
**IN THE MATTER OF
OPERATIONAL PLAN FOR
GRANT COUNTY CIRCUIT COURT**

ORDER

WHEREAS, on March 22, 2020, and as amended on April 15, 2020, the Wisconsin Supreme Court suspended, until further order of the court, most in-person proceedings, subject to exceptions for certain matters, if remote technology is not practicable or adequate to protect the constitutional rights of the citizens of Wisconsin.

WHEREAS, the Wisconsin Supreme Court ordered each circuit court to submit an operational plan to the chief judge of the applicable judicial administrative district. The operational plan was to include the requirements set forth in the order, and reduce to the greatest extent possible the risk of transmission of the virus that causes COVID-19, and promote the health and safety of all those present in the courtrooms and other court-related confined spaces. Supreme Court Orders, *In Re the Matter of the Extension of Orders and Interim rule concerning Continuation of Jury Trials, Suspension of Statutory Deadlines for Non-Criminal Jury Trials, and Remote Hearings during the COVID-19 Pandemic (05/22/20)* and *In Re the matter of the Final Report of the Wisconsin Courts COVID-19 Task Force (05/22/20)*.

WHEREAS, on June 30, 2020, the Grant County Circuit Court submitted an operational plan to resume in-person court proceedings and jury trials pursuant to the Wisconsin Supreme Court's May 22, 2020 order. The plan verifies that the court has communicated with the appropriate stakeholders regarding the protective measures. It also requires face coverings for all individuals present in the courtroom, appropriate social distancing, sanitation/hygiene practices, and appropriate signage.

IT IS ORDERED the operational plan for the Grant County Circuit Court is approved for the resumption of in-person court proceedings and jury trials.

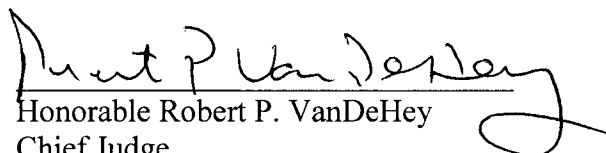
IT IS FURTHER ORDERED the Wisconsin Supreme Court's amended order *In Re the Matter of Remote Hearings During the COVID-19 Pandemic (04/15/20)*, ceases to apply to the Grant County Circuit Court:

IT IS FURTHER ORDERED the Wisconsin Supreme Court's amended order *In Re the Matter of Jury Trials During the COVID-19 Pandemic (03/22/20)*, ceases to apply to the Grant County Circuit Court:

IT IS FURTHER ORDERED the Wisconsin Supreme Court's Interim Rule 20-02 *In Re the Matter of an Interim Rule re Suspension of Deadlines for Non-Criminal Jury Trials Due to the COVID-19 Pandemic*, ceases to apply to the Grant County Circuit Court:

IT IS FURTHER ORDERED the provisions of this order shall be subject to modification or termination by future orders.

Dated this 30th day of June, 2020


Honorable Robert P. VanDeHey
Chief Judge
Seventh Judicial Administrative District

GRANT COUNTY CIRCUIT COURT OPERATIONAL PLAN FOR THE SAFE RESUMPTION OF IN-PERSON PROCEEDINGS AND JURY TRIALS

INTRODUCTION

In accordance with the Order of the Wisconsin Supreme Court dated May 22, 2020 and the guidance of the Wisconsin Court's COVID-19 Task Force, and consistent with the competing goals of resuming in-person court proceedings and jury trials while at the same time reducing to the greatest extent possible the risk of transmission of the COVID-19 virus for the health and safety of litigants, jurors, court staff, and the general public, the Grant County Circuit Court hereby adopts the following Operational Plan, effective upon approval by the Chief Judge of the Judicial District.

