

# URBAN ECOLOGY CENTER



Playbook  
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# Introduction

This playbook is designed to be a reference document to guide and assist the Urban Ecology Center in preparation for a gradual return to on-site work (GROW). The goal of these procedures is to allow us to engage with our communities through programming while safely sustaining operations during a pandemic. For an overview of the GROW approach, please see the GROW All-Staff Summary.

This playbook contains safety guidelines that will aid in ensuring consistency and flexibility as UEC returns to onsite work. It is important to note that the playbook is a living document and will be updated based on changing government and health guidance. Unless otherwise noted, this playbook remains in place until gating criteria are met for phase three of the Badger Bounce Back plan. Additional guiding resources will be the CDC, WHO, OSHA, local health authorities, state, and federal governments.

Below is an image from the Badger Bounce Back Plan outlining the gating criteria that will be used to determine readiness to move from phase to phase:



To see how WI is tracking against these criteria, visit <https://www.dhs.wisconsin.gov/covid-19/prepare.htm>.

All Urban Ecology Center employees will be required to attend an online or virtual training session during pre-GROW regarding COVID-19 specific safety measures that are being implemented. Onsite work will not be permitted if this training has not been completed.

We understand that these safety measures will require you to develop new habits. Because these measures are critical to mitigating the spread of COVID-19, we need to have discipline in following them. Employees should anticipate that if they do not follow the precautions outlined here, the UEC will follow-up with safety reminders and potential disciplinary action.

## General Safety Guidelines for All On-Site Activity

### Section 1 : Understanding COVID-19 and Responding to Suspected or Confirmed Cases

Symptoms of COVID-19

- Symptoms of COVID-19 and Emergency Warning Signs per CDC

Symptoms from Mild to Severe Illness	Seek Emergency Medical Care Immediately
<ul style="list-style-type: none"><li>• Cough</li><li>• Shortness of breath or difficulty breathing</li><li>• Fever</li><li>• Chills</li><li>• Muscle pain</li><li>• Sore throat</li><li>• New loss of taste or smell</li></ul>	<ul style="list-style-type: none"><li>• Trouble breathing</li><li>• Persistent pain or pressure in the chest</li><li>• New confusion</li><li>• Inability to wake or stay awake</li><li>• Bluish lips or face</li></ul>

\*Source: CDC 5/19/2020. This list is not all possible symptoms. Please contact your medical provider for any other symptoms that are severe or concerning to you.

### Employee Considerations for Onsite Work

- **Employee Screening Prior to Onsite Work**
  - Prior to working onsite each day, employees will answer a health screening relating to COVID-19.
    - If the employee can answer YES to the question, **do not enter** the Branch and immediately contact the HR Manager.
    - If the employee can answer **NO** to the question, then onsite work is permitted.
    - See Appendix L for the health screening question. [Note: As of the writing of this document, the process for reporting this self-screen is being developed: it will be covered in detail in the “Return to On-site Work” training.]
- **When to Stay Home**

- *Most importantly, if you are not feeling well please take care of yourself!* Please know that you should not come into work if you are ill even when unrelated to COVID-19. There are no changes to the current process for this and how it is managed.
- If you find that you are not feeling well and it is [appearing similar to] [matching] a COVID-19 symptom, there are two courses of action:
  - Symptom based approach - Stay home and **stay away from on-site work** until **ALL** criteria met:
    - No fever for 72 hours (3 days) and without use of fever reducing medicine
    - Other symptoms have improved (for example, cough and shortness of breath improved)
    - At least 10 days have passed since your symptoms first appeared.
  - OR-
  - Test based approach - A COVID-19 test.
    - Obtain COVID-19 infection testing. Stay home and **stay away from on-site work** until your symptoms improve and you have taken two (2) consecutive COVID-19 tests at least 24 hours apart and tested negative for both.
    - If an employee tests positive, the protocol for positive tests will be followed.
  - Please notify the HR Manager if you suspect a COVID-19 illness
- Under some circumstances, employees may be expected to telework.

● **When an Employee Becomes Ill during Onsite Work**

- *Most importantly, if you are not feeling well please take care of yourself!* Please know that you should not come into work if you are ill even when unrelated to COVID-19. There are no changes to the current process for this and how this is managed.
- If you become ill during the onsite work day, and it is [appearing similar to] [matching] a COVID-19 symptom, you must be separated from others immediately and taken to an isolated area. Please use the health screening guide to determine if removal from onsite work is necessary to minimize further potential exposure to others.
  - If the employee can answer YES to any of the health screening questions, then
    - Please notify the **HR Manager** immediately. (Employee confidentiality will be maintained.) HR Manager will initiate the Rapid Response protocol. Please see Appendix L.
    - There are two courses of action you can follow:
      - Leave work and follow symptom based approach - Stay home and **stay away from on-site work** until **ALL** criteria met:
        - No fever for 72 hours (3 days) and without use of fever reducing medicine
        - Other symptoms have improved (for example, cough and shortness of breath improved)
        - At least 10 days have passed since your symptoms first appeared.
      - OR-
      - Leave work and follow test based approach:
        - Obtain COVID-19 infection testing. Stay home and **stay away from on-site work** until your symptoms have improved and you have taken two (2) consecutive COVID-19 tests at least 24 hours apart and tested negative for both.
        - If an employee tests positive, the protocol for positive tests will be followed.
  - Under some circumstances, employees may be expected to telework.
  - All the work areas that an employee who becomes ill has been in, will be subject to the CDC guidance for disinfection. Please see **Confirmed or Suspected Onsite COVID-19 Case Disinfection Response** section.

- **When Exposed to COVID-19**

- If you have come in close contact (closer than 6 feet for longer than 15 minutes) with anyone (household, workplace etc.) **who tests positive or who is away from work using the symptom based approach** for COVID-19:
  - Please notify the **HR Manager** immediately.
  - Exposed employees may return to onsite work after exposure when 14 days have passed without symptoms **AND** they have taken two (2) consecutive COVID-19 tests at least 24 hours apart during the last 4 days of that 14 day period and tested negative for both.
  - Exposed employees should consistently monitor their health for the identified COVID-19 symptoms during the 14 day time period.
  - Exposed employees whose roles allow for telework are expected to do so during the 14 day time period should symptoms not develop.
- If an Employee has a child/family member/roommate/spouse/significant other/friend that has been quarantined due to contact with someone diagnosed with COVID-19, **AND** the employee has been in contact with the quarantined individual within the last 14 days, **AND** the quarantined person has not developed COVID-19 symptoms or tested positive for COVID-19 the employee will:
  - Be allowed to do **onsite work** after exposure if the following conditions are met;
    - Pre-screening of employees temperature and assessment of symptoms is done prior to the start of onsite work
    - Regular self-monitoring is conducted to assess for any symptoms developing
    - The employee wears a mask at all times when onsite
    - The exposed employee will clean and disinfect their designated work station regularly throughout the day for 14 days.

[Note: If the quarantined individual has developed COVID-19 symptoms or tests positive for COVID-19 then the employee will follow the protocol described in the first bullet point under “When Exposed to COVID-19.”]

- **If you test positive**

- If an employee tests positive for COVID-19
  - Please notify the **HR Manager** immediately. (Employee confidentiality will be maintained.)
  - The employee may return to onsite work when **ALL** of the following criteria are met:
    - No longer have a fever (without use of fever reducing medicine)
    - Other symptoms have improved (for example, cough and shortness of breath improved)
    - The employee has taken two (2) consecutive COVID-19 tests at least 24 hours apart and tested negative for both.
- HR Manager will initiate any necessary communications and protocols, including the Rapid Response protocol (if not already initiated). Please see Appendix L.

***Note: the section above describes protocols for UEC employees. Any volunteers who work with us prior to GROW 3 would need to follow the same protocol.***

## **Considerations for Onsite Camp or Children’s Program Participants**

- **When to Stay Home**

- UEC will require camp participants to stay home if experiencing COVID-19 symptoms.
  - Prior to attending camp each day and/or entering the UEC buildings, camp participants, parents, and guardians will be asked to consider health screening questions relating to COVID-19.
  - If experiencing symptoms of COVID-19 as described above, camp participants will not be allowed to return to camp until they have been:

- Symptom free for 72 hours (3 days) without the use of symptom-altering medicines such as cough suppressants, fever, reducers, etc. **AND** at least 10 days have passed since their symptoms first appeared.
- If a camp participant becomes ill during the day and expresses any COVID-19 symptoms, that camp participant must be separated from others immediately and taken to an isolated area to minimize further potential exposure to others. Camp Director on site will be contacted immediately by the counselor leading the child's camp.
  - Parents or Guardian will be contacted immediately and asked to pick up the child.
  - Parents or Guardian will be asked to inform UEC as soon as possible of a camp participant's COVID-19 diagnosis.
  - All the areas that the ill camp participant has been in, will be subject to the CDC guidance for disinfection. Please see **Confirmed or Suspected Onsite COVID-19 Case Disinfection Response** section.
  - The Camp Director at the branch will contact the HR Manager to initiate the Rapid Response team.
  - Camp participants who have recovered and are fever and symptom free as listed above for at least 72 hours (3 days) **AND** at least 10 days have passed since their symptoms first appeared may return to camp. .
- **When a Camp Participant is exposed to COVID-19**
  - If a camp participant tests positive for COVID-19
    - Per DCF guidelines, UEC will contact the local public health department and the DCF licensing specialist as soon as possible. UEC will follow DCF guidance.
    - A confirmed case will set into motion the Disinfection Response outlined in the section below
    - Camp participant may rejoin camp when all the following conditions are met:
      - They have been symptom-free for 72 hours (3 days)
      - It has been at least 10 days since symptoms first began (as listed above)
      - The camper has taken two (2) consecutive COVID-19 tests at least 24 hours apart and tested negative for both
  - If a UEC employee tests positive for COVID-19
    - The Senior Director of Education and Strategic Planning will work with the Environmental Educator Manager to activate any necessary communications to camp participants' parents or guardians per DCF guidelines relating to possible exposure.

## Confirmed or Suspected Onsite COVID-19 Case Disinfection Response

- **The UEC will follow CDC guidance regarding disinfection.**
  - The area used or visited by the ill employee or participant will be immediately closed off and to the extent possible, doors and windows will be opened and ventilating fans may be used to increase air circulation in the area.
  - The impacted area of the building will be appropriately disinfected and remain closed for 24 hours or as long as possible.
    - It may be advised that the impacted area of the building, or the building in its entirety, remain closed from the point of incident until the regularly scheduled time of beginning operations the following business day.
    - Additionally, it may be advised that the impacted area of a building, or the building in its entirety, remain closed from the point of incident for 24 hours and until the regularly scheduled time of beginning operations the following business day (24-48 hours).
    - This determination would be communicated by the Managing Director.



- Employees and program participants may return to the building immediately after the completion of the disinfection process.

## Section 2: Preventative Measures

### Social Distancing, Use of Masks/Face Coverings, and Gloves

- **Maintaining 6-feet social distancing remains important to slowing the spread of the virus and must be adhered to at all times possible.**
  - Employees must maintain 6 feet of distance between themselves and other employees at all times whether inside the building or outside in the parks
  - Do not gather in groups for meetings or socializing. This includes during lunch break or in a kitchen area.
  - Avoid handshaking and other physical demonstrations of affection.
  - Specific to day camps
    - Camp orientations will be held outdoors and potential pre-recorded message or zoom meetings
    - Registration, pick-up, and drop off will occur outside the building, and staff will utilize two-way radios to have camp participants brought in/out to reduce the number of building entries.
- **Use of Masks/Face Coverings by UEC Employees is Required**
  - It is required that employees wear face coverings when working indoors on-site (except when working alone in an office, or as described below) and in any other setting where social distancing measures are difficult to maintain including open work areas, common areas, front entrances, and working with camp participants at drop off and pick up.
  - UEC will have a limited supply of masks for employees only. Employees may be asked to self-provide masks or appropriate cloth face coverings in order to meet this requirement. Self-provided mask must meet the recommended guideline of 2-ply and made from a material that is appropriate to the UEC brand image.
  - Branch Managers will lead the distribution of UEC provided masks based on the employees scheduled to do onsite work.
  - Staff working with camp groups will follow DCF guidelines which recommend that when in the community, if physical distancing is not possible, face masks should be worn by children and adults. There may be times that do not require masks when *interacting only with children*. (Masks are still optional to wear at the employee's discretion.) Social distancing is strongly encouraged at all times possible. Camp participants are not required, only recommended, to wear masks.
  - Employees working *alone* in an office with the door shut are not required to wear a mask, but will need to do so once someone else enters the same space.
  - See appendix L for guidance on how to safely wear and take off a face covering.
  - If an employee is unable to meet this requirement, please notify the HR Manager immediately.
- **Use of Gloves**
  - Proper HAND WASHING is the first priority.
  - Proper use of gloves during disinfection protocol is required. Guidelines currently in place to properly clean biohazard type material (vomit, blood, urine) are unchanged.
  - Proper use of gloves are required when administering first aid or CPR.
  - Branch Managers will lead the distribution of UEC provided gloves based on employees scheduled to do onsite work.

- Follow proper on and off procedures for gloves (see Appendix F). It is not recommended to attempt to disinfect and reuse disposable gloves.
- UEC will have a limited supply available for employees and will prioritize use.

## Hygiene Measures

- **Employees and program participants (where applicable) are required to follow the recommended hygiene measures.**
  - Wash your hands often
    - Wash your hands as often as possible with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
    - If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol. Cover all surfaces and rub them together until they feel dry.
    - Avoid touching eyes, nose, and mouth with unwashed hands.
    - Wash hands upon arrival at the building, before and after eating, after using a writing instrument used by others, and after using the restroom.
  - Cover coughs and sneezes
    - If you do not have on your cloth face covering, always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
    - Throw used tissues in the trash.
    - Immediately wash your hands after sneezing or coughing, following the hand washing guidelines.
  - Clean and disinfect frequently touched surfaces in your immediate work area
    - This includes but not limited to; tables, desks, phones, keyboards, computer mouse, light switches, writing instruments, and desk accessories.
  - UEC will try to provide hand sanitizer stations based on availability.

## Remote Work

- Remote work will be utilized through the end of GROW 2 to aid in maintaining proper social distance at the onsite work environment.
- Virtual meetings will continue and are strongly encouraged even if working onsite.

## On-site Work

- As a reminder, **maintaining 6-foot social distancing and wearing a mask is required during onsite work.**
- Virtual meetings are strongly encouraged when working onsite.
- Onsite work approval will be granted according to the guidelines outlined in the rest of this playbook .
- Number of onsite employees will not exceed the group number identified in the respective phase of the gating criteria of the Badger Bounce Back (BBB) plan **and** the ability to maintain the 6 foot social distancing guideline. If unable to maintain the social distancing requirements, the number of employees allowed onsite may be lowered. *Note next point regarding day camp exception.*
- Employees needed to support day camps will fall under the day care guidelines and NOT count towards the group number identified in the BBB plan. Current day care guidelines are 10 adults to 50 children.
- At each branch, there will be clearly designated areas for day camp and onsite office work. These two areas must NOT be commingled.
- Employees will be restricted to working at ONE branch unless a specific exception is granted by the Leadership Team.
- Employees must work at their designated work space ONLY.

- Department Managers will identify employees that will work on site. In coordination with the Branch Manager, an onsite work schedule will be published.
  - This will designate the employees approved to work onsite, on what days, and what the time of day onsite work can be completed.
  - NO UNSCHEDULED DROP-INS by employees will be allowed.
- If office space is occupied by multiple functional areas, the functional area managers must coordinate together which employees in their respective departments will work onsite and when. This information will then be provided to the Branch Manager
  - For example: at RP, Marketing and Development share office space. Both Managers work together to identify who will be scheduled to work while maintaining the social distancing requirement. Two employees who have work stations are right next to each other should not be scheduled on the same day whenever possible.
- Volunteer use will be limited and primarily used in Land Stewardship or in areas of the operation where social distancing is easily maintained.

## Branch Assignments

Throughout the stages of GROW, each staff member working on-site will be assigned to **only one branch**. The key reason for the single branch requirement is to avoid contact and cross-contagion between populations (of staff).

It is imperative that staff adhere to their branch assignments at all stages of GROW..

In the extremely rare cases where a staff member needs to enter a branch other than their assigned branch, that staff member must first obtain approval from the Branch Managers. The Branch Managers will work with that staff person to ensure that they are entering a building at a time that will eliminate or minimize potential for contact with other staff (e.g. times the building is unoccupied). The staff person will also be responsible for ensuring that any equipment used or surfaces touched are disinfected after the trip is over, following procedures outlined in Appendix F and Appendix I.

## Section 3: Facilities Management

### Cleaning and Disinfecting

- UEC will regularly clean and disinfect of each branch. In-depth standard operating procedures are located in Appendix F.
  - All employees will engage in cleaning and disinfecting as appropriate to their work and work spaces. This includes cleaning and sanitizing equipment, materials and surfaces used for onsite work. For example, if a table is used for a project, the employee is responsible for cleaning that work space when the project is completed.
  - “Covid-19 Kits” will be provided and stocked with appropriate cleaning/disinfecting supplies for employees to have readily accessible. In depth details are located in Appendix F.
  - **The UEC will follow CDC guidance regarding disinfection in incidents of confirmed COVID-19 case or employee/guest becomes ill onsite. Facilities Manager will lead this protocol upon notification of incident. Please see Appendix F for details.**
- 
- Vehicles have a specific cleaning and disinfecting guideline. In standard operating procedure for cleaning vehicles is located in Appendix F.

## Use of Common Areas and Facilities

- Bathrooms:
  - Will not be open to the public.
  - Employees and program participants are encouraged to keep 6-feet of distance when waiting in line to enter the bathroom AND to limit the number of people in the bathroom at one time.
  - A cleaning and disinfecting checklist will be posted in each bathroom. Bathroom cleaning Checklist is located in Appendix F.
- Lobbies:
  - Will not be open to the public.
  - All branch lobbies will have chairs and furniture configured for social distancing.
  - No groups including camps may gather in the lobbies for meetings or socializing.
  - Employees will not be permitted to eat lunch in the lobby.
- Kitchens:
  - Use will be limited to supporting day camps. This means that staff will not be able to use the microwave or refrigerator for personal use.
  - Employees must properly wipe all surfaces that are contacted after using.
  - Use of UEC plates, cups, utensils will not be permitted. Employees are asked to carry in/out what is needed for their own lunches.
  - A cleaning and disinfecting checklist will be posted in each kitchen.
- Open Areas:
  - Open areas of each branch typically used for gatherings or meetings will be either closed or reconfigured to encourage social distancing.
    - 2nd floor open area of RP will be closed
    - Conference rooms will closed UNLESS it is designated as a work space for an employee
  - RP and MV slides will be closed
  - Animal rooms at each branch will be closed, but animals may be taken into classroom spaces for use for camp or children's programming. Only authorized employees may enter these rooms.
- Day Camps and Room/Area Usage:
  - Schedules will be created identifying what area of each branch will be utilized by different camps/groups.
  - Cleaning and disinfecting will occur during and "change over" of the groups that may occur during the day.
  - In depth details are located in Appendix F (Standard Operating Procedure for Hard Surface Floor Cleaning/Disinfecting: Mop and Bucket and Covid-19 Kits)
- Reception Desks:
  - Will have floor tape marked for social distancing.
  - At all times possible, limit use of the reception desk to one person. If more than one person uses the desk, the high touch areas of the desk must be properly wiped before leaving the next and next person arrives.

## Signage

- Signage will be used to aid in communicating direction and health screening.
  - Signage communicating that branches are not open to the public.
  - Upon approach to a UEC branch building, guest and visitors will be prompted by a sign to stop and consider:
    - Self assess for the 10 COVID-19 symptoms.

- If symptomatic, prompted to NOT ENTER the building.
  - This applies to camp participants, parents, or guardians.
  - UEC employees will follow employee specific guidelines.
- Interior social distancing visual guides will be utilized
  - Floor taping distances for visual clues.
  - Directional stickers and floor tape arrows to help direct to bathrooms, traffic flow, and distancing guidelines.
  - Yellow “do not enter” tape will be utilized to block off areas and to delineate between areas for office onsite work and day camp areas.
- Additional details are located in Appendix G

# Pre-GROW

Pre-GROW consists of our current mode of operation under the Safer at Home Order, as well as work needed to get ready for GROW 1 once the gating criteria for Badger Bounce Back Phase 1 are met. (For a list of criteria that will be considered, refer to the graphic in the Introduction to this playbook ). Below is an overview of the guidelines and activities in Pre-GROW. Guidelines for each permitted activity will follow.

