



Right-of-Entry Permit Application

Milwaukee County Parks

Construction work on most Milwaukee County facilities is permitted by Milwaukee County at this time. This is contingent on Milwaukee County's review and approval of the contractor's submitted COVID-19 Response Plan prior to commencement of activities on the construction site. Each company's written plan, unique to the operations under its control, will document the identification and mitigation measures taken, which may include engineering controls, administrative controls, safe work practices, and minimum Personal Protective Equipment requirements, and the company will update that plan on a regular basis for the duration of the COVID-19 Situation. Each Company's Response Plan must meet the minimum requirements of the attached Milwaukee County COVID-19 RESPONSE PLAN CHECKLIST.

The submitted COVID-19 RESPONSE PLANS must be reviewed and approved in writing by Milwaukee County. Please revise your COVID-19 Policy & Procedures to meet these minimum requirements and submit to this office.

The Parks Department requires that any outside party seeking to access and/or impact park property for a project must first obtain permission in the form of a Right-of-Entry Permit signed by the Parks Director or his/her designee.

Before a right-of-entry request is reviewed, all applicants must explain the alternatives that were considered, and why access across parkland has been determined to be unavoidable. **If there is an alternative that does not impact parkland, please select that option.**

Permittees are required to decontaminate their equipment before arriving and/or leaving a project area to prevent the spread of invasive species.

A Certificate of Insurance with Milwaukee County listed as an additional insured must be furnished with this application.

Note that Right-of-Entry Permit(s) may include a fee of up to \$10,000, depending on the impact and duration of the proposal. Permits are granted at the discretion of the Parks Director, and submitting an application does not imply an approval will be granted.

Permittee Information

Organization / Company

Point of Contact, Name

First

Last

Address

Address Line 1

Address Line 2

City

State

Zip Code

Phone

Email

Contractor Information

Organization / Company

Point of Contact, Name

First

Last

Address

Address Line 1

Address Line 2

City

State

Zip Code

Phone

Email

Project

Park / Parkway to be Accessed

Cross Streets

Description of alternatives considered and rationale for proposal on parkland:

Narrative description of the scope of the work to take place:

Materials and equipment to be used:

Decontamination process of materials and equipment, PRIOR TO ARRIVAL ON SITE:

Decontamination process of materials and equipment, PRIOR TO LEAVING SITE:

Project timeframe:

Do you have an Easement? If yes, provide documentation below

YES NO

Easement drag and drop here

Project Plans & Specifications: design details, site map including staging area drag and drop here

Access-to-Project-Site Plan: route to site within park/parkway drag and drop here

Certificate of Insurance with Milwaukee County Listed as additional insured drag and drop here

COVID-19 Response Plan drag and drop here

COVID-19 RESPONSE PLAN CHECKLIST

By implementing a COVID-19 Response Plan, an “essential” company or contractor pledges to dedicating resources immediately to identify and mitigate situations in the workplace or jobsite which may introduce, expose or spread COVID-19.

Each company’s written plan, unique to the operations under its control, will document the identification and mitigation measures taken, which may include engineering controls, administrative controls, safe work practices, and minimum Personal Protective Equipment requirements, and will update that plan on a regular basis for the duration of the COVID-19 Situation.

Each Company’s Response Plan must meet the following minimum requirements:

- Provide the name and contact number of a designated Response Plan Monitor for each County

jobsite the company is controlling.

