Administrative Practice Manual

Subject: **Employee Travel during the COVID-19 Pandemic**

This APM updates and supersedes the policy regarding personal employee travel during the COVID-19 pandemic.

Effective immediately, any Dane County Employee who travels outside of Dane County, will be required to self-monitor for COVID-19 symptoms for 14 days. Asymptomatic employees are permitted to return to work.

1) **Limiting Travel is still the safest option.**
   a. COVID-19 is still spreading all over the United States. Staying home is the best way to protect yourself and others from getting sick.
   b. The County strongly recommends cancelling or postponing all travel, including travel in Wisconsin.
   c. All non-essential travel for County operations remains suspended.

2) **If you must travel, take proper precautions:**
   a. **Do not travel if you are sick**, or if you have been around someone with COVID-19 in the past 14 days. Do not travel with someone who is sick.
   b. If you must travel, you should prepare for changing travel restrictions.
   c. If you get sick while traveling you may need to stay in place and be away from your home for an extended period of time.
   d. Some cities and counties may require you to stay-at-home or self-quarantine for 14 days upon arriving in that city or county.
   e. Before traveling away from your local community, consider the following:
      i. Is COVID-19 spreading where you're going?
      ii. Is COVID-19 spreading in your community? Even if you don't have symptoms, you can spread COVID-19 to others while traveling.
      iii. Will you or those you are traveling with be within 6 feet of others during or after your trip? This increases your risk of getting infected and infecting others
      iv. Are you or other travelers at high risk for becoming hospitalized from COVID-19? Do you live with someone who is at high risk for becoming hospitalized from COVID-19
      v. Does the city or county where you live or visit require you to stay home for 14 days after traveling?
   f. While traveling:
      i. Wash your hands often with soap and water for at least 20 seconds. Wash your hands especially after you have been in a public place, after touching surfaces frequently touched by others, after blowing your nose, coughing, sneezing, before touching your face, and before eating.

    ii.   If soap and water are not available, bring and use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.

    iii.   Avoid touching your eyes, nose, or mouth.

    iv.   Avoid close contact with others. Maintain a distance of 6 feet from others when possible.

    v.   Wear a cloth face covering in public.

    vi.   Cover your cough and sneezes with your elbow and arm, not your hands.

    vii.   Pick up food at drive-throughs or curbside restaurant service.

  g. The Centers for Disease Control and Prevention (CDC) has a webpage with considerations for Travels that has more information about COVID-19 and travel at the following link: https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html

  h. Travelers are encouraged to get tested for COVID-19 upon returning home.

3) Self-Monitor for Symptoms Upon Returning to Dane County

  a. Any Dane County Employee who travels outside of Dane County, will be required to self-monitor for COVID-19 symptoms for 14 days.

  b. All employees who travel should adhere to following rules upon returning from travel:

    i.   Asymptomatic employees are permitted to return to work from travel.

    ii.   Employees who have traveled outside of Dane County must self-monitor for symptoms for 14 days after returning to Dane County.

    iii.   Self-Monitoring means employees should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough, difficulty breathing, and other symptoms.

    iv.   **Employees who feel feverish or develop a fever (>100.4F) should not come to work.**

    v.   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, notify their manager/supervisor, 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

    vi.   Special Conditions for Departments with Emergency Responders and Healthcare Workers Continue. The Medical Director of a Department may require asymptomatic emergency responders and health care providers wear surgical masks while in work status during the 14 day self-monitoring period.

4) **Other provisions**
   a. This policy was developed in consultation with Public Health Madison & Dane County.
   b. It is the responsibility of all Dane County employees to follow this policy.
   c. If an outbreak occurs at a County building because an employee traveled and failed to adhere to the guidelines, the County may revert back to the 14-day quarantine requirement or a more strict policy.