Administrative Practice Manual

Subject: **COVID-19 Update: Self-Monitoring, Exposure, Return to Work**

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.

1. **Employees Feeling Sick**
   a. All employees who are feeling sick, regardless as to the symptoms, should stay home.
   b. Managers and supervisors should send sick employees home, regardless of the symptoms. Managers and supervisors should consult with Employee Relations prior to sending 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.

2. **Travel**
   a. A separate policy on employee travel during the COVID-19 pandemic has been established.
   b. The employee travel policy is at the following link: https://admin.countyofdane.com/documents/PDFs/COVID/COVID-Employee-Travel.pdf

3. **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 by taking their temperatures twice a day and remain alert for cough, difficulty breathing, and other symptoms.
   c. **Employees who feel feverish or develop a fever (>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
      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.

Administrative Practice Manual

4. **Exposure**
   a. The following are exposure guidelines. Individual cases may involve additional modifications to these general guidelines.
   b. 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.
   c. Asymptomatic essential employees should continue to report to work, unless they have additional incidents of exposure.
   d. If at any time the employee develops symptoms, they should report this to their supervisor and follow the guidance in #3(d) of this policy (stay home, self-isolate, limit contact with others, and seek medical advice).
   e. Increased risks of exposure results from a prolonged period (more than 10 minutes) of close contact (less than 6 feet) without personal protective equipment of an individual with suspected or confirmed case of COVID-19.
      i. Individuals exposed to someone with a suspected or confirmed case of COVID-19 are requested to quarantine for a period of 14 days and to continue to self-monitor for symptoms. Exposure is defined in item 4(e) - close contact (less than 6 feet) without personal protective equipment for a period of more than 10 minutes. If at any time the employee develops symptoms, they should report this to their supervisor and follow the guidance in #3(d) of this policy (stay home, self-isolate, limit contact with others, and seek medical advice).
      ii. Individuals who have had contact with someone with a suspected or confirmed case of COVID-19, but that contact was at a distance of 6 feet or greater and for a duration of less than 10 minutes, may return to work as long as the employee is asymptomatic. Individuals in this circumstance should continue to self-monitor for a period of 14 days. If at any time the employee develops symptoms, they should report this to their supervisor and follow the guidance in #3(d) of this policy (stay home, self-isolate, limit contact with others, and seek medical advice).
   f. Departments where employees would have close contact with individuals, should supply those employees with all appropriate and available personal protective equipment.
   g. Dane County has an obligation to notify employees that they may have been exposed to COVID-19. Dane County also must follow privacy protections. In the event that an employee is diagnosed with COVID-19, managers/supervisors will investigate the employee's schedule to determine who the employee may have come into contact with in the two days preceding a COVID-19 diagnosis. 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.

Administrative Practice Manual

5. **Return to Work Guidelines from COVID-19**
    a. Employees should not return to work from a COVID-19 illness 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 ten days since the employee first had symptoms.
    b. In the event that an employee is able to receive a test for COVID-19, the following guidelines apply:
        i. Individuals who have tested positive for COVID-19 should not return to work until all of the criteria in 5(a) of this policy have been met. Individuals do not need to test negative in order to return to work.
        ii. Individuals who test negative for COVID-19 after having symptoms or previously testing positive should follow the same guidance as 5(a) of this policy before returning to work:
            1. They should return to work no sooner than 10 days since symptoms first began.
            2. Their symptoms should have improved.
            3. The employee should be fever free for three full days without the use of fever reducing medications.
    c. Employees in non-essential functions should strongly consider remaining away from work until all symptoms have completely resolved.
    d. Leave Available. The following kinds of leave are available to employees who are not available to come to work because of COVID-19. For more information about these leaves, please see the Administrative Practices Manual or the Employee Benefit Handbook.
        i. Sick Leave. Employees have been permitted to go negative up to the amount of sick leave the employee would have earned in 2020.
        ii. Emergency COVID Leave. For more information about this leave, see the APM.
        iii. Existing Vacation/Holiday time or other leave available.
        iv. The Family Medical Leave Act is also available for employees who become ill with COVID-19.