## Pre-GROW

### *Aligned with “Safer at Home” Phase in Badger Bounce Back*

- Per BBB, Safer at Home order still in place
- **On-site work limited to maintaining minimum basic operations (animal care, land stewardship, cleaning/sanitation, food transportation, limited facility maintenance, limited administrative work, limited wildlife/park use monitoring)**
  - Will also involve prep work to gear up for GROW 1 (some of which may be on site)
- Virtual/remote work continues

# Animal Care Activity Guidelines

## Pre-GROW

### Overview of Activity:

Animals will be cared for by one primary animal caretaker at each branch, with multiple backups in place, ready to sub in if needed.

### Considerations:

- Animals continue to receive the same level of care as previously established
- Animal caretakers are only working out of their assigned branch
- Multiple caretakers will be trained for each branch, so that backups are ready to go without any lag time if needed
- New animal caretakers receive sufficient training to provide said care

### Safety Procedures:

- All animal cleaning and feeding tasks will be carried out in the same way they would be under “normal” operating circumstances—it is the timing and staffing that are primarily being adjusted.
- In order to avoid receiving deliveries at our branches and transporting supplies between branches, animal food and supplies will be ordered entirely online and shipped to the homes of the primary animal caretakers. All food and supplies will be ordered by the Animal Care Coordinator.
  - In instances where food or supplies need to be purchased locally (e.g. fresh produce, live animal food unavailable online), Animal Care Coordinator will make the purchase and deliver to the outside of the respective branch at a time when an animal caretaker is working and can retrieve the food and supplies.
- Each branch requires approximately 6 hours of work per week, spread across two three-hour shifts.
  - Of the animal caretaking staff, a primary animal caretaker will be assigned for each branch. That person will schedule two weekly shifts, in accordance with branch entry procedures. Ideally the shifts will be at least two days apart.
  - The remaining animal caretakers will participate in all trainings and meetings and be “on call,” ready to sub in if one of the primary animal caretakers becomes sick or has another conflict
  - Each shift will include feeding the animals and one major cleaning assignment. For new caretakers, the first two shifts will be feeding only before cleaning tasks are assigned.
  - Animal Care Coordinator will send the weekly list of cleaning assignments to the animal caretakers at the start of each week.
- Animal Care Coordinator will train all animal caretakers in the feeding and cleaning tasks
  - Videos will be created outlining general procedures for all of the animal care tasks
  - Animal Care Coordinator will meet virtually one-on-one with each animal caretaker before their first shift in the animal room to discuss individual questions and branch-specific logistics
  - Animal Care Coordinator and all animal caretakers will meet virtually bi-weekly to discuss trainings, answer questions, and problem solve individual issues that have arisen
- **Thorough hand washing is imperative**
  - Staff person must wash their hands thoroughly before and after the shift
  - Hand sanitizer or wipes will be made available in the vehicle for any sanitation needs during the trip.
- PPE shall be worn in accordance with staff safety guidelines.

### Resources needed:

- **Personnel Needs:** One staff member at each branch doing two, 3-hour shifts each week. Two staff members at each branch as “backup” caretakers. 9 staff total.

## GROW 1

### Overview:

Animal care will be done in the same way as the pre-GROW, with added considerations put in place for animal room use by summer camps.

### Considerations:

- Animals continue to receive the same level of care as previously established
- Animal caretakers are only working out of their assigned branch with the exception of Animal Care Coordinator, who may go to other branches in the event of emergency only
- Multiple caretakers will be trained for each branch, so that backups are ready to go without any lag time if needed
- New animal caretakers receive sufficient training to provide said care, especially if pre-GROW animal care workers are re-assigned to summer camp
- Animals are available and accessible for summer camp programs to use for classroom visits, but summer camp groups will not be permitted in the animal room

### Safety Procedures:

- Animal caretaking is done in the same way as described in the pre-GROW, with the following changes:
  - Ordering of animal food and supplies will shift more heavily to local purchases, made by the Animal Care Coordinator, and delivered to the outside of the respective branches at a time they can be received by a caretaker on duty
  - While all animal caretakers will continue to operate out of a single branch, in the case of an emergency (failed filter, sick or injured animal, etc.), the Animal Care Coordinator will be allowed to enter a different branch building with approval from the branch manager. This will only happen in rare circumstances and preferably happen during times that the building is otherwise unoccupied. Any equipment used or surfaces touched will be re-sanitized after the trip is over.
- Animals may be handled during summer camp programming, but the summer camp counselor must wash hands thoroughly before and after handling the animal.
  - Summer camp participants may not touch any animal while it is out of its tank per summer camp licensing guidelines.
  - If a summer camp participant does touch an animal while it is out of its tank, the summer camp counselor must notify the Animal Care Coordinator immediately.
- During summer camp, animals will be taken one at a time by an educator to the campers in another room. Campers will not go into the animal room in order to avoid cross contamination and excess cleaning/sanitization.

### Resources needed:

- **Personnel Needs:** One staff member at each branch doing two, 3-hour shifts each week. Two staff members at each branch as “backup” caretakers. 9 staff total.
- Outline of classroom sanitization process for the rest of the building, and any resources attached to that process
- Gloves

## GROW 2

### Overview:

Animal care will be done in the same way as the pre-GROW, with added considerations put in place for animal room use by summer camps.

### Considerations:

- Animals continue to receive the same level of care as previously established



- Animal caretakers are only working out of their assigned branch with the exception of Animal Care Coordinator, who may go to other branches in the event of emergency only
- Multiple caretakers will be trained for each branch, so that backups are ready to go without any lag time if needed
- New animal caretakers receive sufficient training to provide said care
- Animals are available and accessible for summer camp programs to use for classroom visits, but summer camp groups will not be permitted in the animal room

#### **Safety Procedures:**

- Animal caretaking is done in the same way as described in the pre-GROW, with the following changes:
  - Ordering of animal food and supplies will shift more heavily to local purchases, made by the Animal Care Coordinator, and delivered to the outside of the respective branches at a time they can be received by a caretaker on duty
  - While all animal caretakers will continue to operate out of a single branch, the Animal Care Coordinator will be allowed to enter a different branch building in the case of emergency support, with approval from the branch manager [pending approval of GROW team]
- Animals may be handled during summer camp programming, but the summer camp counselor must wash their hands immediately before and after handling an animal.
  - Summer camp participants may not touch any animal while it is out of its tank per summer camp licensing guidelines
  - If a summer camp participant does touch an animal while it is out of its tank, the summer camp counselor must notify the Animal Care Coordinator immediately.
- During summer camp, animals will be taken one at a time by an educator to the campers in another room. Campers will not go into the animal room in order to avoid cross contamination and excess cleaning/sanitization.

#### **Resources needed:**

- **Personnel Needs:** One staff member at each branch doing two, 3-hour shifts each week. Two staff members at each branch as “backup” caretakers. 9 staff total.
- Outline of classroom sanitization process for the rest of the building, and any resources attached to that process
- Masks and Gloves

# Community Gardens Activity Guidelines

## Pre-GROW, GROW 1, & GROW 2

### Overview of Activity:

Every one of our usual public programs has been suspended because of the COVID-19 pandemic. One program we could safely continue to offer is our community gardens with strong social distancing guidelines that lower the risk of contracting the virus. Food security is one of the core priorities of our organization right now, and providing the garden plots will allow dozens of families without access to growing space to supplement their diets with homegrown produce.

### Considerations:

There are a few necessary adjustments in order to provide a safe socially-distanced gardening experience. This will require more staff time than is typically necessary for maintaining the community gardens. However, the benefit of providing a safe way for our gardeners to experience nature is worth that cost. There are three ways that gardeners may potentially come in contact with the virus under our current system of gardening.

1. Proximity to a gardener in an adjoining plot.
2. Proper sanitizing of tools.
3. Common/shared space of Gardener Tool Shed within Three Bridges Park

In order to have a healthy, productive garden, the plants must be put in the ground within a certain window of time and receive regular watering. Late April to late May is the best time for most plants to go in the ground in Milwaukee. Some spring plants like beets, spinach, and radishes need to be planted even sooner. It is recommended that the plants should be well watered at least once a week. It would be very difficult for our gardeners to bring all the water necessary to keep their plants healthy from their own homes to the garden plots.

### Safety Procedures:

- Gardener proximity Issue: Create schedule so that there is always an unoccupied garden plot between gardeners. The plots are 15ft deep and 10ft across. This will guarantee that there is a minimum of 10ft between people if two people come to the garden at the same time.
  - Odd numbered plots would be Group A, even plots would be Group B.
  - Group A gardening hours: Dawn-Noon on odd calendar days. Noon-Sunset on even calendar days.
  - Group B gardening hours: Noon-Sunset on odd calendar days. Dawn-Noon on even calendar days.
- Contaminated tool issue: Suspend the tool borrowing benefit for time being and do not allow shed access in MV.
- If the water cubes cannot be used, UEC staff will water the gardens once a week (if there is not sufficient rain)
  - At RP UEC staff would attach a pump, hose, and hand sprayer to the water cube. The water cube would be filled up near the warehouse then driven down to the gardens on the skid steer. Staff would then water gardens that have already been planted. Staff would also water gardens at MV.
  - Additionally gardeners would be encouraged to collect rainwater in their gardens if they wish to water more often.
- See addendum below that allows for the water cubes to be utilized as the main water source.

### Resources Needed:

- An additional employee working part time in the park
  - Up to 1hr of the person filling and moving the water cube.
  - Up to 4 hrs of the person watering the gardens at RP. 2 hours at MV.
- Diesel for the skid steer (up to \$10 per week)
- Water (this has always been a cost of providing the gardens)

## **Addendum concerning an alternative to the water issue**

*It would be our preference and recommendation to fill the water cubes and let the gardeners water themselves with appropriate Covid safety measures. A couple of alternative plans for watering were created that would save a considerable amount of staff time if we could implement it in GROW 1:*

### **Alternative Plan A:**

#### **Filling the Water Cubes**

##### *Riverside Park:*

Last year the gardens were operating with one cube that was filled weekly. There may be an increase in water use because people have more time to work on their gardens this year. If both cubes are operational, filling them once a week would meet the gardeners' needs. Filling the cubes requires a hose that is kept attached to the faucet next to the water fountains on the north side of the tower. The handle for the faucet is kept in the VS office and not left outside. It takes up to an hour to fill an empty water cube.

##### *Menomonee Valley:*

The water cubes at our Menomonee Valley branch are filled by rain water. Based on usage from 2019 the cubes never needed to be manually filled. We believe that even with an increase in garden use, there will still be enough water provided by rain to meet the gardener's needs. So, there is no additional staff time needed to fill the cubes.

#### **Divide Gardener's into Watering Subgroups**

In our original gardening proposal we recommended dividing the gardeners into an A group and B group. The plots would be open to each group at different times. With watering, the gardeners can be divided even further by having the southern plot gardeners use water from one of the cubes and the northern plot gardeners use water from the other cube. A sign on each water cube would indicate north or south.

There are two things to consider with this proposal. With these precautions up to eight gardeners would use the cube during a morning or afternoon shift. This would be if every gardener in that group came to water on the same day. An unlikely (but possible) scenario. At this time, one of the cubes is missing a spigot. This would be important to address in order to reduce the amount of touching each cube spigot receives.

#### **Sanitizing the Water Cubes**

The spigots on the cubes will be sanitized on weekdays first thing in the morning, at noon, and at the end of the workday. If we have a strong staff presence on weekends, they can be sanitized those days as well. This would guarantee that the cubes are sanitized between the morning and afternoon shift and at the end of the day for any early gardeners the next morning. Because this is an extra task for staff, it is recommended that we implement this system when we have more staff working on site unless the Facilities Team thinks this is something they could work into their current duties.

In addition to these internal mitigation steps, it would be important to be completely transparent with the gardeners about the reality that we cannot guarantee the complete sterilization of the water cubes. Gardeners should be instructed to wash their hands thoroughly before and after touching the water cubes. They are also welcome to bring their own sanitizing wipes if they want to be sure that the spigot is totally clean before they use it.

Note: This plan will be easier to implement at Riverside Park because the gardens and water cubes are so close to the building. It will be a bigger time investment for the Menomonee Valley staff.

### **Alternative Plan B**

At Riverside Park we could provide all of our gardeners with a "water key" so that they could operate the faucet at will without any cross contamination between gardeners. This would be an added expense, but could reduce the chance of cross contamination even further.

At Menomonee Valley this may not be possible because of the way their faucet is set up. In this case the water cube may be the best option, but alternatives are being researched. There is some concern about the optics of providing all the RP gardeners with a water key and “safer” way of handling water then we can provide our MV gardeners.

**If A Gardener Gets Sick**

Some of our gardeners may become sick with COVID-19 during the growing season. People who are sick, or caring for someone who is sick, should not be coming to the gardens. We will require gardeners to contact us in the event that they become ill, and there will be a system set up for another gardener to volunteer to water and weed the sick person’s garden in their absence.

# Food Transportation/Delivery Activity Guidelines

## Pre-GROW, GROW 1, & GROW 2

Overview of Activity: As a way to support our community, the UEC will use our staff and vehicles to deliver food to local food pantries or assist with other critical food delivery as needed and as approved by the leadership team. As a community center, we can help at a time when the pandemic has created disruptions to the food supply chain and significant increases in demand for food. This is also a way for our wonderful community-minded staff to engage with the community safely and make a big difference to people who need nutrition to stay healthy.

### Considerations:

- Social distancing and sanitation best practices for before, during, and after each trip
- Availability of certified staff
- Availability of vehicle

### Safety Procedures:

- **Only drivers certified to drive 15 passenger vehicles will engage in this work.**
  - This aligns with our standard safety procedures.
- **Only use the Snake Van for food deliveries**
  - This is the only vehicle that has been insured for this purpose—do NOT use another vehicle.
- **Limit the number of drivers assigned for this work to a maximum of 3.**
  - To minimize the possibility of contagion and streamline communications, only three drivers at a time will be responsible for this body of work. If needed, a new group can be identified/assigned
- **Follow branch designation guidelines**
  - Staff have been designated to a particular branch during this time.
  - Only staff assigned to the branch where the vehicle is located are eligible for this task
- **Only one staff member at a time will be in the vehicle**
  - While multiple staff may be assigned to this overall work, each trip will be carried out by only one staff member.
- **PPE is required (mask)**
  - A staff person must wear PPE for the entire delivery trip in order to minimize potential contact with other people.
- **A tarp will be used to line the floor of the vehicle**
  - Before departing for the trip, the staff person will lay down a plastic tarp on the floor of the vehicle where the food will be placed.
  - After the trip, the tarp will be removed, taking care to minimize contact between the top side of the tarp and the floor of the vehicle.
  - The tarp will be rinsed with a hose and set aside to dry for 4-5 days before its next use.
- **Thorough hand washing is imperative**
  - Staff person must wash their hands thoroughly before and after the trip
  - Hand sanitizer or wipes will be made available in the vehicle for any sanitation needs during the trip.
- **Safety guidelines of partnering organizations and stores will be followed**
  - Before engaging in a food delivery partnership, we will clarify the procedures and protocols established by the stores, pantries, and coordinating organizations to make sure our staff are prepared to comply.

### Resources:

- 1-3 staff assigned to this activity
- PPE for staff who are driving (compliant with guidelines outlined in Overall Safety Guidelines)
  - Masks assigned to each individual staff

- Vehicle (Snake Van)
- Plastic tarps
  - Minimum size 8' x 15' (?)
  - 3-4 designated for this purpose
- Space designated for tarp rinsing and drying
  - Needs hose access and enough space for tarp to be spread out to dry

# Land Stewardship Activity Guidelines

## Pre-GROW

### Overview of Activity:

Land Stewardship (LS) essential activities to maintain the safety and integrity of the public green spaces at all three branches. These activities include general trash/litter removal; trail assessment and maintenance to ensure trails are safe and accessible to the public; targeting of WI DNR NR-40 invasive species populations to maintain inventory and previous years' resource investment in the land; watering and care of plant nursery inventory and planting of timely material to maintain value of inventory; spring clean up activities to ensure safety and sanitation of the sites; time sensitive vegetation and other surveys to capture essential seasonal data; seasonally specific seed collection and propagation to ensure quality, genetic diversity and past investments are maintained.

### Considerations:

- Social distancing and equipment and resource sanitation best practices at all times
- Summer staff/interns covered with funds from endowments and donors
- Public perception of doing work in the park during the Safer-At-Home Order
- Ensuring two staff are working on-site (buddy system)
- Keeping the Branch Manager informed when work is being done on-site

### Safety Procedures:

- **Keep UEC LS staff, interns and other UEC staff safe**
  - Up to 6 staff at each branch for Land Stewardship work, spread throughout acreage
  - Practice safety and health precautions to keep work gloves and tools sanitary (outlined in LS COVID-19 BMP document- See Appendix M)
  - Social distancing guidelines, no closer than 6' at any time
  - Only one person in the warehouse, closet, or shed at a time to access tools and equipment
  - Work gloves dedicated to each person
  - Tools and equipment sanitized after each use
  - Masks: The LS staff have masks for use if entering spaces where social distancing is unavoidable
- **Follow branch designation guidelines**
  - Staff to work at only one site during this time, to avoid cross contamination of branches
- **Vehicle use**
  - Only one staff member at a time to ride in trucks or Mule/Zedonk at this time
  - Sanitize steering wheels and surfaces in vehicles at the end of the day and end of each use (see Appendix F for SOP for Vehicle Cleaning)
- **Thorough and frequent hand washing will be important**
  - Staff must wash their hands thoroughly and frequently

### Resources Needed:

- LS staff have the resources they need within the forecasted budget schedules
- Extra help/hands are the biggest resource needed
- Personnel Resources: LS Interns if Pre-GROW extends to June 1st. Additional staff are also helpful to accomplish the work on the land

## GROW 1

**Overview of Activity:**

Same as Pre-Grow

**Considerations:**

- Up to 10 people may be gathered for work on the land. This would consist of UEC staff, interns and potentially 'regular' volunteers or small groups who could sign up to work. (\*acknowledgement of the existing over 60 age restriction guidelines by the state of WI)
- Volunteer Department to coordinate volunteer aspect of work
- Social distance guidelines in place, no closer than 6'
- Use of LS equipment access and facilities spaces would need to be coordinated to not infringe on SC times and spaces. (RP is more straightforward with warehouse space to separate LS and SC. WP & MV could be fairly simply coordinated)

**Safety Procedures:**

- **Keep UEC LS staff, interns and other UEC staff safe**
  - Up to 10 staff or volunteers at each branch for Land Stewardship work, spread throughout acreage, assuming guidelines apply to spaces separated from other UEC department's work. Every person engaged in this work will have one branch that they can work at and not travel between the branches.
  - Practice safety and health precautions to keep work gloves and tools sanitary (outlined in LS COVID-19 BMP document)
  - Social distancing guidelines, no closer than 6' at any time
  - Only one person in the warehouse, closet, or shed at a time to access tools and equipment
  - Work gloves dedicated to each person
  - Tools and equipment sanitized after each use
  - Masks: The LS staff have masks for use if entering spaces where social distancing is unavoidable
  - Thorough hand washing is important
- **Follow branch designation guidelines**
  - Staff to work at one site only during this time, to avoid cross contamination of branches
- **Vehicle use**
  - Only one staff member at a time to ride in trucks or Mule/Zedonk at this time
  - Sanitize steering wheels and surfaces in vehicles at the end of the day or end of each use

**Resources Needed:**

- LS staff have the resources they need within the forecasted budget schedules
- Extra help/hands are the biggest resource needed
- Volunteer Department coordination for volunteer help is needed
- Personnel Resources: LS staff and Interns (June 1st). Additional staff are also helpful to accomplish the work on the land.

## GROW 2

**Overview of Activity:**

Same as Pre-Grow

**Considerations:**

- Groups and gatherings of up to 50 now allowed. Volunteer groups are rarely over 25 people and we will work with a maximum group size of 30 (State of WI restrictions still in place for those over 60 years of age)
- Groups can be staged in crews of 10 to further minimize contact and ensure proper social distancing
- Volunteer Department to coordinate volunteer ROOT opportunities and service groups



- Access of LS equipment and facilities spaces to be coordinated to not infringe on SC times and spaces. (RP is more straightforward with warehouse space to separate LS and SC. WP & MV to be coordinated to avoid overlap)
- All personnel will continue to operate out of a single branch and not travel between branches.

