



**Milwaukee County COVID-19 Public Health Emergency  
Procedures for Responding to Individuals with Confirmed Cases of,  
Symptoms of, or Exposure to COVID-19  
Administrative Order 20-7v4**

Version 1 Issued and Effective as of 7:00 a.m. on Monday, March 23, 2020

Version 2 Issued and Effective as of 7:00 a.m. on Wednesday, April 8, 2020

Version 3 Issued and Effective as of 12:01 a.m. on Monday, September 21, 2020

Version 4 Issued and Effective as on 12:01 a.m. on Tuesday, December 1, 2020

---

**Procedures for Responding to Individuals with Confirmed Cases of, Symptoms of, or Exposure to COVID-19**

The health of Milwaukee County employees, contractors, and visitors is of utmost importance. In accordance with guidance from the Centers for Disease Control (CDC) and public health experts, Milwaukee County employees, contractors, and their supervisors should follow the procedures in this Administrative Order to respond to an individual with a confirmed case of COVID-19, a symptomatic person in the workplace, and employees and contractors who have exposure to COVID-19.

Version 4 of this Administrative Order replaces 20-7v3 as of December 1, 2020. Because of the number of changes between Version 3 and Version 4 of this order, changes are **not** marked in red, and Milwaukee County employees and contractors should read this new version carefully for updates. This version:

- Changes the name of the order (was formerly called, “Responding to Confirmed COVID-19 Cases or Symptomatic Individuals and Their Close Contacts).
- Updates the definitions for Close Contact and Exposure based on recent updates by the CDC (Section I).
- Updates testing requirements and corresponding return-to-work procedures for Symptomatic employees and Exposed Critical Infrastructure Workers undergoing an adapted Quarantine (Section V).
- Provides additional risk mitigation procedures for Critical Infrastructure Workers undergoing an adapted Quarantine (Section V).
- Adds provisions for departments to undertake contact tracing among employees in cases of Exposure to COVID-19.
- Adds new return to work procedures for Exposed employees who have had, and recovered from, a Confirmed Case of COVID-19 in the past 90 days (Section IV).

**All Milwaukee County employees and contractors must follow the procedures outlined in this Administrative Order.** Please note that policies and procedures may be different for Critical Infrastructure Workers (see definition in Section I.F), including Health Care Workers (HCWs); please see adapted policy in Section V.

Please refer to the most recent version of the Families First Coronavirus Response Act (FFCRA) Administrative Order for how Milwaukee County employees may use the paid leave time from

the Expanded Paid Sick Leave (EPSL) Bank for Isolation and Quarantine and how they should code their time.<sup>1</sup>

Version 4 of this Administrative Order covers several scenarios and includes these sections:

1. [Definitions](#)
2. What to do when an employee, contractor, or recent visitor has a [Confirmed Case of COVID-19](#).
3. What to do when an employee or contractor reports to work with [Symptoms of COVID-19](#), develops Symptoms while at work, or calls in sick with Symptoms, or when a visitor to a County location exhibits Symptoms.
4. What to do when an employee or contractor has [Exposure](#) to a person with a Confirmed Case of COVID-19.
5. What to do when a [Critical Infrastructure employee](#) or contractor has Exposure to a person with a Confirmed Case of COVID-19.
6. Isolation and Quarantine [Guidance](#).

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

## **I. Definitions**

**A. Close Contact:**<sup>2</sup> A person with Close Contact is someone who:

- i. Was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for an asymptomatic infected person, 2 days prior to test specimen collection) until the time the infected person is isolated. This is the definition **regardless of whether face masks or personal protective equipment (PPE) were worn by any or all individuals**, and/or
- ii. Provided care at home to an infected person; and/or
- iii. Had direct physical contact with an infected person (touched, hugged, or kissed them); and/or
- iv. Shared eating or drinking utensils with an infected person; and/or
- v. Got respiratory droplets (for example, was sneezed or coughed on) on them from an infected person.

