Administrative Practices Manual

Subject: **COVID-19 Policy**

There is a novel type of coronavirus (COVID-19) that has spread to over 100 countries. There are over a hundred thousand cases worldwide and thousands of deaths. The World Health Organization declared it a pandemic on March 11, 2020.

This APM sets a number of policies designed to continue county operations during this public health emergency. This policy creates an expectation for employees to self-monitor for symptoms of COVID-19, sets guidelines for handling an exposure to COVID-19, and establishes criteria for when employees can return to work from a COVID-19 illness.

This policy combines previous policies into one unified document.

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1. **General Provisions**
    a. County Government will continue to function during this crisis. This situation is not similar to a snowstorm where County government can close for a few days. We will need to continue serving the public.
    b. Each County Department will determine how best to use their staff and make a plan for a prolonged suspension of normal operations.
        i. When possible, the public will be able to access County services online and via telephone.
        ii. Work from Home will be offered to employees. See the section on Work from Home for additional details.
        iii. Some County services will be reduced or completely suspended. Employees whose job duties are reduced or suspended may be reassigned.
    c. All County Employees will follow proper precautions:
        i. Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
        ii. Avoid touching your eyes, nose, and mouth with unwashed hands.
        iii. Please cover your cough with your elbow – not your hands.
        iv. Maintain distance (approximately 6 feet) from others when possible.

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> v. Clean and disinfect frequently touched objects. Encourage employees to clean and disinfect their workstation. While Facilities Management will be focusing on disinfecting common surfaces, additional cleaning can help.
>
> vi. If space permits, work at least six feet from others. If you have an office, keep your door closed.

2. Work from Home

a. All Work From Home is to comply with the County's Telecommuting Policy. Please see: https://admin.countyofdane.com/documents/emprel/pdf/Telecommuting-Policy--5-2-21-.pdf for more information.

b. Employees Working from Home need to have a signed Telecommuting Agreement. That agreement is available here: https://admin.countyofdane.com/documents/emprel/pdf/Telecommuting-Agreement-REVISED-6-25-21.pdf

3. Attendance Policy

Dane County is not waiving its attendance policy at this time. Certain county services are vital to the community and we need county employees to continue serving the public during this emergency.

4. Employees Feeling Sick

a. All employees who are feeling sick, should stay home.

b. To limit the spread of COVID-19, managers and supervisors should send sick employees home.

c. Employees with the symptoms of COVID-19 should follow up with their medical provider and remain in communication with their supervisor about their diagnosis.

5. Self-Monitoring

a. Because of the prevalence of COVID-19 in Dane County, the Department of Administration is asking **all employees to self-monitor themselves for symptoms**.

b. Self-Monitoring means employees should monitor themselves for fever, cough, difficulty breathing, and other symptoms.

c. **Employees who feel feverish or develop a fever (greater than or equal to 100.4F) should not come to work.**

d. If an employee develops symptoms such as a cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell during the self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider to determine whether medical evaluation is needed. The list of symptoms is not all inclusive. Other less common symptoms include nausea, vomiting, or diarrhea. For more information about COVID-19 symptoms, see the CDC's website: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

e. Departments may implement temperature scans (supervised self-monitoring) at the beginning of an employee's shift in order to ensure they remain afebrile (fever-free). If a Department has implemented temperature scans, they should follow these guidelines:

> i. Temperature scans should be as discreet as possible

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      ii.   Any record keeping should be placed in a separate medical file for the employee. Not in the Employee's official personnel file or any department records.

      iii. Any questions during the temperature scan should be strictly limited to asking about signs related to COVID-19 symptoms, such as shortness of breath, fever/chills, and coughs. No other general medical questions should be asked.