#### **Safety Procedures:**

- **Keep UEC LS staff, interns and other UEC staff safe**
  - Up to 30 people per group, plus UEC staff, interns and volunteers at each branch for Land Stewardship work, spread throughout acreage
  - Practice safety and health precautions to keep work gloves and tools sanitary (outlined in LS COVID-19 BMP document)
  - Social distancing guidelines, no closer than 6' at any time
  - Limited number of people to access warehouse, closet, or shed at a time to access tools and equipment. Equipment to be brought out of the confined space into open spaces for access by volunteers and/or groups
  - Work gloves dedicated to each 'regular' staff. Volunteer group work gloves sanitized after each use and strongly encouraged to bring their own
  - Tools and equipment sanitized after each use
  - Masks: The LS staff have masks for use if entering spaces where social distancing is unavoidable
  - Staff must wash their hands thoroughly and frequently
- **Follow branch designation guidelines**
  - Staff to work at one site only during this time, to avoid cross contamination of branches
- **Vehicle use**
  - Only one staff member at a time to ride in trucks or Mule/Zedonk at this time
  - Sanitize steering wheels and surfaces in vehicles at the end of the day or end of each use

#### **Resources Needed:**

- LS staff have the resources they need within the forecasted budget schedules per opening dates
- Extra help/hands are the biggest resource needed
- Volunteer Department coordination for volunteers (ROOT and service groups) needed
- Personnel Resources: LS staff and interns (June 1), along with additional UEC staff if available. Volunteer Department staff

# Learning Gardens Activity Guidelines

## Pre-GROW, GROW 1, & GROW 2

### Overview of Activity:

The UEC learning gardens are an integral part of programming at the Urban Ecology Center, frequently used by Summer Camp/NEEP and CP departments, as an educational tool, throughout the summer and fall seasons. This year, while the typical usage of these gardens will need to adjust in order to account for physical distancing practices, the gardens present an added benefit of a strong virtual learning location. Overall, though in-person NEEP class and Summer Camp visits may be smaller, the potential of using the gardens for other purposes clearly indicates the need for its continual maintenance.

The learning gardens are a way of providing food security through hands-on educational programming to our Summer Camps, NEEP, and Community Programs throughout the summer and fall seasons. The learning gardens are an excellent teaching tool and a sustainable farming model, but more importantly, it's urban farming located in an area with limited food resources. We are creating opportunities that are designed to make healthy food more accessible. Throughout the growing season, UEC members, summer camp participants, staff, and volunteers work together on planning, planting, maintaining, and harvesting raised garden beds.

This year, while the typical usage of these gardens will need to adjust in order to account for physical distancing practices, the gardens present an added benefit of a strong virtual learning location. Overall, though in-person NEEP class and Summer Camp visits may be smaller, the potential of using the gardens for other purposes clearly indicates the need for its continual maintenance.

**Considerations:** In order to set the foundation for a strong growing season, and to minimize garden work during the busy Summer Camp season, educators have traditionally prepared and planted the garden beds starting in early May. However, Wisconsin's Safer at Home order is in place through most of the spring, meaning that this necessary work must take place while the order is still in place. Additionally, it seems likely that physical distancing requirements will be important to maintain throughout the summer in order to avoid spreading COVID-19. Because of this, the following typical garden procedures will need to be adjusted in order to ensure safe garden usage throughout the summer:

There are limited adjustments in order to provide a safe socially-distanced gardening experience and will not require more staff time than is typically necessary for maintaining the learning gardens.

- Many gardeners in a small work space
- Sharing and use of garden tools
- Entering the buildings where tools are stored
- Unplanned group usage ("Random" NEEP/Summer Camps just stopping by)
- Interactions with gardener in the next plot over
- Social distancing
- Sanitation and best practices for working outside in the learning gardens
- Availability of specific staff
- Accessibility to the learning gardens, outside of camp hours
- Operating the water access points connected to the building.
- Inside plantings identified.
- Group usage ("Random" NEEP/Summer Camps just stopping by)
- **GROW 1 and GROW 2 same as Pre-GROW**

**Safety Procedures** to be implemented to address the above considerations:

- **Maintain social distancing/safe hygiene practices:**
  - If staff need to be in the garden at the same time, they will maintain a distance of at least 6 feet and wear facemasks and gardening gloves
  - Staff will wash hands before and after working in the gardens; staff will have sanitizer to use as needed
  - Staff will self-monitor and follow guidelines listed above
  - Staff proximity Issue: Create a staggered schedule so that there is always an unoccupied learning garden between gardeners. This will guarantee that there is a minimum of 7-8ft between people when they are scheduled to work in the learning gardens
  - Staff will rotate watering responsibilities.
  - UEC staff will have assigned water keys and be responsible for handling all water related equipment such as pumps, hoses, and hand sprayers to the water cubes and connected to the building(s)
  - Staff will be responsible for sanitizing all tools used to perform gardening task
  - No groups/camps will work in learning gardens during Pre-GROW
  - Summer camps/groups will be assigned specific plots
- **Safe tool usage**
  - Each staff person will have hand tools that they will have ownership of; these tools will be sanitized daily and kept in our UEC care
  - Only staff assigned to their branch will enter their branch for tool access (including the main building and warehouse/tool storage trailer); Only staff assigned to their specific branch will work in the learning gardens
  - Any tools that must be stored on-site (wheel-barrows, etc) will only be utilized by staff assigned to that specific branch; usage of said tools will be communicated and scheduled with affected parties (Land Stewardship, Facilities, Branch Manager)
  - If any additional tools are needed, staff will contact the Branch Manager and other affected parties a week in advance in order to work out safe and sanitary sharing procedures
  - Usage of tools will be communicated and scheduled with affected parties (Land Stewardship, maintenance, branch manager)
- **Group usage**
  - We will continue to adjust this section as the gating criteria for the Badger Bounce-Back Plan is implemented (updates may include requiring UEC program groups/staff to schedule visits in order to ensure physical distancing requirements are met)
  - Summer camps/groups will be assigned specific plots
- **Scheduling**
  - We will coordinate with the Branch Manager regarding all work schedules, staggered or otherwise, for garden work in order to maintain physical distancing.
  - Each Monday we will communicate who will be in the garden, and whether or not staff members assigned to any of the three branches will be entering any buildings.
  - Once plants have been planted, we will develop a rotating watering schedule outside of the weekly workday. Only one person will be on site to water at a time (using assigned watering cans). We would also look to engage the Land Stewardship and Facilities teams along with other staff to help water.
  - We will continue to adjust this section as the gating criteria for the Badger Bounce-Back Plan is implemented (updates may include requiring UEC program groups/staff to schedule visits in order to ensure physical distancing requirements are met)
- **Branch-specific assignment of staff**
  - Staff are designated to specific branches throughout Pre-Grow, GROW 1 and GROW 2.

● **Unplanned group usage**

- During the Safer at Home order, only staff responsible for the learning gardens will work in the gardens
- We will continue to adjust this section as the gating criteria for the Badger Bounce-Back Plan is implemented (updates may include requiring UEC program groups/staff to schedule visits in order to ensure physical distancing requirements are met)

**Resources:**

- PPE for staff and program participants who are working within the building and/or learning garden space
  - Masks assigned to individual staff and program participants
- Space for storing disinfected tools or materials

**Resources Needed:**

- Identified gardening tools to be used for learning gardens.
- Up to 2hrs for staff watering the learning gardens .
- Water (this has always been a cost of providing the gardens)

# Outdoor Leader Program Activity Guidelines

## Pre-GROW, GROW 1, & GROW 2

### Overview of Activity:

Keeping our current Outdoor Leaders (OL's) employed through the end of their 18-month term aligns with the UEC's values of keeping staff safe, healthy, working and paid. We will continue to employ our current OL's and this includes both working with them as employees and continuing the programmatic and professional development piece.

### Considerations:

- The OL's will be considered a resource to assist with Summer Camp, Land Stewardship, Facilities and wherever else they're needed. The OL Working Group will help with staffing assignments and scheduling.
- We will delay the hiring of the next cohort of OL's until at least Phase 3. The OL Working Group will revise the recruitment and hiring plan informed by Grow Phases for the remainder of 2020.
- We will continue our professional development trainings with the OL's virtually during the Pre-Grow, Grow 1 and Grow 2. We will cancel the Northern Wisconsin summer trip scheduled for early June.
- The OL budget will be reviewed to determine the amount of hours the OL's can work each week during the summer months.
- We are hoping to continue with our plan to have "Academic Year Outdoor Leaders" starting in the fall. Priority will be given to allowing our current cohort to continue after their 18-month term ends. Details for what this would look like will need to be determined closer to the date when we understand what our fall is going to look like (and which GROW Phase we are in).
- **GROW 1 and GROW 2 same as Pre-GROW**

### Safety Procedures:

- Outdoor Leaders will continue to operate as staff during the summer and will undergo all of the same trainings, scheduling considerations, and safety protocols as the rest of the UEC staff.
  - Minimize the amount of time that OLs are scheduled with one another if we have concerns about them making good decisions about social distancing.
- Outdoor leader training and professional development will continue much as they did during Pre-Grow.
  - Trainings held in Zoom once a week and facilitated by different staff.
  - Gives the OL's a chance to feel connected to one another even if they don't see each other much.
- It will be important to communicate clearly with the families so that they know their teens are safe with us.
  - Recommend inviting parents to join a zoom meeting where we discuss our safety protocols and answer any questions/concerns they might have along with their teens.

### Resources Needed:

- PPE and other resources needed by all staff
- Training

# Summer Camp Preparation Activity Guidelines

## Pre-GROW, GROW 1, & GROW 2

### Overview of Activity:

As a response to the childcare need in our community, the UEC has identified childcare as one of our top priorities and will be running Summer Camp at all 3 of our branches for the summer, beginning in GROW 1. Pre-GROW preparations will need to occur to position us for success.

### Considerations:

- Camps will continue following Summer Camp Handbook Policies and Procedures (See link in Appendix E)
- As of 5/1/20--DCF allows up to 50 kids and 10 staff in a childcare at a time.
- K-4th grade has been identified as the highest priority, as they are unable to be unsupervised at home.
- We will separate populations of camp families by assigning them to only one branch.

### Safety Procedures:

- **Staffing needs and ratios**
  - The UEC will plan according to the suggested ratio of no more than 50 children and 10 staff in Summer Camp while keeping our own UEC ratios in mind.
  - Camp Counselor: staff leading a SC group of children.
  - Camp Director/sub: staff acting as Camp Directors, substitute to a counselor, and/or staff working on EE virtual content.
  - Number of staff needed to run summer camp
    - Total Counselors needed: 14(6 or 4 per branch)
    - Total Directors/subs needed/virtual content: 12 (4 per branch)
      - Keeping in mind that staff are assigned to a single branch (limiting coverage flexibility), we might have more fluctuation of staff due to possible Covid-19 infections, and the need to continue developing and creating virtual content, there is a need to allocate more staff per branch.
    - Within the NEEP ( 12 FT) and CP (4 PT) team, 14 counselors/Directors can be arranged. With this in mind, 12 interns may need to be hired or UEC staff re-shifted.
- **Branch-specific assignments of staff**
  - Staff are designated to a particular branch throughout summer camp.
  - Riverside Park: 6 counselors & 4 directors/subs/virtual content
  - Washington Park: 4 counselors & 4 directors/subs/virtual content
  - Menomonee Valley: 4/6 counselors & 4 directors/subs/virtual content
    - It is recommended to run only 3 camps at MV during 3 of the weeks (wk 2,3, and 9) and only run 2 camp sessions during the other weeks to allow for some flexibility.
- **Adjust Summer Camp offerings (*see table below for recommended schedule*)**
  - Summer Camp offerings are adjusted to allow “all ages” to be running at each branch, each week. Not all original summer camps will be offered and some will occur more often.
    - Though “all ages” may not be specifically reflected in schedule plan, adjustments may be made to allow flexibility in age groups and adjusted to incorporate multiple ages or split ages to meet childcare needs.
  - Camps will focus on children K-4th grade.
  - Specialty camps that require travel, special equipment, off-site activities will not be running.
  - Riverside Park: 3 camps offered per week
    - K5 - 12 kids
    - 1st & 2nd - 12 kids
    - 3rd & 4th - 12 kids

- Washington Park: 2 camps offered per week
  - 1st & 2nd -12 kids
  - 3rd & 4th - 12 kids
- Menomonee Valley: 2 or 3 camps offered per week
  - K5 - 10-12 kids
  - 1st & 2nd - 12kids
  - 3rd & 4th - 12kids
- **Prepare paperwork and staff materials**
  - Records and rosters prepared
  - T-shirts will be delivered to individual branches once participants have been assigned to a branch. Shirts will be allowed to “sit/rest” for 3 days before distributing to the parent or guardian of each participant at the end of the day.
  - Backpacks, first aid kits, locks, soap, staff PPE, and program materials purchased and delivered to branches (sunscreen, snacks)

#### **Communication Plan:**

- **Update Parents and Staff**
  - Plan to be shared with all staff after LT approval of the playbook .
  - In conjunction with marketing, EE will create communication to parents to both indicate our plans for summer camps and to gather responses to assess childcare needs and guide decisions for enrollment priority.
  - Send written communication to parents with clear guidelines/orientation for safety and procedural expectations pre-camp. Optional open Q&A via zoom.
- **Update Altru**
  - EE & CP to add/update new offerings in Altru.
  - When childcare priorities are nailed down, cancellations will be processed.
- **Refunds and other budgetary items**
  - Refunds as a result of UEC cancellations will be processed with no administrative fees/penalties applied.
  - All registrations subject to cancellation will receive an invite to donate a portion of any fees paid to support programming. Donations will be processed at the time of refund and cancellation.

# Summer Camp Training Activity Guidelines

## Pre-GROW, GROW 1, & GROW 2

### Overview of Activity:

As a way to prepare our summer camp staff with the best practices and protocols related to summer camps, UEC staff who will be leading or directly supporting summer campers must complete 24 hours of required training. Training incorporates UEC best practices, as well as Wisconsin child care code requirements.

### Considerations:

- Planning for training can be done virtually in advance.
- This training is a requirement to maintain compliance with our summer camp license and requires a minimum of 24 hours.
- If held in person, social distancing and hygiene best practices would apply for each session. In-person training preferred for some sessions.
- Recording sessions for future use/support and reference
- State-run background checks are also required for all summer camp staff.
- Some sessions, such as branch-specific tours are preferably done in-person, and can be done virtually if needed.

### Safety Procedures:

- **All staff working with summer camp will complete this training.**
  - Staff include counselors (educators in EE/CP/other departments), Camp Directors, and any other staff who may be in contact with the campers.
  - Pre-evaluation of available technology necessary for any new hires (interns/seasonals) prior to training commencing.
- **All staff working with summer camp will have a background check run**
  - This is a requirement for compliance with our license. HR will be engaged in processing background check requests and completions.
  - Background checks may be completed before, during or after training. They must be completed with approval before working with camp children.
  - Fingerprinting may be reinstated as part of background checks at any time (currently suspended during COVID-19 guidelines). All camp staff may be required to do fingerprinting checks when fingerprinting is reinstated.
- **Branch-specific assignment of staff**
  - Staff are designated to a particular branch during this time.
  - Only staff assigned to a specific branch may attend in-person training at that branch.
  - Trainings will run at all 3 branches for in-person training--as deemed appropriate.
  - General virtual sessions will be done with the entire group via zoom.
  - Branch-specific training may be handled virtually with breakout rooms, or in-person, or scheduled independently of each other.
- **Social Distancing Measures**
  - Any training held in-person will abide by the 6' social distancing measures, including support measures, such as floor markings, mobile measurement devices, assigned seating, etc.
- **PPE as required (mask)**
  - Staff will follow PPE protocols and proper procedures at all times for any in-person training.
- **Thorough hand washing is imperative**
  - Each staff person must sanitize or wash their hands thoroughly upon entering any of our buildings and after touching any shared surfaces/door handles/etc.
  - Hand sanitizer or wipes will be made available in training areas for sanitation needs during the training.

### Resources:



- PPE and protocols for all staff when participating in-person
- Video recording camera available for all in-person training sessions
- Accommodations for any pre-recording of specific areas at a center.
- File-sharing or server space to hold virtual recordings of distance-accommodated sessions.
- Site sanitation for any onsite/in-person sessions at each branch
- Staff resources
  - Total Counselors needed: 14 (6 at RP, 4 at WP, and 6 or 4 at MV based camp week)
  - Total Directors/subs needed/virtual content: 12 (4 per branch)
  - Within the NEEP ( 12 FT) and CP (4 PT) team, 14 counselors/Directors can be arranged. With this in mind, 12 interns may need to be hired or UEC staff re-shifted.

# Summer Meal Program Activity Guidelines

## Pre-GROW, GROW 1, & GROW 2

**Overview of Activity:** The Washington Park community faces food insecurity, nutrition concerns, and low income. Meals can be a significant challenge for families during the summer months and the Washington Park branch is a way to provide food security to the Washington Park community. Our partnerships with the Milwaukee Center for Independence (MCFI), Milwaukee County Parks, and the Hunger Task Force allows us to address the need of making healthy food more accessible by hosting a daily free lunch program. Throughout the summer, staff work together to distribute over 1,300 healthy lunches to young people within the Washington Park neighborhood.

### Considerations:

- Ease of access to the building and social distancing requirements
- Guidelines for sanitation
- Food preparation best practices
- Availability of specific staff (Visitor Services Specialist, Outdoor Leaders, Youth Workers)
- Availability of meals during camp hours
- Adhering to the Meal Agreement from MCFI (see Appendix C)
- **GROW 1 and GROW 2 same as Pre-GROW**

### Safety Procedures:

- **Two Staff Members assigned to WP will be trained on how to facilitate the summer meal program.**
  - This aligns with state and federal standard safety procedures.
  - One Outdoor Leader and one Youth Worker will be assigned to work at different times during the summer meal program
  - The person in charge will monitor staff involved in food preparation or distribution for signs of contamination and/or illness
- **Meal distribution**
  - Distribution will be a “Grab-and-go” format, with curbside pick-up
  - Summer meal staff will be pre-screened prior to serving meals
  - All meals will be distributed outside the building
  - Summer meals are not allowed to be eaten onsite
  - Social distancing will be monitored and adhered to during meal distribution by leading UEC staff.
  - Summer meals will be taken off site
- **Outdoor Leaders and Youth Workers will be trained on serving meals safely and best practices.**
  - To minimize the possibility of food contamination and preventing the spread of the virus
  - Staff are trained on meal distribution and sanitizing
- **Limit the number of staff assisting with the meal program.**
  - Specific staff will be designated to work the summer meal program during GROW 1
    - To minimize risk, two staff will be responsible for serving meals
    - If needed, another staff person can be identified/assigned to serving meals
    - Only designated staff will have access to summer meals
- **PPE is required ( mask and gloves) Only designated staff will have access to summer meals.**
  - Each staff person must wear PPE while performing summer meal distribution to ensure minimal contamination of the food
- **Only designated staff will have access to summer meals.**
  - All meals will stored in the commercial refrigerator within the kitchen area

- All summer meals will only be accessible by designated staff to limit contamination of food space
- **Food safety best practices will be followed.**
  - Thoroughly hand washing will occur before putting on gloves
  - Assigned staff must wash their hands thoroughly before and after serving meals
  - Hand sanitizer or wipes will be made available for any sanitation needs
  - Tables will be sanitized and properly cleaned before and after serving meals
  - Storing food safely and properly as set by state and federal guidelines
  - All meals will have centralized food prep and will be pre-packaged before being taken to the meal site for distribution
  - Food temperature will be tested during production, receiving, and distribution of meals
- **Safety guidelines of partnering organizations will be followed.**
  - Before engaging in the summer meal partnership or providing food to the community, we will clarify and adhere to the procedures and protocols established by our partners
  - Training will be provided to all food service and administrative staff participating in the summer meals program
  - Sites cannot begin summer meal distribution until training is completed
  - A pre-operational visit is mandatory before starting the summer meal program
  - Signage will be available and posted encouraging social distancing
- **Operating dates and times.**
  - Dates: June 15, 2020-August 28, 2020
  - Days: Monday-Friday
  - Times: 11:30am-1:30pm
- **Types of meals served.**
  - Pre-packaged breakfast & lunch combo. Delivering a lunch meal along with a breakfast pack for the next day to provide two meals at once
- **Operating Summer Meal Program During Summer Camp Program**
  - Summer camp participants will be able to take part in the summer meal program
  - Summer camp breakfast & lunch combos will be identified and separated from other pre-packaged meals

## Resources

- PPE for staff who are serving meals
  - Masks assigned to each individual staff
  - Non-latex gloves available for serving meals
- Creating social distancing
  - 2-4 tables
  - Safety cones
  - Tape and/or spray paint
- Space for storing sanitized materials

# Wildlife & Park Use Monitoring Activity Guidelines

## Pre-GROW, GROW 1, & GROW 2

### Overview of Activity:

As a way to continue to evaluate our impact during a pandemic, the UEC will continue to carry out a limited amount of wildlife and park use monitoring (such as trail counters, bat sensors, wildlife cameras)

### Considerations:

- Social distancing requirements
- Branch designation guidelines
- Access to building must be limited or eliminated
- **GROW 1 and GROW 2 same as Pre-GROW**

### Safety Procedures:

- **Eliminate all monitoring activities that would involve touching mammals or birds; incorporate projects with other taxa that can be done as part of summer camps**
  - Due to the potential risk of viral transmission between mammals and birds, none of these activities are permitted
- **Continue projects that can be done remotely (bat sensor, wildlife cameras, pedestrian counters) and require minimal onsite work to maintain equipment**
- **Follow branch designation guidelines**
  - Staff have been designated to a particular branch during this time.
  - Only staff assigned to the branch where the vehicle is located are eligible for this task
- **Schedule of activities must be cleared by the branch manager**
  - To ensure minimal risk of encountering other staff and to maintain the best practice of staff not working alone, trips must be scheduled with the branch manager.
- **Entrance and proximity to the building is limited/eliminated**
  - As much as possible monitoring activity will be confined to the park, away from high traffic areas like our building entrances
  - If building entrance is needed for supplies, etc, it must be cleared with the branch manager first
- **PPE is required if social distancing cannot be maintained in the park**
  - A staff person must wear PPE while carrying out monitoring activities in the park if there are members of the public or other staff in close proximity.
- **Thorough hand washing is imperative**
  - Staff person must wash their hands thoroughly before and after the monitoring activity
- **Any equipment used must be properly sanitized**
  - Follow the equipment sanitization guidelines found in Appendix I

### Resources:

- PPE for staff (compliant with guidelines outlined in Appendix L)
  - Masks assigned to each individual staff
- Covid Cleaning Kit or Similar for Sanitizing any equipment used

## On-site Office Work Activity Guidelines

### Pre-GROW, GROW 1, & GROW 2

**Overview of Activity:**

Please see page 10 and 11 for details relating to remote and onsite work through pre-GROW, GROW 1, and GROW 2.

