



## City of Milwaukee COVID-19 Testing for Symptomatic Employees and Household Members

The City is providing free COVID-19 testing for symptomatic employees and household members (ages 6 and older) Monday through Friday from 9am to 4pm. **This is NOT a walk-in service and appointments are required by calling 414-286-5777.**

### Symptoms Used to Initiate a Test:

- Cough
- Fever
- Muscle Pain
- Sore Throat
- Fatigue
- Nausea or Vomiting
- Shortness of Breath
- Chills / Repeated Shaking with Chills
- Headache
- New Loss of Taste or Smell
- Congestion or Runny Nose
- Diarrhea

### To Make an Appointment:

Call the dedicated scheduling line: 414-286-5777 and the scheduler will determine if a test is needed based on the participant's symptoms.

- Appointments for General City employees may be counted as a paid absence using pay code 069.
- Employees leaving work to be tested must follow department notification procedures.

### Once an Appointment is Scheduled:

1. Participants will be sent a confirmation text and/or email with the date and time of their appointment.
2. Participants will be given information about the testing site location along with directions about arriving at the testing site.
3. A Photo ID is required for adult participants for verification purposes. Employees must bring their City of Milwaukee ID badge to the appointment.
4. Household members being tested must verify the employee name and ID before being tested and minors must be accompanied by an adult.
5. Employees must sign a consent authorizing the release of test results to the DER Leave Administrator Coordinator to notify the hiring department for return to work purposes.

### Once the Test is Complete:

Participants will be given guidance and instructions consistent with CDC recommendations and employees will be given directions on returning to work.