In compliance with the Supreme Court Order, presiding Grant County Circuit Court Judge Craig R. Day has communicated with the Clerk of Circuit Court, Register in Probate, representatives of the County, representatives of the County Sheriff's Department, the District Attorney's office, the local office of the State Public Defender, the local child support agency, members of the local county bar, and representatives of the county, including the County Health Director and County Emergency Management Director in formulating this Operational Plan.

Grant County has in place its own Task Force devoted to implementing plans to safely reopen county business. The court has convened the county department heads having offices in the Grant County Courthouse, together with the District Attorney, the local State Public Defender Director, and members of the bar to formulate this operational plan.

OPERATIONAL PLAN

The court's plan for ongoing court operations and phased resumption of in-person proceedings is as follows:

Mode of Hearing by Case Type – Phase I and Phase II

Until further Order of the Circuit Court, in consultation with the Director of the County Health Department and the Emergency Management Director, the Circuit Court will continue to conduct hearings by other than in-person appearances for those matters where the quality of the hearing is not materially impacted by remote appearance and required waivers and consents are given.

Based on the Court Task Force guidance, and subject to the discretion of the presiding judicial officer in an individual case after consultation with the parties, the following hearing types will ordinarily be conducted in the following fashion until further order:

Intake hearings for child support, small claims, criminal, & traffic/ordinance	Zoom/conference call
Criminal preliminary hearings	Zoom
Criminal evidentiary hearings	In-person or Zoom with express waiver of the parties
Small claims & traffic court trials	Zoom/in-person dependent upon the complexity of the trial
Civil/Family evidentiary hearings & trials	In-person/Zoom dependent upon the complexity of the issues
Criminal status conferences	Zoom/conference call
Criminal guilty/no-contest pleas	In-person or Zoom upon express consent of the parties
Criminal sentencing	In-person or Zoom upon express consent of the parties
Criminal/Civil jury trials	In-person
Criminal in-custody bond hearings	Zoom
Probate hearings	Zoom or in-person
Juvenile Hearings	Zoom or in-person
Family Court Commissioner hearings	In-person/Zoom/conference call dependent upon complexity
Family Court mediations	In-person with social distancing/or Zoom at discretion of mediator in consultation with parties
Treatment Court hearings	Zoom

Litigants and counsel with requests or questions regarding mode of hearing are directed to make inquiry of the court's judicial assistant.

Access to Courthouse Building

Consistent with the court's practice since its Emergency Temporary Order dated March 18, 2020, physical access to the Grant County Courthouse will be controlled by a court security officer at the single public entrance to the courthouse from 8:00 A.M. to 4:00 P.M. on days the courthouse is open. The duties of the security officer shall be:

- To ensure that every entrant has clear information about the rules and has access to proceedings by some means.
- To answer any questions about access.
- To give directions to those having symptoms or other concerns about their health.
- To instruct those not admitted about available accommodations to permit them to obtain and complete paperwork, obtain a continuance of their court appearance, appear by alternate non-personal means, etc.
- Act as liaison between entrants and court staff to coordinate and communicate accommodations.

- Instruct entrants to don face-covering and to hand wash and/or sanitize upon entry and exit.
- The court security officer shall minimize personal contact and hand-to-hand exchange of papers and documents. The officer shall endeavor to maintain a safe distance while communicating with entrants.

Face Coverings

All persons who are present in courtrooms, jury rooms, and other court-related confined spaces for hearings or trials not being conducted strictly by Zoom or conference call shall wear face coverings. Face covering in other areas of the courthouse shall be consistent with Grant County policy and the policy of the individual offices within the courthouse. See attached Reopening the Workplace - Grant County Return to Work and Reopening for Limited and/or Modified Services effective June 1, 2020.

An exception to face covering may be made if the judge specifically determines on the record that it is necessary for a witness not to wear a face covering during the witnesses' testimony in order for the judge or jury to weigh the witnesses' credibility.

