



# City of Waukesha HR Policy

## Coronavirus (COVID-19) Working Conditions

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### Purpose

Community Transmission of COVID-19 is increasing in the nation and Wisconsin. In response, the City of Waukesha has developed these guidelines for use specifically during the Coronavirus (COVID-19) pandemic period and is subject to change based on changing conditions of the situation. Following the completion of the pandemic period, all regular City policies regarding leaves of absence will be followed and enforced.

In response to the need to continue operations, the City has adopted a strategy of social distancing and expanded work from home options during this pandemic. Even with expanded work from home options, many employees will need to report to our facilities in order to provide essential government functions.

### Definitions

**Employee (during COVID-19 Pandemic):** All employees are required to report to work as directed by their supervisor. Reporting to work may be done onsite or through remote access.

**Essential Employee (during COVID-19 Pandemic):** Employees who provide essential government functions include first responders and the emergency response team. This definition also includes all permanent full time and permanent part time employees, and all employees assigned to election operations. Additionally, all contractors currently working on City construction projects, and all contractors performing work related to City operations, including but not limited to Information Technology consultants, contracted transit employees and contracted custodial services are considered essential.

**Note:** *Exempt from this list are all seasonal employees, regardless of hours worked.*

**Employee Reassignment:** In an effort to maintain essential city services and programs, the City may order or reassign personnel to work outside their regular departments during a declared emergency.

**Alternative Work Rotations.** During the period of this emergency, employees may be required to work an alternative schedule that requires different shifts or to be available to work from home, depending on the unique needs of each department.

Employees on an alternative work rotation will continue to receive their full pay during their at home rotation. However, they are required to be ready and available to come in to work, sober and fit for duty, within one hour of being contacted. In the event a staff member becomes ill or is exposed to COVID-19 during their “working” rotation, the entire at home group would take over that scheduled rotation while the other group isolates.

## I. Recommended Action for Employees with Symptoms of COVID-19

The single most effective way to prevent the spread of COVID-19 coronavirus is to limit exposure to persons infected with this virus. Therefore, employees who are experiencing symptoms consistent with the COVID-19 coronavirus, or have been diagnosed by a health care provider as having COVID-19 coronavirus, should stay home from work and should not go out except to get medical treatment.

Symptoms of COVID-19 coronavirus include fever (Greater than 100.4 F), sore throat, runny nose, cough, and shortness of breath. Symptoms typically appear 2-14 days after exposure. Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases.

If an employee develops the above symptoms while at work, the employee will be separated from other workers, will be sent home as soon as practically possible, and will follow the requirements below regarding return to work.

At the time of absence, employees must advise their immediate supervisor whether their absence is due to symptoms of COVID-19 or due to other illness reasons. Supervisor should, as practical, follow up with Critical Employees to determine availability to return to the work force.

Employees who have knowingly come into direct contact with a person who has tested positive for the Coronavirus must contact the Public Health Department immediately.

## II. Symptom Self-Monitoring

It is critically important that employees assume personal responsibility for reducing the spread of respiratory viruses by not reporting to work when ill, including if they only have mild symptoms that would not normally cause them to miss work.

The CDC recommends that people who are experiencing respiratory illness stay home until they are free of fever and other symptoms, for at least 24 hours without the use of medicines (e.g., aspirin and cough suppressants).

The City may implement procedures for evaluating employees for symptoms of respiratory illness before every shift involving critical city functions (e.g., direct patient care, EOC operations, offender contact, etc.)

## III. Critical Employees: Isolation, Quarantine, Monitoring Guidance and Return to Work

At this time, DHS and CDC continue to recommend voluntary home quarantine and active symptom monitoring for all individuals who have a high or moderate risk (see Chart A) exposure to a person with laboratory- confirmed COVID-19. As community-level transmission continues to increase in Wisconsin, and exposure to COVID-19 becomes more commonplace, excluding individuals from work who provide essential services such **firefighters, Paramedics/EMTs, law enforcement**, and other important functions may become impossible. At this time, DHS recommends continuing to evaluate the risk level of all possible COVID-19 exposures, and to abide by quarantine recommendations if resources allow.

If department heads have determined that staffing shortages among essential employees cannot support routine exclusion from work due to COVID-19 exposure, then staff may return to work with the department following the *Periods of Critical Employee Shortage Guidance* below, and a system of daily symptom monitoring is in place. All employees should stop working and notify

their employer if they develop fever (greater than 100.4 F) or respiratory symptoms including sore throat, runny nose, cough, or shortness of breath.

#### **IV. Periods of Critical Employee Shortage**

According to DHS priorities for COVID-19 testing, health care workers (which the City has expanded to include **Essential Employees**) who have a febrile “influenza-like illness” with lower respiratory symptoms should be tested for COVID-19.

