



5/16/2020

To: All Personnel, Elected Officials, and for Public Information
From: John S. Weidl, Village Administrator

RE: REVISED Village Hall and Public Facilities Plan of Operation – Safer at Home Order INVALIDATED

First, a list of relevant links:

- WEDC General Guidelines: <https://wedc.org/wp-content/uploads/2020/05/COVID-19-General-Guidelines.pdf>
- Walworth County Re-Opening Blueprint
<https://www.co.walworth.wi.us/DocumentCenter/View/3574/Reopening-Blueprint?bidId=>

The Village is aware of and has reviewed the Wisconsin Supreme Court decision which has invalidated the Secretary of the Department of Health's Safer at Home Order. Considering that decision and in consultation with staff, the following guidelines will be used to reopen Village Hall and related facilities.

For Mukwonago Community Library reopening information, please see their webpage:

<https://www.mukwonagolibrary.org/coronavirus-covid-19-and-your-library/>

Phased Re-opening Guidelines for Village Hall

Phase 1 - Present to May 26 – Village Hall will continue to be closed to the public.

Phase 2 - May 27 – May 31 – Village Hall will be open by Appointment Only.

- Appointments will be held in the conference room. No in-person meetings will be held in staff offices. Sanitizing Standards per CDC will be followed after each meeting.
- Kiosk will be closed, chairs and reading materials will be removed from the lobby. Social distancing will be used.

Phase 3 – June 1 to June 15 – Village Hall will be open to the public from 9AM to Noon.

- Private Meetings held in conference room and will be sanitized after each use.
- Distance Markers will be placed on floor.
- One Window will be open for in-person consultation with staff.
- DPW will be sanitizing all public areas with spray each morning.
- Facemasks and gloves offered for use when distancing is not possible.
- Office Staff will be sanitizing each day mid-day: counters, elevators, door handles.
- Kiosk will be closed; however, staff can assist use and sanitize after each.

Phase 4 – June 15th Village Hall to open to public 100% regular business hours.

- Private Meetings continue to be held in Conference Room. Sanitized.
- DPW will be sanitizing with spray each morning.
- Distance Markers will be maintained through Fall Elections
- Facemasks and gloves continually offered for use when distancing is not possible.



- Office Staff will be sanitizing each day mid-day: counters, elevators, door handles

Community Room (Basement) – Will remaining closed until after August 11th Election.

Parks – Will open slowly.

Play Structures – use at your own risk. May 15th – pickle ball court and ball fields will be available for use provided users follow CDC guidelines. May 27th – Baseball field preps will be available with CDC guidance for game usage.

Park Bathrooms – May 27th – Field Park and Phantom Glen Park restrooms will open with daily sanitizing and be locked at closing time.

Miniwakan Park – Will open as time permits as there are portable restrooms available.

Confirmation yet to come on the sanitizing of portable restrooms.

Indian Head Beach bathroom will be under construction this summer so it will be closed. Portable restrooms will be available onsite.

DPW -- shop will remain by appoint for visits services to emergency vehicles.

The Village will require a COVID plan of operation for all rentals and special events on Village property through the end of the year.

The Village staff will use sanitization & precautionary methods.

Staff will be provided personal protective equipment (PPE) and sanitizing tools for workstations. Disposable and reusable masks will be available as well as disposable gloves. Sanitizer and wipes are available.

Please contact me if you have any questions, concerns, or suggestions for improvement. This set of protocols may be amended from time to time to reflect changing best practices or legal requirements.

Warmest regards. Stay safe, - JSW

John S. Weidl, Village Administrator