"Other court-related confined spaces" in the courthouse are specifically identified as:

1. Clerk of Court public access room and Register in Probate area accessible to public
2. Places where citizens meet with the Treatment Court Coordinator or law enforcement officers for purposes of drug/alcohol testing or other circumstances where social distancing is not possible.
3. Meetings and conferences (attorney/client and otherwise) where social distancing is not practicable.

"Face covering" is defined as a fabric covering over the nose and mouth sufficient to impede the emission of vapor from the wearer. Surgical-type masks are preferred but not required. Individuals are encouraged to provide their own face covering provided it complies with the requirement above. The court will have a sufficient supply available for those who need them.

Face shields may be considered adequate face coverings except when social distancing cannot be honored, at the discretion of the presiding court official.

Plexiglass screening shall be erected around the witness stand in each courtroom in a manner designed to impede vapor transmission to and from a witness and to permit removal of face masks by the witness. No person shall approach the witness within 6 feet. The witness stand shall be sanitized by court staff immediately after each witness.

Notices shall be posted at the entrance of each courtroom, jury room, and court-related confined space that this requirement shall be enforced by the judge.

Sanitation

Dispensers for hand sanitizing with alcohol-based sanitizer and surface sanitizing with anti-viral wipes shall be located at the following locations:

- At the court security officer table at the entrance to the courthouse
- At the public access counter for each courthouse office
- In each courtroom at counsel table, the clerk's desk, and entry to the courtroom
- In each room where the potential jurors or the jury convenes
- At each elevator entrance

All surfaces in a courtroom occupied during any hearing shall be sanitized by court and/or custodial staff, or by the next user of the space if ordered by the court, after each hearing and before the commencement of any subsequent in-person hearing. Jury areas shall be sanitized by custodial staff at the beginning of each day before occupation of the room by jurors and immediately before the commencement of jury deliberations.

All amplification microphones shall be covered with plastic during in-person hearings. The plastic will be changed each time persons using the microphone changes.

All keyboards in the courtrooms shall be limited to use by one person to the extent possible. If a new user uses a keyboard, the user shall sanitize the keyboard prior to using it.

All door handles, elevator buttons, stair handrails, and other frequently touched surfaces throughout the courthouse shall be sanitized by custodial staff with anti-viral wipes a minimum of three times per day at such intervals as reflect the use of facilities that day. In addition, court staff shall sanitize courtroom door handles at a minimum after each in-person hearing.

All persons shall sanitize promptly after any touch contact with another person in the courthouse. All court staff should hand wash and/or sanitize their hands at least hourly regardless of human or paper contact.

Social Distancing

To the maximum extent possible, all persons in the courthouse shall practice social distancing by maintaining a minimum of a five-foot separation from others who are not a member of their household; maintaining a six-foot separation distance is preferred. Exceptions may be made in individual circumstances to permit counsel and his/her client to sit closer upon mutual consent of attorney and client.

Each office at the courthouse shall establish and mark out by X's, physical barriers, or other means an area that will ensure a six-foot distance when communicating in-person with members of the public. Courthouse offices shall otherwise comply with the rules governing Grant County personnel and facilities generally. See attached Reopening the Workplace -

Grant County Return to Work and Reopening for Limited and/or Modified Services effective June 1, 2020.

Each courtroom shall be arranged and marked so that all persons maintain a five-foot distance (six-foot being preferred) when they are in the courtroom whenever practicable. Seating areas shall be marked to indicate positions where people may sit at an appropriate distance from other people. Signs outside each courtroom, jury room, and jury assembly area shall notify occupants of distancing and sanitation requirements and shall state the maximum non-staff capacity of the room.

In the event a courtroom possesses inadequate capacity to accommodate members of the public or media wishing to observe, access shall be provided by remote video link from another location in the courthouse, Zoom link through the courtroom video camera, or YouTube streaming as determined by the judge presiding in the proceeding.

No more than one person may occupy the elevator at the same time. All persons shall sanitize hands before pressing the elevator entry button.

