

Administrative Procedure of Richland County

Procedure Cover	
Title: Procedure for Recommending Masks in County-owned Buildings	Effective Date: 18 May 2021
	Adoption/Revision Date: 25 May 2021
Custodian: Administrator	Approving Body:
	Sponsoring Committee, Board or Committee: N/A

1. Authority

- a. Resolution No. 21-63

2. References

- a. Procedure Establishment Policy
- b. Wis. Stats 251.04
- c. CDC guidance: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/participate-in-activities.html>

3. Purpose

- a. To inform department heads of the County Board's recommendation
- b. To provide departments with policy guidance on implementation and administration

4. Scope

- a. Applies to all individuals entering county-owned buildings

5. Policy Overview

- a. This procedure is written to give specific steps necessary to support Resolution No. 21-63, whereby the Richland County Board adopted resolution that recommends:
 - i. All individuals entering county-owned buildings shall be strongly recommended to follow current CDC guidelines; and
 - ii. Richland County employees shall be strongly recommended to follow current CDC guidelines in county-owned buildings
- b. This procedure will address the questions of "how" and "when" this policy will be implemented and provide clear definitions of the process.

6. Policy Performance

- a. All departments (100%) will comply with delivered encouragement and education.

Procedure Content

7. Individuals and Employees Entering County-Owned Buildings:

- a. Individuals and employees entering a county-owned building are encouraged to wear a protective face covering or mask to help mitigate the spread of COVID-19 and contagion.
- b. Recent guidance issued by the Center for Disease Control advises that fully vaccinated people (COVID-19) may resume pre-pandemic activities without wearing a mask.

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- c. Fully vaccinated (COVID-19) individuals and employees are not required to wear masks in in county-owned buildings, except for those buildings and departments delivering healthcare services which may continue requiring and enforcing masking, protective gear, and social distancing under state or federal guidance, or authority of the Public Health Officer.
- d. Individuals and employees will be notified of this recommendation and CDC guidance through dissemination and posting of Resolution No. 21-63 and patron notification signage.

8. Tasks to Departments

- a. Department heads, or designees, will ensure that all employees are made aware of Resolution No. 21-63 recommendations and encourage masking through posted signage and dissemination of Resolution No. 21-63 to staff.
- b. Department heads will be responsible for ensuring that signage and Resolution are displayed in their area of operation [see attachments B+C]
- c. Departments requiring higher levels of masking, protection, or distancing will not display signage or resolution for sake of added confusion.

9. Attachments

- a. Attachment A — Procedure Review Form
- b. Attachment B — Resolution 21-63
- c. Attachment C — Signage “Should I be Wearing a Face Mask?”

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
25 May 2021	Original	Resolution No. 21-63

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Procedure Attachments

Attachment A

Procedure Review Form

Completed by Procedure Subject Matter Expert

Procedure Title	Procedure for Recommending masks in county-owned Buildings
Adoption/Revision	25 May 2021
Procedure Submitted By	Clinton Langreck
Procedure Submitted To	Clinton Langreck
Anticipated Date of Procedure Final Approval	25 May 2021
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	Resolution No. 21-63, future amendment to COVID-19 policy is required.

Completed by Policy Custodian:

Procedure Received On	24 May 2021
Procedure Approved/Denied On w/ Reason	25 May 2021
Procedure Approved/Denied By	Clinton Langreck, County Administrator
Procedure Storage Location	H:\Policy\Masking Recommendation
Procedure Circulated to Employees –date/method	25 May 2021 by department

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Attachment B

RESOLUTION NO. 21 - 63

A Resolution Strongly Recommending Masks in County Owned Buildings.

WHEREAS the Health and Human Services Board serves as the local board of health per s.251.04 Wis. Stats.,

WHEREAS the local board of health is responsible to assure that measures are taken to provide an environment in which individuals can be healthy, and

WHEREAS COVID-19 disease activity in Wisconsin remains at a high level. All four "variants of concern" have been identified in the state and it is likely that these strains may be contributing to the current level of disease activity as these have the potential to spread more effectively throughout populations. As of May 11, 2021, 44.5% of Wisconsin residents had received at least one dosage of COVID-19 vaccine and 37.6% had completed the series. The goal for herd immunity in Wisconsin is much greater and the current vaccination rates do not offer the level of protection that will permit state residents to return to normal activities., and

WHEREAS in Richland County, COVID-19 disease activity is considered high. The P.1 variant (a variant of concern) has been identified locally. Vaccination rates include the following: 44.2% have received one dosage of a COVID-19-containing vaccine and 39.0% have completed the series, and

WHEREAS statewide, in last two weeks, a large proportion of positive COVID-19 cases occurred in 14-17 year olds. As of May 11th, those under the age of 16 are ineligible to be vaccinated and concerns exist regarding the continued transmission of the disease in this age group, and

WHEREAS given the fact that COVID-19 disease activity remains high, variants continue to circulate, and vaccination rates have not sufficiently risen to the levels necessary to offer community-wide protection, the use of preventive measures remains a critical part of protecting our staff and those we serve. The use of face-coverings, when used correctly and consistently, have been identified as an extremely effective method for minimizing the transmission of the COVID-19 virus, and

WHEREAS the Richland County Health Officer, Ms. Rose Kohout, has recommended requiring masks in county-owned buildings to the Health and Human Services Board, and

WHEREAS the Health and Human Services Board functioning as the local board of health has carefully considered this proposal and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that all individuals entering county-owned buildings shall be strongly recommended to follow current CDC guidelines and,

BE IT FURTHER RESOLVED that Richland County employees shall be strongly recommended to follow current CDC guidelines in county-owned buildings, and

BE IT FURTHER RESOLVED that the County Administrator shall inform department heads of this recommendation and provide policy guidance on its implementation and administration, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION Adopted

Derek S. Kalish
COUNTY CLERK

DATED: May 18, 2021

RESOLUTION OFFERED BY THE COUNTY BOARD
SUPERVISOR MEMBERS OF THE HEALTH AND
HUMAN SERVICES BOARD

FOR AGAINST

Kerry Severson	X
Van Nelson	X
Ingrid Glasbrenner	X

Should I be Wearing a Face Mask?