**B. Confirmed Case of COVID-19:** A case of COVID-19 that has been confirmed through a positive test for COVID-19 or, in the absence of testing, has been confirmed by a medical professional as being a suspected case of COVID-19 based on symptoms.

**C. Symptoms Compatible with COVID-19 (Symptoms):** Please note that symptoms may appear from 2 to 14 days following exposure. Also see the [CDC self-check tool](#)<sup>3</sup>

---

<sup>1</sup> Current Milwaukee County Administrative Orders may be found at: <https://county.milwaukee.gov/EN/COVID-19>

<sup>2</sup> For employees at work in a healthcare or medical setting, Close Contact does not qualify if the CDC-recommended PPE was used when job duties were performed.

<sup>3</sup> <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

for identifying COVID-19 symptoms. The following symptoms may be symptoms of COVID-19 if they are new for you or if you do not commonly experience them:

- i. Feverish or temperature of 100.4<sup>0</sup>F (38<sup>0</sup>C) or higher<sup>4</sup>
- ii. Chills
- iii. Nausea or vomiting
- iv. Diarrhea
- v. New shortness of breath or difficulty breathing
- vi. New congestion or runny nose
- vii. New loss of taste or smell
- viii. New sore throat
- ix. New cough
- x. Headache that is new or different for you
- xi. Unexpected fatigue
- xii. Unexpected muscle or body aches

**D. Symptomatic Individual:** Any person in a County facility who has Symptoms Compatible with COVID-19. This could include employees, contractors, visitors, or people in the County's Care or Custody.

**E. Exposure to COVID-19 (Exposure):** Any form of Close Contact (see A. above) with an individual with a Confirmed Case of COVID-19 during the last 14 days.

**F. Critical Infrastructure Worker:** The CDC defines a Critical Infrastructure Worker as one needed to deliver critical services, including law enforcement, transportation, 911 call center response, and others. See the [CDC guidelines](#)<sup>5</sup> for a complete list. For this administrative order, department heads may consider essential workers under the umbrella of Critical Infrastructure Workers and follow relevant policies and procedures accordingly.

**G. Contractor:** For the purpose of this order a contractor is an individual working alongside County employees as part of the overall County workforce.

**H. Person in Care or Custody:** Anyone who is legally under the care of Milwaukee County, including those in detention, in jail, or in a medical care facility, and for whom Milwaukee County has a custodial responsibility.

**I. Persons Recovered from COVID-19 in the Past 90 Days:** An individual who received a positive test within the last 90 days where the date of the test is Day 0, has completed the required Isolation period, and no longer has Symptoms.

**J. Isolation:** [Isolation](#) keeps **someone who is infected** with the virus away from other, even in their home.

**K. Quarantine:** [Quarantine](#) keeps **someone who might have been exposed** to the virus away from others.

## **II. What to do when an employee, contractor, or recent visitor has a Confirmed Case of COVID-19**

This section provides guidance to employees or contractors who have a Confirmed Case of COVID-19. It also provides guidance to supervisors of these individuals as well as to managers

---

<sup>4</sup> Note that the threshold for fever in healthcare workers is a temperature of 100.0<sup>0</sup>F.

<sup>5</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

of facilities where a recent visitor has a Confirmed Case of COVID-19. In no instance is this guidance meant to replace or override the advice of a medical professional to an employee or contractor.

Given the current infection rate in Milwaukee County, contact tracing efforts at local health departments cannot typically keep up with needs. As a result, departments should proactively conduct contact tracing and should Quarantine employees who are Exposed to COVID-19 in the workplace to help slow the spread of COVID-19.