# GROW 1

Preparation for GROW 1 will be triggered as the gating criteria for Badger Bounce Back key health indicators start to show a positive trend (For a list of criteria that will be considered, refer to the graphic in the Introduction to this playbook ). We will also assess our overall readiness and the readiness of each activity permitted in this phase according to our assessment guidelines (see appendix D), and allow for preparation time before beginning permitted activities.

Below is an overview of the guidelines and activities in GROW 1. Guidelines for each permitted activity will follow.

## GROW 1

### ***Aligned with “Phase 1” of Badger Bounce Back***

- BBB allows for a “partial re-open.” Schools and daycares are also allowed to open.
- Social distancing guidelines still in place per BBB
- Gatherings of up to 10 people allowed by City Ordinance (For our purposes, we are defining “gatherings” as groups of people in the same confined space (e.g. a classroom or office).
- \*Note: Because we are licensed as a “daycare center” by the Dept of Children and Families (from June 1 - Aug 31, for summer camps), the guidelines for gatherings of children are slightly different from the overall state guidelines. We will be adhering to these for all summer camp programming.
- Staff are restricted to one branch
- PPE Requirements in place
- Staff are allowed restricted access to buildings during non-peak times for essential needs, must be scheduled and approved by branch managers
- **On-site work limited to maintaining essential operations as outlined in pre-GROW plus offering childcare (summer camp), NEEP field trips if permitted by schools, opening community gardens, food distribution (e.g. WP lunch program) and equipment lending**
- Virtual/remote work in other areas continues

# Equipment Lending Activity Guidelines

## GROW 1 & 2\*

### Overview of Activity:

Opening up equipment lending to our members could be a fantastic way for us to engage our members- a large segment of our community that we're not effectively reaching right now. It fits in with the priority to *promote opportunities to be outside and experience the healing power of nature*, though understandably secondary to other priorities.

### Considerations:

- The governor's order on April 27th (Order #34) made specific provisions for the use/rental of outdoor adventure equipment *during* the safer at home order. They laid out clear expectations of how to keep people safe through "curbside pickup" and the remote handling of reservations and monetary transactions. The complete guidelines can be found here: <https://evers.wi.gov/Documents/COVID19/EMO34-SAHDIalTurn.pdf>
- We could start by offering lending to our staff as a thank you/morale booster in this difficult time. It would also give us a chance to try out our online system before we go live with the public.
- It will take some time to get up and running (we don't have the equipment out yet, need to finalize online lending, figure out ways to take payments online, etc.). Staff will need an opportunity to safely enter into the building to prep the equipment and get things in place so that we can loan it out.
- We have the technological capacity to switch lending over to a rental program if that was important from a revenue perspective.
- \*The Visitor Services Team is starting to work remotely during pre-phase to get our equipment lending benefit "shovel ready" to launch as soon as the organization is ready. It is *not* assumed that we would start Equipment Lending as soon as GROW Phase 1 launched, but instead wait for summer camps and other priorities to settle and launch our lending benefit *during* GROW Phase 1 as deemed appropriate by Leadership.

### Safety Procedures:

- **Staff will take measures to ensure their own personal safety while visiting the Center.**
  - Schedule visits to not overlap with too many other activities happening at the Center at any given time.
  - VS staff will go in at non-peak times but will overlap with at least one other person so that they are not on the premises alone.
  - Staff will wear a face mask and take care to wash hands frequently, particularly after coming in contact with any shared surfaces.
  - Staff will *not* come into the Center if they have a temperature, symptoms of Covid, or meet any of the other criteria for quarantine as laid out by the playbook .
- **We recommend a phased approach to the restart of lending that expands the breadth and depth of what and where we lend over time**
  - At the very beginning we would launch Equipment Lending for staff only to give us a chance to test our new systems for remote booking and payment processing
  - When we first open to the public, Equipment Lending will be restricted to Riverside Park to expedite our timeline and avoid cross contamination between branches (may require assigning extra staff to RP)
  - Set up lending so that it can be done entirely from the garage with curbside pickup in our driveway.
  - Likewise having a designated location to return equipment will minimize contact as well.
  - As we get settled into our new routines and can confirm we have the staff capacity, we hope to open lending at Washington Park and Menomonee Valley and increase the amount of equipment we have available to borrow.
  - We can schedule pick up times for folks to come get the equipment to avoid having multiple borrowers there at the same time.
- **All prep work that can be done remotely will be to minimize the amount of staff that will enter the buildings.**

- **Equipment will be sanitized between uses to mitigate risk of contamination between borrowers (this guidelines can also be utilized for program equipment)**
  - Lending will take place outside of summer camp times and time can be left between lending periods to let the equipment rest. Most of the virus becomes non-viable after 48 hours, and a full five days between contacts will do *a lot* to minimize the risk. This also minimizes the overlap between equipment lending and summer camp so that there isn't any interference.
  - In addition, the equipment will be disinfected using HALT, which is deemed safe for plastic, metal, and fabric.
  - We will only lend equipment that is relatively easy to sanitize (boats, bikes, hammocks, roasting forks, binoculars, etc.). For example we will not be lending tents or sleeping bags.
  - Life jackets will also be spritzed with HALT to disinfect them, but the best practice for sanitizing them is to let them hang up and dry for at least two days because of their porous nature. Whenever possible it will be important to separate equipment used for each of these two activities. This can be accomplished by borrowing PFDs (and other equipment if necessary) from the other branches.
  - When disinfecting equipment, it is important to clean it first and remove excess dirt by spraying it down with a hose or scrubbing with water and a mild detergent (dish soap)
- **All lending processes will take place online in compliance with Order #34**
  - Reservations can be taken on our website
  - We will need to figure out a solution for credit card processing, but this can likely be done via Checkfront
  - We will need a solution for online waiver signing
  - We will create an online watercraft lending orientation course (video) so folks can be certified without attending an in-person course.
- **Resources Needed:**
  - Staff time- VS team members to assist in setup, 2 staff at each branch for lending
  - Payment processing software via checkfront
  - Sanitizing supplies dedicated to EL
    - Halt
    - Buckets
    - Rags
    - Dish Soap
    - Spray bottles
    - PPE (masks, protective eyewear)



# NEEP Activity Guidelines

## GROW 1

### Overview of Activity:

As a way to support our NEEP partners and students in the community, the UEC may deliver environmental education programming virtually to NEEP partner schools. Programming at school sites may be considered if the need arises and proper accommodations may be made within state and regional COVID-19 response guidelines. At a time when the pandemic has created disruptions to the education system, this is a way for our staff to engage with the learning community safely. If GROW 1 begins in the summer, virtual NEEP development will continue through the summer, in anticipation of the need for virtual programming in schools come fall, 2020.

### Considerations:

- Virtual options in-development available
- Demand and capabilities of schools are still unclear.
- Ability of educators to carry through activity plans and video production.
- Staff availability

### Safety Procedures:

- **Follow branch designation guidelines**
  - Staff will follow their designated branch assignments and abide by the request system for onsite activities.
- **Thorough hand washing is imperative**
  - Staff must wash their hands thoroughly and frequently
- **Thorough sanitizing of educational items**
  - Staff must sanitize all materials after use and abide by UEC sanitizing protocols.

### Resources:

- Environmental Educators can be asked to work on this based on capacity and summer camp needs.
- Video recording and editing equipment/software.
- Educational Materials
- PPE

## GROW 2

### Overview of Activity:

As a way to support our NEEP partners and students in the community, the UEC may deliver environmental education programming at the site of NEEP partner schools. At a time when the pandemic has created disruptions to the education system, this is a way for our staff to engage with the learning community safely.

### Considerations:

- Virtual program development initiated in pre-GROW will continue.
- Virtual & at school site options available. If schools allow it, those who can walk to UEC may be considered for onsite programming.
- Demand and capabilities of schools.
- Staff availability

### Safety Procedures:

- **Follow branch designation guidelines**
  - Staff will follow their designated branch assignments until deemed safe for cross-branch presence.

- **Thorough hand washing is imperative**
  - Staff must wash their hands thoroughly before and after the trip
  - Hand sanitizer or wipes will be made available in the vehicle for any sanitation needs during the trip.
- **Thorough sanitizing of educational items**
  - Staff must sanitize all materials after use at school sites and abide by UEC sanitizing protocols.
- **School site protocols**
  - Staff must abide by school safety practices and UEC guidelines, to the highest extent of safety possible.

**Resources:**

- Vehicles.
- Educational Materials
- PPE to wear offsite
- All educators 10-40 hours weekly (pending overlap of summer camp & school year)

# Sanitation and Garbage Pickup Activity Guidelines

## GROW 1 & GROW 2

**Overview of Activity:** Increased use of our parks has led to an accumulation of trash. In Pre-GROW the land stewardship team has been helping with this effort, but could use assistance so that they can focus their energy on more specialized stewardship activities. This could be a self led park cleanup activity that is designed to help maintain the health and safety of our parks by removing litter generated by the public. It can also be carried out by staff, outdoor leaders, or volunteers as deemed appropriate.

### Considerations

- Follow all guidelines for sanitation and social distancing to prevent the spread of Covid.
- Making sure to not overlap trash pick-up activities in the same space/time as summer camp and other activities in the parks.
- Number of people gathering. 10 people for GROW 1. Up to 50 for GROW 2.
- Social distance guidelines in place, no closer than 6' during pick up and drop off of supplies and while out in the park.
- Staff responsible for sanitizing grabbers after use.
- If summer camps are doing trash pickup, making sure all grabbers are sanitized and work gloves are washed and others are not participating in trash pickup at that time
- It is possible that the volunteer team may be engaged in other work streams across the organization and not have the capacity to host volunteer Park Rangers. It is also possible that the work of cleaning the park can be adequately accomplished by staff or outdoor leaders if the capacity exists. In that case, we could generate an opportunity for volunteers to do this work independently and/or apply the same safety protocols to staff doing this work. We will evaluate when it is safe to hold park rangers as a volunteer activity after GROW 1.
- **GROW 2 same as GROW 1**

### Safety Procedures

- **Keep UEC VOL team and volunteers safe**
  - Follow social distancing guidelines, no closer than 6' at any time
  - Only one person to access grabber at a time
  - Staff and interns to use their own work gloves or one pair of work gloves for the duration.
  - Grabbers must be sanitized after each use following equipment guidelines in Appendix I
  - Employees must wear face coverings in a public setting where social distancing measures are difficult to maintain
  - Staff must wash their hands thoroughly and frequently
  - Staff responsible for throwing away their own garbage
  - If sharps are found, use UEC Sharps protocol for removal.
- **Follow branch designation guidelines**
  - Staff to work at one site only during this time, to avoid cross contamination of branches

### Resources Needed:

- Work gloves
- Trash grabbers
- Trash bags

# Summer Camp Activity Guidelines

## GROW 1 & Grow 2

### Overview of Activity:

As a response to the childcare need in our community, the UEC has identified childcare as one of our top priorities and will be running Summer Camp at all 3 of our branches for the summer. Summer camps are planned to run with the assumption GROW 1 will begin sometime between May 27 and July 15. In the instance that the BBB Phase 1 does not start in this timeframe, Summer Camp may not run in-person and other options will be evaluated (ex: virtual summer camps).

### Considerations:

- Camps will continue following Summer Camp Handbook Policies and Procedures
- As of 5/1/20--DCF allows up to 50 kids and 10 staff in a childcare at a time.
- All camp staff will be required to suspend working with kids until approval is granted when fingerprinting is reinstated.

### Safety Procedures:

- **Staffing needs and ratios**
  - The UEC will follow the suggested ratio of no more than 50 children and 10 staff in Summer Camp while keeping our own UEC ratios (in compliance with BBB guidelines) in mind.
  - Camp Counselor: staff leading a SC group of children.
  - Camp Director/sub: staff acting as Camp Directors, substitute to a counselor, and/or staff working on EE virtual content.
- **Branch-specific assignment of staff**
  - Staff are designated to a particular branch throughout summer camp.
  - Riverside Park: 6 counselors & 4 directors/subs/virtual content
  - Washington Park: 4 counselors & 4 directors/subs/virtual content
  - Menomonee Valley: 4/6 counselors & 4 directors/subs/virtual content
    - It is recommended to only run 3 camps at MV during 3 of the weeks (wk 2,3, and 9) and only run 2 camp sessions during the other weeks to allow for some flexibility.
- **Adjust Summer Camp offerings (see Appendix H for Summer Camp schedule Draft)**
  - Summer Camp offerings are adjusted to allow “all ages” to be running at each branch, each week. Not all original summer camps will be offered and some will occur more often.
    - Though “all ages” may not be specifically reflected in schedule plan, adjustments may be made to allow flexibility in age groups and adjusted to incorporate multiple ages or split ages to meet childcare needs.
    - Group numbers may change if the identified need indicates such and assessment demonstrates proper resource availability.
  - Camps will focus on children K-4th grade.
  - Specialty camps that require travel, special equipment, off-site activities will not be running.
  - Riverside Park: 3 camps offered per week
    - K5 - 12 kids
    - 1st & 2nd - 12 kids
    - 3rd & 4th - 12 kids
  - Washington Park: 2 camps offered per week
    - 1st & 2nd - 12 kids
    - 3rd & 4th - 12 kids
  - Menomonee Valley: 2 or 3 camps offered per week

- K5 - 10-12 kids
  - 1st & 2nd - 12kids
  - 3rd & 4th - 12kids
- **Families sign up at one specific branch**
  - Communication will be sent out ahead of time
  - Flexibility will be exercised for cases where childcare is needed for an older child (5th grade) or an age group that's not explicitly offered (especially for MV/WP during weeks when 2 camps run).
- **Before and After Care**
  - Will provide BC/AC in one group of 5 kids or less. If 5 or more, will split into 2 groups in their classroom (WP- Stage Room/MV-Valley Room/RP-Community Room). This follows the guidelines outlined by DCF for minimizing interaction between groups of campers.
  - Schedule: Before Care, 8-9:30am and After Care, 3:30-5pm
- **Drop-Off and Pick-Up**
  - Registration day- 8:30-9:30 drop off or staggered registrations.
  - Drop-Off: there is a half an hour for drop off and it happens outside the front door/building (line of 6ft apart with tape markings). Parents brings child/children to the center.
    - Sign in
    - Daily Child Health Screen Agreement
  - Pick- Up: happens outside the front door (line of 6ft apart with tape markings). Staff brings child/children to parent outside.
- **Sick Child Policy**
  - Procedure outlined in the Overall Safety Guidelines section.
  - We will follow the recommendations of DCF Order #19, DCF Communicable Disease reporting requirements & CDC guidelines.
- **On-site interactions**
  - Individual camps should try their best to avoid interaction with other groups.
  - Individual camps will remain together throughout the day and continue active tracking procedures.
  - Counselors will communicate with other on-site camps to ensure no more than one camp at a time is in one area or utilizing an amenity.
  - Each camper is responsible to bring their own lunch, snack and labeled water bottle. Food and snacks will not be shared. If SC staff need to provide food for the camper (for lunch or BC/AC snack), single-wrapped snacks will be provided from the "Summer Camp" food bin.
  - Counselors will help ensure that all camper belongings are kept together and separate from other camper's belongings.
- **Field Trips and Transportation\*\***
  - Groups will be allowed to walk to other open spaces (ex: nearby parks) but will have to ensure that the total number of people in a group is no more than 10 people. Camps will split into 2 separate groups while keeping sight and communication (via radio) with each other.
  - No field trips to other UEC branches will take place.
  - No transportation will be provided for participants and buses will not be used.
- **Continue following Summer Camp Handbook Policies and Procedures**
  - Staff will follow COVID-19 specific protocols in addition to the Summer Camp Handbook.
- **PPE as required (mask)**
  - Staff will follow PPE protocols and proper procedures at all times for all on-site work.

#### **Resources:**

- Site sanitation for all summer camp sessions at the end of each day and at each branch.
- PPE
- Radios for drop-off/pick-up

## **GROW 2**

Same guidelines as GROW 1.

\*\*\*GROW 2 Note: In the event physical distancing parameters are relaxed by the state and DCF, field trips and transportation may be reconsidered for restart. Staff availability for bus sanitizing will be a limiting factor, as well as field trip location availability.\*\*\*

# GROW 2

Preparation for GROW 2 will be triggered as the gating criteria for Badger Bounce Back key health indicators start to show a positive trend (For a list of criteria that will be considered, refer to the graphic in the Introduction to this playbook ). We will also assess our overall readiness and the readiness of each activity permitted in GROW 2 according to our assessment guidelines (see Appendix D), and allow for preparation time before beginning permitted activities. Grow 2 limitations and activities can be adjusted as knowledge of the SARS-CoV-2 virus increases.

Below is an overview of the guidelines and activities in GROW 2. Guidelines for each permitted activity will follow.

## GROW 2

### ***Aligned with “Phase 2” of Badger Bounce Back***

- BBB allows for “reopen with best practices”
- Social distancing guidelines still in place per BBB
- Gatherings of up to 50 people allowed by BBB
- Staff are restricted to one branch
- PPE Requirements in place
- Staff are allowed restricted access to buildings during non-peak times for critical needs (e.g. picking up an item without which it is impossible to complete their work remotely). Access must be scheduled and approved by branch managers.
- **On-site work limited to permitted activities from GROW 1, plus consideration of the following (readiness to be assessed at the time, and we recommend a staggered re-start of these):**
  - **Public Children's Programs (YSC/Nature Rangers, Adventure Days)**
  - **Curbside Equipment Lending**
  - **Limited Outdoor “Facility” Rentals**
  - **Urban Adventure Programming (Public/Private)**
  - **Limited on-site office work**
- Virtual/remote work in other areas continues

# Facility Rentals Activity Guidelines

## GROW 2 - Facility Rentals

### Overview of Activity:

We will be not allowing any indoor rentals during GROW 2. Regulating and controlling larger events such as weddings would be challenging, potentially unsafe and could put the UEC in a difficult position of policing that would not feel good to staff working. We would however, like to offer an option of an outdoor ceremony in Amphitheater for weddings if they would follow these protocols and hope that they would reschedule/postpone their receptions for 2021.

### Considerations:

- This gives great customer service and a little something we can offer in a time that is incredibly challenging for everyone, especially people who are having to uproot their wedding and event plans.
- Not everyone would do this, but if there is a couple who really wants to get married and have their ceremony outdoors, we would have the space with protocols set in place for them to do it – they would then potentially have a better connection with us to reschedule for 2021.
- Outdoor space is less to sanitize and slightly less issues tied in to regulate. Wouldn't affect other programs/sanitization between programs or camps.
- We would only offer this on Friday, Saturday and Sundays and would coordinate with any other on-site activity as appropriate.

