



Milwaukee County COVID-19 Public Health Emergency

In-Person Workers: Social Distancing and Symptomatic Employees and Contractors

Administrative Order 20-4v1

Version 1 Issued and Effective as of 7:00 a.m. on Monday, March 16, 2020

COVID-19 Public Health Emergency, In-Person Workers: Social Distancing and Symptomatic Employees and Contractors Guidelines & Procedures.

Given Governor Ever's 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.

This Administrative Order provides guidelines for Social Distancing in the workplace and responding to symptomatic employees and contractors who have reported to work. This policy is effective at 7:00 a.m. Monday, March 16, 2020.

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

I. COVID-19 Social Distancing and Working Safely Guidelines & Procedures

During a pandemic, social distancing¹ is critical to preventing the spread of the disease among our employees and the people we serve. Teleworking is key to achieving social distancing, though it is not the only mechanism. This Administrative Order will cover expectations for employees who are **not** able to telework because of the nature of their work or an equipment barrier to teleworking.

A. Social Distancing Guidelines

County employees and contractors who cannot telework are encouraged to follow the below guidelines for social distancing:

- Always maintain 6 feet (2 meters) of distance between people, if possible. In other words, two people should be able to extend their arms and not reach each other.
- Clean and disinfect frequently (no less than daily) touched objects and surfaces using a regular household cleaning spray or disinfecting wipe.
- Avoid non-essential in-person meetings. If a meeting is necessary, it should be limited to no more than 10 in-person attendants. All meetings should be in a space large enough for participants to be 6 feet apart. If posted, follow the guidelines for maximum room occupancy on the door of the meeting space.
- In-person meeting participants should wash their hands before and after meetings.
- Avoid sharing personal equipment (e.g., keyboard, computer mouse, phone).

¹ **Social distancing** means remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet) from others when possible. <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

B. Symptomatic Employees and Contractors Procedures

According to the Center for Disease Control (CDC), the following symptoms may appear 2-14 days after exposure:

- Fever
- Cough
- Shortness of breath

If an employee or contractor notices that a colleague is displaying any of these symptoms at work, a supervisor should be notified immediately. Supervisors may ask the employee or contractor about their symptoms. **Symptomatic employees or contractors can and should be sent home at the supervisor's discretion.**

If an employee or contractor has any of these symptoms, they should self-quarantine for 14 calendar days. If the employee can telework while self-quarantining, they should work with their manager to start teleworking. Municipal employees are also subject to Administrative Orders 20-1V-1, 20-2V-1 and 20-3v-1 and must follow the call-in policies of their respective departments/divisions.² The employee will have access to the Supplemental Paid Leave (SPL) Bank if they cannot telework while self-quarantining. The CDC website provides additional guidance for people experiencing symptoms.³

² Anytime an employee is missing work due to their own serious medical condition or the care of a family member's serious medical condition, they are directed to follow the procedures for requesting covered leave under the Family and Medical Leave Act (FMLA), by contacting Milwaukee County's FMLA administrator, FMLASource, at 1.877.GO2.FMLA or log on to www.fmlasource.com.

³ CDC, What to do if you are sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>