



# AGENDA

## LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall  
DATE: Wednesday, July 29, 2020  
TIME: 6:00 p.m.

Until further notice, the Village of Little Chute will be providing the following means for residents to interact, engage, and participate in Village Board proceedings. The proceedings of all Village of Little Chute public meetings are recorded and available for review.

- Virtually attend the July 29th Regular Board meeting at 6 PM by following the link here:
- <https://www.gotomeet.me/JamesFenlon/committee-of-the-whole-meeting---7292020---6-pm>
- Call-in Information: **+1 (312) 757-3121      Access code: 588-785-525**
- Note: The web-based registration is recommended as the best way to engage in this meeting as the call-in feature only provides audio access and there is not the ability to engage in the discussion.
- We strongly urge you to register in advance of the meeting and testing your connection to avoid any connection issues. If you have questions, please email the Village Administrator at [james@littlechutewi.org](mailto:james@littlechutewi.org) or 920-423-3850
- Immediately following the agenda is more information on virtual public meetings.

### REGULAR ORDER OF BUSINESS

- A. Invocation
- B. Roll call of Trustees
- C. Roll call of Officers and Department Heads
- D. Public Appearance for Items Not on the Agenda
- E. Minutes of Regular Board Meeting of July 15, 2020
- F. Discussion/Action—Covid-19 Masks in Village Facilities
- G. Discussion—Fall Programming Update
- H. Action—Appointments
- I. Call for Unfinished Business
- J. Items for Future Agenda

K. Closed Session:

19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. *Negotiations-Sale of Village Owned Property*

L. Return to Open Session

M. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852, [email: Laurie@littlechutewi.org](mailto:Laurie@littlechutewi.org) Prepared: July 29, 2020



## Information for the Committee of the Whole Board Meeting – July 29<sup>th</sup>, 2020 – 6:00 PM

The Village of Little Chute is taking precautions related COVID-19 as it relates to Village Board meetings. On March 16<sup>th</sup>, 2020, the Wisconsin Attorney General released guidance for local communities related to Open Meetings and the use of technology while still complying with Wisconsin's Open Meeting laws. You can find Wisconsin Department of Justice guidance here: [DOJ Guidance on Open Meetings](#).

Until further notice, the Village of Little Chute will be providing the following means for residents to interact, engage, and participate in Village Board proceedings. The proceedings of all Village of Little Chute public meetings are recorded and available for review.

1. Virtually attend the July 29<sup>th</sup> Committee of the Whole Board Meeting at 6 PM by following the link here: <https://www.gotomeet.me/JamesFenlon/committee-of-the-whole-meeting---7292020---6-pm>
2. **Call-in Information: United States:** [+1 \(312\) 757-3121](tel:+1(312)757-3121)      **Access Code:** 588-785-525
3. If you are experiencing connectivity issues or have questions on the options above, please contact James Fenlon at [james@littlechutewi.org](mailto:james@littlechutewi.org)
4. The Board Room at Village Hall will be open, but board members and staff have the option to attend virtually. We urge residents to participate in our meetings by utilizing the virtual options above.
5. If you have questions or comments regarding the agenda or potential items on the agenda, we urge you to contact Board or staff members regarding your concerns. You can find Board Member contact information here: <http://www.littlechutewi.org/59/Meet-the-Village-Board>
6. If you have questions or comments regarding the agenda, you can also contact the Village Administrator, James Fenlon, at [james@littlechutewi.org](mailto:james@littlechutewi.org) or 920-423-3850.
7. If you have questions or comments regarding the agenda and want to contact a Village of Little Chute Department Head, you can find a complete staff directory here: <http://www.littlechutewi.org/directory.aspx>

## MINUTES OF THE REGULAR BOARD MEETING OF JULY 15, 2020

Call to Order: President Vanden Berg called the Regular Board Meeting to Order at 6:00 p.m.

### Roll call of Trustees

PRESENT: Michael Vanden Berg, President  
James Hietpas, Trustee  
Brian Van Lankveldt, Trustee  
Don Van Deurzen, Trustee  
Larry Van Lankvelt, Trustee  
Skip Smith, Trustee  
Bill Peerenboom, Trustee

### Roll call of Officers and Department Heads

PRESENT: James Fenlon, Village Administrator  
Dave Kittel, Community Development Director  
Lisa Remiker-DeWall, Finance Director  
Kent Taylor, Director of Public Works  
Chris Murawski, Village Engineer  
Adam Breest, Director of Parks, Recreation and Forestry  
Laurie Decker, Village Clerk  
Dan Meister, Fox Valley Metro Police Chief  
EXCUSED: Steve Thiry, Library Director  
Tyler Claringbole, Village Attorney

### Public Appearance for Items Not on the Agenda

None

### Consent Agenda

*Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member or member of the public. Any removed items will be considered immediately following the motion to approve the other items.*