### Safety Procedures:

- **2 designated UEC Staff/Rental Attendants would be working ceremony rentals following proper safety protocols**
  - To minimize the possibility of contagion, streamline communications, and follow rental protocol/rules – this would be 2 designated UEC RP Staff members.
- **Follow branch designation guidelines**
  - Staff have been designated to a particular branch during this time.
  - Only RP staff are eligible for this task
- **PPE is required**
  - A staff person must wear PPE for the entire ceremony set up/tear down in order to minimize potential contact with other people.
- **Amphitheater would be roped off and seating/benches would be spaced out and marked to ensure proper social distancing**
  - Families/guest would only be allowed to sit near those they live in a household with or have been quarantining with
  - Benches would be marked for 6' spacing distances between families
  - UEC staff would be regulating number of attendees at entrances of Amphitheater
- **Building Usage.**
  - There is not a "rain plan" that involves moving inside.
  - Limited access to the bathroom following the social distancing guidelines.
- **Write out contract addendum with couple and have them sign spelling out the safety protocols they would have to follow if they want to do outdoor ceremony**
  - 30 people or less – this would include their photographer and other vendors (day of coordinator)
  - 90 minute rental time of the amphitheater.



- Designated benches marked off – similar to how churches are marking off seating to only sit next to those in your household/those you quarantined with, marking off every other one and figuring out how many seated that could be while keeping 6' feet from others.
- Roping off the Amphitheater – UEC staff would be regulating how many are allowed into the space, and rope would show the public they are not allowed in.
- Spelling clearly out to couples that these are strict regulations and if not followed might affect the continuation of your ceremony. They would need to communicate these rules with their guests including telling their guests to stay home if you are currently experiencing a fever or any other symptoms that could be related to COVID 19.

**Resources Needed:**

- PPE for staff who are working ceremony
  - Masks assigned to each individual staff
- Rope or other material for blocking off entrances as well as a way to mark off benches.

# Public Children's Programs Activity Guidelines

## Overview of Activity:

Our current after school programming offers childcare for people in our community while moving forward our mission. By starting up our in-person Young Scientist Club, Nature Rangers, and Adventure Day programs, we will be able to provide up to 30 children (9 at each branch) with childcare.

## Considerations:

- Public children's programs already help fill a need in the community.
- Social distancing and sanitation best practices for before, during, and after each program.
- Not part of summer camp licensing and therefore not considered essential - "Childcare".
- Virtual programming options will continue being provided to some extent in all GROW stages until GROW 3.
- \*Public children's programs can only start in-person programs in GROW 2 if hours are adjusted to avoid interacting with Summer Camp campers and if there is enough staff available to run both summer camp and public children's programs or if Summer Camp is done for the season.
- \*\*More Adventures Days could be offered based on need/demand if NEEP's Fall format allows for capacity at branches on other days than Mondays.

## Safety Procedures:

- **Staffing needs and ratios**
  - For in-person public children's programs, there will be 2 educators leading the group to ensure there is another adult in the group while ensuring the 2-person minimum in a branch at all times. Unless there is another staff member (must be an adult) in the building.
  - No volunteers will be allowed to participate in programming in GROW 2.
- **Adjust Hours/Schedule**
  - Young Scientist Club
  - Nature Rangers
  - Adventure Days

Day of the Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
MV- YSC	No	*Yes 5-6:30 or 4:30-6:30	No	No	No	Yes 1-4	No
WP- YSC	No	*Yes 5-6:30 or 4-6	No	No	No	Yes 1-4	No
MV/WP Virtual YSC	No	No	No	Yes 4-5	No	No	No
RP- NR	*Yes 5-6:30 4-5:30	No	No	No		No	No
Adventure Days - All 3	**Yes 9-4	**Maybe 9-4	**Maybe 9-4	**Maybe 9-4	**Maybe 9-4	No	No

- **Branch-specific assignment of staff**
  - Staff are designated to a particular branch throughout GROW 1 and GROW 2.
- **Only pre-registered participants**
  - Participants can register online or in-person.
  - No more than 10 children per program.
  - No drop ins allowed.
  - Participants can only attend programs at one branch.
- **Families sign up at one specific branch**
  - Families will be instructed to sign up to a specific branch for their intended programming.
  - Registrations and communication with participants will help guide this process.
- **Update Altru**
  - Add and update new offerings in Altru to be visible in the public calendar.
  - Create registration for participants.
- **Pick-Up and Drop-Off**
  - All children must get dropped off and picked up by an adult.
  - Daily Child Health Screen Agreement
- **Sick Child Policy**
  - See protocol in Overall Safety Guidelines Section
- **On-site interactions**
  - Groups should avoid contact with other people and groups they may encounter.
  - Individual programs will remain together throughout their time together.
  - Each participant is responsible to bring a labeled water bottle. Food and snacks will not be shared.
- **Field Trips and Transportation**
  - Groups will be allowed to walk to other open spaces (ex: parks) as long as social distancing can be maintained.
  - No field trips to other UEC branches will take place.
  - No transportation will be provided for participants and buses will not be used.

**Resources:**

- Staff hours may be adjusted to ensure there are enough staff/adults per program.
- Site sanitation for all sessions at the end of each day and at each branch.
- PPE
- Radios

# Urban Adventures Programs Activity Guidelines

## GROW 2

### Overview of Activity:

As a way to support our community, promote a healthy and active lifestyle, and keep the UEC relevant, urban adventures programming can resume during GROW 2.

### Considerations:

- Social distancing and sanitation best practices for before, during, and after each program.
- Private and Public Urban Adventures programs can start in-person in GROW 2 and must be scheduled to avoid interacting with other on-site activities.
- Private and Public Urban Adventures programs could potentially start in-person before GROW 2 starts if there is staff capacity based on branch assignments and training requirements.

### Safety Procedures:

- **Staffing needs and ratios**
  - For in-person Urban Adventure programs (private and public), there will be at least 2 educators leading the group to ensure there is another adult in the group while ensuring the 2-person minimum in a branch at all times.
  - Staff leading programs must have all trainings and certifications needed to run the program (ex: lifeguarding for paddling programs).
  - No volunteers will be allowed to participate in programming in GROW 2.
- **Only pre-registered participants**
  - Participants will have to be registered before the program date.
  - No more than 15 participants total per program.
  - No drop ins/last minute registrations allowed.
- **Urban Adventures Offerings**
  - Paddling programs out of the Milwaukee Rowing Club
  - Paddling programs that do not require indoor space/interactions.
  - Biking programs that do not require indoor space/interactions.
  - Guided hiking programs that do not require indoor space/interactions.
  - No Rock climbing during GROW 2 (inspection and training pending).
- **Update Altru**
  - Add and update new offerings in Altru to be visible in the public calendar.
  - Create registration for participants.
- **Equipment**
  - Follow equipment disinfection guidelines identified in Appendix I.
  - Programming will be scheduled in a way that allows equipment to be stored and letting it dry for 4-5 days between uses to more effectively mitigate contamination from Covid-19.
- **Group interactions**
  - Program specific safety procedures and protocols will continue to be set in place as the bottom line while also following safety guidelines procedures in this playbook .
  - Groups should avoid contact with other people and groups they may encounter.
  - Individual programs will remain together (while following social distancing) throughout their time together.
  - Each participant is responsible to bring a labeled water bottle. Food and snacks will not be shared nor provided on any programs.
- **Field Trips and Transportation**

- Groups will be allowed to walk to other open spaces (ex: parks) as long as social distancing can be maintained.
- No field trips to other UEC branches will take place.
- No transportation will be provided for participants and buses will not be used.

**Resources:**

- Staff hours may be adjusted to ensure there are enough staff/adults per program.
- Site and equipment sanitation for all sessions at the end of the program.
- PPE for staff
- Radios and first aid kits

# GROW 3

Preparation for GROW 3 happens as soon as we enter GROW 2. Entering GROW 3 will be triggered as gating criteria for the Badger Bounce Back Phase 3 are met (for a list of conditions that will be considered, refer to the All-Staff summary). We will also assess our overall readiness and the readiness of each activity permitted in GROW 3 according to our assessment guidelines (see Appendix D), and allow for preparation time before beginning permitted activities.

Below is an overview of the guidelines and activities in GROW 3.

## GROW 3

### ***Aligned with “Phase 3” of Badger Bounce Back***

- BBB allows for “re-open”
- Social distancing guidelines lifted per BBB
- Gathering limits lifted per BBB
- **All on-site work will be resumed in GROW 3 and we will resume public hours: each department will be responsible for determining guidelines and adjustments for their activities based on “new normal.” We recommend staggering/ramping up re-start.**

Because GROW 3 marks the return to onsite work for all areas, every department will need to be involved in preparing to return on-site. We recommend that when the UEC enters GROW2, the Leadership team and GROW Core team facilitate a process to engage each department/team to develop their guidelines for how to return to onsite work in the “new normal.” While most restrictions and precautions will be lifted when the gating criteria is met for BBB Phase 3, we will want to pay close attention to guidelines from the CDC and other health experts available at that time, and incorporate best practices that those experts recommend.

# Appendix A: Badger Bounce Back Plan from the State of Wisconsin

## Badger Bounce Back

### FROM SAFER AT HOME TO THE BADGER BOUNCE BACK

When COVID-19 hit Wisconsin, it started to spread very rapidly. This is what happens when a very infectious, brand-new virus enters a community. No one is safe because no one is immune. That means a lot of people can get sick very quickly. It also means hospitals can be overrun with very sick patients. We saw this happen in Wuhan, in Italy and in New York City. Our Safer at Home order was enacted to protect Wisconsin from this situation. We all stayed home, so the virus couldn't spread easily, and our hospitals have been able to safely care for sick people. According to the model created by the Wisconsin Department of Health Services (DHS), Wisconsin was projected to have between 440 and 1,500 deaths from the 22,000 COVID-19 infections projected by April 8th. Over the first three weeks of Safer at Home, our data shows we have saved at least 300 lives, and perhaps as many as 1,400 lives. We have helped flatten the curve, which has resulted in fewer cases and hospitalizations, and we've saved lives, together.

Safer at Home has saved lives, protected healthcare workers and critical employees, and prevented our hospitals from being overrun, but we know that it is not a workable solution for our economy or our way of life in the long-term. We are fighting an unprecedented global pandemic and we are working to open Wisconsin as soon as we can and in the safest way possible. The challenge is that all of us who have remained safe at home can still become ill if we move too quickly or act without an achievable plan in place. In order to preserve the progress we made during Safer at Home, we've developed a plan to safely reopen Wisconsin. Our plan is the Badger Bounce Back. Here's what it looks like:

- We turn the dial to open businesses and society in phases.
- Decisions to move from phase to phase are guided by data—Wisconsin's Gating Criteria and Core Responsibilities.
- In order to turn the dial on Safer at Home and supercharge the Badger Bounce Back, we need to:
  - Increase lab capacity and testing
  - Increase contact tracing, including support for isolation and quarantine
  - Track the spread of COVID-19
  - Increase health care capacity
  - Procure more personal protective equipment
- Individuals and businesses agree to practice good hygiene, physical distancing and other best practices.

Our initial response to COVID-19 has been to keep all Wisconsinites safer at home to prevent spreading this disease. We are eager to move to the next phase but do not yet meet the thresholds for testing, contact tracing, health care worker infection rates, personal protective equipment, and others that public health experts in Wisconsin and within the federal government have determined are necessary.

These guidelines draw from numerous sources including Guidelines for Opening Up America Again (White House, April 16, 2020); COVID-19 Playbook (Resolve to Save Lives, April 1, 2020); National Coronavirus Response: A Roadmap to Reopening (American Enterprise Institute, March 29, 2020); and COVID-19 Economic Recovery: Roadmap for a Smart Re-start of the Wisconsin Economy (Metropolitan Milwaukee Association of Commerce, April, 2020).



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## Badger Bounce Back

Once we reduce the transmission of COVID-19 and meet the Wisconsin Gating Criteria and Core Responsibilities, we can begin to allow people to interact, and more importantly get Wisconsinites back to work. But once we have more flexibility to interact more and get back to work, we will need to aggressively test people for COVID-19, properly isolate people who test positive and quarantine their close contacts. The shift we are making is from “boxing in” all the people to “boxing in” the virus. Until we have a vaccine that prevents this virus, we will need to take these steps to prevent future outbreaks, monitor for resurgence of the virus and take appropriate steps if we see increases in virus transmission.

### WISCONSIN’S GATING CRITERIA

**SYMPTOMS:** Downward trajectory of influenza-like illnesses (ILI) reported within a 14-day period AND downward trajectory of COVID-19-like syndromic cases reported within a 14-day period

**CASES:** Downward trajectory of positive tests as a percent of total tests within a 14-day period **HOSPITALS:** Treat all patients without crisis care AND Robust testing programs in place for at-risk healthcare workers, with decreasing numbers of infected healthcare workers

These metrics and progress on Core Responsibilities will be evaluated regularly and guide decisions about when Wisconsin is ready to move from phase to phase. They are based on the Federal Gating Criteria and Core State Preparedness Responsibilities found in *Guidelines for Opening up America Again* that was issued by the White House on April 16, 2020. These metrics will be applied on a statewide basis as this highly infectious virus knows no county boundaries and can easily spread from regions with high prevalence to regions with low prevalence.

### CORE STATE RESPONSIBILITIES

#### TEST, TRACE, & TRACK:

**Testing:** Every Wisconsin resident who has symptoms of COVID-19 can get a lab test. Results will be reported to the patient and state or local public health within 48 hours of collection. To achieve this, our goal is 85,000 tests/week or approximately 12,000 tests/day.

To achieve this goal, we will focus on the following:

1. Within the healthcare systems across the state, all barriers to testing will be addressed, including:
  - a. Providers are aware of guidance and order tests.
  - b. All clinics have adequate specimen collection supplies (e.g. NP swabs and viral media transport)



and PPE to conduct tests.

c. All labs have supplies to perform tests.

d. All tests are reported to patient and public health.

2. In addition to increasing capacity through the health care system, mobile/temporary testing sites are stood up to address the most pressing needs:

a. Community locations with known intense community spread (e.g., particular zip codes in Milwaukee). b. Outbreaks in congregate settings (e.g., long term care, correctional facilities).

c. Outbreaks in business settings.



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## Badger Bounce Back

**Tracing:** Testing without contact tracing will not result in controlling the spread of the virus. In order to reopen Wisconsin, we need to be sure that everyone who can transmit the virus (whether because they are infected or exposed) understands their responsibility to stay home. We will increase the state's contact tracing efforts by hiring 1,000 additional staff to make sure everyone is contacted and has what they need to safely isolate and quarantine.

To achieve this goal, we will focus on the following:

1. A case interview and contact tracing protocol to standardize processes for training and implementation across the state will be established.
2. Technology options for data management and client communication and tracing will be explored and deployed.
3. A system for contact tracing will be adopted that considers and balances the assets of local health departments and the state.
4. Contact tracing workforce will be hired, trained and deployed via direct hires or through contracts with other agencies.
5. Isolation and quarantine capacity will be identified in each county across the state.

**Tracking:** Building on systems used to track influenza, we will track the spread of the disease and report on the Wisconsin Gating Criteria and other related metrics to keep everyone informed about how we are doing. To achieve this goal, we will focus on the following:

1. Data to inform these metrics will be collected and translated into a regularly-updated public dashboard.
2. Communication assets will be developed and deployed to engage the public and keep them informed of these metrics.
3. Evaluation questions about the pandemic will be identified, prioritized, and studied to further understand the pandemic.

#### **OTHER STATE RESPONSIBILITIES:**

- 3 We will procure personal protective equipment and other necessary supplies to support health care and public safety agencies.
- 3 While PPE is in short supply, we will acquire systems for decontaminating N95 masks for healthcare providers in the state who request this service.
- 3 We will support the surge capacity of our healthcare system.
- 3 We will work with employers to guide them in steps to take, including physical distancing and cleaning practices to create safe workplaces.
- 3 We will work with long-term care facilities to protect the health and safety of our most vulnerable neighbors.
- 3 We will advise residents regarding protocols for physical distancing, hygiene practices, and cloth face coverings.
- 3 We will monitor conditions and immediately take steps to respond to any COVID-19 disease resurgence or outbreaks by restarting a phase or returning to an earlier phase, depending on severity.



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## **Badger Bounce Back**

#### **INDIVIDUAL GUIDELINES FOR ALL PHASES**

##### **CONTINUE TO PRACTICE GOOD HYGIENE**

- 3 Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- 3 Avoid touching your face.
- 3 Sneeze or cough into a tissue or the inside of your elbow.
- 3 Disinfect frequently used items and surfaces as much as possible.
- 3 Strongly consider using cloth face coverings while in public, and particularly when using mass transit.

##### **PEOPLE WHO FEEL SICK MUST STAY AT HOME**

- 3 Do NOT go to work, school, or any other public place.
- 3 Contact and follow the advice of your medical provider.

#### **EMPLOYER GUIDELINES FOR ALL PHASES**

- 3 All employers are encouraged to use federal, state, and local regulations and guidance, informed by industry best practices and the Wisconsin Economic Development Corporation, to develop and implement appropriate policies regarding:
  - 3 Physical distancing and protective equipment
  - 3 Temperature checks and symptom screening
  - 3 Testing, isolating, and contact tracing
  - 3 Sanitation

3 Use and disinfection of common and high-traffic areas 3 Business travel

3 Other best practices

Do NOT allow symptomatic people to work. Send them home if they arrive at work and do not allow them to return until cleared by a medical provider.

Working with local public health staff, develop and implement policies and procedures for workforce contact tracing following an employee COVID-19 positive test result.



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# Badger Bounce Back

## OVERVIEW OF THREE PHASES OF THE BADGER BOUNCE BACK



Action	Safer At Home	PHASE ONE When all Gating Criteria and Core Responsibilities are met	PHASE TWO Based on re-evaluation of Criteria and Core Responsibilities	PHASE THREE Based on re-evaluation of Criteria and Core Responsibilities
Wash hands often	Yes	Yes	Yes	Yes
Cover coughs	Yes	Yes	Yes	Yes
Don't go out if ill	Yes	Yes	Yes	Yes
Face mask if ill person goes out	Yes	Yes	Yes	Yes
Surface and object cleaning	Yes	Yes	Yes	Yes
Isolation of positive cases	Yes	Yes	Yes	Yes
Quarantine of contacts of positive cases	Yes	Yes	Yes	Yes
Physical distancing to 6 feet when possible	Yes	Yes	Yes	No

Stop unnecessary visits to nursing homes, congregate facilities, and hospitals	Yes	Yes	Yes	Yes (until a vaccine is available)
Allow gatherings including religious (above 10, 50 people)	No, but allow religious gatherings below 10.	Yes—9 people maximum	Yes—50 people maximum	Yes—no maximum
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# Badger Bounce Back

## OVERVIEW OF THREE PHASES OF THE BADGER BOUNCE BACK (continued)

Action	Safer At Home	PHASE ONE When all Gating Criteria and Core Responsibilities are met	PHASE TWO Based on re-evaluation of Criteria and Core Responsibilities	PHASE THREE Based on re-evaluation of Criteria and Core Responsibilities
Open restaurants	No, but allow take-out, delivery, and curbside food take-out.	Yes with best practices*	Yes	Yes
Open bars	No, but allow take-out and delivery.	No, but allow take-out and delivery.	Yes with best practices*	Yes
Open essential businesses	Yes	Yes, with retail restrictions removed	Yes	Yes
Open non-essential businesses	Minimum Basic Operations only	Partial reopening*	Yes with best practices*	Yes

Open post-secondary education institutions	No	No	Consider reopening	Yes
Open K-12 schools	No	Yes*	Yes*	Yes
Open daycares	Yes, but limits on capacity.	Yes*	Yes*	Yes
Voluntary quarantine of travelers from high- prevalence areas	Yes	Yes	Yes	Yes
<p>*People over age 60, including employees and those who are medically vulnerable, should continue to shelter in place. Online education/remote work encouraged wherever possible. Based on recommendations from Resolve to Save Lives, When and How to Reopen After COVID-19 and Guidelines for Opening up America Again.</p>				
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## Appendix B : Activities in each GROW Stage

<b>V</b> =virtual/remote  <b>O</b> =On-site  <b>N/A</b> = not applicable during this phase.	<b>Areas of Focus:</b>	Supporting our NEEP schools	Caring for the land and promoting opportunities for people to be outside	Doing what we can to help with food security	Doing what we can to help with childcare	Safety/Maintaining Essential Functions
---------------------------------------------------------------------------------------------------------	------------------------	-----------------------------	--------------------------------------------------------------------------	----------------------------------------------	------------------------------------------	----------------------------------------