1. If the test is negative, then staff may return to work after the illness has resolved, according to usual best practices, if not quarantined by Public Health.
2. If staff is confirmed as having COVID-19 disease, they must be excluded from work for no fewer than 7 days from symptom onset, and 3 days after fever is resolved without the use of fever-reducing medication.
3. If staff is tested but the test was not processed for results due to lab capacity, staff must be excluded from work for no fewer than 7 days from symptom onset, and 3 days after fever is resolved without the use of fever-reducing medication.
4. Staff with COVID-19 symptoms who are not tested for COVID-19 must be excluded from work for no fewer than 7 days from symptom onset, and 3 days after fever is resolved without the use of fever-reducing medication.

#### **V. Isolation, Quarantine, Monitoring Guidance and Return to Work for COVID-19**

**Isolation:** the separation of a person or group of people known or reasonably believed to be infected with a communicable disease, and potentially infectious, from those who are not infected, in order to prevent spread of the communicable disease.

**Quarantine:** the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

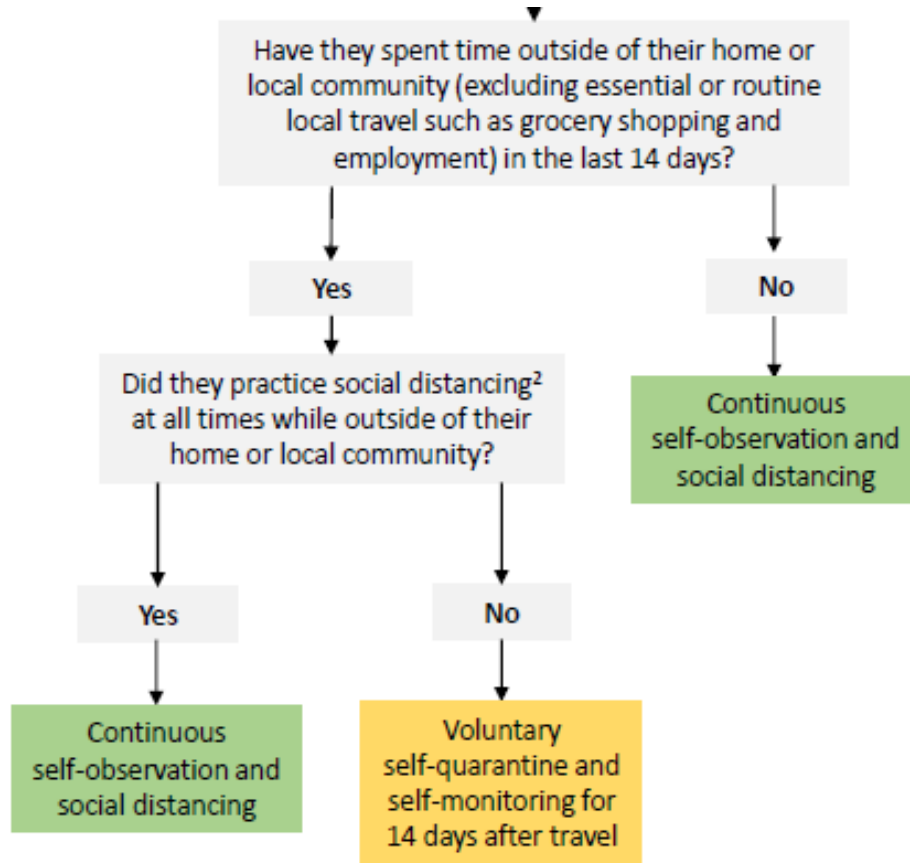
Chart A

	<b>High/ Moderate Exposure Risk (Travel)</b>	<b>High/Moderate Exposure Risk (Home)</b>	<b>Other - Community Transmission</b>	
	Traveled to Country with a <u>Level 3 Travel Health Notice</u> .	Exposure identified as a household or close contact, or proximity on airplane of confirmed case.*	Patients w/COVID-19 test results pending w/ no known exposure risks (testing due to clinical suspicion)	
Asymptomatic	<i>Action</i>	Self-quarantine/self-monitor, Public Health to help create action plan	Self-quarantine/self-monitor with active follow-up by Public Health	N/A
	<i>Duration</i>	14 days (begins day after last day in Level 3 Country or area with sustained community transmission)	14 days or more (begins day after household contact is symptom free or day after last contact with confirmed case)	N/A
	<i>DX test</i>	NA	NA	N/A
	<i>Release from quarantine</i>	After 14 days unless symptoms develop (then move to symptomatic)	After 14 days unless symptoms develop (then move to symptomatic)	N/A
Symptomatic	<i>Action</i>	Isolation by Public Health, testing required	Isolation by Public Health, testing required	Isolation by Public Health
	<i>Duration</i>	14 days or more	14 days or more	Until results are received
	<i>DX test</i>	Consult physician / Public Health	Consult physician / Public Health	Yes
	<i>Release from quarantine/ isolation</i>	If test is negative, quarantine remains through day 14  If test is positive, must be symptom free for 72 hours <b>AND</b> 7 days since day 1 of onset of symptoms	If test is negative, quarantine remains through day 14  If test is positive, must be symptom free for 72 hours <b>AND</b> 7 days since day 1 of onset of symptoms	If test is negative, resume normal activities  If test is positive, must be symptom free for 72 hours <b>AND</b> 7 days since day 1 of onset of symptoms

\*Identified during Contact Investigations of laboratory-confirmed Cases

\*\*Employees who have contact with individuals with COVID-19 who are in proper PPE are not consider High Risk exposures

## COVID-19 Risk Assessment for Asymptomatic People – Community Transmission



**NOTE:** Employees under voluntary self-quarantine must notify supervisor and complete self-certification form, (Flag for Mission Critical employees do not apply to this chart).

