items, pet food and supplies necessary for staying at home;
- o Travel to, and care for, a family member in another household; and
- o Care for older adults, minors, dependents, people with disabilities or other vulnerable persons.

**Businesses allowed to operate under the Safer at Home order include, but are not limited to:**

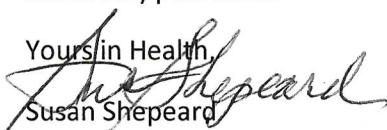
- o Health care operations, including home health workers;
- o Critical infrastructure;
- o Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise vulnerable individuals;
- o Fresh and non-perishable food retailers, including convenience stores, grocery stores, farmers' markets, and food banks;
- o Restaurants may remain open for carry-out or delivery service only
- o Businesses that ship or deliver mail, groceries, food and goods directly to residences;
- o Pharmacies, health care supply stores and health care facilities;
- o Child care facilities, with some limitations;
- o Gas stations and auto repair facilities;
- o Banks;
- o Laundry businesses, dry cleaners and services necessary for maintaining the safety, sanitation and essential operation of a residence, including garbage collection;
- o Hardware stores, plumbers, and electricians;
- o Educational institutions, for the purposes of facilitating distance learning;
- o Roles required for any business to maintain minimum basic operations, which includes security, and payroll;
- o Law and safety, and essential government functions will continue under the recommended action;
- o Transportation providers including airlines, taxis, vehicle rental services, and other public, private, and commercial transportation; and
- o Hotels and motels.

The order contains detailed information regarding the exemptions provided to certain businesses. If a business is unsure about whether or not they are exempted from this order, please contact the Wisconsin Economic Development Corporation online: [www.wedc.org/essentialbusiness](http://www.wedc.org/essentialbusiness).

Additional information about COVID-19 in Wisconsin can be found at <https://www.dhs.wisconsin.gov/disease/covid-19.htm>.

Thank you for your cooperation in these challenging times. We will continue to keep you informed through various communication methods, including our website and social media (Facebook and Nextdoor) platforms.

Yours in Health,

  
Susan Shepeard  
Health Officer/Director



**SUPPORT  
Wisconsin Libraries**  
*Keep Us All In A Better State*

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[WHAT WE DO](#)

[MEMBER LIBRARIES](#)

[FOR TRUSTEES](#)

[FOR STAFF](#)

[CONTACT US](#)

## Coronavirus and Library Services FAQ

These changes affect all public libraries in Milwaukee County.  
We will continue to post more information as it becomes available.  
**LAST UPDATED 3/19/2020.**

Q: What happened to the Request button in the catalog?

**A: The Request button has been removed to prevent holds from building on materials and to help manage delivery volume.**

**Delivery system-wide has been suspended until at least April 1st for the safety of our staff, patrons and communities.**

Q: I have materials checked out and libraries are closing. What do I do?

**A: All library materials currently checked out have had their due dates extended to May 1st, 2020. We advise you to keep your library materials at this time until libraries re-open.**

Q: What if my library card is set to expire?

**A: All patron accounts set to expire September 2019 or later have been extended to May 31st, 2020 or later.**

Q: What resources can I use at home?

**[A: Click here to view electronic resources you can use anywhere.](#)**

Q: How can I get access to these resources if I don't have a card?

**A: All Milwaukee County residents can sign up for a library card that gives you access to resources like hoopla or OverDrive/Libby. For more information or to sign up [click here](#).**

Q: If I have lot of fines, can I still use resources like hoopla and OverDrive/Libby?

**A: Libraries have agreed to several measures to increase access:**

- Maximum checkouts for hoopla have been **expanded from 4 per month to 8 per month, with the reset April 1st, until at least April 30th.**
- Relaxed restrictions for patrons to access OverDrive and hoopla as long as your total fines are not more than \$100.

Greendale Library Board, 03/2020

## LIBRARY CLOSINGS

For the most current information, please contact your [local library](#).

**[Brown Deer Public Library](#).** Closed until April 13th.

**[Cudahy Family Library](#).** Closed March 17th until April 1st. THE BOOK DROP IS OPEN. Patrons are asked to please check the library's web site for the most up-to-date information.

**[Franklin Public Library](#).** Closed until April 5th. THE BOOK DROP IS OPEN. They will offer telephone and virtual services.

**[Greendale Public Library](#).** Closed effective March 17th until further notice. THE BOOK DROP IS OPEN.

**[Greenfield Public Library](#).** Closed until further notice. THE BOOK DROP IS OPEN. The library is no longer offering curbside pickup.