- Complete a Daily Worker Screening Form, or otherwise complete proper screening verifying daily that every employee has not:
 - Traveled to a Level 2 or 3 Country in the past 14 days,
 - Had close contact (within 6 feet) with anyone known or suspected to have COVID-19,
 - Exhibited any symptoms (chest or back pain, cough, difficulty breathing) of COVID-19 or had a fever greater than 100.4 in the past 14 days.
- A plan for Social Distancing. Complete a workflow audit that removes instances of employees being within 6 feet of each other. This should include the following, whenever possible:
 - Reduction of on-site work hours to minimum needed to sustain operations.
 - Staggered shifts and work hours to minimize on-site human presence at a given time.
 - Staggered use of all shared spaces, including bathrooms, breakrooms and lunchrooms.
 - Staggered facility entry and exit procedures.
 - Ban in-person meetings (internal or external) and employee gathering (formal or informal) of any size. Employee communication handled virtually wherever possible.
 - Mandatory work at home for all employees except the absolute minimum required for baseline production and logistics functions.
- Provide appropriate PPE and Sanitation Products. Such as: soap, sanitizer with over 60% alcohol, disinfectant, gloves, eye protection, masks or respirators (as recommended by OSHA or CDC).
- A plan for Sanitation Procedures. These processes must be implemented throughout facility/jobsite:
 - Blue tape marking of surfaces that receive frequent human contact in the jobsite; disinfection of these surfaces multiple times daily.
 - Disinfect tools and equipment.
 - Designated bathroom, allowing only one person to enter at a time. Disinfect hard surfaces that are frequently touched throughout the day. Should disinfect multiple time a day, but must be sanitized at the end of the day. Empty garbage at the end of the day.
- Educate employees on appropriate hygiene. Plan must include:
 - Frequent hand washing (at least 20 seconds with soap and water or use of sanitizer greater than 60% alcohol content,
 - Avoid touching face,
 - Coughing or sneezing into a tissue and discarding it immediately in garbage,
 - Avoid shaking hands,
 - Do not use other employee's phones, tools, etc.
- A plan for when an employee reports symptoms associated with COVID-19, including:

- Requiring employees to immediately report any symptoms of COVID-19,
 - Quarantine employees exhibiting symptoms on site,
 - Notifying proper County contact person.
- Limit deliveries and any visitors to the jobsite, except those that support production activities or emergency building maintenance

COVID – 19 Virus Daily Screening Form

Today's Date:

Employee Name:

Employee Address:

Project Name:

Contractor:

Employers should ask the following questions to all employees, visitors and vendors prior to allowing access to the workplace and/or jobsite. THE QUESTIONS SHOULD BE ASKED IN PRIVATE & ANSWERS KEPT CONFIDENTIAL.

1. Have you traveled to a county or area that has a travel warning of level 2 or 3 as listed by the CDC in the past 14 days? [CDC Travel Warnings](#)

Yes _____

No _____

If so, where have you traveled?

What was your date of return?

1. Have you, or anyone in your family, come into close contact (within 6 feet) with someone who has a suspected or confirmed COVID – 19 diagnosis in the past 14 days either at home or on a jobsite, etc.?

Yes _____

No _____

1. Have you had a fever (greater than 100.4 F or 38.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing in the past 14 days?

Yes _____

No _____

1. Are you currently experiencing a fever (greater than 100.4 F or 38.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing?

Yes _____

No _____

***NOTE: If an employee, visitor or vendor answers 'Yes' to any of the above questions, ask them to leave the workplace or jobsite immediately and seek medical evaluation.**

Sign In:

Employee's Signature:

Date:

Sign Out:

Has your health status changes during your work shift? Yes _____

No _____

Employee's Signature:

Date:

INSURANCE:

The County assumes no responsibility for any loss or damage to the personal property of the Vendor while in use or stored at or on the Premises. Vendor agrees to maintain policies of insurance and proof of financial responsibility to cover costs as may arise from claims for damages to property of and/or claims which may arise out of or result from Vendors activities, by whomever performed, in such coverage and amounts as required and approved by the County. Acceptable proof of such coverage shall be furnished to the County prior to commencement of activities under this agreement. A Certificate of Insurance shall be submitted for review for each successive period of coverage for the duration of this agreement, unless otherwise specified by the County, in the minimum amounts specified below.

<u>Type of Coverage</u>	<u>Minimum Limits</u>
Wisconsin Workers' Compensation and Employer's Liability & Disease	Statutory/Waiver of Subrogation \$100,000/\$500,000/\$100,000
General Liability Bodily Injury and Property Damage to include: Personal Injury, Fire, Products and Completed Operations	\$1,000,000 Per Occurrence \$2,000,000 Aggregate
Automobile Liability Bodily Injury and Property Damage All Autos	\$1,000,000 Per Accident

Milwaukee County shall be named as an Additional Insured on the General and Automobile Liability policies as respects the services provided in this agreement. A Waiver of Subrogation shall be afforded to Milwaukee County on the Workers' Compensation policy. A thirty (30) day written notice of cancellation or non-renewal shall be afforded to Milwaukee County.

