



OFFICE OF THE CITY ADMINISTRATOR

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To: Mayor Brar and Common Council Members
From: Mike Davis
Re: Draft Proposal to Re-Open City Hall
Date: May 15, 2020

Creating the conditions for safe use of City Hall is crucial to providing public services and fostering a supportive social network in Middleton. Keeping employees and customers safe is the number-one priority for the City. It is not sufficient just to post signage requesting that guests maintain distancing or to anticipate that staff will be able to manage customer interactions in real time (e.g., by installing signage instructing visitors to comply with distancing but not utilizing visual cues or physical barriers to support compliance).

After consulting with City Hall staff and Mayor Brar, the following are my recommendations for re-opening City Hall to the public:

- **After the expiration of Dane County's Safer at Home order on Tuesday, May 26, and through Sunday, July 5 (target date subject to change), City Hall will re-open for scheduled appointments and in-person meetings if necessary to conduct business.**
- Residents/customers must wear a face mask or covering for such meetings and may schedule an appointment by e-mail or a phone call to set up a time to meet if a phone call, e-mail or Zoom meeting will not accommodate their service need. Electronic and mail-in payments enable the City not to open its doors for permit purchases of any kind.
- In-person meetings at City Hall will take place in conference rooms B and C as well as the Council Chambers to limit customer/employee interactions and the amount of space needing frequent disinfection. All in-person meeting attendees will be required to provide contact information on an attendance sheet, to assist with subsequent contact tracing should that become necessary.
- Public meetings will continue to be conducted by a combination of Zoom and call-in options. City Council and Plan Commission will also continue to be livestreamed. All public meetings will be recorded and uploaded to the City's You Tube channel (<https://www.youtube.com/user/MiddletonWeb>). In-person attendance options for public meetings may be expanded if the meetings can be scheduled in the City Council Chambers or Conference Room B for limited numbers of people. All in-person meeting attendees will be required to provide contact information on an attendance sheet, to assist with subsequent contact tracing should that become necessary.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work. We will maintain an adequate supply of soap and hand sanitizer to allow proper hand hygiene among employees and the general public.
- The City will require employees to wear face masks coverings when physical distancing is not feasible in the work environment. We also will require usage of face

masks or coverings for in-person meetings/activities. In such instances, employees should wear face coverings properly. The U.S. Centers for Disease Control and Prevention (CDC) provides guidance on how to properly wear a face covering and offers tutorials for how to make one. We will provide this guidance to our employees, including elected officials, as well as volunteer committee members. All should watch a 2 minute video of properly wearing a face mask:

<https://www.youtube.com/watch?v=z-5RYKLYvaw>

- Customers should bring their own face mask or covering in case they will not be able to stay six feet away from others.
- Prior to Monday, July 6 (target date) subject to change), we will conduct a hygienic evaluation by an environmental engineering firm for the public areas of City Hall to determine any potential problem areas.
- We will hire a specialized disinfection service to provide a thorough disinfection of all public areas after which the environmental engineer(s) will provide an overview walk-through with the City Hall custodial staff members to instruct them on thorough procedures to follow for routine disinfection.
- On Monday, July 6 (target date subject to change), City Hall will re-open public access areas in the Administration, Public Works (via elevator only) and Public Lands reception areas while utilizing re-purposed plexi-glass shields, used in the April 7 election, for those higher contact areas.
- We will then deploy our custodial company to provide regular disinfecting service hours during the work day to address the aforementioned public areas, meeting spaces and high-touch contact areas such as doorknobs, buttons, copiers, stair rails and bathrooms which will need routine disinfection.
- By signage, floor markings and meeting room layout, we will facilitate unnecessary physical contact between staff and visitors, and maintain physical distancing with a minimum six-foot distance between individuals at all times.
- For any cash transactions, we will have customers place cash on the counter rather than directly into an employee's hand, using the same practice when providing change back to customers. Employees will advise visitors to maintain physical distancing for the duration of their visit.
- We will continue to post signage at entrances to City Hall with reminders that people experiencing COVID-19 symptoms should stay at home and requests that visitors maintain physical distancing of at least 6 feet. Sanitizing stations at the entrances to City Hall and at other key locations will continue to be in place, and we will encourage customers to use them.
- We will remove all unnecessary touchpoints, especially those that cannot be sanitized between uses. Examples include the use of pens and paper documents. Brochures and other physical materials shall be secured or kept behind counters/desks to be provided on an as-needed basis.
- Programmed events will be limited to 10 persons at a time in any given space, eventually expanding up to larger numbers of people for public hearings. Floor markings or chair placement will continue to be used to encourage safe spacing of participants. Where possible, event attendance will be staggered to minimize overlap and reduce density of participants.
- Staffing of City Hall will continue to be managed by remote work for employees able to do so and/or with respect to employees needing child care flexible hours. We will keep direct staffing to a minimum to safeguard the health of employees, including elected officials, the public, volunteer committee members and the families of all.