



108 Myrtle Road
Beaver Dam, WI 53916

Date: April 12, 2021

Utilities Policy/Procedures Plan, COVID

The Utilities departments consisting of the Water and Wastewater facilities plan to continue with the following policies and procedures for the foreseeable future.

Facilities and access

- Water Treatment Facility, as has been the case since requirements by Homeland Security, entrance gates and exterior doors will remain locked except in the case of an appointment from a contractor, delivery personnel, or customer.
- Wastewater Treatment Facility, the main wastewater gate entrance will remain open during specified hours to allow for RV and other necessary contractors utilizing the dump station. All exterior doors will remain locked except in the case of an appointment from a contractor, delivery personnel, or customer. ***This policy of keeping the doors locked at the Wastewater Facility will remain permanent for the safety and security of our staff and unsupervised guests.***
- Signs will be posted at both facilities indicating policy and contact numbers if someone may need immediate assistance at the facility.

Interaction with Public/Contractors

- Water Utility, ***we will begin contacting customers for regular meter changes. If appointments are made for customer service request or meter changes, we are providing masks for employees to use.*** For interaction with contractors or people outside of our staff, we are reminding our staff to use common sense social distancing practices.

- Wastewater Utility, wastewater staff has limited if any contact with the public. For interaction with contractors or people outside of our staff, we are reminding our staff to use common sense social distancing practices. Masks are being provided for employees that may want to use them.

Facilities Cleanliness/Staff Interaction

- Water and Wastewater staff are regularly cleaning high use surfaces several times per week with disinfection products. This is in addition our regular weekly cleaning of floors, restrooms, etc.
- Staff are using best common sense practices for social distancing during the workday and at break times.
- Signage will be added near restrooms and sink areas for reminders of frequent hand washing recommendations.

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