Work Stream	Pre-GROW	GROW 1	GROW 2	GROW 3
<i>Key info from Badger Bounce Back</i>	<i>Current operations + getting ready for Phase 1</i>	<i>defined as "partial re-opening"</i>	<i>defined as "open with best practices"</i>	<i>defined as "open" -- social distancing requirements lifted</i>
<i>Number of people allowed to "gather" in each phase</i>		<i>9 people maximum</i>	<i>50 people maximum</i>	<i>No maximum</i>
Adult Workshops	<b>V</b>	<b>V</b>	<b>V</b>	<b>O</b> , following state guidelines
Animal Care	<b>O</b>	<b>O</b>	<b>O</b>	<b>O</b> , following state guidelines
Art Program	<b>V</b>	<b>V</b>	<b>V</b>	<b>O</b> , following state guidelines
Aquaponics	<b>N/A</b>	<b>N/A</b>	prep and <b>O</b> - considered	<b>O</b> , following state guidelines
Birthday Parties - Family/Private	<b>V</b>	<b>V</b>	<b>V</b>	<b>O</b> , following state guidelines
Community Gardens	<b>O</b> , Advertise plots & begin gardening with schedule, no water/tool access	<b>O</b> , with gardening schedule, staff watering	<b>O</b> , with gardening schedule, provide water for gardeners?	<b>O</b> , following state guidelines
Equipment Lending	<b>N/A</b>	<b>N/A</b>	Considered for <b>O</b> - curbside pickup	<b>O</b> , following state guidelines

Evaluation	V	O, for on-site activities only, administered by staff already on-site	O, for on-site activities only, administered by staff already on-site	O, following state guidelines
Facility Cleaning	O	O	O	O, following state guidelines
Facility Rentals	Establish sanitary protocols for rentals	N/A	Considered for O, Limited outdoor rentals	O, following state guidelines
Finance	O- check processing. Everything else done remotely	O- check processing. Everything else done remotely	O- check processing. Everything else done remotely	O, following state guidelines
Food Transportation	O	O	O	O, as needed following state guidelines
General Administrative Work (HR, Fund Development, Leadership, admin tasks for any department/workstream)	V	V	V	O, following state guidelines
Girl Scout & Cub Scout Workshops	V	V	V	O, following state guidelines
Institute	V	V	V	O, following state guidelines
Interest Groups	V	V	V	O, following state guidelines
Internal Meetings	V	V	V wherever possible, except staff on-site for specific activities permitted in GROW2	O, following state guidelines
IT Maintenance	O -as needed, remote as much as possible	O -as needed, remote as much as possible	O -as needed, remote as much as possible	O, following state guidelines
Lunch Program	N/A (prep only)	O	O	O, following state guidelines
Member Engagement/stewardship	V	V	V, possibly O EL benefit delivery	O, following state guidelines
Nature Rangers	V and prep	V and prep	O (only after summer camp season), with pre-registration required and other significant adjustments	O, following state guidelines

Nature-based programming - Adult/Public	V	V	V	O, following state guidelines
Nature-based programming - Child/Private	V	V	V	O, following state guidelines
Nature-based programming - Child/Public	V	V	V and considered for O	O, following state guidelines
Nature-based programming - Family/Public	V	V	V	O, following state guidelines
NEEP	V	V and O, field trips at school sites as school guidelines allow	V and O, field trips run-aligned with school guidelines	V and O, all field trips run as schools allow
Open to the Public	N/A	N/A	N/A	O, following state guidelines
Outdoor Leaders- current cohort	V	Program components: V, as staff could be part of O work appropriate for GROW 1	Program components: V, as staff could be part of O work appropriate for GROW 2	O, following state guidelines
Outdoor Leaders- new cohort	N/A	N/A	consider hiring	O, following state guidelines
PEEP	V	V	V	O, following state guidelines
Preventative Maintenance	O	O	O	O, following state guidelines
Program Gardens at WP & RP (aquaponics)	O	O	O	O, following state guidelines
Sanitation	O	O	O	O, following state guidelines
Science Outdoors	V	V	V	O, following state guidelines
Special Events (e.g. Community Planting Day)	V	V	V	O, following state guidelines
Staff Coming Onsite for materials/projects	N/A except expressly permitted activity	N/A except expressly permitted activity	only for critical needs, must be scheduled and cleared with branch manager	O, following state guidelines



Stewardship Activities	<b>O</b> , LS staff (including interns starting in June)	<b>O</b> , incl other staff in groups up to 9	<b>O</b> , incl ROOT* and volunteer groups	<b>O</b> , following state guidelines
Summer Camp	<b>O- prep only</b>	<b>O</b> , with group size limitations and other significant adjustments	<b>O</b> , with group size limitations and other significant adjustments	<b>O</b> , following state guidelines
Summer Camp Staff Training	<b>V and O</b>	<b>V and O</b>	<b>V and O</b>	<b>O</b> , following state guidelines
Summer intern hiring (coded as orange for SC interns but could also be green for LS)	N/A -identify needs & finish hiring processes as appropriate	<b>O and V</b> in respective departments	<b>O and V</b> in respective departments	<b>O</b> , following state guidelines
Tours	N/A	N/A	N/A	<b>O</b> , following state guidelines
Trash Pick Up	<b>O, LS staff only</b>	<b>O</b> , staff	<b>O</b> , staff	<b>O</b> , following state guidelines
Urban Adventures-Private/Public	N/A	N/A	Considered for <b>O</b>	<b>O</b> , following state guidelines
Volunteer Groups	N/A	N/A ( <b>V</b> possible)	N/A ( <b>V</b> possible)	<b>O</b> , following state guidelines
Volunteering - Indoors	N/A	N/A	N/A	<b>O</b> , following state guidelines
Volunteers-outdoor	<b>V</b> and encourage trash pick up in own neighborhood/park	<b>V</b> and encourage trash pick up in own neighborhood/park	<b>V</b> and encourage trash pick up in own neighborhood/park (Consider for <b>O</b> )	<b>O</b> , following state guidelines
Wildlife/Park Use Monitoring	<b>O -limited, no building access</b>	<b>O -limited, no building access</b>	<b>O -limited, no building access</b>	<b>O</b> , following state guidelines
Young Scientist Club	<b>V</b> and prep	<b>V</b> and prep	<b>O</b> (only after summer camp season), with pre-registration required and other significant adjustments	<b>O</b> , following state guidelines

# Appendix C: Meal Agreement with MCFI

1. Serve meals to all needy children 18 years of age and under (or persons 19 and over who are mentally or physically disabled and participating in a public or private nonprofit school program for the mentally or physically disabled).
2. Serve meals within approved meal service times, which meet the minimum meal pattern requirements and according to DPI/Sponsor regulations.
3. Provide adequate supervision during the meal service.
4. Maintain and submit promptly such reports and records that the sponsor requires.
5. Report to the sponsor any changes in the number of meals required as attendance fluctuates.
6. Report any other problems regarding the meal services.
7. Comply with civil rights laws and regulations.
8. Attend sponsor training sessions and ensure all site personnel receive appropriate training.
9. Follow all food safety and personal hygiene practices.
10. Return Meal Count Sheets immediately after each meal service.

## Meal Service at Non-School Meal Distribution Sites Standard Operating Procedure Template

**Instructions for use of template:** Revise for foodservice operation and insert in school's food safety plan.

**Purpose:** To ensure foodservice staff, teachers, other school staff, parents, and volunteers work together to produce and serve safe meals at non-school meal distribution sites.

**Teachers, other school employees, and parents will follow meal ordering procedures established by the school food service department.**

**The foodservice director or supervisor will:**

1. Develop and share procedures for ordering meals.
2. Plan menus with food safety in mind.
3. Determine an appropriate time and location for picking up or distributing meals.
4. Obtain suitable portable cold storage units (such as coolers) and cooling devices (such as ice packs) that will keep cold food items at or below 41°F.
5. Obtain suitable portable hot storage units (such as insulated containers) that will keep hot food items at or above 135° F.
6. Train food service staff, volunteers, and other food handlers on food safety procedures.
7. Ensure recipients of meals are informed on how to safely handle any time/temperature control for safety (TCS) food items they do not intend to eat immediately after receiving the meal.

**All school foodservice staff, volunteers, or other food handlers that prepare, pack, and distribute meals will:**

1. Observe appropriate food handling techniques such as:
  - Washing hands prior to preparing, packing, and distributing meals. Additionally, handwashing must occur in accordance with the established hand washing standard operating procedure (SOP).
  - Encouraging students to wash hands prior to meal service.
  - Serving any TCS foods within four hours if they are held between 41° and 135° F.
  - If temperature control is not utilized for holding and serving TCS food items, time as a public health control procedures should be followed. Reference the [Time as a Public Health Control Wisconsin Food Code Fact Sheet](#).
2. Follow all SOPs regarding personal hygiene and employee health reporting. Additionally, food handlers should follow any other procedures required by the local regulatory authority and school/district for reporting any other illnesses/symptoms that are not covered in the employee health reporting agreements.
3. Follow all SOPs pertaining to food preparation, handling TCS foods, minimizing contamination, and cleaning and sanitizing.
4. Store components of meals that must be refrigerated in cold storage units until time of pick up or delivery.
5. Store components of meals that must be kept hot in hot storage units until time of pick up or delivery.
6. Use single-use foodservice gloves and/or utensils to prevent bare hand contact with any ready-to-eat food items.

**Monitoring**

- The foodservice director or supervisor will observe that all established procedures are followed during all times of operation.
- Food handlers will monitor the temperatures of TCS food items to ensure time the food is held between 41°F and 135°F is minimized.
- Food handlers will monitor the temperatures of cold and hot holding equipment to ensure safe temperatures are maintained (at or below 41°F for cold; at or above 135°F for hot).

**Corrective Action**

- Retrain any food handlers who do not follow the procedures in this SOP.
- Discard any food items that have been contaminated, time-temperature abused, or otherwise deemed or suspected to be unsafe. Record any discarded food items on a waste log.
- Contact the local regulatory authority to obtain assistance, if needed.
- Additional/Alternative Corrective Action (describe):

# Appendix D: Assessment Guidelines

As the state government recommends the gradual re-opening of businesses in accordance with the gating criteria for the Badger Bounce Back (BBB) plan, it will be important for the Urban Ecology Center to be ready to move in the next GROW phase in an efficient and thorough manner. The following document lists the various checkpoints that we will use to ensure we are ready to move to the next GROW phase. All checkpoints must be met in order for the UEC to consider moving to the next GROW phase. The GROW Core Team will make a recommendation to the Leadership Team to move to a new GROW phase. Once the Leadership Team gives approval individual departments can stagger their entry into the GROW phase based on their capacity and staff availability.

In addition, we recommend having a monthly operational assessment check-in that happens during the course of each GROW phase to make sure we're still on track. Assessments will take place on June 1, July 6, August 3, September 1, October 5, November 2 and December 7. The gating criteria for the BBB plan will be monitored daily. Planning for moving into a new GROW phase will take place once key health indicators start to show a positive or negative trend.

We recommend assigning individual staff to each item on these assessments to hold responsibility for accomplishing the task and give the go ahead for each item once it's completed.

## Pre-GROW → GROW 1

### Gating Criteria for Badger Bounce Back Plan

- Recommends that WI moves to Phase 1
- Assess branch by branch based on neighborhood conditions

### Sanitation, Cleaning & Safety

- Covid-19 Kits are stocked and in locked locations in RP, WP, MV and Warehouse
- Confirm PPE and sanitation supplies are fully stocked
- Proper daily screening protocols are in place and evaluated

### Staff Preparation

- All staff complete Spartan Pandemic Disinfectant Training
- All staff complete Covid-19 Kit How-to-Use Training
- Staff assigned to a branch
- Green light from each department that they are ready to move to next GROW

### Building Prep

- All parts of Facilities Covid Pre-GROW Planning are complete

### Communications

- Signage is properly placed around and outside of building
- Message to our staff outlining GROW 1 protocols sent
- Message to our community and members is sent
- Staff concerns are adequately addressed

## **GROW 1 → GROW 2**

### Gating Criteria for Badger Bounce Back Plan

- Recommends that WI moves to Phase 2
- Assess branch by branch based on neighborhood conditions

### Sanitation, Cleaning & Safety

- Green light approval on maintaining and/or amending policies and procedures

### Staff Preparation

- Green light from each department that they are ready to move to next GROW

### Building Prep

- Green light approval on maintaining and/or amending policies and procedures

### Communications

- Message to our staff outlining GROW 2 protocols sent
- Message to our community and members is sent
- Staff concerns are adequately addressed

## **GROW 2 → GROW 3**

### Gating Criteria for Badger Bounce Back Plan

- Recommends that WI moves to Phase 3
- Assess branch by branch based on neighborhood conditions

### Sanitation, Cleaning & Safety

- Green light approval on maintaining and/or amending policies and procedures

### Staff Preparation

- Green light from each department that they are ready to move to next GROW

### Building Prep

- Green light approval on maintaining and/or amending policies and procedures

### Communications

- Message to our staff outlining GROW 3 protocols sent
- Message to our community and members is sent
- Staff concerns are adequately addressed

## **Monthly Operational Assessment**

### Gating Criteria for Badger Bounce Back Plan

- Assess branch by branch based on neighborhood conditions

### Sanitation, Cleaning & Safety

- Covid-19 Kits are stocked and in locked locations in RP, WP, MV and Warehouse
- Confirm PPE and sanitation supplies are fully stocked

#### Staff Preparation

- Green light from each department that they are able to continue with the current GROW

#### Communications

- Verify signage is still properly placed around and outside of building
- Staff concerns are adequately addressed

# Appendix E: Additional Reference Resources

## 1. Institute for Health Metrics and Evaluation (IHME)

Institute for Health Metrics and Evaluation (IHME). Retrieved May 4, 2020. Daily Updates & Data  
<http://covid19.healthdata.org/united-states-of-america/wisconsin>

## 2. Milwaukee County Government & Parks

Milwaukee County Government website. Retrieved May 5, 2020. Daily updates on Local hot spots.  
<https://county.milwaukee.gov/EN/COVID-19>

Milwaukee County Parks website. May 2020. <https://county.milwaukee.gov/EN/Parks>

## 3. Metropolitan Milwaukee Association of Commerce (MMAC)

Metropolitan Milwaukee Association of Commerce (MMAC). Smart Restart Plan-PDF. April 20, 2020. Dashboard.  
<https://web.mmac.org/external/wcpages/wcwebcontent/webcontentpage.aspx?contentid=2395>

## 4. Wisconsin Department of Health Services

Wisconsin Department of Health Services. Badger Bounce Back Plan-PDF. April 2020. Daily Updates.  
<https://www.dhs.wisconsin.gov/publications/p02653a.pdf>

Wisconsin Department of Health Services website. Daily Data Updates. May 2020  
<https://www.dhs.wisconsin.gov/covid-19/prepare.htm>

Wisconsin Department of Health Services. Emergency Order #6-PDF. May 2020  
[https://evers.wi.gov/Documents/COVID19/DHS%20Order6\\_3.18.2020.pdf](https://evers.wi.gov/Documents/COVID19/DHS%20Order6_3.18.2020.pdf)

## 5. Occupational Health and Safety Administration (OSHA)

Occupational Health and Safety Administration (OSHA). Guidance on Preparing Workplaces for COVID-19-PDF. March 2020. <https://www.osha.gov/Publications/OSHA3990.pdf>

## 6. State of Wisconsin Department of Safety and Professional Services

State of Wisconsin Department of Safety and Professional Services website. Daily Updates. May 2020.  
<https://dsps.wi.gov/pages/Home.aspx>

## 7. Wisconsin Department of Children & Families (DCF)

Wisconsin Department of Children & Families (DCF) website. Daily Updates. May 2020  
<https://dcf.wisconsin.gov/covid-19/childcare/providers>

Wisconsin Department of Children & Families (DCF). PDF. May 2020  
<https://dcf.wisconsin.gov/files/childcare/covid/pdf/dcf-order-19-covid-19.pdf>

## 8. Medical College of Wisconsin

Most Up to Date COVID-19 news from Medical College of Wisconsin. Frequent Updates. May 2020  
<https://covid19.mcw.edu/news>

## 9. Centers for Disease Control (CDC)

Information and Guidance on COVID- 19. Frequent Updates. May 2020  
<https://www.cdc.gov/coronavirus/2019-nCoV/index.htm> |

# Appendix F: Facility Cleaning Procedures for all GROW Stages

## Riverside Park

				Overnight Cleaning by Luis each week (all phases)				
	Pre-Phase	Phase 1 & 2	Phase 3	Monday	Tuesday	Wednesday	Thursday	Friday
First floor	Lobby							
	South Foyer							
	West Foyer							
	V/S Nook							
	IT Area							
	Marketing Room							
	Exec Offices							
	Reception Desk							
	Animal Room							
	Slide exit nook							
	Bathroom East							
	Bathroom West							
Second floor	Spiral Staircase							
	Main Area							
	Camp Room							
	Science Room							
	Main Office area							
	Library							
	Mezzanine							
	Balcony							
	Bathroom East							
	Bathroom West							
Basement	Underground Room							
	Community Room							
	Wood Shop							
	Bathroom East, Shower							
	Bathroom South							
	Tunnel Office							
	East to West Hallway							
	Kitchen							
All	Laundry Area, Locker Nook							
	North Stairwell							
	East Stairwell							
Vehicles	Elevator							
	Buses & Vans							
	Trucks							
	Leaf							

### Key

Disinfected then closed
Disinfected multiple times/day
Disinfected after each use
Disinfect once per day
Disinfect once per week
High Touch areas
Floors
Ceilings
Base Boards



# Menomonee Valley

		MV Cleaning									
		Pre-Phase	Phase 1 & 2	Phase 3	Monday	Tuesday	Wednesday	Thursday	Friday		
First floor	Foyer									Key	<div>Disinfected then closed</div> <div>Disinfected multiple times/day</div> <div>Disinfected after each use</div> <div>Disinfect once per day</div> <div>Disinfect once per week</div> <div>High Touch areas</div> <div>Floors</div> <div>Ceilings</div> <div>Base Boards</div>
	Living Room										
	Kitchen										
	Bathroom										
	Lobby/Reception Area										
	Office										
	Meeting Room										
	East Exit Door										
	Valley Room										
Second floor	Flowerpot Classroom										
	Education Closet										
	AV Closet										
	Green Roof										
	Bat Cave Office										
	Office										
	West Exit Door Hall										
	Bathroom										
Basement	Stairway/Slide Area										
	North South Hallway										
	North Bathroom										
	South Bathroom										
	Hand Washing Station										
	Animal Room										
	Patio Classroom										
	West-South Drinking Ft HW										
	Mechanical Room										
All	Exterior Patio										
	Elevator										
	Main Stairwell										
Vehicles	Slide										
	Buses & Vans										
	Trucks										
	Leaf										

# Washington Park

				Overnight Cleaning by Luis each week (all phases)				
				Monday	Tuesday	Wednesday	Thursday	Friday
Building	Pre-Phase	Phase 1 & 2	Phase 3					
	Bathrooms							
	Kitchen							
	Bird Room							
	Lagoon Room							
	Stage Room							
	Animal Room							
	Facility Closet							
	Classroom							
	Staff Cubicle Area							
	Fishbowl Room							
	Vision Room							
	Main Entrance							
	IT Closet Area							
	Educators' Closets							
	Cozy Closet							
	Microscope Room							
Base ment	Bike Area							
	LS Closet							
	Facilities Closet							
	Wood Shop							
	Electrical Room							
	Furnace Room							
	Storage Room (off of woodshop)							
A ll	East Stairwell							
	North Stairwell							
Vehicles	Buses & Vans							
	Trucks							
	Leaf							

## Key

Disinfected then closed
Disinfected multiple times/day
Disinfected after each use
Disinfect once per day
Disinfect once per week
High Touch areas
Floors
Ceilings
Base Boards

## IN THE EVENT OF A CONFIRMED COVID-19 CASE

CDC guidance regarding disinfection in incidents of confirmed COVID-19 case or employee/guest becomes ill onsite. Facilities Manager will lead this protocol upon notification of incident

- The area used or visited by the ill employee or camp participant will be immediately closed off and to the extent possible, doors and windows will be opened and ventilating fans may be used to increase air circulation in the area.
- The impacted area of the building will be appropriately disinfected and remain closed for 24 hours or as long as possible.
- It may be advised that the impacted area of the building, or the building in its entirety, to remain closed from the point of incident until the regularly scheduled time of opening the following business day.
- Additionally, it may be advised that the impacted area of a building, or the building in its entirety, to remain closed from the point of incident for 24 hours and until the regularly scheduled time of opening the following business day (24-48 hours).
- This determination would be communicated by the Managing Director.

Link to the sanitizing and cleaning spreadsheets:

<https://docs.google.com/spreadsheets/d/1Yr2ZI2w--KDU3F0sEcz1a3mT9OdmlEN8/edit#gid=230906115>

### **Standard Operating Procedure for Removing Gloves**

1. Pinch and hold the **outside** of the glove near the wrist area.
2. Peel downwards, away from the wrist, turning the glove inside out.
3. Pull the glove away until it is removed from the hand and **hold the inside-out glove with the gloved hand**.
4. With your ungloved hand, slide your finger/s **under the wrist** of the remaining glove, **taking care not to touch the outside of the glove**.
5. Again, peel downwards, away from the wrist, turning the glove inside out.
6. Continue to pull the glove down and over the inside-out glove being held in your gloved hand.
7. This will ensure that both gloves are inside out, one glove enveloped inside the other, with no contaminant on the bare hands.
8. Dispose of gloves in trash.
9. Wash your hands.

