



Administrative Practices Manual

Subject: COVID-19 Policy

There is a novel type of coronavirus (COVID-19) that has caused a worldwide pandemic. This APM sets a number of policies designed to continue county operations. This policy combines previous policies into one unified document and updates these policies.

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1. General Provisions

- a. County government must continue operations and we need to continue serving the public.
- b. The County complies with federal requirements regarding masking, testing and vaccination that apply to certain employees, such as those who work in or for Public Health – Madison/Dane County (PHMDC) and Badger Prairie. For details, please refer to department specific policies and procedures. Regarding all other Employees, the County encourages, but does not require, masking, vaccination and boosters.
- 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.
 - 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.
- d. PHMDC's website (<https://www.publichealthmdc.com/coronavirus>) is a great resource for ways to help County Employees and their families stay safe.

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:

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<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 and the safety concerns of COVID are not a waiver to the attendance policy. Employees should use COVID leave and sick leave according to the rules of those leaves and should notify their supervisor of any absence.

4. Employees Feeling Sick

- a. When feeling sick, employees are encouraged to use any of the forms of leave available to them. This direction is not a waiver of the attendance policy. Employees should use COVID leave and sick leave according to the rules of those leaves and should notify their supervisor of any absence.
- b. Employees with the symptoms of COVID-19 should follow up with their medical provider.
- c. 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 your eligibility for WC benefits can be assessed.

5. Return to Work Guidelines

- a. Exposure Incidents. Employees who were exposed may return to work as long as the employee has not developed symptoms of COVID-19.
- b. Positive COVID Test / Positive Case: 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. 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.
- d. When an employee returns to work from an illness or confirmed exposure, the employee shall wear a mask until ten days have passed since symptoms first appeared or the employee was exposed.

6. 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 2023 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 2023.

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- d. A temporary exception on this topic has been issued. It is available here:
<https://admin.countyofdane.com/documents/emprel/pdf/Temporary-Exception---2023-Sick-Leave-Changes.pdf>

7. 2023 COVID-19 Emergency Leave

- a. All Employees receive up to 80 hours of 2023 COVID-19 Emergency Leave. The temporary exception establishing this benefit is available here:
<https://admin.countyofdane.com/documents/emprel/pdf/Temporary-Exception---2023-COVID-Emergency-Leave.pdf>
- b. Rapid Antigen Tests are considered sufficient documentation for COVID Leave under this temporary exception, provided they meet the guidelines below.
- c. Rapid Antigen Tests used to document the use of 2023 COVID-19 Emergency leave must be able to produce documentation that contains 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.