Document Handling

During a court proceeding, there shall be no hand-to-hand exchange of documents. A place shall be designated in each courtroom for documents to be placed for the clerk, parties, and the court. The person delivering the document shall place the document at the exchange point and return to his/her designated area. The document recipient shall retrieve the document from the exchange point after the deliverer has returned to his/her spot.

For hearings conducted via Zoom, electronic pre-filing of proposed exhibits is encouraged.

Any person handling a document shall wear gloves and/or sanitize his/her hands as soon as practicable after handling the document and before contact with any person or surface.

Jury Trials – Phase III

Jury trials may resume in-person in July 2020.

The notification to jurors to report for jury duty shall include information regarding the health and safety practices in effect in the courthouse. The communication shall advise jurors that those experiencing symptoms, having exposure to, or testing positive for COVID-19 may be excused and that they should call the Clerk of Court to advise of their condition.

Jurors reporting for jury service shall be body temperature screened and verbally screened upon arrival to ascertain whether they are experiencing any symptoms consistent with COVID-19 or whether they have been exposed to or tested positive in the previous 14 days.

The jury panel shall be assembled in both the second floor and third floor courtrooms to permit appropriate social distancing. The courtrooms shall be in communication via video

link so that all members of the jury panel can visually and audibly observe all proceedings. Jurors excused or otherwise required to move from one courtroom to another shall be accompanied by a jury bailiff. The court and clerk shall assure a sufficient number of jury bailiffs to attend upon all juror movements and contact at all times.

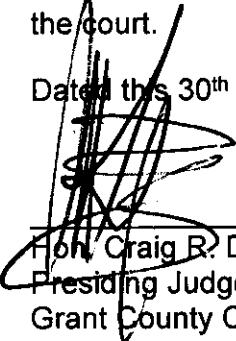
To the maximum extent practicable, jury selections shall be compressed into the fewest number of days to reduce the number of days when the entire panel is present in the courthouse. Ideally, this would mean only one day of jury selections per week for all trials to be held that week.

Grant County Circuit Court Branch II utilizes a digital audio recording court reporter. During jury selection, any juror responding to a question from a location that cannot be picked up by the regular DAR microphones shall be provided a handheld microphone which is held only by the court reporter. The court reporter shall hold the microphone for each responding prospective juror so that no jurors are handling the microphones sequentially.

Jury deliberations and segregation periods during trial shall occur either in the courtroom not being used for the jury trial, if available, or in the first floor hearing room. The room shall be arranged so that a five-foot distance (six-foot being preferred) is maintained between jurors at all times. Jurors shall be provided all meals during the trial and deliberations. The room shall be screened so as to not be visible outside the room. Restroom access shall be provided to jurors using the first floor hearing room through the facilities on the first floor and jurors shall be escorted by a jury bailiff to and from the restroom.

This order shall remain in effect until modified or terminated (Phase IV) by further order of the court.

Dated this 30th day of June, 2020.



Hon. Craig R. Day
Presiding Judge
Grant County Circuit Court



REOPENING THE WORKPLACE

Grant County Return to Work and Reopening
for Limited and / or Modified Services

Effective June 1, 2020



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DEPARTMENT RISK ASSESSMENT AND PLANNING

Each department needs to determine when it makes sense to resume operations in part or in whole, and how. Safely restarting departments will not be as simple as unlocking the front door.

Each department head should perform a risk assessment to determine what steps must be taken. While the complexity of risk assessments will differ from department to department, they typically involve the following steps:

- **Identifying Hazards.** We need to think critically about exposures, particularly if an infected person enters our facilities. Department heads should perform walk-through of the premises and consider high-risk areas (e.g., breakrooms and other areas where people may congregate). It's also important to consider the tasks employees are performing and what the potential level of exposure is to COVID-19 risks when performing their duties. Additionally, it is important to consider specific needs of high-risk individuals/staff members.
- **Assessing the Situation.** COVID-19 is an evolving situation. Department heads will need to stay informed regarding the current situation, the available data, and the recommendations of public health experts. The Grant County Health Department will consult with departments during regular department head conference calls and has developed a "dashboard" which provides local data by which Grant County can actively measure progress or regression as related to COVID-19. Department heads should use this information in decision making regarding reopening plans.
- **Controlling Risks.** Once hazards have been identified, department heads should identify measures to control/mitigate the risks to clients and staff.
- **Phased Reopening.** Implement a plan to reopen your department in phases as the situation evolves. A phased approach allows you to get back to business while maintaining appropriate measures to minimizing risks of exposure.
 - **Phase 1: Initial Opening.** Identify the functions your department can implement now, based on the current situation and fairly restrictive public health recommendations.
 - **Phase 2: Expanded Operations.** How do you envision expanding operations as conditions and public health recommendations favor a less restrictive environment.
 - **Phase 3: "The New Normal".** How do you envision your department operating to maintain basic protections for staff when conditions allow for a substantially more relaxed atmosphere.
 - **Mandatory Elements.** No matter which phase we are in, the following public health requirements must be maintained by all departments.
 - Written and implemented hygiene policy and procedures ensuring symptomatic people will not be allowed to work; hand-washing expectations and supplies for staff, and a description of proper cough and sneeze etiquette.
 - Written and implemented cleaning policy and procedure that includes cleaning and disinfecting frequently touched surfaces multiple times a day; frequently wiping down any shared equipment, cleaning common

- areas and equipment between use or shift changes, and protocols to clean and disinfect in the event of a positive COVID-19 case.
 - Written and implemented protective measure policy and procedure that includes ensuring people are at least six feet from others whenever possible, ensuring employees are provided with and wear face coverings when unable to maintain at least 6 feet distance from people and a transparent partition is not in place.
 - Documented staff receipt, acknowledgement, or training on the policies.
- **Monitoring Results.** Risk management is an evolving, continuous process. Once you have implemented risk management solutions, departments will need to monitor effectiveness and reassess measures and procedures based on experiences.

SOCIAL DISTANCING AND WORKPLACE SAFETY

Departments should develop social distancing plans. Three key factors for consideration include the following: 1) Physical workspace modifications, 2) Limiting in-person interactions and physical contact, and 3) Employee scheduling and remote working.

Physical Workspace Modifications

Department Heads should determine what, if any, modifications need to be made, such as

- separating desks and work stations;
- making only certain workstations available (i.e. every other or every third workstation, or every other cubical area);
- closing or modifying common/conference rooms and break rooms/cafeterias;
- modifying high-touch surfaces, such as leaving doors open to reduce touches;
- Reduce the number of common use items and sanitize those that remain
- displaying markings on floors for one way traffic or signs reminding customers and employees to maintain social distancing in areas where people congregate;
 - a. to avoid touching surfaces unnecessarily;
 - b. to wash your hands with soap and water for 20 seconds on a regular basis;
 - c. to wear a face covering where social distancing is not possible or unlikely to be effective
- installing plexiglass barricades at front counters
- Adding Stations that hold signage, masks, hand sanitizer

Contact Building Maintenance to assist you in implementing the modifications.

Limiting in-person interactions and physical contact

Potentially including:

- Holding fewer in-person meetings and using increased conference calls or video conferences;
- Limiting the size of in-person gatherings
- Instructing employees not to use other employees' workspaces or equipment;
- Establishing ongoing restrictions regarding travel, including to client/customer meetings and events, or for meetings/conferences; and setting staggered or spaced meal schedules.

- Having virtual in office meetings using Zoom with employees and clients
- Using appointments only to reduce and manage traffic
- Limit time employees are within 6 feet of other employees or clients for more than a few minutes while not wearing a mask (e.g. face-to-face contact, a conversation)
- Only meet clients in areas where social distancing can be maintained whenever possible
- It is important that departments have measures in place to continually separate staff. Failure to do so could result in an entire department under quarantine if an employee tests positive.