1. Minutes of Regular Board Meeting of July 1, 2020
2. Disbursement List

*Moved by Trustee Smith, seconded by Trustee L. Van Lankvelt to Approve the Consent Agenda as presented*

Ayes 7, Nays 0 – Motion Carried

### Other Informational Items—June Fire Monthly Report and June Report

### Action—Adopt Ordinance No. 06, Series 2020 An Ordinance Creating the Little Chute Library Board

*Moved by Trustee L. Van Lankvelt, seconded by Trustee B. Van Lankveldt to Adopt Ordinance No. 06, Series 2020 An Ordinance Creating the Little Chute Library Board*

Ayes 7, Nays 0 – Motion Carried

### Action—Resolutions:

#### a) Adopt Resolution No. 27, Series 2020 A Resolution Establishing a Library in The Village of Little Chute

*Moved by Trustee B. Van Lankveldt, seconded by Trustee Smith to Adopt Resolution No. 27, Series 2020 A Resolution Establishing a Library in The Village of Little Chute*

Ayes 7, Nays 0 – Motion Carried

**b) Adopt Resolution No. 28, Series 2020 A Resolution Authorizing the Sale of Village Property to North Evergreen Pond Homes, LLC**

*Moved by Trustee L. Van Lankvelt, seconded by Trustee B. Van Lankveldt to Adopt Resolution No. 28, Series 2020 A Resolution Authorizing the Sale of Village Property to North Evergreen Pond Homes, LLC*

Ayes 7, Nays 0 – Motion Carried

**c) Adopt Resolution No. 29, Series 2020 A Resolution to Approve a CSM for Homes at Evergreen Pond**

*Moved by Trustee B. Van Lankveldt, seconded by Trustee L. Van Lankveldt to Adopt Resolution No. 29, Series 2020 A Resolution to Approve a CSM for Homes at Evergreen Pond*

Ayes 7, Nays 0 – Motion Carried

**d) Adopt Resolution No. 30, Series 2020 A Resolution to Approve a CSM for 2140 Bohm Drive, Hultman Real Estate, LLC**

*Moved by Trustee Smith, seconded by Trustee L. Van Lankveldt to Adopt Resolution No. 30, Series 2020 A Resolution to Approve a CSM for 2140 Bohm Drive, Hultman Real Estate, LLC*

Ayes 7, Nays 0 – Motion Carried

**e) Adopt Resolution No. 31, Series 2020 A Resolution to Approve a CSM for 3315/3317 Buchanan Road/Michael Hurst**

*Moved by Trustee Smith, seconded by Trustee B. Van Lankveldt to Approve a CSM for 3315/3317 Buchanan Road/Michael Hurst*

Ayes 7, Nays 0 – Motion Carried

**Action—Appointments**

*Moved by Trustee Smith, seconded by Trustee Van Deurzen to Approve Appointments for the Little Chute Library Board as presented*

Mr. Jim Moes	Resident	Two Year Term
Mrs. Kathii Schommer	Resident	Two Year Term
Trustee B. Peerenboom	Resident and Trustee	Three Year Term
Mrs. Becky Ackermann	LCASD Library Director	Three Year Term

Ayes 7, Nays 0 – Motion Carried

**Action—Development Agreement for North Evergreen Pond Homes**

*Moved by Trustee L. Van Lankveldt, seconded by Trustee B. Van Lankveldt to Approve the Development Agreement for North Evergreen Pond Homes*

Ayes 7, Nays 0 – Motion Carried

**Action—Evergreen Drive/Buchanan Road Intersection Stop Signs**

Trustee Van Deurzen felt a stop sign was not needed and would rather see the speed limit reduced. The Town of Vandenbroek agrees with the stop signs per Director Taylor.

*Moved by Trustee Smith, seconded by Trustee L. Van Lankveldt to Approve the Evergreen Drive/Buchanan Road Intersection Stop Signs*

Ayes 6, Nays 1(Van Deurzen) – Motion Carried

**Discussion—2021 Budget Guidance**

Provided for information only, Administrator Fenlon went over the 2021 Budget Guidance, Calendar and related documents. This will be presented for action at the August 5<sup>th</sup> Regular Board Meeting.

**Discussion/Action—Set Public Hearing for Pine Street Vacation on September 2, 2020**

*Moved by Trustee L. Van Lankveldt, seconded by Trustee Van Deurzen to Approve the Public Hearing for Pine Street Vacation on September 2, 2020.*

Ayes 7, Nays 0 – Motion Carried

**Action—Interest on Utility Bills**

*Moved by L. Van Lankvelt, seconded by Trustee B. Van Lankveldt to suspend assessing late fees for 2020 to follow the PSC mandate.*

Ayes 7, Nays 0 – Motion Carried

**Discussion—Covid-19 Updates**

President Vanden Berg went over the topic of mask requirements in the Village of Little Chute and Village Hall. The Board decided to have further discussions at the July 29<sup>th</sup> meeting.