### VI. Return to Work Requirements

If an employee has been diagnosed with COVID-19 coronavirus, they will not be allowed to return to work until they meet current CDC guidance for release from isolation from the local Public Health Officer. See above guidance regarding return to work.

Employees are expected to return to work immediately once the above criteria have been met. If the employee chooses to remain at home because they are still not feeling well, all regular City and departmental sick leave policies and procedures should be followed.

### VII. Payroll Considerations

Until further notice, all **regular** full- and part-time staff should receive their normal pay regardless of their status (essential vs. non-essential). Therefore, individuals who are not working because they are considered non-essential, or because they are on a rotating "administrative leave", will receive their full pay.

This process **does not apply** to temporary and seasonal staff, or individuals who are currently on an approved leave prior to March 30, 2020.

If the City determines we are not able to continue to fund salaries as outlined above, there are other resources for employees to utilize including vacation, compensatory time, sick leave (if applicable), and unpaid time.

Departments should strongly consider utilizing Alternative Work Rotations whenever possible.

In addition to current leave balances, effective April 1, 2020, until the end of 2020 when the legislation sunsets, certain employers will be required to provide two new forms of paid leave: **Emergency Paid Sick Leave and Emergency Paid Family Medical Leave\***. These leaves can only be taken for reasons related to the Coronavirus (COVID-19) pandemic.

*\*Note: The City of Waukesha's emergency responders are exempt from this coverage.*

## VIII. Emergency Paid Sick Leave

All employees, regardless of tenure or full/part-time status, are eligible for the Emergency Paid Sick Leave Act. This act requires public employers to provide employees, whether working onsite or remotely, *up to two weeks* of paid sick leave under the following conditions:

1. employee is subject to federal, state, or local quarantine or isolation order related to COVID-19;
2. employee has been advised by a health care provider to self-quarantine because of COVID-19;
3. employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. employee is caring for an individual subject or advised to quarantine or isolation;
5. employee is caring for a child whose school or place of care is closed, or childcare provider is unavailable due to COVID-19 precautions; or
6. employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Full-time employees are entitled to 80 hours at their regular rate of pay. Part-time employees are entitled to the number of hours that the employee works, on average, over a two-week period. Payments are capped at \$511 a day (\$5,110 in total) for an employee's *own illness or quarantine* (reasons 1, 2 and 3 above). For employees *caring for an individual affected by COVID-19 and those whose children's schools have closed* (reasons 4, 5 and 6 above) receive up to two-thirds of their pay. That benefit is limited to \$200 a day (\$2,000 in total) and is based on the employee's current salary.

The Emergency Paid Sick Leave is in addition to the City's current paid leave policy and employees are *not* required to exhaust their current sick leave, vacation or similar benefit balance before using this.

**IX. Emergency Family and Medical Leave Expansion Act (EFMLA)**

Any full- or part-time employee that has been on the City's payroll for 30 days prior to taking the leave is eligible. This is a significant departure from the FMLA's usual requirement that employees work for an employer for 12 months and 1,250 hours in the 12 months prior to taking leave.

Employees will be entitled to take up to 12 weeks of job-protected leave if an employee is unable to work (onsite or remotely) due to caring for their child because their school or place of care has been closed or their childcare provider is unavailable due to the public health emergency.

The EFMLA provides for a combination of unpaid and paid leave.

1. The **first 10 days** may be **unpaid**. Employee may *choose* to use any existing pay benefit (vacation or sick leave) during the 10-day unpaid period, but employers may not *require* employees to do so.
2. After 10 days of unpaid leave, employees are entitled to 12 weeks of job-protected leave of at least **two-thirds** their usual pay. The cap of this entitlement is \$200 per day (\$10,000 in the aggregate) and is based on the employee's current salary.
3. Part-time employees are entitled to be paid based on the average number of hours worked for the six months prior to taking the leave.

**X. Additional Information**

Until further notice, although not specifically addressed in the FFCRA, the City is not currently requiring a health care provider's note for employees who are sick with acute respiratory illness to return to work as health care provider offices and medical facilities are *very busy* and will likely not be able to provide the documentation. All other illnesses and injuries will be handled on a case by case basis, depending on the individuals' access to health care providers.