EMPLOYEE SCHEDULING AND REMOTE WORKING

Grant County's focus is to return employees to the physical workplace in stages as appropriate to ensure social distancing is in place and as recommended by the CDC and the Public Health Department. Remote working should only be continued for long term if:

- Work is available to allow for employee to work from home
- Metrics are in place to measure productivity
- Workspace is ergonomically available, (flat surface for computer, appropriate chair)
- Meet IT guidelines for internet capabilities
- Scheduled check in times
- Approved Telework Agreement
- Stagger staff and establish teams to limit employee mixing
- Screen employees for signs of COVID-19 prior to the beginning of their shift and send home if symptoms begin during their shift.

REMOTE WORKING AND SCHOOL/CHILDCARE CLOSURES

Please Note: Remote working for school closure is not available after the school year ends. Employees are expected to return to normal workplace and work schedule.

The following is temporary. Employees impacted by the school closures and/or child care closures must report to their managers the impact to their ability to work over the closure period. The following is the procedure for working with impacted eligible employees at this time:

- Managers should attempt to provide flexibility in working location and schedule for employees affected by school closures.
- If flexibility is not an option, employees may be eligible for the Emergency Family and Medical Leave Expansion Act (EFMLEA) and should contact the Personnel Department to discuss options.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

County Emergency Management staff will make masks and gloves available for employees. Departments should consider whether they will need PPE. Key considerations include the following:

- Whether to encourage the wearing of masks, and if so, the employer will need to provide them or reimburse for them if an employee prefers to provide their own PPE. The Public Health Department recommends wearing a mask in public or in common areas, such as hallways or other employees' offices, etc.
- Whether gloves are necessary for any areas/duties (i.e., taking/giving money to customers).
- Whether additional PPE, if any, is required for employees in higher-risk positions.

CLEANING AND DISINFECTING

- Departments may contact the Building Maintenance Manager to develop a checklist of high touch and common use areas that will be disinfected at a higher frequency utilizing CDC guidelines.
- Making cleaning supplies/hand sanitizer available to employees (and customers/visitors). Departments should contact Emergency Management staff to coordinate orders of cleaning and sanitizing supplies.

PROCEDURE IF A COVID-19 POSITIVE EMPLOYEE HAS BEEN AT WORK

The county will immediately communicate with the staff of the impacted building and close/disinfect the area used by the COVID-19 positive staff member. Confidentiality for the impacted employee must be maintained. Our Public Health Department will conduct a communicable disease investigation to determine the impact of the diagnosed employee's contact with coworkers, the public and their family and quarantine accordingly. Employees who had close contact with the COVID-19 positive staff member may be asked to go home.

Employees diagnosed with COVID-19 will be required to self-isolate for a minimum of 10 days from the onset of symptoms and only return to work if they are symptom free for 72 hours.

Employees that are asymptomatic that test positive will be required to self-isolate for 10 days after the positive test assuming they remain symptom free and longer if they become symptomatic as directed by the Health Department.

WHEN DO I NEED TO SELF-MONITOR, QUARANTINE, OR ISOLATE?

If an employee has symptoms of acute respiratory illness, they should be sent home and they should CALL their primary care provider and describe the symptoms and follow the medical advice.

- If you or someone in your home might have been exposed.
 - Self-Monitor and be alert for symptoms. You may continue to work if you have been symptom free for the previous 72 hours.
- If you have been diagnosed with COVID-19 or are waiting for test results; have multiple symptoms of COVID-19 such as cough, fever, and shortness of breath; or have been provided a doctor's note to self-isolate.
 - Self-Quarantine and Self-Isolate at your home in a specific "sick room" or area and away from other people, animals, including pets. If possible, use a separate bathroom. Read important information about caring for yourself or someone else who is sick.
- You will be required to be quarantined if you are identified by the health department as a close contact to a positive case. Quarantine periods will be 14 days after the last exposure. For household contacts to positive cases, the contact must quarantine until 14 days after the last positive household member has recovered or as directed by the Health Department

DRESS CODE

Business casual is acceptable for all workdays, with Department Head approval, to allow employees the option of wear clothing that does not require dry cleaning and can be immediately laundered. Sheriff's Department and Highway Department will dress according to their prescribed work environment and uniform guidelines.