**Department and Officers Progress Reports**

Departments and Officers provided progress reports to the Board

**Call for Unfinished Business**

Alternative funding for roads in Little Chute will be set for an August Board meeting

**Items for Future Agenda**

None

**Adjournment**

*Moved by Trustee Smith, seconded by Trustee Van Deurzen to Adjourn the Regular Board Meeting at 7:00 p.m.*

Ayes 7, Nays 0 – Motion Carried

**VILLAGE OF LITTLE CHUTE**

By: \_\_\_\_\_

Michael R. Vanden Berg, Village President

Attest: \_\_\_\_\_

Laurie Decker, Village Clerk

Village of Little Chute  
**REQUEST FOR VILLAGE BOARD CONSIDERATION**

**ITEM DESCRIPTION: COVID-19 and Face Coverings in Village Facilities**

**PREPARED BY:** James P. Fenlon, Administrator *JPF*

**REPORT DATE:** July 24<sup>th</sup>, 2020

**EXPLANATION:** Due to the increased number of COVID-19 cases locally and out of an abundance of caution that preserves the Village of Little Chute's ability to maintain services, protect the public, and protect our staff, the following proposal is submitted for the Board of Trustees to consider. For review please see the attached a memo to be released covering the above policy, face covering notice, staff survey data, and CDC considerations for wearing a face mask.

This proposal for masks in Village owned facilities is as follows:

- Effective immediately – The use of face coverings will be required by all staff in indoor common areas in all village-owned and operated facilities.
- “Common areas” refer to indoor spaces that are not an employee’s assigned workspace. For example: kitchens, breakrooms, restrooms, hallways, lobbies, reception areas, library, civic wings, board room, conference rooms, vehicles, etc. Kitchens, restrooms, and other enclosed buildings in parks are also considered indoor common areas.
- Employees are required to wear a face covering when social distancing cannot be maintained (i.e. staying at least 6 feet or about two arms’ lengths away from other people) or as directed by your supervisor.
- Village employees will be required to wear a face covering when interacting with residents at their homes, work sites and/or businesses.
- Village employees will not be required to wear face coverings when they are alone in their designated workstation or office.
- Residents, visitors, and customers in Village of Little Chute facilities are **strongly recommended** to wear face coverings. Exceptions to this requirement may be necessary in certain specific circumstances for issues of health and safety and will be at the discretion of the village department.
- Violations of these expectations will not be tolerated and will be subject to discipline, up to and including termination. Exceptions to this overall policy will be evaluated and will take into consideration specific circumstances of an employee’s individual health needs, or situations where the use of face coverings might create additional safety hazards for an employee.
- Departments may, when necessary, implement stricter guidelines to protect staff and the public from COVID-19.

People who are exempt from wearing a face covering:

- Children two (2) years old and under.
- Children two (2) through twelve (12) should only wear a face covering if a parent or guardian monitors to make sure it is worn safely.
- All children under twelve (12) years old should remain within six (6) feet of parent/guardian or household unit.
- Anyone with a disability that makes it difficult to put on, wear or remove a face covering.
- Anyone consistently interacting with a person who is deaf or hard of hearing and primarily relies on lip reading.
- Anyone who has been advised by a medical professional not to wear a face covering because of personal health issues.
- Anyone who has difficulty breathing or is incapacitated.
- Public safety officers and personnel.

**RECOMMENDATION:** Review the proposed face covering policy and attached documents and approve the policy effective immediately.



To: Village of Little Chute Employees  
From: James Fenlon  
CC: Village of Little Chute Board of Trustees  
Date: July 24, 2020  
Subject: Face Coverings and COVID-19 Leave

Due to the increased number of positive COVID-19 cases in Outagamie County and the Village of Little Chute, it is important that we take this step to maintain our ability to deliver services to our residents.

**Effective immediately ALL Village staff are required to wear masks when social distancing requirements cannot be met.**

Face Coverings as an Effective Personal Protective Equipment (PPE):

The Village of Little Chute recognizes the importance of face coverings in controlling the spread of COVID-19. A face covering is generally a cloth, bandana or other type of material that covers a person's mouth and nose. All employees will have access to face coverings provided to them by their department. Employees are welcome to obtain and use a face covering of their preference if they are professional and in good taste. Employees should contact their supervisor if they need a face covering.