**[Hales Corners Library](#).** Closed UNTIL FURTHER NOTICE. THE BOOK DROP IS OPEN.

**[Milwaukee Public Library](#).** All locations closed until further notice.

**[North Shore Library](#).** Closed until April 1st and will re-evaluate services at that time.

**[Oak Creek Public Library](#).** Closed until further notice.

**[Shorewood Public Library](#).** Closed until April 13th. THE BOOK DROP IS OPEN.

**[South Milwaukee Public Library](#).** Closed starting March 17th until further notice. THE BOOK DROP IS OPEN. Curbside pickup for holds has been discontinued but the library will offer phone services from 9 am - 5 pm, Monday - Friday.

**[St. Francis Public Library](#).** Closed until at least April 1st. THE BOOK DROP IS OPEN.

**[Wauwatosa Public Library](#).** Closed until April 5th. THE BOOK DROP IS OPEN. Phone reference is available Monday-Friday 9 AM- 5 PM, and virtual options are available on our website 24/7 during this

Page 26 of 41

period. Curbside pickup will be Monday-Friday 10 AM-4PM.

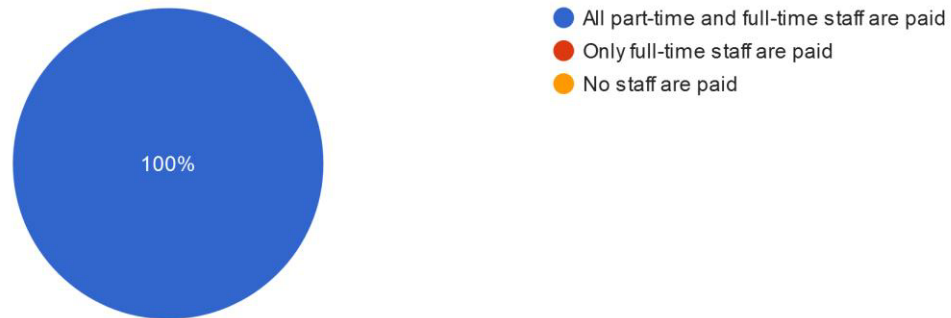
[West Allis Public Library](#). Closed March 17th through March 29th. They will be offering curbside hold pickup, phone reference, and virtual options during this period.

[Whitefish Bay Public Library](#). Closed until further notice.

## Summary of Survey Responses

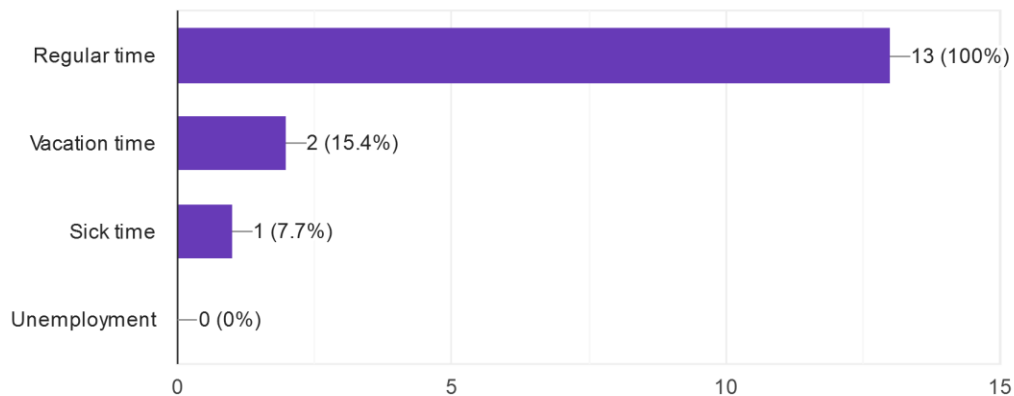
Is your library paying staff during the time you are closed?

13 responses



Are staff being paid via (choose all that apply)

13 responses



Mon 3/23/2020 1:50 PM

Steve Hesper <Steve.Hesper@mcfls.org>

[External] Brief survey on staffing and materials handling

To LDAC

I'm sending out a very brief survey to allow you to share how you are handling staffing and materials handling right now. My hope is you can use some of the information and consult with staff to make the best decisions for your library. Here is the link: <https://forms.gle/aEmLwaBVfV8F2Qiu7>. We'll talk about the survey tomorrow or at another upcoming meeting.