A business casual dress policy calls for everyone exercising good judgment. The following lists are not intended to be all inclusive. They are intended to set general parameters for proper business casual and to help you make appropriate dress decisions. You should avoid worn, frayed, wrinkled, stained, or tight-fitting clothing. Business casual dress is defined as follows:

Slacks: Slacks, khakis, jeans, and corduroys are acceptable. Inappropriate choices include shorts, sweatpants, overalls, leather, spandex or other form-fitting workout wear.

Shirts: Casual shirts, blouses, sweaters, sport jackets, and turtlenecks are within guidelines. Inappropriate choices include midriff or spandex tops, printed T-shirts, sweatshirts, muscle shirts, and halter tops.

Dresses and skirts: Dresses and skirts are appropriate. They should be reflective of an office environment. Minis, spaghetti straps, open backs, low-cut, or revealing dresses are not acceptable.

Remember that you should always dress appropriately for your duties and schedule for the day regardless of the business casual dress policy. If you have any questions, please contact your supervisor.

It may be appropriate to bring a change of clothes.

COMMUNICATION TO EMPLOYEES

Departments should develop a safety communication plan for returning employees that

- Explains safety protocols (what measures the county is taking and what precautions employees should take), and where to report any issues

WHAT WE ARE DOING AT THE COUNTY TO ENSURE YOUR SAFETY

- Increasing the frequency and intensity of our cleaning and focusing our efforts in high-touch areas, including restrooms, door handles, railings, and water fountains.
- Communicating and reinforcing preventative measures that each of us can take to help limit the spread of COVID-19.
- Asking staff who are not feeling well to stay home.

WE ASK THAT EVERYONE

- Wash hands frequently and thoroughly for at least 20 seconds with soap and water.
- Please stay at home if you are sick. The CDC guidelines are here: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>.
- Contact your health care provider if you develop COVID-19-like symptoms, including fever, cough or difficulty breathing.

PERSONAL TRAVEL / VACATION:

Grant County will be following the guidelines from the state regarding personal travel plans as described below.

Wisconsin Department of Health Services:

COVID-19 is still spreading across our Wisconsin communities. Staying home is the best way to protect yourself and others from getting sick. We recommend Wisconsinites cancel or postpone all travel, including travel within the state.

We also want you to know that international (overseas) and U.S. travel is risky, and the level of risk in the community you wish to travel to may change quickly. If you must travel, you should prepare for:

- Changing travel restrictions
- Staying in-place if you get sick, and planning for the impact of being away from your home for an extended period of time

Recommendations will change as we move through [Wisconsin's roadmap to reopen](#) using public health principles of testing, tracing, and tracking the new coronavirus to decrease COVID-19 cases and death.

CONSIDERATIONS FOR ALL TRAVELERS

Before traveling away from your local community, consider the following:

- Is COVID-19 spreading where you're going? You can get infected while traveling.
- Is COVID-19 spreading in your community? Even if you don't have symptoms, you can spread COVID-19 to others while traveling.
- Will you or those you are traveling with be within 6 feet of others during or after your trip? This increases your risk of getting infected and infecting others.
- Are you or other travelers at [high risk](#) for becoming hospitalized from COVID-19?
- Do you live with someone who is at high risk for becoming hospitalized from COVID-19?
- Does the city where you live or visit require you to stay home for 14 days after traveling?

Do not travel if you are sick, or if you have been around someone with COVID-19 in the past 14 days. Do not travel with someone who is sick.

[CDC's Considerations for Travelers](#) page has more information about travel.