Expectations regarding personal protective equipment include the following:

- Effective immediately – The use of face coverings will be **required** by all staff in indoor common areas in all village-owned and operated facilities.
- “Common areas” refer to indoor spaces that are not an employee’s assigned workspace. For example: kitchens, breakrooms, restrooms, hallways, lobbies, reception areas, library, civic wings, board room, conference rooms, vehicles, etc. Kitchens, restrooms, and other enclosed buildings in parks are also considered indoor common areas.
- Employees are required to wear a face covering when social distancing cannot be maintained (i.e. staying at least 6 feet or about two arms’ lengths away from other people) or as directed by your supervisor.
- Village employees will be required to wear a face covering when interacting with residents at their homes, work sites and/or businesses.
- Village employees will not be required to wear face coverings when they are alone in their designated workstation or office. Note: Customers in lobbies will be strongly recommended to wear face coverings. Exceptions to this requirement may be necessary in certain specific circumstances for issues of health and safety and will be at the discretion of the village department.
- Violations of these expectations will not be tolerated and will be subject to discipline, up to and including termination. Exceptions to this overall policy will be evaluated and will take into consideration specific circumstances of an employee’s individual health needs, or situations where the use of face coverings might create additional safety hazards for an employee.

- Departments may, when necessary, implement stricter guidelines to protect staff and the public from COVID-19.
- People who are exempt from wearing a face covering:
  - Children two (2) years old and under;
  - Children two (2) through twelve (12) should only wear a face covering if a parent or guardian monitors to make sure it is worn safely;
  - All children under twelve (12) years old should remain within six (6) feet of parent/guardian or household unit;
  - Anyone with a disability that makes it difficult to put on, wear or remove a face covering;
  - Anyone consistently interacting with a person who is deaf or hard of hearing and primarily relies on lip reading;
  - Anyone who has been advised by a medical professional not to wear a face covering because of personal health issues;
  - Anyone who has difficulty breathing or is incapacitated.
  - Public safety officers and personnel.

To get the most benefits from a face covering:

- Make sure it completely covers your nose and mouth.
- Read the directions for use (if provided).
- Wash your hands before and after removing it.
- Try not to touch your face when you adjust it throughout the day.
- Keep cloth coverings clean by washing daily, or more often if contamination occurs.
- Do not let others wear your face covering.
- Keep face coverings away from machinery that it could get caught in.
- If using disposable face coverings, do not reuse them, and throw them away in the appropriate trash receptacles.
- Do not lay your face covering on any surface that may contaminate either the covering or the surface.
- Do not use the face covering if it is damaged or has holes, unless it is the only accessible face covering.



# **Notice: Face Coverings Strongly Recommended**

## **Response to COVID-19:**

**The Village of Little Chute is committed to providing a safe and healthy environment for all residents who enter public facilities. As the nation's response to COVID-19 virus continues to change and evolve, the village remains steadfast in communicating with residents.**

## **Effective Immediately:**

- The use of face coverings is strongly recommended by all people in indoor common areas in all village-owned and operated facilities.**
- Disposable face coverings will be provided.**
- All resident services can be accessed virtually, over the phone or online. Visit us at [www.littlechutewi.org](http://www.littlechutewi.org) learn more.**

## **Who to Contact:**

**Village Administrator – James Fenlon 920-423-3850 or at [james@littlechutewi.org](mailto:james@littlechutewi.org)**



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

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## 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 376478A 05/18/2020

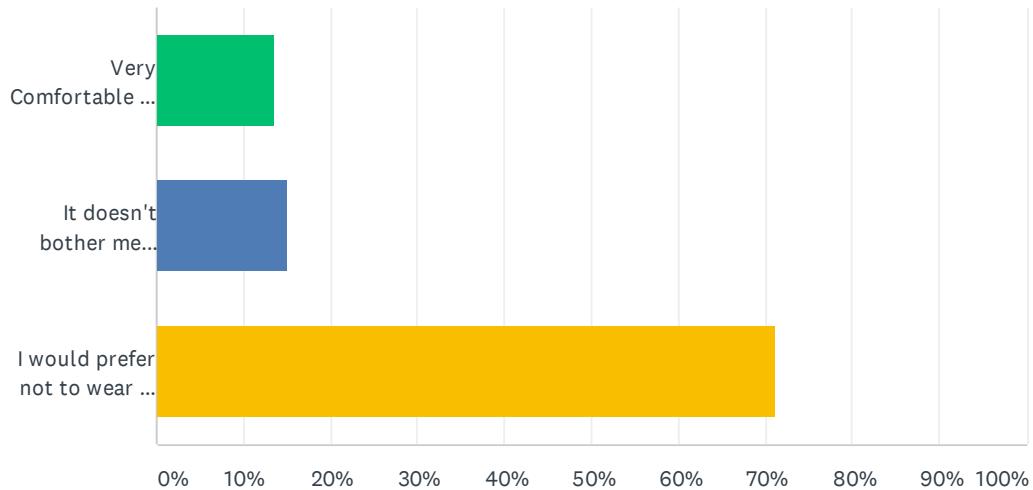
Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