**A. For Employees or Contractors with Confirmed Case of COVID-19**

- i. If an employee or contractor has a Confirmed Case of COVID-19, they should notify their supervisor immediately and identify areas of the County facility(s) where they spent 15 minutes or more over the last 48 hours.
- ii. The employee or contractor should also request and provide to their supervisor confirmation from medical personnel of the Confirmed Case of COVID-19 as soon as it can be reasonably obtained.
- iii. Medical advice to the employee or contractor should come from a medical doctor or public health authority.
- iv. The employee or contractor should follow the [guidance on isolation](#) from the CDC as well as Section VI (Isolation and Quarantine Guidance).
- v. If telework is possible, isolating employee may telework. If telework is not an option, employee may use Expanded Paid Sick Leave (EPSL) Bank.<sup>6</sup>

**B. Department Leader or Supervisor Immediate Actions**

- If a department leader or supervisor is notified that an employee, contractor, or recent visitor to the facility has a Confirmed Case of COVID-19, then, as possible, the leader or supervisor should immediately evacuate and section off<sup>7</sup> areas that the individual with the Confirmed Case of COVID-19 has occupied for 15 minutes or more over the past 48 hours (for example, the individual’s office, shared work areas, kitchen area). Where possible, the areas should remain sectioned off for 24 hours before cleaning and disinfecting.
- The department leader or supervisor should ensure that areas occupied by the individual with COVID-19 for 15 minutes or more in the last 48 hours are cleaned and disinfected in accordance with [CDC standards](#). This may be accomplished by contacting the department’s facilities management team via a service request<sup>8</sup> or by arranging directly for cleaning and disinfecting.
  - a) In the case of a facilities service request, the requestor should provide the following information (as known and available):

---

<sup>6</sup> See the most-recent version of the “Federal Families First Coronavirus Response Act Administrative Order” on the County website: <https://countyconnect.milwaukeecountywi.gov/MCINT/COVID-19>

<sup>7</sup> Set up a temporary barrier so people do not enter the space. This could include closing doors, posting signs, putting up tape, or any other signal to people not to enter.

<sup>8</sup> For those departments and facilities that are cleaned by Milwaukee County contractor ABM, please log into the ABM Customer Service Request Portal and enter a work order request for a COVID-19 deep cleaning.

- This is a COVID-19 Confirmed Case alert, with request for disinfectant cleaning.
  - The point of contact within the department.
  - The location of the potentially infected areas (for example, Courthouse, Suite ###).
  - The time that the person with a Confirmed Case of COVID-19 was last in the space.
  - Whether or not the potentially infected areas have been sectioned off.
- b) For departments without direct access to a facilities management team, the department should follow closely the [CDC guidance](#) for cleaning and disinfecting facilities, including:
- Opening outside doors and windows, if possible, to increase air circulation in these areas.
  - Waiting 24 hours, or as long as is practical, since last occupancy by the person with COVID-19 before cleaning and disinfecting sectioned off areas.
  - Cleaning and disinfecting all areas used by the person with COVID-19, focusing especially on frequently touched surfaces.
  - Vacuuming should not be done in the first 24 hours. Afterwards, when needed, vacuuming should be done when the area is unoccupied and using a high-efficiency particulate air (HEPA) filter vacuum (if available) and with any fans or ventilation systems turned off (if possible).
- c) Once any space occupied by the individual with COVID-19 has been appropriately cleaned and disinfected, it may be reopened for use.
- Supervisors should, as possible, identify employees, Contractors, and Persons in Care or Custody who had Exposure to the individual with the Confirmed Case of COVID-19 in the 48 hours prior to the onset of symptoms through the time of the positive test or medical confirmation. For individuals with the Confirmed Case of COVID-19 who are asymptomatic, identify people who had Exposure in the 48 hours prior to the time the test specimen was collected.<sup>9</sup>
    - a) All employees or Contractors with Exposure should follow the procedures in Section IV. Exposed Critical Infrastructure Workers should follow the adapted quarantine procedure outlined in Section V as directed by their Department Head or designee.
    - b) Persons in the Care or Custody with Exposure should be Quarantined for 14 days.
  - Note that the press should never be contacted about individuals who have a Confirmed Case of COVID-19, which would violate confidentiality and County policy. Departments should refer any press inquiries to the County Executive’s Office.