TRAVEL WITHIN WISCONSIN

We do not recommend travel between your private homes within the state. For example, do not travel to seasonal homes or rental cabins. You may spread COVID-19 to areas with few doctors or hospitals. This is for your safety and wellbeing as well as the safety of our rural counties and tribal communities.

Several counties in Wisconsin have issued travel advisories for seasonal and second homeowners. If you must travel, be sure to check for area-specific safety updates and closures. You may need to stay in place, or self-quarantine, for 14 days.

Bring everything you will need, including your own groceries, medications, and toiletries. You should practice enhanced personal hygiene at all times.

Important: Do not travel if you or someone in your home is sick with symptoms of COVID-19.

OLDER ADULTS AND PEOPLE WITH CHRONIC MEDICAL CONDITIONS

If you are at risk for serious illness from COVID-19, you should reduce your chances of catching the virus. You should avoid all travel both inside and outside of your community.

INTERNATIONAL OR DOMESTIC TRAVEL

International or cruise ship travel is not safe because COVID-19 is spreading all over the world. You should avoid all non-essential travel to all global destinations. If you travel, prepare for delays in returning home.

IF YOU TRAVEL

If, despite these recommendations, you must travel, we recommend you do the following:

- Check the state or city health department travel guidance for your visit and along your route. Plan to keep checking for updates as you travel.
- State or city governments may enact travel restrictions, such as stay-at-home or shelter-in-place orders, mandated quarantine upon arrival, or even state or border closures.
- Talk with your doctor before you go, especially if you are 65 years or older or have medical issues.
- Do a pre-trip check on your car and tires. Fewer roadside services may be available and you may become stranded if you have car troubles.
- Clean your car, especially the steering wheel, safety belts, door handles, and the fob or keys you use to start the car.
 - Follow the CDC guidelines on how to sanitize your home which may be applicable to cleaning your car.

- Note: Read cleaning instructions before use. Do not use bleach because it will ruin the color of your carpet.
- For each traveler, pack:
 - Cloth face coverings
 - Gloves
 - Hand sanitizer
 - Soap
 - Disinfectant wipes
 - A restroom break kit including: bars of soap, paper towels for drying hands and using it to open doors, toilet seat covers, hand sanitizer, and wipes when soap and water are not available.
- Pack plenty of charging cords and external batteries for electronic devices. If your car's navigation system contains emergency calling, enable it.
- Pack a cooler with drinks and snacks, including high-protein foods that will not go bad.

If you need to stop for food, gas, or supplies

- One traveler should engage with store employees.
- Wash your hands or use hand sanitizer after returning to your car.
- Use cloth face coverings.
- Wait to use the restroom until after you pump gas, and wash your hands before and after doing so.
- Wear gloves while you pump gas and throw them away.

PLANNING YOUR TRIP

Call the hotel, restaurant, or rest area to make sure they are open, as many may have reduced hours. Do not rely on a website's information.

- Read the fine print and understand your lodging's cancellation rules.
- Ask about refund options for hotels or rental properties ahead of your trip.
- Book directly with your with hotel or lodging establishment.

AFTER YOU RETURN FROM TRAVEL

After you return we ask you to check yourself for symptoms of COVID-19 for 14 days. You should check for symptoms even if you followed the recommendations above.

Stay home as much as possible to stop the spread of COVID-19 to others.

- Check your symptoms:
 - Check your temperature twice daily
 - Write down your symptoms
 - If you develop symptoms like fever, cough, shortness of breath, call your doctor.
 - See the [Medium risk flier](#) for a chart you can use to log your daily symptoms.
 - See [COVID-19: Monitoring for Illness](#) for more details about self-monitoring and self-quarantine.

FOR EVERYONE

Because COVID-19 is widespread in Wisconsin, everyone should reduce their contact with others by [staying home](#) when possible, practicing physical distancing, and being alert for [symptoms of COVID-19](#).