6. **Exposure**
   a. The following are exposure guidelines. Individual incidents may depart from these guidelines with direction from the Department of Administration or Public Health Madison & Dane County.
   b. Public Health Madison Dane County has developed detailed guidelines about what to do in different exposure incidents. Please see: https://publichealthmdc.com/coronavirus/what-to-do-if-you-are-sick-or-possibly-exposed. These updated guidelines cover many different situations, but may not cover all situations. If you have questions about these scenarios, please contact Public Health Madison & Dane County and the Department of Administration.
   c. Because there is community spread in Dane County, **all employees are at-risk of being exposed to the virus**. This is why all employees are required to self-monitor at this time.
   d. If at any time the employee develops symptoms, they should report this to their supervisor and stay home, self-isolate, limit contact with others, and seek medical advice.
   e. Exposure defined: exposure results from a prolonged period (a cumulative total of 15 minutes) of close contact (less than 6 feet) with individual with a confirmed case of COVID-19.
   f. How to handle exposure incidents:
      i. Individuals who meet one of the three criteria: (1) Fully vaccinated and received a booster dose; (2) Completed the primary vaccine series of Pfizer or Moderna within the last five months; or (3) Completed the primary vaccine series of J&J within the last 2 months should wear a mask around others for 10 days and seek a COVID test on day 5. If at any time the employee develops symptoms, they should report this to their supervisor and stay home, self-isolate, limit contact with others, and seek medical advice.
      ii. Individuals who meet one of three criteria: (1) Completed the primary series of Moderna or Pfizer over five months ago and are NOT boosted; (2) Completed the primary series of J&J over 2 months ago and are NOT boosted; or (3) are unvaccinated should: stay home for 5 days. After that, individuals should wear a mask around others for 5 additional days. Individuals should seek a COVID test on day 5. If at any time the employee develops symptoms, they should report this to their supervisor and stay home, self-isolate, limit contact with others, and seek medical advice. A test is not required in order to return to work. However, certain departments may adopt a policy that requires a test upon return.
   g. Health care workers are not considered exposed and in need of quarantine if they have cared for a patient with COVID-19 while appropriately using PPE.
   h. Certain employment settings may find it difficult to exclude staff without creating a risk to public safety. Workers in public safety roles when exposed to COVID-19 should continue to work as long as the employee meets the following conditions:
      i. The Employee remains asymptomatic. If the employee develops symptoms, then the employee should immediately notify their supervisor, stay home, self-isolate, limit contact with others, and seek appropriate medical attention.

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        ii.   The Department employing public safety employees conducts daily symptom monitoring.

       iii.   The Department employing public safety employees follows appropriate infection control practices including: wearing a face covering, hand washing, disinfection of surfaces, and physical distancing to the greatest extent possible.

       iv.   The following Dane County Departments are considered to be employing public safety workers:

           1.   Sheriff's Office
           2.   Medical Examiner's Office
           3.   Badger Prairie Health Care Center
           4.   Highway Department
           5.   Public Safety Communications
           6.   Juvenile Court Program

i.   Departments where employees would have close contact with individuals, should supply those employees with all appropriate and available personal protective equipment.

j.   Dane County has an obligation to notify employees that they may have been exposed to COVID-19. Dane County also must follow privacy protections.

       i.   Investigation of possible exposure of COVID-19 and notification to employees will occur if an employee is diagnosed/tested positive with COVID-19.

       ii.   Investigation and notification procedures: Managers/supervisors will investigate the employee's schedule to determine who the employee may have come into contact while infectious. Public Health Madison & Dane County defines infectious as the two days before the onset of symptoms or the two days before an asymptomatic employee tested positive and any day the employee may have worked while symptomatic or after testing positive. The manager/supervisor will notify those individuals that they may have been exposed to COVID-19. Managers/Supervisors will keep the identity of the individual with the virus private. Managers/supervisors with questions on how to conduct these investigations should contact Employee Relations.

       iii.   Employees should know that Dane County managers will be acting in lieu of Public Health Contact tracers in these investigations.

       iv.   Employees should know that Dane County managers will only notify individuals that have come in close contact with a confirmed or suspected case of COVID-19. If an employee has not had close contact with someone who has a confirmed case of COVID-19, then the employee will not receive a notification.

       v.   All employees are reminded that they are at risk of being exposed to COVID-19 at all times and should take proper precautions.

       vi.   Dane County does not engage in building-wide notifications.