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

# Q1 How comfortable would you feel wearing a face mask while you work for the full duration of your day?

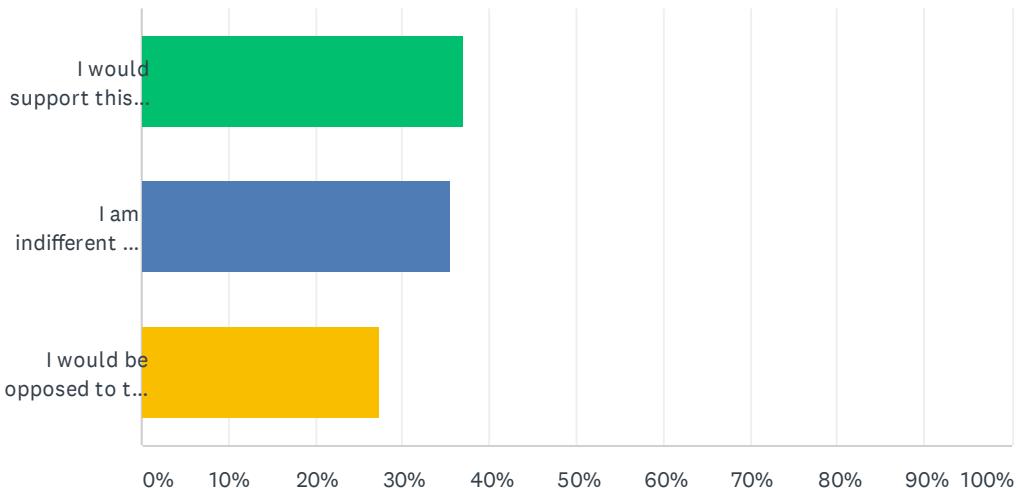
Answered: 73 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very Comfortable - Prefer to wear a mask.	13.70%	10
It doesn't bother me either way.	15.07%	11
I would prefer not to wear a face covering all day.	71.23%	52
<b>TOTAL</b>		<b>73</b>

**Q2 If the requirement to wear a mask was only when in hallways (also on your way to the breakroom or on your way to the restroom) or face to face with residents where social distancing or any plexiglass screen was not present, how would you feel?**

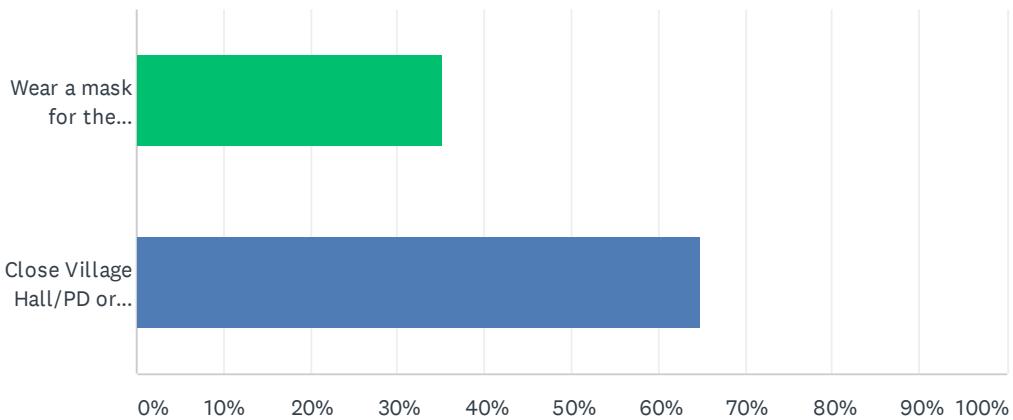
Answered: 73 Skipped: 0



ANSWER CHOICES	RESPONSES	
I would support this policy.	36.99%	27
I am indifferent to this and don't have strong feelings either way.	35.62%	26
I would be opposed to this policy.	27.40%	20
TOTAL	73	

**Q3 If the option was to either have an all encompassing mask requirement (meaning having to wear a mask all day) or closing Village Hall/PD down to the public, which would you prefer?**

Answered: 71      Skipped: 2



ANSWER CHOICES	RESPONSES	
Wear a mask for the duration of my shift.	35.21%	25
Close Village Hall/PD or other public spaces to the public.	64.79%	46
<b>TOTAL</b>		<b>71</b>