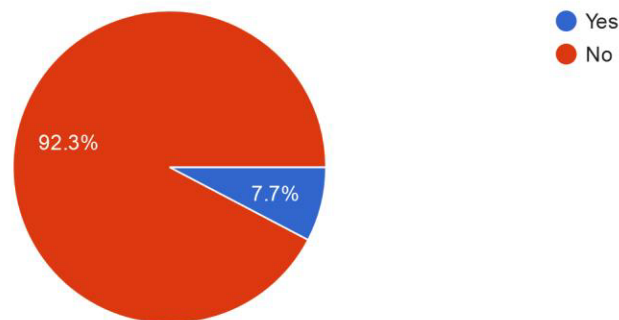
Let me know if you have any questions. Thanks!

Steve Hesper  
System Director  
Milwaukee County Federated Library System  
414.286.8149  
[steve.hesper@mcfls.org](mailto:steve.hesper@mcfls.org)



Are you requiring staff to come into the building to get paid?

13 responses



Describe how staff working from home are checking in and working on projects.

12 responses

Full time staff are working remotely on a daily basis. We have been communicating via email and slack. This week we'll start using Zoom probably twice a week for "meetings." They are sending me a list of what they are working on for tracking purposes. The first week part time staff did not have to "work" but were being paid. This week WFBPL signed up for free Niche Academy through 4/15. We'll use that to implement pt staff doing training while at home.

Doing collection development, organizing orders, maintaining social media presence, (optimistically) planning summer reading.

FTE had specific responsibilities when they were sent home (Monday 3/16)

Staff are sending a daily list of tasks they will work on for the day and a recap of what was done at the end of the day.

Occasional/weekly reports on pr-approved projects

We are using GoToMeeting and Zoom for group conference calls. We set up a free VPN on staff computers onsite and are able to access our desk top computers with our personal computers and library laptops from home. Youth Services offered first Virtual Storytime via Zoom this morning. It was wonderful. We plan to offer an online book club for kids and adults. We downloaded a CHAT feature to our website and staff have a schedule to monitor that and email. We are currently only responding 10-5 M-F. Adult Services Staff are spending a lot of time on social media pushing e-resources. Our phone system is ancient and does not allow any forwarding so remote telephone reference is not doable.

All staff are being assigned trainings each week via CVMIC, and are encouraged to take part in webinars on subjects that are related to their jobs. They were also each assigned a list of tasks that they can do from home. Each staff member is to report weekly what projects they worked on or finished, and is to be accessible via email/phone.

List of activities organized by remote or in-building, daily email with day start/end times noted and major activities during the work day

No expectation that staff are working from home. We aren't able to provide the hardware, software and connectivity. The Librarians are reading journals, planning programs and committing to checking the reference email one or two days a week from home. All staff are expected to work an election day (4/7) shift.

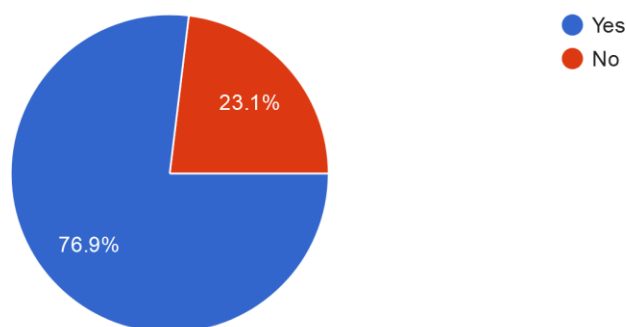
Staff logs, work is approved and assigned by supervisor.

Only reference staff is working from home. Each one is given projects and they check in with their supervisor.

Email in the morning with tasks for the day and review of completed tasks the day before.

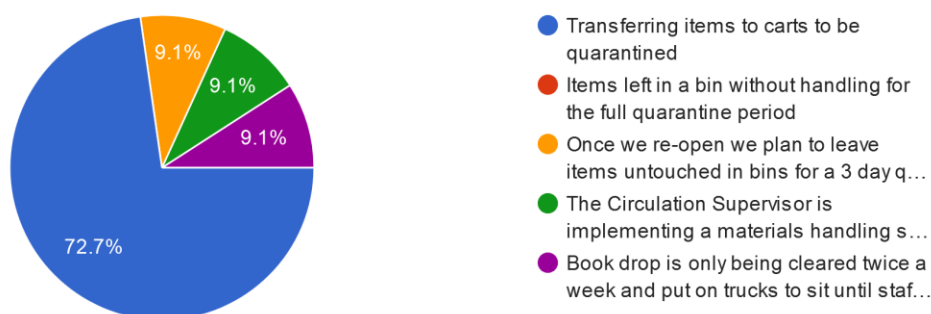
Are you currently taking returns via your drop boxes or sorting machines?