**C. Return to Work Procedure for Employees with a Confirmed Case of COVID-19**

- i. Unless otherwise directed by their health care provider, individuals with a Confirmed Case of COVID-19 should follow these guidelines and procedures for returning to work:

---

<sup>9</sup> The CDC says that “People are thought to be most contagious when they are most symptomatic (the sickest).” <https://www.cdc.gov/coronavirus/2019-ncov/prepare/transmission.html>

- a) **Individuals with a Confirmed Case of COVID-19 who developed Symptoms** and were directed to care for themselves at home may return under the following conditions:
  - a. At least 10 days have passed since symptom onset, **and**
  - b. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications, **and**
  - c. Other symptoms have improved.
- b) **Individuals with a Confirmed Case of COVID-19 who never developed Symptoms** may discontinue isolation and other precautions 10 days after the date of their first positive test for COVID-19, where day zero is the date of the positive test.
  - ii. Note that a negative test for COVID-19 **is not** required to return to work, as tests may continue to register positive after an individual is no longer infectious.
  - iii. Individuals with Confirmed Cases of COVID-19 must have provided documentation from a doctor or medical professional confirming either the positive test results or the suspected case of COVID-19 prior to returning to work.

### **III. What to do when an employee or contractor calls in sick with Symptoms, reports to work with Symptoms, or develops Symptoms while at work, or when a visitor to a County location exhibits Symptoms while at a County location**

This section covers policy and procedures for individuals who have screened as Red Status for Symptoms only using the daily health screening questionnaire (see [Administrative Order 20-17: COVID-19 Health Screening Policies and Procedures](#)).

Public health officers are confident that the number of people with COVID-19 is higher than the number of known positive cases. While Symptoms Compatible with COVID-19 are an imperfect proxy for someone being infected, Symptoms can be used to inform preventative measures to contain the spread of the virus. The guidelines below are consistent with recommendations from local public health officers<sup>10</sup> to help contain spread in Milwaukee County.

Departments with Persons in Care of Custody should follow CDC<sup>11</sup> and state<sup>12</sup> guidance for responding to Symptomatic Individuals in the County's care.

#### **A. Employees, Contractors, or Visitors with Symptoms**

If employees or contractors experience any Symptoms, they should stay at home or, if at work, return home following the immediate directions below. Any Symptomatic Visitors should also return home immediately, following this guidance.

- i. **Immediate Directions to Symptomatic Individuals, including Symptomatic Visitors, in the Workplace**
  - a. The Symptomatic Individual should stay 6 feet away from other people at all times.

<sup>10</sup> <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

<sup>11</sup> <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/prevent-spread-in-long-term-care-facilities.html>

<sup>12</sup> See "Memos Issues by DHS" section: <https://www.dhs.wisconsin.gov/covid-19/index.htm>



- b. The Symptomatic Individual should wear a face mask over their nose and mouth to help prevent the spread of germs.
  - c. The Symptomatic Individual should avoid touching equipment and furniture, as much as possible, and should not move around the workspace.
  - d. The Symptomatic Individual should be sent home as soon as possible.
  - e. The Symptomatic Individual should continue to wear a mask and practice physical distancing until they reach their residence or Quarantine area. Modes of transportation for the Symptomatic Individual to get to their residence are prioritized below, starting with the top recommendation:
    - Personal transportation.
    - A ride with a member of their household.
    - A ride with a family member or friend.
  - f. Once outside the building the Symptomatic Individual should go to their residence and Quarantine.
- ii. **Directions to Symptomatic Individuals Once Quarantining**
- a. Symptomatic Individuals, if employees or contractors, should notify their supervisor immediately if the Symptoms emerged outside the workplace.
  - b. Symptomatic Individuals, if employees or contractors, should report to a supervisor any area of the County facility(s) where they spent 15 minutes or more over the past 48 hours.
  - c. **Symptomatic Individuals who do not telework full time must be tested for COVID-19 immediately.**
    1. **Employee should be tested for COVID-19 as soon as possible and no later than one (1) business day from the onset of Symptoms.**<sup>13</sup> If employee fails to be tested in a timely manner, they may be required to use their personal leave for time off required to accommodate the delay.
    2. Employee should Quarantine while test results are pending (see Section VI).
    3. Supervisors may ask for confirmation that the employee has scheduled or registered for testing to ensure the employee completes the testing in a timely manner.
    4. Employee should provide their test results to their supervisor as soon as results are available. If employee tests positive, follow procedures in Section II. If negative, follow return to work procedures in this section (see Section III.C).
    5. If possible, employee should telework until they are cleared to return to work (see Section III.C). If telework is not an option, employees may use EPSL Bank.
  - d. **Symptomatic individuals who telework full time are encouraged, but not required, to get tested.**