7. Testing Positive

a.   If an employee tests positive for COVID-19, the Employee should immediately notify their supervisor. Employees should do this even if do not have symptoms.

b.   Employees who test positive for COVID-19 should isolate at home for 5 days. Employees should continue to wear a mask around others for 5 additional days.

c.   When an employee tests positive, Departments should conduct an exposure investigation as described in the section on Exposure.

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    d. Worker's Compensation provides benefits to employees who are injured at work or become ill due to a work-related activities. If you believe you have contracted COVID-19 at work, please call Dane County's paperless WC intake system at 888-515-1563 so we can assess your eligibility for WC benefits.

8. Return to Work Guidelines

    a. Exposure Incidents. Employees who were exposed may return to work as long as:
        i. The Employee has not developed symptoms of COVID-19
        ii. The quarantine period has been completed as described in Exposure Section.

    b. Positive COVID Test: Employees should not return to work from a COVID-19 illness or a positive COVID Test until **ALL of the following have occurred:**
        i. The employee has not had a fever for 24 hours without the use of fever reducing medications.
        ii. Other symptoms (like cough or shortness of breath) have improved
        iii. It has been at least five days since the employee first had symptoms.

    c. Employees who have COVID symptoms are encouraged to get tested. If an employee with symptoms does not get a test, the policy should be applied to the employee as if the employee tested positive.

    d. An employee with a COVID-19 illness does not need to receive a negative test in order to return to work. Public Health Madison & Dane County discourages the use of testing in order to return to work after a quarantine period.

    e. When an employee returns to work, the employee shall strictly adhere to the Mask Policy for an additional five days.

9. Vaccination or Testing Requirement

    a. **Requirement.** All employees are required to present proof of being fully vaccinated against COVID-19. An employee shall be considered fully vaccinated: Two (2) weeks after their second dose in a 2-dose vaccine series for COVID-19 (such as Pfizer-BioNTech's or Moderna's vaccine) or two (2) weeks after their first dose in a single-dose vaccine series for COVID-19 (such as Johnson & Johnson's Janssen vaccine). If an employee does not do so, they must provide proof of a COVID-19 polymerase chain reaction (PCR) diagnostic test or an authorized rapid antigen test once per week. **All employees** must register their vaccination status on Connect2Dane.com – see item C for additional details about the process.

    b. **Deadlines**. Employees must present proof of being fully vaccinated no later than August 20, 2021. If an employee does not provide proof of their fully vaccinated status, they must provide proof of a COVID-19 test by August 23, 2021. Thereafter, such employees must provide proof of a test no later than Monday at 12:00 pm of each subsequent week.

    c. **Evidence of Being Fully Vaccinated**. All employees shall complete the COVID-19 Vaccination Status form on Connect2Dane (https://www.connect2dane.com/) – under the Blue Employee Area at the bottom of the page. Please complete this form using Citrix. Using this form, employees will submit documentation to verify their vaccination status. Acceptable forms of documentation are: a digital photograph of their Centers for Disease Control and Prevention (CDC) COVID-19 vaccination record card, a screen shot of vaccination status information from the Wisconsin Immunization Registry or MyChart, a pdf document of the vaccination status information from the Wisconsin Immunization Registry or MyChart. When submitting

information from the Wisconsin Immunization Registry or MyChart, employees should take care to avoid submitting other medical information. If photographs or screenshots are used, the image must contain the following information: the dates when COVID-19 vaccine doses were administered in a manner that is legible. If an employee has lost their vaccination record card, they can access their immunization records through the Wisconsin Immunization Registry (WIR) at the following web address: https://www.dhfswir.org.

d. **COVID-19 Test Results**. Employees must email their COVID-19 test results to their immediate supervisor, no later than 12pm each Monday. When submitting tests results, employees should take care to avoid submitting other medical information.