13 responses



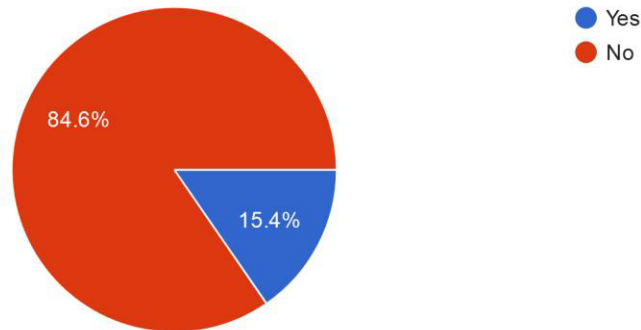
If taking returns, are staff immediately transferring items to carts to then be quarantined? Or are the items left in a bin w/o touching for the full quarantine period?

11 responses



Are you doing curbside pick-up of holds?

13 responses



Any other things you'd like to share with directors?

7 responses

FYI the directive for all staff to be paid with "regular" pay not vacation/sick/unemployment came from Village admin and was supported by the library board president and vice president. There was no need for a library board meeting to approve it.

All our staff is being paid their regular wages for this initial two-week closure (until April 1st). I don't know what will happen after that.

We did curbside pick-up of holds on Monday 3/16 and Tuesday 3/17 to clear what was already on the holds shelf. Once all items were picked up, this service ended.

Since library functions are not critical, staff may be called upon to work in other departments. If they refuse the work, they will not be paid. They can use vacation and floating holidays, but not sick time to make up the income.

Staff are compensated only if they are working. Benefitted staff may take off using their PTO balance but all policies for sick leave apply, an unpaid leave of absence will be considered after all PTO is expended. Hourly staff will lose compensation if they are unable to report to work due to total closure for staff and do not have remote work opportunity or equipment.

Most employees will still be reporting to work. We've created a rotation of our circ. staff to report to City Hall to help with elections and other projects.

City considers library staff essential. If they are needed in another department, they will be redeployed. If they refuse, they will be sent home without pay. They can use vacation time but not sick time to make up the income.

## **REMOTE WORK**

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Remote work philosophy – Remote work is accommodated in order to extend the productivity of employees when reporting to the work site in person is not physically possible or advisable. Employees who work remotely will direct their own tasks and priorities as they would under normal circumstances.

Remote work availability and shifts – remote work shifts should occur during a daytime work shift, between 7:30A-5P, Monday-Friday. Those employees who would have been scheduled to work hours after 5PM will talk to their supervisor about where those hours are to be moved. For example, if your shift was 4-8 on a Wednesday, you would agree to move those hours to 9-1 the same Wednesday, and would work remotely 9-1.

While working remotely you will be available by phone, or by work email / chat (Slack) if you have volunteered to use your personal device for work purposes.

Remote work appropriate tasks and documentation –send an email to your direct supervisor when a remote work shift is started, and again when about to finish. The finishing email should contain a very brief summary of what tasks were performed. If it isn't feasible to send a start/finish email, a phone call, text, or daily paper record for your supervisor may suffice.

Appropriate tasks include anything that does not require in-person work site interaction with people, materials or equipment at the library. Employees will provide a list of current and short term priorities and tasks to their supervisor with remote work appropriate tasks indicated as such, and in-person work site tasks indicated as such. Remote work tasks should not be prioritized over in-building tasks because the latter seems less desirable. Overall library and professional priorities remain the driver of how and when remote work or in-person work is done.

Remote work devices –Employees who are assigned Village-owned devices for remote work are reminded to follow the Village's Electronic Communications and Information Systems Policy (attached), as well as the Library's Privacy of Patron Information Policy. Where enabled, ensure that Village-owned devices are secured with a password protected login when not in use.