---

<sup>13</sup> Community-based testing locations can be found here: <https://www.testupmke.com>.

- e. Employees who are symptomatic and seeking testing are encouraged to document people they have been in Close Contact with in the 48 hours prior to the start of their Symptoms to inform contact tracing efforts should they test positive.<sup>14</sup>
- f. Employees or contractors who have Symptoms AND who have had Exposure to someone with a Confirmed Case of COVID-19 should follow procedures in Section II.C. and immediately seek out testing.

### **B. Department Leaders or Supervisors Immediate Actions**

When a supervisor is notified of a Symptomatic Individual in the workplace, the supervisor should immediately confirm that this individual has Symptoms Compatible with COVID-19. **Supervisors have the right to ask employees, contractors, or members of the public about how they are feeling as it relates to COVID-19 Symptoms. They should wear a mask and maintain 6 feet of distance when asking questions.**

Once a supervisor has confirmed that the Symptoms are Compatible with COVID-19, the department leader or supervisor should take the following immediate actions:

- Evacuate and section off<sup>15</sup> areas that the Symptomatic Individual has occupied for 15 minutes or more over the past 48 hours (for example, the individual's office, shared work areas, kitchen area). Where possible, the areas should remain sectioned off for 24 hours since last contact with the Symptomatic Individual before cleaning and disinfecting.
- Ensure that areas occupied by the Symptomatic Individual for 15 minutes or more in the last 48 hours are cleaned and disinfected in accordance with [CDC standards](#). This may be accomplished by contacting the department's facilities management team via a service request<sup>16</sup> or by arranging directly for disinfectant cleaning.
  - a. In the case of a facilities service request, the requestor should provide the following information (as known and available):
    - This is a COVID-19 Symptomatic Individual alert, with request for disinfectant cleaning.
    - The point of contact within the department.
    - The location of the potentially infected areas (for example, Courthouse, Suite ###).
    - The time that the Symptomatic Individual was last in the space.
    - Whether or not the potentially infected areas have been sectioned off.
  - b. For departments without direct access to a facilities management team, the department should follow closely the [CDC guidance](#) for cleaning and disinfecting facilities, including:

---

<sup>14</sup> Note that when an individual has Close Contact with a Symptomatic Individual, the individual with Close Contact does NOT need to self-quarantine; quarantining is only required for individuals with Close Contact with Confirmed Cases of COVID-19.

<sup>15</sup> Set up a temporary barrier so people do not enter the space. This could include closing doors, posting signs, putting up tape, or any other signal to people not to enter.

<sup>16</sup> For those departments and facilities that are cleaned by Milwaukee County contractor ABM, please log into the ABM Customer Service Request Portal and enter a work order request for a COVID-19 deep cleaning.



- Opening outside doors and windows if possible to increase air circulation in these areas.
  - Waiting 24 hours, or as long as is practical, since last occupancy by Symptomatic Individual before cleaning and disinfecting sectioned off areas.
  - Cleaning and disinfecting all areas used by the Symptomatic Individual, focusing especially on frequently touched surfaces.
  - Vacuuming should not be done in the first 24 hours. Afterwards when needed, vacuuming should be done when the area is unoccupied and using a high-efficiency particulate air (HEPA) filter vacuum (if available) and with any fans or ventilation systems turned off (if possible).
- c. Once any space occupied by the Symptomatic Individual has been appropriately disinfected, it may be reopened for use.
- Local health departments **do not** need to be notified of a Symptomatic Individual.