### **Standard Operating Procedure for Cleaning Vehicles**

1. Leave all doors of the vehicle open to allow air flow.
2. When cleaning the vehicle, wear disposable gloves, reusable mask.
3. Follow environmental cleaning and disinfecting procedures, noting dwell time. Keep doors open to ensure adequate ventilation.
4. Use routine cleaning and disinfecting procedures, such as using cleaners and water to pre-clean surfaces before applying a disinfectant (halt) to frequently touched surfaces or objects.
5. Use an EPA-approved disinfectant (Halt).
6. Clean and disinfect the vehicle in accordance with standard operating procedures. Clean surfaces such as the seats, rails, HTA's, control panels, floors, walls, and work surfaces.
7. Follow standard operating procedures for containing and laundering used linen that may be found . Avoid shaking the linen.
8. Follow standard operating procedures for the containment and disposal of used personal protective equipment.
9. Wash your hands.

### **Standard Operating Procedure for General Disinfecting: Bucket and Rag**

1. Read disinfectant label, noting dwell time.
2. Apply personal protective equipment (mask, gloves, safety glasses, mask).
3. Gather supplies, cart, bucket, rag.
4. Dispense disinfectant into a bucket using dilution control attachment.
5. Pre-clean all soiled surfaces using appropriate cleaner for soiled load.
6. Apply disinfectant with lightly saturated rag and allow the surface to be wet for specified dwell time.
7. Wipe with clean damp cloth, giving extra attention to high touch areas.
8. Return supplies.
9. Empty bucket, wipe dry with cloth.
10. Put all used rags in laundry, refer to laundry SOP
11. Wash your hands.

### **Standard Operating Procedure for Hard Surface Floor Cleaning/Disinfecting: Mop and Bucket**

1. Clear the Area. Before you start to mop, you must do some preparation.
2. Sweep the floor before you mop.
3. Use warm water (provided floor cleaning product)
4. Mop in sections.
5. Rinse and wring out your mop.
6. Change your cleaner.
7. Soak the mop.
8. Let the floor air dry and hang the mop.
9. Wash your hands.

### **Standard Operating Procedure Hard Surface Floor Cleaning/Disinfecting: Microfiber Mop**

1. Clear the Area. Before you start to mop, you must do some preparation.
2. Sweep the Floor Before You Mop.
3. Wet the Mop Pad with water under the faucet, or by injector.
4. Wring-out any excess water, so the pad is left damp.
5. Re-attach the pad to the mop head.
6. Proceed to mop and clean your floors.
7. Rinse pad clean when finished, or machine wash.
8. Wash your hands.

### **Standard Operating Procedure for Laundry:**

1. Launder items with laundry soap or household detergent
2. Choose the warmest available water setting. The WHO recommends water temperatures between 60–90°C (140–194°F). However, high temperatures can damage or shrink delicate clothing items, so remember to read the care labels.
3. Dry clothing completely.
4. Disinfect laundry baskets with Halt abiding to disinfecting procedures.
5. Wear gloves when doing laundry. Wash the hands with warm water and soap immediately after removing the gloves.

### **Bathroom Cleaning Procedure**

#### **Overview of Activity:**

The bathrooms will be cleaned every 1.5 hours and will take about 20 minutes to clean and sanitize. Supplies for cleaning the bathrooms will be located in the janitorial closets at each branch. A Bathroom Cleaning Checklist will be located in each bathroom and visible to the public. Staff cleaning the bathroom will be required to initial the document after they are finished cleaning and sanitizing it. At the end of each day the manager will need to sign off on the

document and review that everything was cleaned and sanitized properly that day. A new checklist will be printed each day. The bathroom cleaning procedure is outlined below.

1. Disinfect, sweep, and empty trash
2. Dust all fixtures, vents, countertops, etc. before sweeping the floors. Then empty the trash receptacles and put in a new liner.
3. Refill soap, paper towels, and toilet paper
4. Refill all soap, paper towel, and toilet paper dispensers.
5. Clean and disinfect toilets and urinals
  - a. For the best results, pre-treat the toilet bowls and inside the urinals first and allow the cleaner to sit for one to two minutes. Then, disinfect the toilets and urinals thoroughly both inside and out.
6. Clean and disinfect sinks, mirrors, and countertops,
  - a. There should be no smudges, fingerprints, water stains, soap buildup, or other marks when you're finished.
7. Clean/disinfect walls and fixture
8. Wipe down the walls, doors, knobs, bathroom partitions, hand dryers, light switches, and other fixtures.
9. Mop the floor with a wet mop, work your way from the back of the restroom toward the door.
10. Wash your hands when finished.

Bathroom Cleaning Checklist is found on page 72.

## **COVID-19 Kits**

### **Overview:**

The purpose of the Covid-19 Kits are to provide easy access to cleaning supplies for staff that participate in on-site work. The kits will be stocked with everything a staff person may need to sanitize their working space or area they made contact with (door handle, desk, copy machine, etc). Staff are only to use what is in the kits to sanitize. They may not use other cleaning solutions or wipes that are not designated in the kits. Staff will need to clean and sanitize all things they touch except when in the bathroom (the bathroom will be cleaned and sanitized every 1.5 hours). The kits will be created by the Facilities Team and distributed to MV, WP, RP and RP Warehouse during the pre-GROW. They will be used during the pre-GROW, GROW 1 and GROW 2 and GROW 3. The kits will be checked by the Facilities Team on a daily basis and restocked when needed. Each Covid-19 Kit will include a cleaning log and will be checked daily by the manager.

The location of the Covid-19 Kits are as follows: (locations cannot be accessed by campers per the summer camp licensing safety requirements)

#### **Menomonee Valley:**

1. A/V closet
2. Kitchen
3. Laundry room

#### **Riverside Park:**

1. Basement janitor closet
2. 1st floor reception closet
3. 1st floor offices on the shelves by the WP & MV bins
4. 2nd floor janitor closet
5. 2nd floor offices on credenza outside of library

#### **Riverside Park Warehouse:**

1. Inside the door of the main warehouse space next to the alarm

#### **Washington Park:**

1. Terry's desk

2. Front Desk
3. Maintenance closet

Procedure for Using Covid-19 Kits:

1. Read disinfectant label, noting dwell time.
2. Apply personal protective equipment (mask, gloves, safety glasses).
  - a. Gather supplies, cart.
  - b. Dispense disinfectant into spray bottle using dilution control attachment.
  - c. Pre-clean all soiled surfaces using appropriate cleaner for soiled load.
  - d. Apply disinfectant and allow the surface to be wet for specified dwell time.
  - e. Wipe with clean damp cloth, giving extra attention to high touch areas.
  - f. Return supplies
  - g. Wash hands.

The contents of each Covid-19 Kit will include:

- 1- Spray bottle of Halt disinfectant
- 1 -Spray bottle multipurpose cleaner
- 1- [Caddy](#) (clearly marked "PUT ON GLOVES FIRST")
- MSDS for [Halt](#).
- MSDS for [Multi Purpose](#) cleaner
- 50- disposable gloves
- 20 - 30 Rags
- 1- pamphlet on Pandemic/Outbreak Disinfectant
- 1- Cleaning log (specific to area, time cleaned)
- 1- [Cloth bag](#) (for dirty rags)
- Safety glasses

**Bathroom Cleaning Checklist:**

	Day:						
	Time:	9:00 AM	10:30 AM	12:00 Noon	1:30 PM	3:00 PM	4:30 PM
	Cleaned by (initial):						
<b>Dust</b>	Fixtures						
	Vents						
	Countertops						
<b>Clean and disinfect</b>	Sinks						
	Mirrors						
	Countertops						
	Walls						
	Fixtures						
	Toilets						
	Urinals						
<b>Refill</b>	Soap						
	Paper Towels						
	Toilet Paper						
	Empty Trash and New Liners						
<b>Floor</b>	Sweep						
	Mop						
	Manager's Approval:						



# Kitchen Checklist

<b>Week:</b>						
<b>Day:</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>H</b>	<b>F</b>
<b>Cleaned by (initial):</b>						
<b>Dust</b>	Surfaces					
	Blinds, window sills, lock ledges					
	Chair rails, cabinets, door panels, baseboards					
	Top of Refrigerator					
<b>Clean and Disinfect</b>	Counter Tops					
	Door Knobs and Switch Plates					
	Sinks					
	Microwave (inside and out)					
	Outside of Oven and Range					
	Outside of Dishwasher					
	Outside of Refrigerator					
	Kitchen Table					
	Shine Appliances					
	<b>Floors</b>	Vacuum/Sweep Floors				
Damp Mop Floors						
<b>Garbage</b>	Empty Trash					
	Disinfect Garbage Can					
<b>Manager's Approval:</b>						

# Appendix G: Signage Guidelines for Buildings

## Overview:

Signage will be placed in and around the buildings. Signs placed inside of the buildings will inform staff and campers of safety procedures and reminders. Signs placed outside of the building will inform the public that we are closed and inform staff to screen themselves before entering the building. The signs will be assessed according to the operation assessment schedule so that they remain relevant and informative. Signs placed on the outside of the building will include the UEC logo and branding. Listed below are the sign locations and suggested text for those signs.

- Large sandwich board sign as you approach buildings (*RP - sidewalk, MV - sidewalk (sign will be in Spanish and English), WP - parking lot at the end of the driveway*)
  - We are so sorry but the Urban Ecology Center facility is closed to the public until further notice. Please connect with us on our website for updates. In the meantime, get out and enjoy the parks and nature!
- Front door entrance
  - STOP - Review these screening questions before entering the building. Are you currently experiencing:
    - i. Cough
    - ii. Fever
    - iii. Sudden loss of taste or smell
    - iv. Headache
    - v. Sore throat
    - vi. Chills (with or without shivering)
    - vii. Difficulty breathing
    - viii. Muscle pains
  - If you answer YES to either question, DO NOT ENTER THE BUILDING:
    - i. go home;
    - ii. call your doctor for guidance
    - iii. notify your supervisor
- Hand washing procedure (*guidelines from CDC -signs to be placed in all bathrooms and sinks throughout building*)
  1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
  3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
  4. Rinse your hands well under clean, running water.
  5. Dry your hands using a clean towel or air dry them.
- Social distancing reminders throughout building (*bathrooms, reception desk, copy room (RP), offices*)
  - Keep 6 feet apart where possible
- Kitchen

- Only ONE person in the kitchen at a time. This is a small space and cannot provide adequate spacing between employees.
- Pre-GROW, GROW 1 and GROW 2 or until Summer Camp ends at the end of August.
- Kitchen is reserved exclusively for Summer Camp Programming.
- Wipe down the things you have touched before leaving the space.
- Meals need to be eaten in your office if at all possible. Since masks must be removed to eat, coworkers are encouraged not to eat in groups. Eating outside is encouraged!

# Appendix H: DRAFT of Summer Camp Schedule

Age Groups	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	June 15-19	June 22-26	June 29-July 3	July 6-10	July 13-17	July 20-24	July 27-31	August 3-6	August 10-14	August 17-21
Preschool - 4-5 y.o.		Eco Kids	Pelo Pico Pata							
Kindergarten, ages 5-6		Forest Camp 6wk			Trailblazers	Forest Camp 6wk			Trailblazers	Trailblazers
				Trailblazers	Trailblazers	Imaginature	Trailblazers 2wk		Forest Camp (2wk)	
1st-2nd grades, ages 7-8	Nature Explorers 1 wk	Nature Explorers	Storybook Tales	Nature Explorers	Nature Explorers	Nature Explorers	Nature Explorers	Nature Explorers	Nature Explorers	Nature Explorers
		Naturalist Camp 6wk			Nature Explorers	Naturalist Camp 6wk			Animal Extravaganza-	Nature Explorers
		Animal Extravaganza	Nature Explorers	Animal Extravaganza	Nature Explorers	Nature Explorers	Storybook Tales MV	Nature Explorers	Animal Extravaganza	
3rd-4th grades, ages 9-10		I Spy Birds	Discovery Quest	Outdoor Detectives EE	Outdoor Detectives	Outdoor Detectives 2wk		Outdoor Detectives	Discovery Quest	Discovery Quest
		Outdoor Detectives	Outdoor Detectives	Outdoor Detectives	Outdoor Detectives	Outdoor Detectives	Outdoor Detectives	Outdoor Detectives	Outdoor Detectives	EcoArt
		Outdoor Detectives	Outdoor Detectives						EcoArt	Outdoor Detectives

	Riverside Park
	Washington Park
	Menomonee Valley
	Replaced/Added camps
	Adjusted program information (from pre-COVID plans)

# Appendix I: Guidelines for Disinfecting Equipment

## Best practices:

- Whenever possible, simply storing equipment and letting it dry for 4-5 days between uses can effectively mitigate contamination from Covid-19.
- When equipment needs to be used with more frequency and/or to take an extra precaution to disinfect, it is recommended to use HALT solution for all equipment lending materials. Matt Slack confirmed that HALT is safe to use on plastics, metal, and fabric.
- When disinfecting equipment, it is important to clean it first and remove excess dirt by spraying it down with a hose or scrubbing with water and a mild detergent (dish soap)
- All equipment should dry before being stored. Life jackets should not be dried in direct sunlight.
- Equipment that would be difficult to disinfect thoroughly (like tents or sleeping bags) should not be utilized at this time.

Cleaning backpacks: <https://www.rei.com/learn/expert-advice/backpack-how-to-clean.html>

Disinfecting travel gear: <https://www.travelandleisure.com/travel-tips/how-to-disinfect-travel-gear>

Surfaces that should *not* be cleaned with bleach:

<https://www.thekitchn.com/bleach-cleaning-tips-things-to-avoid-257741>

CDC info on using bleach: <https://www.cdc.gov/disasters/bleach.html>

CDC info on cleaning for coronavirus:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

Disinfecting wood: <https://www.hunker.com/13420820/how-to-disinfect-wood-furniture>;

<https://www.ncptt.nps.gov/blog/covid-19-basics-disinfecting-cultural-resources/>;

Cleaning life jackets: <https://www.gearaid.com/blogs/learn/how-to-clean-life-jackets-and-pfds>

## Sanitizing: Life Jacket (PFD)

- Apply proper PPE (gloves, mask, and safety glasses).
- Gather supplies, bucket or spray bottle, medium duty bristle brush, hose, and rag.
- Dispense HDQ Neutral #120204 into bottle or bucket using dilution control attachment (1:128).
- Saturate PFD with water from hose, removing soiled load.
- Spray HDQ Neutral #120204 using spray bottle, or wipe on with rag covering entire PFD.
- Using medium duty bristle brush rub product in using medium pressure (not to ruin fabric).
- Spray with hose to remove chemical.
- Allow PFD to air dry in sun (if possible).
- Return supplies
- Dispose of PPE correctly, WASH HANDS.
  - Note: Garments CAN be sanitized, NOT disinfected.

# Appendix J: Facility Checklists

## RP Facility Checks

### Exterior

Walk around 1500 building looking for any signs of vandalism

- Windows
- Doors
- Cameras
- Lighting

Bring in packages if any appear outside and email staff.

### Interior

Attached garage

- Look under and near the outside wall of the cisterns for any signs of leaking water
- Exterior door pins are set into cement floor

First Floor

- Visually inspect water fountains, sinks, toilets for any signs of leaking water
- Visually inspect animal room tanks for water level and pumps operation

Second Floor

- Visually inspect water fountains, sinks, toilets for any signs of leaking water
- Walk out onto deck for any signs of vandalism (Audible alarm switch behind front desk)

Basement

#### § Kitchen

- Fridge and Freezer are both running with no weird noises.
- Dish machine is off and water is empty
- Sinks are empty with no drips from faucet or pipes below

#### § Electrical and pump room (Main service and sewage pumps) across from bathrooms

- Notify immediately if you hear any sirens. This indicates potential issues with sewage pumps
- Toilets cistern pump (first thing you see when you open the door)

This has a drip but should be slow

#### § HVAC room (Natural gas Boiler, basement air handler, IT closet) across from snow shoes

- Boiler is the stacked black boxes at the back of the room. They alternate power, only one will be on at a time. They may both also be in (standby)

Listen for any loud noise and any strong natural gas smells. Fan may be spinning in an air handler which is large silver box.

#### § Sprinkler pump room/First aid/paint closet, across from ski boots

- Check for any water dripping

#### § Tunnel exit door

- Open door and inspect exterior of tunnel door and patio
- Ensure it closes

### Closing Procedures

Apply normal closing procedures.

Check locks on windows, interior and exterior doors. Set the alarm when leaving. Notify Meghan and Matt of any issues.

### **MV Building Checks:**

Downstairs(South end utility closet, janitorial closet, animal room slop sink, ceiling):

- Check the boiler for operation(lights on).
- Check the wall mounted water heater for operation.
- Look up to see any leaks
- Check sprinkler system and water main(meter) for leaks/operation.
- Check solar powered water heater for leaks
- Check the fire panel for operation.
- Check the TRANE system for lights on.
- Make sure all electrical panels are closed.
- Check the electric meter for operation.
- Walk the entire downstairs, looking at the ceiling to look for leaks.
- Check the animal room slop sink (in the closet) for leaks.
- Push on all doors to make sure they are closed.
- Check the janitorial slop sink and shower area for leaks.
- Check the elevator button for light on and operation.

First Floor(Kitchen, bathroom, office/conference room)

- Check kitchen for leaks(sink, dishwasher, open up cabinet LOOK at plumbing underneath)
- Check elevator for light on, operation.
- Push on all doors to make sure they are closed securely.
- Check electric panel by bathroom to make sure it is closed.
- Check bathroom for leaks(LOOK at base of toilet and sink)
- Look up at ceiling in every room, look for dampness or any lights being out.

Second floor(Bat cave, office space, IT/key closet, closet housing trane system)

- Look up at every skylight, look for dampness/leaks.
- Open IT closet, look for lights being on/operation.
- Check bat cave for leaks in ceiling, power.
- Check elevator button for light/operation.
- Check office space ceiling for leaks/light out.
- Open closet housing TRANE system, check for lights on/operation.
- Check all exterior doors for being closed securely(just push on them).

### **WP Building Checks:**

First Floor (Kitchen, bathrooms, office space, key room, class room):

- Check all bathroom sinks, look under sinks. Check for leaks.
- Check at the base of all toilets (4 total). Look for water.
- Check kitchen sink, look under sink for leaks.
- Check perimeter of inside walls, checking dampers for air movement.
- Push all exterior doors to make sure they are securely closed.
- Check animal room, look under cabinets, and look for any standing water.
- Look up, check ceiling for rodent movement/water/dampness (entire floor).
- Make sure kitchen electric panel is closed.

Basement (electrical panel room, furnace room)

- Make sure lights are on VFD.
- Make sure all electrical panels (main panel) are closed.
- Check furnace room, make sure all lights are on in control panel for furnace.
- Walk entire downstairs looking at floor for standing water.
- Check base of water heater for standing water.
- Open both closets at the bottom of the stairs, look for standing water, anything unusual.
- Check perimeter of entire downstairs, looking up to see if water is coming through.