**Q4 Is there anything you would like to share on this topic that the questions above do not cover?**

Answered: 18    Skipped: 55

## Mask Questionnaire

#	RESPONSES	DATE
1	rather not wear a mask at all. with working outside, hot, hard labor work, about the last thing I want to do at this point.	7/22/2020 1:18 PM
2	Mixed information from the medical community make this a difficult issue. People get so angry if you don't wear a mask as if you don't care about others, and others get mad if masks are required. I will support whatever the administration decides.	7/21/2020 1:16 PM
3	it would be impossible to do the job of public works with a face mask and I think its a total joke	7/21/2020 12:41 PM
4	I do not feel a mask off any kind is needed in my current work environment, and I would be extremely uncomfortable wearing one.	7/21/2020 12:13 PM
5	what is going to happen when school starts. some of us have kids in school and if they shut down or have to close how will that work if we need to care for our child during the school year	7/21/2020 9:22 AM
6	I think the way it's being handled right now is good. We've been doing this now for about 4 months and I feel comfortable using my own judgement on when to wear/not wear a mask.	7/21/2020 7:50 AM
7	if other employees do not follow the distance rules outside of work should they be able to work with others	7/21/2020 7:26 AM
8	I would prefer it to be up to each individual. Having to work outside all day, it would not be comfortable to wear a mask all day	7/21/2020 7:16 AM
9	In my opinion masks should be worn in all public indoor areas. I feel that given the information we have regarding the virus it is the safest alternative to staying home. However I also feel that we need to continue to explore safer alternative ways to conduct business to protect those in our families, communities, and beyond - especially those that are most vulnerable. This seems like a small price to pay if we could save even one person in the community from complications of the virus. As Village of Little Chute employees we all serve our village residents in one capacity or another. I feel it is our duty and responsibility to protect ourselves and those we serve.	7/21/2020 7:11 AM
10	Would you consider mask wearing only if we are sharing a room with others?	7/20/2020 3:38 PM
11	Wearing masks protects you and me!	7/20/2020 3:21 PM
12	Communications on the phone are difficult with a mask on which is why I answered the first question as preferring not to wear a face covering all day. Also, I think that if anyone entering the building be required to wear a mask and employees could put a mask on when dealing with the public and/or are away from work station or not able to maintain 6 feet, that would be better than closing the building completely down.	7/20/2020 3:05 PM
13	"All we need is the right crisis and the people will accept the New World Order" - David Rockefeller	7/20/2020 2:58 PM
14	I am in favor of wearing a face covering when social distancing is not possible	7/20/2020 2:48 PM
15	I have already been wearing a mask during any contact with anyone, in particular indoors. I don't think we should be bringing anyone into the pd unless they are a victim of a violent crime or suspect in custody. I would not feel it is necessary to wear a mask in the squad car.	7/20/2020 2:39 PM
16	I like the idea of having to wear masks when in direct contact with the public, but the idea of wearing a mask whenever I am closer to six feet in proximity to one of my co-workers seems very cumbersome.	7/20/2020 2:37 PM
17	I believe masks should be provided by the village to all employees. I feel that there should be some requirements to when we are supposed to wear them, but wearing them for the entirety of the day when we can socially distance within our buildings seems a little much.	7/20/2020 2:33 PM
18	It looks like face coverings/masks are the best tools we have to combat the spread of COVID-19. As it stands, it is even better than hand washing, although hand washing is still an excellent idea. If we want to make our communities safer and return to normalcy sooner, we need to take steps to reduce spread. Face coverings/masks and social distancing are minor inconveniences to restore our freedoms and safety. Common areas with food/drink, such as break rooms, remain a tricky area. If someone has an office space that is not frequently occupied by others, they should have the right to take off their face covering.	7/20/2020 10:23 AM