**C. Return to Work Procedure for Employees with Symptoms Only (no Exposure)**

- i. **Symptomatic Individuals who do not telework full time:** Before a Symptomatic employee may return to in-person work, the following must be true:
  - a. The supervisor must have documentation of negative test results from the employee, **AND**
  - b. The employee must be symptom free for 24 hours. If the symptom was fever, this means at least 24 hours of a temperature below 100.4 degrees without the aid of fever reducers such as aspirin or acetaminophen.
- ii. **Full-time telework employees:** Should either telework or use sick time, per standard department sick leave policies.

**IV. What to do when an Employee or Contractor has Exposure to a Person with a Confirmed Case of COVID-19**

This section covers policy and procedures for individuals who have screened as Red Status for **Exposure only** (no Symptoms) using the daily health screening questionnaire (see [Administrative Order 20-17: COVID-19 Health Screening Policies and Procedures](#)).

It is an employee's or contractor's responsibility to notify their supervisor immediately if they have had Exposure to someone with a Confirmed Case of COVID-19, including a member of their household with a Confirmed Case of COVID-19. While many local public health departments will assist with or will conduct contact tracing for someone who tests positive for COVID-19 and will Quarantine those with Exposure, an employee or contractor in this situation may be asked to by their supervisor to proactively Quarantine themselves. Because it can take from 2 to 14 days to develop symptoms after being exposed to COVID-19, any Exposure requires a mandatory quarantine period of 14 days. A negative test for COVID-19 **does not** eliminate the need for the complete 14-day Quarantine.

Note that this section has **new return to work procedures for Exposed employees who have had, and recovered from, a Confirmed Case of COVID-19 in the past 90 days** (see Section IV.C.i).

A. **Employees and Contractors who have had Exposure to a Confirmed Case of COVID-19**

- i. Employee or contractor **should not** report to work.
- ii. Employee or contractor should notify their supervisor immediately.
- iii. Employee or contractor should complete a 14-day Quarantine.
- iv. If telework is possible, Quarantining employee should telework. If telework is not an option, employee may use EPSL Bank.<sup>17</sup>
- v. Exposed employees completing a 14-day quarantine are encouraged, but not required, to get tested for COVID-19. If employee chooses to get tested, they should seek out testing between 5-10 days after Exposure or as soon as symptoms develop if sooner than 5 days after Exposure. Testing for exposed employees is only required for Critical Infrastructure Workers undergoing an adapted quarantine (see Section V).
  - Community-based testing locations can be found here: <https://www.testupmke.com>.
  - Note that a negative test **does not** eliminate the need for the full 14-day Quarantine, given the length of time that it may take for Exposure to lead to a Confirmed Case of COVID-19.

B. **Department Leaders or Supervisors Immediate Actions**

When a supervisor is notified that an employee or contractor has had Exposure to a person with a Confirmed Case of COVID-19, or that a household member of an employer or contractor has COVID-19, no specific actions are required of the supervisor beyond requiring the Exposed employee(s) to Quarantine.

- Local health departments **do not** need to be notified by Milwaukee County that the employee or contractor has had Exposure to COVID-19.
- Unless the employee or contractor develops Symptoms or has a Confirmed Case of COVID-19, the supervisor does not need to request special cleaning or notify other employees.