e. **Acceptable COVID-19 Tests**.
   i. A polymerase chain reaction (PCR)
   ii. A Rapid Antigen Test.

f. **Testing Documentation.** Employees who need to provide a COVID-19 test must obtain documentation that indicates the employee's name, the date the test was administered, the kind of test administered, the location of the test (if possible), and the test result. Employees using an at-home Rapid Antigen Test should use tests that are connected to a smartphone application and are capable of producing this documentation. Examples include, but are not limited to iHealth COVID-19 Rapid Antigen Test, BinaxNOW with the NAVICA App, BD Veritor At-Home COVID-19 Digital Test and the Scanwell App, On/Go COVID Self-Test, and Ellume COVID-19 Home test. Employees using Rapid Antigen Tests should take care to obtain tests that can produce sufficient documentation. Dane County is not responsible for employees who use the wrong product. Pictures of the rapid antigen tests are not acceptable.

g. **Positive COVID-19 Test Results.** If an employee tests positive for COVID-19, they should immediately notify their supervisor, follow the instruction in this policy, and follow Public Health Madison Dane County guidelines found here: https://www.publichealthmdc.com/coronavirus/what-to-do-if-you-are-sick-or-possibly-exposed#positive

h. **Testing.** Supervisors are instructed to work with employees so that they can schedule a COVID-19 test on a weekly basis with minimal disruption. Employees are free to select any entity they prefer as long as they inform their supervisor of the address. Notwithstanding anything to the contrary in this policy, a department can direct its employees to use a test provided by the department to avoid any disruption to business operations. Employees must provide an official copy of the results to their supervisor. An email communicating the results of the test is not sufficient. Managers and Supervisors should keep the results of tests confidential and the tests results should be kept in a separate file. Any requests for an accommodation should be directed to Employee Relations.

i. **Reports to Supervisors.** Information Management will develop a report to assist supervisors in identifying employees that have completed the vaccination status reporting process. Supervisors will be responsible for using this information and following up with staff that need to complete a test. This report will be available by August 20.

j. Failure to follow this policy may result in disciplinary action, up to and including termination.

k. A document describing how to record your vaccination status is available here: https://admin.countyofdane.com/documents/PDF/COVID/How-to-Record-Your-Vaccine-Status.pdf

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    l.   A Questions and Answers document regarding this requirement is available here: https://admin.countyofdane.com/documents/PDF/COVID/Vaccine-or-Testing-Mandate-Q-and-A.pdf

10. Compensation Time
   a. The County is not providing compensation time for employees who must come to work on-site during this crisis. Past practices that provide for the suspension of operations are for a short duration (approximately 3 days). This is an on-going crisis that may last for a prolonged period of time.
   b. The County does not have the ability to issue an indefinite amount of compensation time for necessary services.
   c. The County will continue to pay overtime for employees who earn it, with prior approval from their supervisor.

11. Changes to Sick Leave
   a. As Dane County employees, you should never have to choose between working and taking care of yourself or your family when in crisis.
   b. All County Employees will be able to use the sick leave that they will earn in 2022 immediately.
   c. The Department of Administration will provide payroll clerks instructions on how to implement this policy. Employees will be permitted to go negative up to what they would earn in the payroll year 2022.
   d. A temporary exception on this topic has been issued. It is available here: https://admin.countyofdane.com/documents/PDF/Proposed-Temporary-Exception---2022-Sick-Leave-Changes.pdf

12. 2022 COVID-19 Emergency Leave
   a. All Employees receive up to 80 hours of 2022 COVID-19 Emergency Leave.
      The temporary exception establishing this benefit is available here: https://admin.countyofdane.com/documents/emprel/pdf/Temporary-Exception---2022-Emergency-COVID-19-Leave.pdf
   b. Rapid Antigen Tests are considered sufficient documentation for COVID Leave under this temporary exception, provided they meet the guidelines established under Item 11f of this policy (Testing Documentation).