# Coronavirus Disease 2019 (COVID-19)

## Considerations for Wearing Cloth Face Coverings

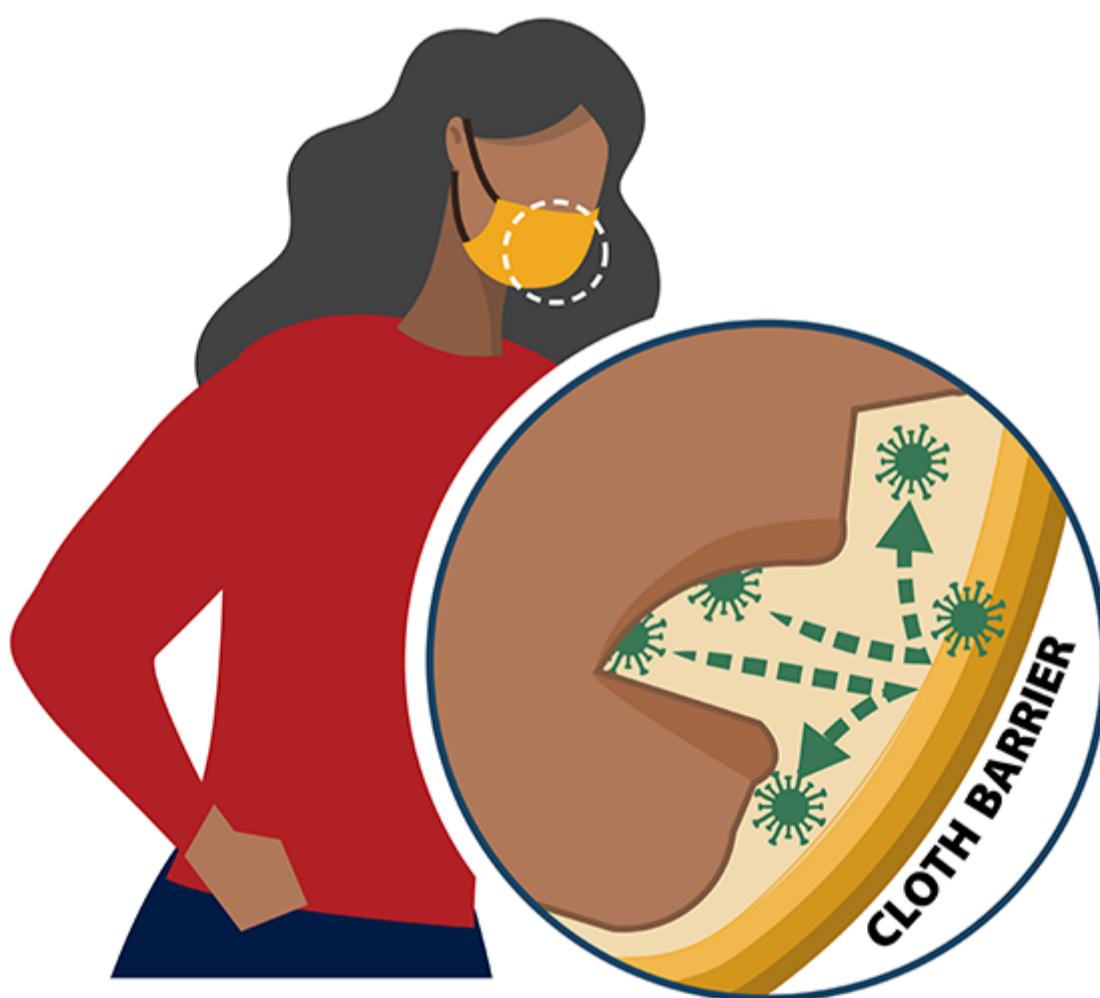
Help Slow the Spread of COVID-19

Updated July 16, 2020

[Print](#)

- CDC recommends that people wear cloth face coverings in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
- Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others.
- Cloth face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings.
- Cloth face coverings should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

## Evidence for Effectiveness of Cloth Face Coverings



Cloth face coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice. This is called source control. This recommendation is based on what we know about the role respiratory droplets play in the spread of the virus that causes COVID-19, paired with [emerging evidence](#) from clinical and laboratory studies that shows cloth face coverings reduce the spray of droplets when worn over the nose and mouth. COVID-19 spreads mainly among people who are in close contact with one another (within about 6 feet), so the use of cloth face coverings is particularly important in settings where people are close to each other or where social distancing is difficult to maintain.

## Cloth Face Covering?

### General public

- CDC recommends all people 2 years of age and older wear a cloth face covering in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
- COVID-19 can be spread by people who do not have symptoms and do not know that they are infected. That's why it's important for everyone to wear cloth face coverings in public settings and practice [social distancing](#) (staying at least 6 feet away from other people).

- While cloth face coverings are strongly encouraged to reduce the spread of COVID-19, CDC recognizes there are specific instances when wearing a cloth face covering may not be feasible. In these instances, [adaptations and alternatives](#) should be considered whenever possible (see below for examples).

## People who know or think they might have COVID-19

- [If you are sick](#) with COVID-19 or think you might have COVID-19, do not visit public areas. Stay home except to get medical care. As much as possible stay in a specific room and away from other people and [pets](#) in your home. If you need to be around other people or animals, wear a cloth face covering (including in your home).
- The cloth face covering helps prevent a person who is sick from spreading the virus to others. It helps keep respiratory droplets contained and from reaching other people.

## Caregivers of people with COVID-19

- [Those caring for someone who is sick with COVID-19 at home or in a non-healthcare setting](#) may also wear a cloth face covering. However, the protective effects—how well the cloth face covering protects healthy people from breathing in the virus—are unknown. To prevent getting sick, caregivers should also continue to practice [everyday preventive actions](#): avoid close contact as much as possible, clean hands often; avoid touching your eyes, nose, and mouth with unwashed hands; and frequently clean and disinfect surfaces.

## Who Should Not Wear a Cloth Face Covering

Cloth face coverings should **not** be worn by:

- Children younger than 2 years old
- Anyone who has trouble breathing
- Anyone who is unconscious, incapacitated, or otherwise unable to remove the cloth face covering without assistance

## Feasibility and Adaptations

CDC recognizes that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.

