# COVID 19 Winter Snow Removal Contingency Plan

As we navigate the effects of COVID-19 and absences due to illness or quarantine, we need to plan for the worst case scenarios during the winter snow and ice season. The safety of the general public depends on our ability to adequately staff the Public Works Department to deliver safe roadways during times of inclement weather. This plan will help to guide the department and make our stakeholders aware of our contingency plans this winter.

## Current Route Staffing

**Main Route Drivers**

- Dale Teigen
- Ryan Dalsoren
- John Udstuen
- Aaron Sokolik
- John Kemppainen
- Andy Iverson
- Justin Sutkay
- Alternate TBD

**Downtown/Mechanic**

- Bryce Bronstad

**Cul-du-sacs**

- John Halverson (Supervisor)
- Tony Garcia (Mechanic)

**Parks – Sidewalks/Multi-Use Paths**

- Pat Groom (Supervisor)
- Greg Knickmeier
- Frank Fenton
- Pete Vike
- Lexie Knudtson
- Chip Vike

## Priority Plow Routes

1. Streets
    a. Mains
    b. Secondary's
2. Parking Lots
    a. EMS
    b. Fire Department
    c. Police Department
    d. Stoughton Utilities
    e. Senior Center
    f. City Hall
    g. Library
    h. North and South Parking Lots
    i. Alleys
    j. Mandt
    k. Youth Center
3. Sidewalks
    a. If Parks Staff is unavailable, Department Heads coordinate snow removal at their respective buildings
4. Outlying Multi-Use Trails

**Alternate Staffing Options**

- Retiree
  - Chip Vike (CDL Holder)
- Stoughton Utility Staff (Jill)
  - Unknown (CDL Holder)
  - Unknown (CDL Holder)
- Other City Staff – Sidewalks
  - Respective Building Occupants

**Protocol in Case of Route Driver Absence**

**Streets**

**One Route Driver Absent**

- Pull one of the loaders off the cul-du-sac route and move them into a main plow route where the absence has occurred.
- If the absence is in the loader route, no change. We go without that route. Main trucks will need to do their own cul-du-sacs.

**Two Route Drivers Absent**

- Pull two of the loaders off the cul-du-sac route and move them into a main plow route where the absences have occurred.
- If the absence is in the loader route, no change. We go without the cul-du-sac route. Main trucks will need to do their own cul-du-sacs.

**Three Route Drivers Absent**

- Go back to the 7 main route configuration.
- Pull two of the loaders off the cul-du-sac route and move them into a main plow route where the absences have occurred.
- If the absence is in the loader route, no change. We go without the cul-du-sac route. Main trucks will need to do their own cul-du-sacs

**Four Route Drivers Absent**

- Go back to the 7 main route configuration.
- Pull two of the loaders off the cul-du-sac route and move them into a main plow route where the absences have occurred.
- If the absence is in the loader route, no change. We go without the cul-du-sac route. Main trucks will need to do their own cul-du-sacs

- Pull Pat Groom off of the Parks plowing and place him in a streets route truck. Backfill parks from alternate list.

**Five Route Drivers Absent**

- Go back to the 7 main route configuration.
- Pull two of the loaders off the cul-du-sac route and move them into a main plow route where the absences have occurred.
- If the absence is in the loader route, no change. We go without the cul-du-sac route. Main trucks will need to do their own cul-du-sacs
- Pull Pat Groom off of the Parks plowing and place him in a streets route truck. Backfill parks from alternate list.
- Call in Chip Vike (retired) to plow on a main route
    - If he is unavailable move on to the Director of Public Works

**Parks (Five Main Staff)**

**Four Staff Available**

- No change

**Three Staff Available**

- Focus Efforts Downtown
- Outlying sidewalks will wait until downtown and crosswalks are completed

**Two Staff Available**

- Backfill with alternates from list above
- Respective public building occupants remove snow and ice in front of doorways and sidewalks.
- Parks staff will clean up remaining snow when available

**One Staff Available**

- Backfill with alternates from list above
- Respective public building occupants remove snow and ice in front of doorways and sidewalks.
- Parks staff will clean up remaining snow when available

**Staging of Trucks**

If an employee(s) are off of work due to the COVID 19 quarantine protocol, and are not positive for COVID 19 and are showing no signs or symptoms of COVID 19, management may choose to bring that employee back to participate in snow and ice operations. They are to report to their supervisor by phone or radio when they have arrived for their shift and when they are finished with their shift.

The assigned piece of equipment will be staged on the Public Works Facility grounds outside of the building. The employee is to park their personal vehicle in the parking lot and report directly to their assigned piece of equipment for the day.

A port-o-potty with wash station will be staged at the Public Works Facility for use by those under the COVID 19 quarantine protocol.

After the employees shift, they are to park the piece of equipment outside the building where they found it. They are to disinfect all hard surfaces that they may have come in contact with on the piece of equipment before they leave for the day. Before the piece of equipment is pulled back into the building, it will get disinfected once again by a disinfectant fogger.

**Pay for Alternate Staff**

Pay for those departments who allow employees that assist the Public Works Department, will be reimbursed as follows:

- Department that are fee based — 100% reimbursement of all time worked
- Departments within the City General Fund — Reimbursed for all overtime hours worked

**Mechanics**

In the event that both mechanics are out due to COVID 19 protocol, and critical service needs to be performed, use the following contacts for service:

| | Equipment Type | Service Provider | Contact # |
|---|---|---|---|
| - | Light Automotive | Conant Auto | 608-873-8800 |
| - | Light Automotive (Warranty) | Kayser Ford | 608-271-6000 |
| - | Hydraulics | Pirtek | 833-623-4673 |
| - | Medium Duty (Plow Trucks) | Lakeside International | 608-246-5860 |
| - | Medium Duty Truck Towing | Schmidt's | 608-873-1212 |
| - | Plow and Spreader Controls | Force America | 262-720-8382 |
| - | Welding | Ron's Body and Welding | 608-873-8348 |
| - | Plow Repair | Madison Truck | 608-222-5591 |
| - | Plow Repair (CAT Loader) | Burke | 608-825-9788 |
| - | Loader Snow Blower | Hitchdoc/Fabick CAT | 608-271-6100 |

During an emergency situation, a mechanic that is off due to COVID 19 protocol, who is negative and showing no signs or symptoms of COVID 19, may be brought in to complete a repair on a critical piece of equipment. All disinfection protocols will be followed as noted above in the staging section.