



**Milwaukee County COVID-19 Public Health Emergency
Travel Administrative Order 20-2v2**

20-2v1 Issued and Effective as of 7:00 a.m. on Friday, March 13, 2020
20-2v2 Issued and Effective as of 7:00 a.m. on Wednesday, April 1, 2020

Given Governor Evers' declaration of a public health emergency associated with COVID-19 on March 12, 2020, the County's principal goal is to protect the health of its employees and the public. The County recognizes that the populations it serves have essential needs that must be met even – or especially – during such an emergency.

Version 2 of Administrative Order 20-2v1 has not been substantively changed in regards to quarantine expectations for employees traveling out of state. Version 2 removes reference to the use of the Supplemental Paid Leave (SPL) bank, which is replaced by new federal requirements for paid time off under the federal Families First Coronavirus Response Act (FFCRA). Outdated information about traveling before and after 5:00 p.m. on March 14 has also been removed, as this date has passed (see Section I.B for people coding quarantine time to the SPL Bank who are still on quarantine). This Order is effective at 7:00 a.m. on Wednesday, April 1, 2020, and replaces the first version (20-2v1).

If you have questions about this, or any other Administrative Order or policy, please email: COVID-19@milwaukeecountywi.gov

I. COVID-19 Employee Travel Administrative Order 20-2v2

At this time, based on the recommendations of federal public health authorities, Milwaukee County recommends that employees do not travel out-of-state. These travel rules will remain in place until directed otherwise, at the sole discretion of the Milwaukee County Executive, or designee.

All employees affected by the below rules shall inform their supervisor as soon as possible regarding the circumstances triggering these travel rules.

If requested, an employee shall provide documentation of relevant travel.

A. Out-of-State Personal Travel

The county's priority must be to stop the spread of a virus that has proven to be very contagious, and we need to take reasonable steps to protect the health of our employees and the public. Milwaukee County respectfully recommends that employees consider rescheduling and postponing personal out-of-state travel plans until this public health emergency has ended.

If an employee elects to travel out-of-state for personal reasons:

- The employee must inform their supervisor of those travel plans as soon as possible.
- Upon return to Milwaukee County, any such employee will be required to self-quarantine for 14 calendar days.

- Will have to make accommodations necessary to meet the 14-day quarantine period by either: (a) teleworking¹ or (b) using other available leave time such as vacation, sick, personal, compensatory time, holiday, or time without pay.

B. People Still on Quarantine who Qualified for SPL Bank Hours for the 14-Day Quarantine Period

With the Federal Families First Coronavirus Response Act (FFCRA) going into effect on April 1, 2020, replacing the SPL Administrative Order (20-1v2), some employees who left before 5:00 p.m. on March 14, 2020, may still be finishing their 14-day self-quarantine period that previously qualified for SPL Bank hours. These employees should refer to the Federal Families First Coronavirus Response Act Administrative Order² for how to continue coding their time for the remainder of their quarantine period; please see the qualifying reasons in the “How to Use EPSL Bank Hours” section.

C. Work Travel

No out-of-state work travel shall be permitted unless expressly authorized in writing by a department head (or in the case of administrative department heads, authorized by the County Executive’s Chief of Staff). Should out-of-state work travel be expressly authorized in writing, then they shall be required to self-quarantine by not returning to the County workplace for 14-calendar days. Department heads should ensure that the employee can fulfill the 14-day quarantine by teleworking prior to approving the work travel.

¹ Employees must obtain written confirmation from their department head (or, in the case of administrative department heads, the County Executive’s Chief of Staff or designee) prior to travel that the employee will be permitted to telework during the required 14-calendar day quarantine period or a specified portion thereof, or to use personal leave time to cover the quarantine period. Employees should not assume that they will be able or allowed to telework for the quarantine period.

² <https://county.milwaukee.gov/EN/COVID-19>

UNTIL ADMINISTRATIVE ORDER 20-2v2 IS TERMINATED, USE OF LEAVE CONSISTENT WITH THESE OR OTHER RELEVANT COVID-19 ADMINISTRATIVE ORDERS WILL NOT COUNT AS ATTENDANCE OCCURANCES FOR PURPOSES OF DISCIPLINARY ACTION.

USE OF LEAVE INCONSISTENT WITH THESE OR OTHER RELEVANT COVID-19 ADMINISTRATIVE ORDERS MAY SUBJECT EMPLOYEE TO CORRECTIVE ACTION UP TO AND INCLUDING TERMINATION.

Please be patient as we provide the necessary information and FAQs to departments. Please do not contact the Comptroller's Office or the Office of Corporation Counsel.

* These Administrative Orders was prepared with the assistance of the Office of Comptroller and the Office of Corporation Counsel.