The insurance specified above shall be placed with a Carrier approved to do business in the State of Wisconsin. All carriers must be A- rated or better per AM Best's Rating Guide. Any requests for deviations from or waivers of required coverages or minimums shall be submitted in writing and approved by Milwaukee County's Risk Manager as a condition of this agreement.

The insurance requirements contained within this Agreement are subject to periodic review and adjustment by the County Risk Manager.

When Is A Permit Required?

According to Chapter 67 of the Milwaukee County Code of Ordinances, a permit application must be filed with Milwaukee County Department of Transportation - Transportation Services and a permit issued for the following:

1. Work within Public Way. This includes, but is not limited to, excavations for installation or repair of utility company facilities or equipment, placement of utility facilities (poles, pedestals, working in manholes, existing ducts, aerial facilities, etc.) and construction, replacement or repair of sidewalks.
2. Emergency Repairs within Public Way. Any public utility making emergency repairs to its facilities in order to eliminate or reduce a threat to public health or safety (water leaks, gas leaks, etc.) shall notify the Milwaukee County Department of Transportation – Transportation Services
3. Any work within the public way requiring lane closures shall require a traffic control plan approved by Milwaukee County prior to issuance of a permit. This includes replacing, adding, relocating overhead utility service on existing poles and accessing underground facilities. The traffic control plan must follow MUTCD/ WisDOT guidelines.
4. Adjustment or relocation of utility facilities prior to or during a Milwaukee County highway improvement project not being performed by the County's contractor.
5. Construction of a new driveway or street entrance intersecting any public way.
6. Closure of an existing driveway or street or revision(s) to an existing driveway (such as a change in width or surface material) intersecting any public way.
7. Change(s) in land use, additions to an existing development **(50% or greater increase in building size or property area)** or changes in traffic pattern or volumes of an existing driveway or street entrance intersecting a public way. *If the type of land use changes, a driveway permit must be applied for. Existing driveways are not grandfathered.*
8. Tree planting or any other landscaping within the public way; this also requires a maintenance agreement.
9. Temporary occupancy of public way.
10. Special Events held within the public way. Only public taxing entities may apply for a Special Event Permit.
11. Encroachments / Obstructions / Special Privileges on public way.

12. Abandoning existing facilities within public way.
13. Connection to storm sewers or ditches within public way.
14. Transporting an oversize load over any portion of a County Trunk Highway. An Oversize Load is defined in Chapter 348 of the Wisconsin State Statutes.

Definitions

1. Public Way: Any arterial County Trunk Highway (CTH) Right-of-Way as designated in Section 68.01 of the Milwaukee County Code of Ordinances. County Trunk Highways are identified by a letter designation, (BB, ZZ, Y, etc.). See Appendix A for Maps and Limits of County Trunk Highways.
2. Property Owner: Any owner of property adjacent to a County public way.
3. Public/ Private Facility: Including, but not limited to, any public utility, telecommunications carrier, telecommunications utility or alternative telecommunications utility.
4. Standard Specifications: The State of Wisconsin Department of Transportation, Standard Specifications for Highway and Structure Construction, current edition.
5. MUTCD: The Manual on Uniform Traffic Control Devices for Streets and Highways, U. S. Department of Transportation, Federal Highway Administration, latest edition, and the Wisconsin Manual on Uniform Traffic Control Devices Supplement to The Manual on Uniform Traffic Control Devices.
6. FDM: Facilities Development Manual produced by the State of Wisconsin Department of Transportation.
7. Director of Transportation: The Director of Transportation - Transportation Services or their authorized representative.
8. MCDOT: Milwaukee County Department of Transportation - Transportation Services.
9. Hold Harmless Clause: The applicant accepts liability for property damage or injuries resulting from the work under the permit. Signing the permit application signifies acceptance of liability.
10. Supplemental Indemnification Clause: The contractor agrees to indemnify, defend and hold harmless the County, its agents and employees from liability arising from

work under the permit. This is a condition listed on all permits issued by Milwaukee County.