For example,

- People who are deaf or hard of hearing—or those who care for or interact with a person who is hearing impaired—may be unable to wear cloth face coverings if they rely on lipreading to communicate. In this situation, consider using a clear face covering. If a clear face covering isn't available, consider whether you can use written communication, use closed captioning, or decrease background noise to make communication possible while wearing a cloth face covering that blocks your lips.
- Some people, such as people with intellectual and developmental disabilities, mental health conditions or other sensory sensitivities, may have challenges wearing a cloth face covering. They should consult with their healthcare provider for advice about wearing cloth face coverings.
- Younger children (e.g., preschool or early elementary aged) may be unable to wear a cloth face covering properly, particularly for an extended period of time. Wearing of cloth face coverings may be prioritized at times when it is difficult to maintain a distance of 6 feet from others (e.g., during carpool drop off or pick up, or when standing in line at school). Ensuring proper cloth face covering size and fit and providing children with frequent reminders and education on the importance and proper wear of cloth face coverings may help address these issues.
- People should not wear cloth face coverings while engaged in activities that may cause the cloth face covering to become wet, like when [swimming at the beach or pool](#). A wet cloth face covering may make it difficult to breathe. For activities like swimming, it is particularly important to maintain physical distance from others when in the water.
- People who are engaged in high intensity activities, like running, may not be able to wear a cloth face covering if it causes difficulty breathing. If unable to wear a cloth face covering, consider conducting the activity in a location with greater

ventilation and air exchange (for instance, outdoors versus indoors) and where it is possible to maintain physical distance from others.

- People who work in a setting where cloth face coverings may increase the risk of [heat-related illness](#) or cause safety concerns due to introduction of a hazard (for instance, straps getting caught in machinery) may consult with an occupational safety and health professional to determine the appropriate face covering for their setting. Outdoor workers may prioritize use of cloth face coverings when in close contact with other people, like during group travel or shift meetings, and remove face coverings when social distancing is possible. [Find more information here](#) and below.

Cloth face coverings are a critical preventive measure and are **most** essential in times when social distancing is difficult. If cloth face coverings cannot be used, make sure to take other measures to reduce the risk of COVID-19 spread, including social distancing, frequent hand washing, and cleaning and disinfecting frequently touched surfaces.

## Face Shields

It is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings. Some people may choose to use a face shield when sustained close contact with other people is expected. If face shields are used without a mask, they should wrap around the sides of the wearer's face and extend to below the chin. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use. **Plastic face shields for newborns and infants are NOT recommended.**

## Surgical Masks

Cloth face coverings are not surgical masks or respirators. Currently, those are critical supplies that should continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance. Cloth face coverings also are not appropriate substitutes for them in workplaces where masks or respirators are recommended or required and available.

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- Pan X, Chen D, Xia Y, et al. Asymptomatic cases in a family cluster with SARS-CoV-2 infection. *The Lancet Infectious diseases.* 2020. [PMID: 32087116](#) ↗
- Bai Y, Yao L, Wei T, et al. Presumed Asymptomatic Carrier Transmission of COVID-19. *Jama.* 2020. [PMID: 32083643](#) ↗
- Kimball A HK, Arons M, et al. Asymptomatic and Presymptomatic SARS-CoV-2 Infections in Residents of a Long-Term Care Skilled Nursing Facility — King County, Washington, March 2020. *MMWR Morbidity and mortality weekly report.* 2020; ePub: 27 March 2020. [PMID: 32240128](#) ↗
- Wei WE LZ, Chiew CJ, Yong SE, Toh MP, Lee VJ. Presymptomatic Transmission of SARS-CoV-2 — Singapore, January 23–March 16, 2020. *MMWR Morbidity and Mortality Weekly Report.* 2020; ePub: 1 April 2020. [PMID: 32271722](#) ↗
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- Schwartz KL, Murti M, Finkelstein M, et al. Lack of COVID-19 transmission on an international flight. *CMAJ.* 2020;192(15):E410. [PMID: 32392504](#) ↗

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- Konda A, Prakash A, Moss GA, Schmoldt M, Grant GD, Guha S. Aerosol Filtration Efficiency of Common Fabrics Used in Respiratory Cloth Masks. *ACS Nano.* 2020 Apr 24. [PMID: 32329337](#) ↗
- Aydin O, Emon B, Saif MTA. Performance of fabrics for home-made masks against spread of respiratory infection through droplets: a quantitative mechanistic study. *medRxiv* preprint doi: <https://doi.org/10.1101/2020.04.19.20071779>, posted April 24, 2020.
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Village of Little Chute  
**REQUEST FOR VILLAGE BOARD CONSIDERATION**

**ITEM DESCRIPTION: Library Board Appointment**

**PREPARED BY:** James P. Fenlon, Administrator *JPF*

**REPORT DATE:** July 24<sup>th</sup>, 2020

**EXPLANATION:** To finalize the appointment process for the newly created Little Chute Library Board, on behalf of the Village President, see the appointment below:

- Four-year term – Sara MacDonald - 1001 E. Main Street, Little Chute WI

This will finalize the five members required per ordinance for the Little Chute Library Board. We will schedule a meeting for mid- August to begin the work required to establish and staff the Library for opening on January 2<sup>nd</sup>, 2021.

**RECOMMENDATION:** Approve the appointment of Sara MacDonald to the Little Chute Library Board for a four-year term.