

CITY OF MILWAUKEE PROTOCOL FOR RESPONDING TO A CONFIRMED CASE OF COVID-19 OR SYMPTOMATIC INDIVIDUALS
DEPARTMENT OF EMPLOYEE RELATIONS

Effective March 31, 2020 (Updated 05/20/2020, 06/10/2020)
Updated August 4, 2020

The City of Milwaukee is working diligently to protect the health and safety of its employees and that of the general public by following the guidance from the City of Milwaukee Health Department (MHD), the Wisconsin Department of Health Services (DHS), and the Centers for Disease Control and Prevention (CDC). In conjunction with this effort, the City has developed the following protocol to be followed by employees and managers when responding to each scenario described below.

- Please note that “Close Contact” is defined as living in the same household or working or interacting with individuals within approximately 6 feet for a prolonged period of time.

	Employee has been in contact with someone who was exposed but neither individual is showing symptoms	The employee has been in <u>Close Contact</u> with someone who has been diagnosed with COVID-19. Close Contact: <ul style="list-style-type: none"> • Direct physical contact with a person with Covid-19 • Were within 6 feet of a person with Covid-19 for a total of more than 15 minutes in a single day • Had contact with the secretions of a person with Covid-19 (contact could be directly with the secretions or through shared objects such as tissue, drinking glass, food, towels, or other personal items) • Live with the person or stayed overnight for at least one night in a household with a person with Covid-19 	The employee reports to work with symptoms of COVID-19, develops symptoms while at work, or calls in sick with symptoms consistent with COVID-19 (symptoms are fever, cough, shortness of breath, aches and pains, fatigue, and sore throat)	The employee has tested positive for COVID-19
Notification Requirements	No notification to supervisor is required. If employee provides notification out of an abundance of caution, supervisor does not need to take action.	Employee should immediately notify a supervisor or manager or the Department HR contact and leave the workplace Department HR should notify DER Compliance Officer for guidance and to allow for the proper management and response to questions/concerns.	Employee should immediately notify a supervisor or manager or the Department HR contact and leave the workplace. Department HR should notify DER Compliance Officer for guidance and to allow for the proper management and response to questions/concerns.	Employee is required to immediately notify the Manager or the Department HR contact and leave the workplace. Department HR should notify DER Compliance Officer for guidance and to allow for the proper management and response to questions/concerns.

<p>Quarantine or Isolation</p>	<p>Not necessary, the employee should simply monitor for symptoms.</p>	<p>Employee should not be at work for 14 days after the employee's last contact with the diagnosed person. Employees who are not symptomatic and were advised to quarantine due to exposure to COVID-19 are not allowed to return to work earlier than 14 days if they test negative during the 14-day quarantine.</p>	<p>Symptomatic employee has option to call 414-286-5777 to schedule COVID-19 test. Symptomatic employees who have 2 negative test results are able to return to work immediately. If employee tests positive or does not take a test, is required to remain in isolation until they have been fever free for 24 hours without the use of fever reducing medicine and other symptoms have improved AND at least 10 days have passed since symptoms first appeared.</p>	<p>Employee is required to remain in isolation until they have been fever free for 24 hours without the use of fever reducing medicine and other symptoms have improved AND at least 10 days have passed since symptoms first appeared. Employees who test positive do not need to take a subsequent test to return to work. For employees who never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of their first test.</p>
		<p>Employee should monitor for symptoms. If symptoms develop the employee should contact healthcare provider to seek guidance.</p>		
<p>Continue to Work or Leave the Workplace</p>	<p>Work only if they are an essential employee, all efforts should be made to allow staff to telework or stagger schedules to promote social distancing</p>	<p>If remote work is an option the employee should be allowed to telecommute. If that is not an option the employee should use sick leave or other PTO.</p> <p>Note: Effective on April 1st eligible employees may use Emergency Paid sick Leave as authorized by the Families First Coronavirus Response Act.</p>	<p>If remote work is an option and the employee feels good enough to work, the employee should be allowed to telecommute. If that is not an option the employee should use sick leave or other PTO.</p> <p>Note: Effective on April 1st eligible employees may use Emergency Paid sick Leave authorized by the Families First Coronavirus Response Act.</p>	<p>If remote work is an option and the employee feels good enough to work, the employee should be allowed to telecommute. If that is not an option the employee should use sick leave or other PTO.</p> <p>Note: Effective on April 1st eligible employees may use Emergency Paid sick Leave as authorized by the Families First Coronavirus Response Act.</p>

Workplace Assessment and Employee Notification Protocol

Employees don't need to be notified

If employees are concerned about misinformation or fear begins to spread, the manager should work with the Department HR or DER to determine appropriate next steps.

Immediately send the employee home and follow-up with the employee about their work areas, activities, movements, and equipment used in the last 48 hours.

Employees within the immediate work unit and others as appropriate, should be notified of a probable case and the notification should include information on how to monitor for symptoms available at: <https://www.dhs.wisconsin.gov/COVID-19/symptoms.htm>

Use general notification letter and distribute as appropriate.

If employees are concerned about misinformation or if fear begins to spread, the manager should work with the Department HR or DER to determine appropriate next steps.

The supervisor or manager will immediately work with the department's HR and DER.

A call to the City of Milwaukee Health Department at (286-3624) should be made to begin the investigation to identify and notify those in the workplace who may have been exposed to the virus based on close or direct contact with the individual.

In anticipation of the MHD contact tracing activity, authorized department personnel should attempt to identify Close Contacts within the 48 hours prior to the onset of symptoms through the time of the positive test.

Please use the Guidelines for Conducting an Assessment for Workplace Exposure by Authorized Department Personnel.

Once confirmation of Close Contacts is made, the department, **under the guidance of the MHD as appropriate**, may use individual exposure letter to notify Close Contacts.

Departmental HR personnel will work with DER to identify other appropriate notifications beyond those who may have had close contact with the individual, which may include notification to division/department employees depending on the circumstances. The goal is to manage and appropriately respond to the spread of misinformation and address employee concerns and fears.

Environmental Intervention	No additional intervention is necessary but staff should be given access to cleaning supplies to take it upon themselves to continue to wipe down frequently touched surfaces like door knobs, work stations etc.	The standard cleaning regimen per DPW's enhanced cleaning protocol is appropriate. For quickest response on setting up cleaning, please send email to DPWBUILDINGMAINTENANCE@milwaukee.gov	The department should immediately coordinate enhanced cleaning of the area with the appropriate maintenance personnel, including the workspace and equipment or vehicles used by the employee. If possible, evacuate and section off areas that the individual was in for more than 10 minutes until maintenance is able to clean and disinfect the area.	The department should immediately coordinate enhanced cleaning of the area with the appropriate maintenance personnel, including the workspace and equipment or vehicles used by the employee. If possible, evacuate and section off areas that the individual was in for more than 10 minutes until maintenance is able to clean and disinfect the area. A determination will be made as to what other areas need enhanced cleaning based on the circumstances.
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