C. **Return to Work Procedure for Employees with Exposure Only (no Symptoms)**

The return to work procedures in this section is divided out into two different categories based on whether the person has had COVID-19 before and, if so, how long ago they tested positive.

i. **Persons Recovered from COVID-19 in the Past 90 Days who are Exposed to a Confirmed Case of COVID-19**

Recent evidence suggests that individuals who have had a Confirmed Case of COVID-19 may not be susceptible to a reoccurrence of COVID-19 in the 90 days following positive test results.<sup>18</sup> As a result of these new findings, Persons Recovered from COVID-19 in the Past 90 Days who are Exposed to COVID-19 **DO NOT** need to Quarantine and may return to work immediately as long as:

- Their positive test for COVID-19 was within the past 90 days, where the day of the initial positive test was day zero; **AND**

---

<sup>17</sup> Most-recent version of active Administrative Orders can be found on the County website:

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

<sup>18</sup> <https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html>

- They have met the return to work criteria for individuals with a Confirmed Case of COVID-19 (see Section II.C); **AND**
  - They have no current Symptoms Compatible with COVID-19.
- ii. **Persons Who Have Never had a Confirmed Case of COVID-19 OR Who have Had COVID-19, but Their Initial Positive Test Result was more than 90 Days Ago**
- Employees or contractors may return to work 14 days after their **most-recent** Exposure to an individual with a Confirmed Case of COVID-19 as long as the employee or contractor exhibits no Symptoms.<sup>19</sup> Note that a negative test for COVID-19 **does not** change the required length of quarantine (14 days). An employee or contractor who tests positive during the Quarantine should follow the procedures in Section II.
  - Supervisors do not need a doctor’s note for the quarantined employee or contractor to return to work. Supervisors may ask individuals about any Symptoms to be sure the Return to Work Procedures are being correctly understood and applied before someone returns to work.

**V. What to do when a Critical Infrastructure Employee or Contractor has Exposure to a Person with a Confirmed Case of COVID-19**

This section covers policy and procedures for Critical Infrastructure Workers who have screened as Red Status for Exposure only on the daily health screening questionnaire (see [Administrative Order 20-17: COVID-19 Health Screening Policies and Procedures](#)). Supervisors of Critical Infrastructure Workers should follow the procedures in Section IV whenever possible.

Please note that Persons Recovered from COVID-19 in the Past 90 Days who are Exposed to a Confirmed Case of COVID-19 (Section IV.C.i) do not need to Quarantine while they are in the 90-Day window, regardless of whether or not they are a Critical Infrastructure Worker.

In cases where staffing shortages threaten the delivery of Critical Infrastructure services, then the Department Head or designee may reduce the Quarantine requirements for employees in the following limited circumstances:

- The employee or contractor has had Exposure to an individual with a Confirmed Case of COVID-19, **AND**
- The employee or contractor has **no Symptoms** of COVID-19.

Under these circumstances, the Department Head or designee may choose to reduce or eliminate the Quarantine requirements for such individuals following these procedures and guidelines:

- A. If staffing levels allow, the quarantine period should be reduced, rather than eliminated, for the exposed employee (for example, have the individual complete a 7-day, instead of a 14-day, quarantine). Employees should Quarantine for as much of the standard 14-day quarantine period as possible.

---

<sup>19</sup> See [CDC guidelines for quarantining](#) for detailed information on how to determine the length of quarantine under a variety of circumstances, especially for members of a household.