Use of personal devices for work functions – no employee will be required to use a personal device to perform work functions. However, an employee may voluntarily offer to use their personal device for appropriate remote work functions. Personal devices could be subject to open records request, or even confiscated for investigation, if used for work functions that prompt legal action. To minimize this chance, all work functions done on a personal device must use web-based applications that use a secure password protected connection (Baker and Taylor, Google Drive). Files should not be saved to USB and transported between Village network folders and a personal device storage drive. Files should not be downloaded from Library cloud storage to a personal device storage drive. Passwords and temporary files should not be downloaded or saved to personal device storage, including browser password save functions. If these files are inadvertently saved, they should be permanently deleted immediately. Consult with the Library Director for assistance if you are unsure how to do this.

Remote work equipment – some tasks will be assigned for remote work that will require you to bring library materials, equipment or supplies home. This will be discussed on an as-needed basis to be sure both employee and supervisor are comfortable with the arrangement. Discussion should include how equipment will be accounted for, how it will be delivered or

**REMOTE WORK**

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transported, etc. Employees will not be held liable for damaged or stolen equipment unless gross negligence is apparent.

## GREENDALE PUBLIC LIBRARY –LIBRARY WORK RULES

### REMOTE WORK

*Special guidelines for COVID-19 unless a revised version or official Village or Library Board policy supersedes it (03/25/2020)*

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Remote work philosophy – Remote work is accommodated in order to fulfill the COVID spread-prevention recommendation that employees work remotely when possible thereby reducing the number of in-person contacts in a workplace. Employees who work remotely will direct their own tasks and priorities as they would under normal circumstances.

Remote work availability and shifts – remote work shifts should occur during the normally scheduled daytime work shift. AS NOTED IN PREVIOUS EMAIL, this will be sometime between 7:30A-5P, Monday-Friday. Those employees who would have worked hours after 5PM will talk to their supervisor about where those hours are to be moved. For example, if your shift was 4-8 on Wednesdays, you would agree to move those hours to 9-1 the same Wednesday, and would work remotely 9-1.

While working remotely you will be available by phone, or by work email / chat (Slack) if you have volunteered to use your personal device for work purposes.

Remote work appropriate tasks and documentation – Follow the Village COVID-19 Policy (attached) for information about documenting remote work. A best practice is to send an email to your direct supervisor when a remote work shift is started, and again when about to finish. The finishing email should contain a very brief summary of what tasks were performed. If it isn't feasible to send a start/finish email, a phone call, text, or daily paper record for your supervisor may suffice.

Appropriate tasks include anything that does not require in-person work site interaction with people, materials or equipment at the library. Employees will provide a list of current and short term priorities and tasks to their supervisor with remote work appropriate tasks indicated as such, and in-person work site tasks indicated as such. Remote work tasks should not be prioritized over in-building tasks because the latter seems less desirable. Overall library and professional priorities remain the driver of how and when remote work or in-person work is done.

Remote work devices –Employees who are assigned Village-owned devices for remote work are reminded to follow the Village's Electronic Communications and Information Systems Policy (attached), as well as the Library's Privacy of Patron Information Policy. Where enabled, ensure that Village-owned devices are secured with a password protected login when not in use.

Use of personal devices for work functions – no employee will be required to use a personal device to perform work functions. However, an employee may voluntarily offer to use their personal device for appropriate remote work functions. Personal devices could be subject to open records request, or even confiscated for investigation, if used for work functions that prompt legal action. To minimize this chance, all work functions done on a personal device must use web-based applications that use a secure password protected connection (Baker and Taylor, Google Drive). Files should not be saved to USB and transported between Village network folders and a personal device storage drive. Files should not be downloaded from Library cloud storage to a personal device storage drive. Passwords and temporary files should not be downloaded or saved to personal device storage, including browser password save functions. If these files are inadvertently saved, they should be permanently deleted immediately. Consult with the Library Director for assistance if you are unsure how to do this.



## **GREENDALE PUBLIC LIBRARY –LIBRARY WORK RULES**

### **REMOTE WORK**

*Special guidelines for COVID-19 unless a revised version or official Village or Library Board policy supersedes it (03/25/2020)*

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Remote work equipment – some tasks will be assigned for remote work that will require you to bring library materials, equipment or supplies home. This will be discussed on an as-needed basis to be sure both employee and supervisor are comfortable with the arrangement. Discussion should include how equipment will be accounted for, how it will be delivered or transported, etc. Employees will not be held liable for damaged or stolen equipment unless gross negligence is apparent.