## Closing Checklists

### Closing the Riverside Park Building – Checklist:

Second Floor (note that lights in hallway by bathrooms may be on (motion sensitive))

- ☐ Camouflage Room: windows closed, locked, lights off, door left propped open
- ☐ Observation tower and wrap-around deck clear of visitors
- ☐ Both exterior doors to deck closed, locked
- ☐ All windows closed, locked
- ☐ Community Science Lab: windows closed, locked, door closed, locked
- ☐ Office area: double doors to open area locked (one door latched at top); single west door locked
- ☐ Open area: all lights turned off
- ☐ Library: lights off, door closed, locked
- ☐ Office Area: all windows closed, all lights turned off

Basement:

- ☐ Tunnel: exterior tunnel door closed
- ☐ Tunnel: lights turned off
- ☐ Check bottom of stairwells for guests
- ☐ Hallway: all closet doors closed and locked
- ☐ Mechanical Room: Server turned off
- ☐ Community Room: two sets of double closet doors locked and latched (east door only bottom latch works)
- ☐ Community Room: lights turned off and both sets of double doors and one single door locked
- ☐ Kitchen: ensure gas for stove is turned off and vent hood is turned off
- ☐ Kitchen: drain and turn off dishwasher
- ☐ Kitchen: lights turned off and both automatic doors closed
- ☐ Door into locker area closed (lights in this hallway are motion sensitive)
- ☐ Hallway lights turned off

First Floor: (note that lights in hallway by bubblers and in the office hallway may be on (motion sensitive))

- ☐ Gates put up around retention pond out front (summer only)
- ☐ Slide: lock exterior door and turn off lights
- ☐ Animal Room: Check all cages for animals, heat lamps, and secured locks. Lights turned off, door left open
- ☐ West doors closed, dogged
- ☐ All windows closed, locked



- ☐ Front doors closed, dogged
- ☐ Front vestibule: donor display light turned off
- ☐ All lights by front doors turned off
- ☐ Garage: All exterior doors closed, bolted at floor and latched at top, lights off
- ☐ Coffee area light turned off
- ☐ Reception Area: sliding door closed, locked and tower alarm turned on (after you have checked the tower/decks)
- ☐ Reception Area: remove black tray with cash from the reception cash box and lock it in the copy room
- ☐ Reception Area: door into closet closed, locked
- ☐ Coffee Area: Birdhouse donation collection unlocked and placed in the copy room
- ☐ Stairwells: exterior doors closed and lights turned off in both stairwells
- ☐ Office areas: sliding door and side door closed, locked
- ☐ Office areas: all lights turned off, all windows closed, all inner office doors closed, locked
- ☐ Public area: turn ON the reception desk light and floor lamp by windows
- FINAL STEP: Enter your security code as exiting the front door to set the building security alarm and pull on the doors after you leave to make sure they are secure

**If at any point you feel unsafe, please call any of the following:**

Milwaukee Police (non-emergency): 933.4444 OR 911 in an emergency

Mike Larson: 414.255.6978

Meghan Forseth: 414.839.6319

## WP Staff Closing Checklist

### Hospitality Area

- o Turn off coffee machine
- o Empty used coffee filter and left over popcorn into the compost
- o Dump out left over coffee, rinse, wash, sanitize, and return to station with lid open to air dry
- o Put pastries away in the refrigerator
- o Wash any used dishes in sink or visitor bus-bin
- o Restock spoons and mugs

### Animal Room

- o Check each tank for animals, filters and heat lamps are on, and lids are locked
- o Turn off lights and close animal room doors
- o Check animal room, look under cabinets, and look for any standing water.

### Lagoon Room

- o Pull down blinds
- o Turn off slideshow TV and Reception computer (But do not turn off security monitors)
- o Check windows are closed
- o Check that the exterior doors are closed and un-dogged
- o Turn off lights (inside cozy closet) and any fans

### Stage Room

- o Check that the exterior doors are closed and un-dogged
- o Check windows are closed and locked
- o Turn off the lights (inside closet)
- o Lock the door

### Kitchen

- o Put away any dry dishes
- o Make sure kitchen electric panel is closed.
- o Wash any used dishes still in the sink
- o Dump out used sanitizing water and let bin air dry
- o Check that the oven and toaster oven is off
- o Check that the fridge and freezer is shut tight
- o Turn off the lights
- o Lock the door
- o Check kitchen sink, look under sink for leaks.

#### Classroom / Office

- o Check that computers are turned off
- o Check that the exterior doors are shut, locked, and un-dogged
- o Check that windows closed and locked
- o Check that the AV closet and vision room are locked
- o Lock fish bowl office door
- o Turn off lights and fans (fan dial located in vision room)
- o Lock door connecting to lagoon room

#### Bird Room / Basement

- o Turn off basement and bird room lights (don't touch Michaela's grow lights unless told otherwise)
- o Check that the exterior doors is pinned and locked above stairs
- o Check that ice skate closet is locked
- o Close both bird room doors and lock door closest to the front door

#### Electrical Panel Room & Furnace Room

- o Make sure all electrical panels (main panel) are closed.
- o Check furnace room, make sure all lights are on in control panel for furnace.
- o Walk entire downstairs looking at floor for standing water.
- o Check base of water heater for standing water.
- o Open both closets at the bottom of the stairs, look for standing water, anything unusual.
- o Check perimeter of entire downstairs, looking up to see if water is coming through.

#### Hallway / Front Door

- o Lights do not turn off in hallway or bathrooms
- o Check that there is no one in each bathroom
- o Lock the front door with the exterior key and turn off automatic opener
- o Push all exterior doors to make sure they are securely closed.
- o Look up, check ceiling for rodent movement/water/dampness (entire floor).
- o Check perimeter of inside walls, checking dampers for air movement.

### Bathrooms

- o Check all bathroom sinks, look under sinks. Check for leaks.
- o Check at the base of all toilets (4 total). Look for water.

First Floor (Kitchen, bathrooms, office space, key room, class room):

- Check all bathroom sinks, look under sinks. Check for leaks.
- Check at the base of all toilets (4 total). Look for water.

#### MV Closing Checklist

##### Basement

- ☐ Check slide area for tidiness (be sure to look behind slide as well).
- ☐ Prep Patio room for next day's events (if necessary)
- ☐ Test all basement entrances from **outside** to make sure doors are locked properly.
- ☐ Lock all basement doorways and windows (Animal Room, Patio Room, and Maintenance Room).
- ☐ Check bathrooms for cleanliness

#### 1<sup>st</sup> Floor

- ☐ Clean Living Room (arrange shelves, wipe down tables, and sweep if necessary).
- ☐ Kitchen: Unload dishwasher, put away clean dishes, load dirty dishes, move dirty towels to laundry room, bring clean towels up).
- ☐ Coffee Bar: Turn off the coffee machine (**unplug** coffee machine and water pot)
- ☐ Clean Valley Room and prep for next day's events (if necessary).
- ☐ Check that there are no visitors in the building, then lock front doors, interior doors, and close windows.

Close all doors: Un-dog front doors, turn automatic door switch to off position.

- ☐ **7.** Turn off all lights (and spotlights in Valley Room), except for bathroom lights.

#### 2<sup>nd</sup> Floor

- ☐ **1.** Make sure stairwell is tidy (sweep if necessary)
- ☐ **2.** Check ServiceU for set-up of Flowerpot Room
- ☐ **3.** Lock Green Roof door (make sure door locks from both the **inside and outside**).
- ☐ **4.** Lock Fire Escape Exit (test door from the **outside**).
- ☐ **5.** Lock all classroom and office doors.
- ☐ **6.** Lock all doors (**except bathrooms**) and windows
- ☐ **7.** Check that there are no visitors in the building.

# Appendix K: County Parks Preparedness Plan Guidelines



Milwaukee County Parks  
9480 Watertown Plank Rd.  
Wauwatosa, WI 53226  
(414) 257-PARK

April 24, 2020

**To: Milwaukee County Parks' Vendor Partners**

**Re: Operations Safety Protocols to Ensure Staff and Public Health during the COVID-19) Pandemic**

Dear Valued Parks Partner,

As you know, in early March the novel coronavirus (COVID-19) was declared a global health emergency and pandemic by the World Health Organization, which led to the U.S. Department of Health and Human Services to declare a national Public Health Emergency. On March 12, 2020, Governor Tony Evers declared a Public Health Emergency for the state of Wisconsin, in order to prevent and respond to the spread of COVID-19 in the state. On March 13, 2020, County Executive Chris Abele proclaimed a local Public Health Emergency.

As always, the health, safety, and well-being of the general public and County employees, customers, and vendors remains our daily focus. As we look to the future, we request that our partners have guidelines and plans established that comply with federal, state, and local orders or laws, as well as follow all agency guidelines, specifically from the United States Center for Disease Control and Prevention (CDC), for responding to, and stopping, the spread of COVID-19.

Attached you will find a Waiver, Release, and Indemnification Agreement with exhibits that include a Preparedness Plan Checklist and a Virus Daily Screening. Prior to your provision of services to the public, Parks will need to receive and approve your Pandemic Preparedness Plan and receive a signed copy of the Waiver. The Preparedness Plan Checklist contains the minimum requirements we will need to see addressed in your plan specific to your business (your "Pandemic Preparedness Plan").

**Please submit your Pandemic Preparedness Plan, which MUST include a plan for daily screening of employees, and your signed Waiver via email to [Erica.Hayden@milwaukeecountywi.gov](mailto:Erica.Hayden@milwaukeecountywi.gov).**

We ask for your patience, understanding, and flexibility as we navigate the coming days and weeks. Our priority is the health and well-being of the communities we serve, and we are grateful to have strong partners like you in our parks.

Erica Hayden, Contracts Manager  
(414) 257-8017

Enclosures







**WAIVER, RELEASE, AND INDEMNIFICATION AGREEMENT  
RELATED TO THE NATIONAL AND LOCAL PUBLIC HEALTH EMERGENCY**

In December 2019, a novel strain of coronavirus emerged called COVID-19. The World Health Organization declared the spread of the virus a "pandemic" on March 11, 2020, leading to the United States Department of Health and Human Services to declare a national Public Health Emergency.

On March 12, 2020, Governor Tony Evers declared a Public Health Emergency for the state of Wisconsin, in order to initiate numerous levels of government response to prevent and respond to the spread of COVID-19 in the state. On March 13, 2020, County Executive Chris Abele proclaimed a local Public Health Emergency.

On March 25, 2020, the Governor and the Wisconsin Department of Health Services (DHS) issued the Safer at Home Order, requiring all non-essential businesses and operations to cease.

The County wishes to ensure organizations are complying with any federal, state, and local orders or laws regarding the pandemic, as well as following all agency, specifically the United States Center for Disease Control and Prevention (CDC), guidelines for responding to, and stopping, the spread of COVID-19 through a "Pandemic Preparedness Plan."

**Accordingly**, this Waiver, Release, and Indemnification Agreement is executed on \_\_\_\_\_, by \_\_\_\_\_ (the "Undersigned") for the benefit of Milwaukee County, a municipal body corporate, their officers, employees, and agents (collectively, "County"), in consideration of the ability to operate during the Public Health Emergency, the Undersigned hereby agrees as follows:

1. The Undersigned is responsible for compliance with all state, federal, and local orders, including Milwaukee County Administrative Orders, and all regulations and laws regarding the COVID-19 pandemic. Further, the undersigned will follow all relevant agency guidance, specifically issued by the Center for Disease Control and Prevention (CDC), including, but not limited to, social distancing, hygiene, sanitation of work spaces, providing proper personal protective equipment to staff, proper staff screening methods and education of staff.
2. The Undersigned will have a written Pandemic Preparedness Plan (PPP) that complies with all applicable laws, regulations, orders, and agency guidelines regarding COVID-19 and, at a minimum, meets the requirements in the Milwaukee County COVID-19 Response Preparedness Plan Checklist, attached as Exhibit 1. The PPP must include daily screening of employees using the COVID Daily Screening sheet attaches as Exhibit 2. This plan must be in place prior to providing services. If the undersigned has a year-round operation, the plan must be submitted for approval by the County without delay.
3. The Undersigned agrees to defend, indemnify and hold County harmless from any claims, demands, actions or causes of action, including reasonable attorney fees and expenses arising out of any act or omission on the part of the Undersigned, or its subcontractors, partners, or independent contractors, or any of their agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by the Undersigned or the subcontractors, partners, or independent contractors, or any of their agents or employees during, or in relation to, the national and local COVID-19 public health emergency.
4. The Undersigned hereby forever releases the County from any liability and waives any and all claims, damages and causes of action the Undersigned may have against the County if, in order to protect the health, safety and welfare of the public in light of the declared Public Health Emergency and otherwise in the interest of the public, Milwaukee County Parks' Executive Director, pursuant to the authority granted under section 47.23 of the Milwaukee County Ordinances, closes any portion of the parks or parkways or buildings therein to the public.

By signing this waiver, release, and indemnification agreement, I certify that I have read this agreement and fully understand it and that I am not relying on statements or representations of any of the Released Parties.

\_\_\_\_\_  
Date \_\_\_\_\_  
Signature \_\_\_\_\_

\_\_\_\_\_  
Printed Name \_\_\_\_\_

\_\_\_\_\_  
Company \_\_\_\_\_

## COVID-19 RESPONSE PREPAREDNESS PLAN CHECKLIST

**By implementing a COVID-19 Response Preparedness Plan, a vendor, company, or contractor pledges to immediately dedicate resources to identify and mitigate situations in the workplace or jobsite which may introduce, expose, or spread COVID-19.**

**Each vendor, company, or contractor's written plan, unique to the operations under its control, will document the identification and mitigation measures taken, which may include engineering controls, administrative controls, safe work practices, and minimum Personal Protective Equipment (PPE) requirements, and will update that plan on a regular basis for the duration of the COVID-19 Situation.**

**Each vendor's, company's, or contractor's Preparedness Plan must meet the following Minimum Requirements:**

- 1) Provide the name and contact number of a designated Preparedness Plan Monitor for each County contract.
- 2) A plan to complete a Daily Employee Screening Form, or otherwise complete proper screening verifying daily that every employee has not:
  - a) Traveled to a Level 2 or 3 Country in the past 14 days, or visited an area that requires self-quarantine because of COVID-19 infection,
  - b) Had close contact (within 6 feet) with anyone known or suspected to have COVID-19,
  - c) Exhibited any symptoms (chest or back pain, cough, difficulty breathing) of COVID-19 or had a fever greater than 100.4 in the past 14 days.
- 3) A plan for Social Distancing. Complete a workflow audit that removes instances of employees or customers being within 6 feet of each other. This should include the following, where applicable to the contract:
  - a) Reduction of on-site work hours to minimum needed to sustain operations.
  - b) Staggered shifts and work hours to minimize on-site human presence at a given time.
  - c) Staggered use of all shared spaces, including bathrooms, breakrooms and lunchrooms.
  - d) Staggered facility entry and exit procedures.
  - e) Ban in-person meetings (internal or external) and employee gathering (formal or informal) of any size. Employee communication handled virtually wherever possible.
  - f) Mandatory work at home for all employees except the absolute minimum required for baseline production and logistics functions.
  - g) Prohibit visitors and limit deliveries to the facility or jobsite, except those that support production activities or emergency building maintenance.
  - h) If applicable to operations, clear directions to the public for social distancing. For example, markings to show distances of six feet.

- 4) Educate employees on key CDC recommendations. Plan must include:
  - a) How employees can protect themselves.
    - (i) Frequent hand washing (at least 20 seconds with soap and water or use of sanitizer greater than 60% alcohol content),
    - (ii) Avoid touching face,
    - (iii) Coughing or sneezing into a tissue and discarding it immediately in garbage,
    - (iv) Avoid shaking hands,
    - (v) Do not use other employee's phones, tools, PPE, etc.
  - b) What employees should do if they feel sick.
    - (i) Stay home
    - (ii) Require notification to employee's supervisor
- 5) A plan that provides appropriate PPE and Sanitation Products, as applicable to contract and as recommended by OSHA or CDC. For example, soap, sanitizer with over 60% alcohol, EPA approved disinfectant for COVID-19, gloves, gowns, eye protection, masks or respirators. If applicable, providing sanitation products for the public in areas with frequent human contact.
- 6) A plan for Sanitation Procedures, if applicable to contract. These processes must be implemented throughout facility or jobsite:
  - a) Blue tape marking of surfaces that receive frequent human contact in the work site; disinfection of these surfaces multiple times daily.
  - b) Disinfect all tools, equipment, and vehicles frequently.
  - c) Designate one bathroom, allowing only one person to enter at a time. Disinfect hard surfaces in the bathroom that are frequently touched throughout the day. Disinfect multiple times a day and must be thoroughly sanitized at the end of the day. Empty garbage in the designated bathroom at the end of the day.
  - d) Avoid cleaning techniques that may result in generation of bio-aerosols, such as pressurized air or water sprays.
- 7) A plan for when an employee reports symptoms associated with COVID-19, including:
  - a) Requiring employees to immediately report any symptoms of COVID-19,
  - b) Quarantine employees exhibiting symptoms on site,
  - c) Notifying proper County contact person.

## COVID – 19 Virus Daily Screening Form

Today's Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Contractor: \_\_\_\_\_

***Employers should ask the following questions to all employees, visitors and vendors prior to allowing access to the workplace and/or jobsite. THE QUESTIONS SHOULD BE ASKED IN PRIVATE & ANSWERS KEPT CONFIDENTIAL.***

1. Have you traveled to a county or area that has a travel warning of level 2 or 3 as listed by the CDC in the past 14 days? [CDC Travel Warnings](#)  
 Yes \_\_\_\_ No \_\_\_\_  
 If so, where have you traveled? \_\_\_\_\_  
 What was your date of return? \_\_\_\_\_
2. Have you, or anyone in your family, come into close contact (within 6 feet) with someone who has a suspected or confirmed COVID – 19 diagnosis in the past 14 days either at home or on a jobsite, etc.?  
 Yes \_\_\_\_ No \_\_\_\_
3. Have you had a fever (greater than 100.4 F or 38.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing in the past 14 days?  
 Yes \_\_\_\_ No \_\_\_\_
4. Are you currently experiencing a fever (greater than 100.4 F or 38.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing?  
 Yes \_\_\_\_ No \_\_\_\_

***\*NOTE: If an employee, visitor or vendor answers 'Yes' to any of the above questions, ask them to leave the workplace or jobsite immediately and seek medical evaluation.***

**Sign In:**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Sign Out:**

Has your health status changes during your work shift? Yes \_\_\_\_ No \_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Appendix L: Guidelines for Cloth Face Covering, Rapid Response Team, Health Screening for Employees

## How to Safely Wear and Take Off a Cloth Face Covering

### WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



### USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

### FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



### TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 316439A 04/30/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



# Rapid Response Team

Intention of this team and process is to ensure:

- Confidentiality of employee information
- A thorough assessment of incident
- Consistency in decision making
- Employees return to on-site work based on the latest health authority guidance (sources identified the GROW General Safety Guidelines section)

Team Consists of:

- HR Manager
- Branch Managers
- Facilities Manager
- Environmental Education Manager
- Director of Strategy and Education (for camp/DCF purposes)
- Managing Director

All Employees and Manager/Supervisors must report potential COVID-19 cases (or exposure to potential COVID-19 case) as soon as possible. Process flow:

- Contact HR Manager immediately.
  - Employee will provide necessary information to assess incident
    - Last date worked in building and which one.
    - Date of symptom onset.
    - Tested? If so, when are results expected?
    - Does the doctor consider the situation a suspected positive and the employee will not be tested? Follow self-quarantine timing guidelines.
    - Prolonged contact with other employees or campers? (Less than 6 feet for longer than 15 minutes). If so, who?
    - All areas of the building employee has been in.
    - Any specific equipment used?
    - Where is the designated workstation?
    - If currently onsite, exit the building to limit further exposure.
    - Determination regarding COVID-19 exposure self-quarantine and notify employee of which exposure protocol will be followed
- Assess need for immediate evacuation and closure of building
- HR Manager contacts Facilities Manager and Branch Manager to initiate disinfection protocol outlined in GROW playbook
  - HR Manager contacts Branch Manager for a schedule to determine employees who were scheduled to be in the building on the date of or during the incident.
- HR Manager contacts employee's supervisor(s) to advise of employee work status relating to any self-quarantine per COVID-19 exposure guideline.
- HR Manager, Managing Director, Facilities Manager, Branch Manager, Lynn's title here, Director of Strategy and Education debrief incident.
- Managing Director determines if building closure is longer than overnight and communicates the "all clear".

## Employee Health Screening

Employees will be expected to complete a self administered health screening BEFORE each day of working on-site regardless of the amount of time the employee will be on-site or in a building. The health screening is one question:

Are you currently experiencing any of the COVID-19 symptoms or been ?:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

☑ If Yes, please do not enter building, follow protocol for reporting to HR Manager and next steps.

☑ If No, you may report to onsite work.

# Appendix M: UEC Land Stewardship SOP

## Covid-19

\*Governor Evers' Shelter in Place order to be placed tomorrow 3/24/2020 may alter these parameters

When LS staff are working solitary in the parks:

- No one should work as a single individual in the park. Must have at least one other staff nearby, either in building or in park.
- Dedicated pair of work gloves for each person, which they are responsible for cleaning
- Dedicated tool - at least through garlic mustard season.
- Other tools and equipment – sterilization will occur at the end of each day hand tools after each use with a solution of ½ Cup bleach to 1 gallon of water (recommended for Corona) in spray bottles.

If other staff are allowed to work with LS:

- No more than 10 people working together at a time (*Question as to the space range for this... over the course of 40 acres, seems like more than 10 is reasonable in outside, large spaces*)
- Maintain a distance of 6' between people at all times
- LS staff will gather the tools and bring outside for individuals to step up and take one by one while maintaining 6' distance. (Non LS staff will not gather in warehouse or shed spaces while obtaining tools)
- Staff will receive an orientation to the LS activity from the LS staff prior to beginning work in the park, while standing outside, at least 6' apart
- Staff will keep their own work gloves to wash and maintain
- Hand tools will be cleaned with dilute bleach spray after each use (see above)

### Masks

- If masks are deemed necessary, Caitlin or Kim are happy to sew masks, if needed.