- B. Critical Infrastructure Workers undergoing an adapted Quarantine are **required to get a PCR test 5 – 7 days after their most-recent Exposure**, where Day 0 is the day of their most-recent exposure.<sup>20</sup>
- i. If staffing levels allow, the asymptomatic employee should Quarantine until they receive their test results.
  - ii. If staffing levels do not allow for an asymptomatic employee with Exposure to quarantine until test results are received, the asymptomatic employee may continue working following additional modified work standards in Section V.C.
  - iii. Supervisors may ask for confirmation that the employee has scheduled or registered for **PCR testing** in the Day 5-to-7 window to ensure the employee completes the testing in appropriate timeframe. A test prior to Day 5 **does not** meet the requirements of this order and person should be tested again in the appropriate window; a test after Day 7 **does** meet the requirements of this order. A rapid antigen test, as opposed to a PCR test, **does not** meet the testing requirements of this order.<sup>21</sup>
  - iv. Employees should report their test results to their supervisor as soon as possible. If positive, follow procedures in Section II immediately. If negative, person may resume reporting to work under an adapted Quarantine following modified work standards in Section V.C.
- C. **Modified Work Standards:** Whenever a Department Head or designee chooses to reduce or eliminate quarantine requirements, the department must institute and/or strictly follow the additional risk mitigation measures for the Exposed employee and for all members of the work unit, to the greatest extent possible, for the duration of the standard 14-day Quarantine period:
- i. Strict enforcement of the completion of the Screening Questionnaire and Green Status certification prior to starting in-person work for the entire work unit (see [Administrative Order 20-17: COVID-19 Health Screening Policies and Procedures](#)).
  - ii. Temperature screenings **twice daily** for fever of 100.4 degrees F or higher for the entire work unit.<sup>22</sup> First screening should be prior to starting in-person work and second screening should be completed in the middle of the shift. If any employee in the work unit reports Symptoms, follow procedures in Section III.
  - iii. Mask requirements and physical distancing standards outlined in Administrative Order 20-14 and Administrative Order 20-1 must be rigorously enforced.<sup>23</sup>
  - iv. If possible, employees in work unit should wear disposable surgical masks (**not** KN95 or N95 masks), which can be requisitioned on Marketplace Central.
  - v. Operations and work environments should be further adapted to eliminate or minimize Close Contact between the individuals undergoing a shortened quarantine and their co-workers or members of the public. For example, someone

---

<sup>20</sup> Community-based testing locations can be found here: <https://www.testupmke.com>.

<sup>21</sup> <https://www.memorialhealthcare.org/whats-the-difference-between-covid-19-rapid-and-prc-tests/>

<sup>22</sup> Note that the threshold for fever in healthcare workers is a temperature of 100.0°F.

<sup>23</sup> Most-recent version of active Administrative Orders can be found on the County website: <https://county.milwaukee.gov/EN/COVID-19>

- may punch in for the Exposed employee at the beginning of the day, enabling the individual to go directly to their workstation.
- vi. Departments must institute enhanced cleaning measures, which may include, but are not limited to:
    - Exposed individuals disinfecting their work areas.
    - “Airing out” shared workspaces.
  - vii. As possible, departments should assign Exposed employees to their own office or workspace, even if this means displacing other employees to mimic a Quarantine environment in the workplace.
  - viii. Limit the use of shared equipment and spaces.

## **VI. Isolation and Quarantine Guidance**

These guidelines are meant to augment instructions provided by the CDC for [isolation](#) and for [quarantine](#).

- A. **Isolation:** Keeps **someone who is infected** with the virus away from others, even in their home. When you isolate, you should:
  - i. Stay home! This means do not go to school, work, public areas, or attend large gatherings, such as parties, weddings, meetings, and sporting events. If you need medical care, call a health care provider.
  - ii. Call ahead before going to a doctor’s office.
  - iii. Monitor your symptoms. If you have an [emergency warning sign](#) such as trouble breathing, seek emergency medical care immediately.
  - iv. Stay in a separate room from other household members, if possible.
  - v. Use a separate bathroom, if possible.
  - vi. Avoid contact with other members of the household and pets.
  - vii. Don’t share personal household items, like cups, towels, or utensils.
  - viii. Wear a face mask.
- B. **Quarantine:** Keeps **someone who might have been exposed** to the virus away from others. When you quarantine, you should:
  - i. Stay home! This means do not go to school, work, public areas, or attend any gatherings, such as parties, weddings, meetings, and sporting events. If you need medical care, call a health care provider and use telemedicine when possible.
  - ii. Call ahead before going to a doctor’s office or any other health care setting.
  - iii. Watch for fever (100.4°F degrees or higher), cough, shortness of breath, or [other symptoms](#) of COVID-19.
  - iv. Stay away from others, especially people who are at [higher risk](#) for getting very sick from COVID-19.
  - v. Minimize contact with others in the same household including not sharing bathrooms, kitchens, or other common areas whenever possible.