# Families First Coronavirus Response Act: Employee Paid Leave Rights

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay* where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

**Covered Employers:** The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.[1] Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

**Eligible Employees:** *All employees* of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. *Employees employed for at least 30 days* are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.[2]

**Notice:** Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

### **Qualifying Reasons for Leave:**

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

**Duration of Leave:**

**For reasons (1)-(4) and (6):** A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

**For reason (5):** A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

**Calculation of Pay:**<sup>[3]</sup>

**For leave reasons (1), (2), or (3):** employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

**For leave reasons (4) or (6):** employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

**For leave reason (5):** employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period). <sup>[4]</sup>

[1] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).

[2] Under the Act, special rules apply for Health Care Providers and Emergency Responders.

[3] Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[4] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.





**GREENDALE PUBLIC LIBRARY  
INTEROFFICE MEMO**



Date: 3/20/2020  
To: Snjezana Vlaski [svlaski@gmail.com](mailto:svlaski@gmail.com)  
CC: Jackie Schweitzer, Sue Shepeard, Kristen Victory  
From: Brian VK-Library Director  
**Re: COVID-19 cleaning, and alternative cleaning assignments**

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Dear Snjezana-

Most of the CLC will be closed to the public until at least 4/2. Library, Health and Park and Recreation staff will continue to be in the building between the hours of 7:30A – 5:00P Monday through Friday. An exception may be the Health Department due to their unpredictable schedules as they respond to the public health emergency.

Because staff continue to use the building I expect that regular cleaning will continue, with special attention to staff areas, restrooms, and the high-touch areas you mention below.

From my conversation with you today I am confirming that JaniKing will invest additional cleaning staff time in cleaning high-touch areas such as CLC light switches, tables and countertops, restrooms, and door handles. You also noted that if you are notified that a positive COVID 19 case has used our building you will do a total 'top to bottom' cleaning using approved disinfectant solutions.

Being closed to the public means that there are fewer demands on regular daily duties like trash emptying, vacuuming, glass cleaning, etc. I have included a list, in priority order, of additional cleaning to ensure we're making the best use of your services:

1. Upholstery cleaning – soft furnishings in public areas and community room
2. Carpet cleaning – especially beneath library public computers, in high-traffic zones near entrances, and Park & Rec program room on lower level
3. *Scheduled* cleaning of staff areas (desk surface cleaning, thorough dusting, carpet cleaning, thorough corner and edge vacuuming, etc)
4. Deep cleaning of chairs, chair legs/bases, table legs/bases, window casings, computer area chair bases (dusting/wiping)
5. High dusting

If the closure is extended beyond 4/2, I will consider removing trash receptacles from public areas to help you and your staff reduce the time they spend circulating the building. At that point we can discuss other measures to help your staff be more efficient and to take advantage of this unusual time.

**From:** Greendale Library Director  
**To:** [Allison Fantetti](#); [Brian Van Klooster \(librarydirector@greendale.org\)](#); [Emily Wawer \(emily.wawer@mcfls.org\)](#); [Emma Smalley@mcfls.org](#); [Jenifer Linske \(jenifer.linske@mcfls.org\)](#); [judy.jacques@mcfls.org](#); [Julie Schumacher \(Julie.schumacher@mcfls.org\)](#); [kayla.nieth@mcfls.org](#); [Lisa Reinke \(LReinke@greendale.org\)](#); [Martha \(Martha.honetschlager@mcfls.org\)](#); [Megan Howard \(Megan.Howard@mcfls.org\)](#); [Mel Brunner \(Mel.Brunner@mcfls.org\)](#); [Nicolas Schmudlach \(Nicolas.Schmudlach@mcfls.org\)](#); [Tara Jordan](#); [Terri Jurewicz \(Terri.jurewicz@mcfls.org\)](#)  
**Cc:** [Kim Amidzich \(kim.amidzich@greendale.k12.wi.us\)](#); [Todd Michaels](#)  
**Subject:** Brian's schedule next week (or until something else changes!)  
**Date:** Friday, March 27, 2020 4:10:00 PM

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Team, Next week (3/30-4/3) I expect to be physically at work:

Monday 1-5

Wednesday 8-5

Thursday 8-12

Friday 8-12

When I'm not physically here during weekday work hours, I am pretty much fully engaged in child care and can't be available. I'll try to respond to email during off hours and monitor my Monday AM Village department heads teleconference, but otherwise please count me out.

Please continue to check in/out if working remotely. Even if I'm not there to receive your message, I have the documentation.

You know you can always reach me in an emergency by phone though. Who knows what the week after that will bring!?!?