



DEPARTMENT OF EMPLOYEE RELATIONS

Returning Remote Employees to the Workplace

FREQUENTLY ASKED QUESTIONS

- 1. Will I be required to wear a mask when I return to the workplace?**
 - a. Masks are required for all employees in indoor common spaces, regardless of vaccination status. Employees are required to wear a mask when interacting with the public. Employees are also required to wear a mask when meeting with other employees or members of the public in meeting spaces. Risk of transmission is very low when masked. Employees are permitted to remove their masks when working in their cubicle area or office alone. This requirement will be regularly reviewed and updated as needed.
- 2. Will members of the public be required to wear a mask in City facilities and locations?**
 - a. Yes, all members of the public are required to wear a mask in City of Milwaukee facilities and locations, regardless of vaccination status. Risk of transmission is very low when masked. This requirement will be regularly reviewed and updated as needed.
- 3. What happens if someone doesn't follow the mask policy?**
 - a. Employees may be subject to disciplinary action, up to and including termination for violation of a City of Milwaukee policy.
 - b. Members of the public that do not comply with the policy may be asked to leave the premises.
- 4. Am I required to remain socially distant from others?**
 - a. To the best extent possible, please maintain social distance (at least 6 feet (about 2 arm lengths)) from others.
- 5. Am I required to be vaccinated?**
 - a. The City of Milwaukee strongly encourages all employees and members of the public to get vaccinated. For information about the City's vaccination policy, please visit www.milwaukee.gov/COVID-19VaccinationPolicy. For more on vaccination locations, visit <https://city.milwaukee.gov/CovidVax>.
- 6. What happens if someone in the workplace gets COVID-19?**
 - a. The department and employees shall follow the Department of Employee Relations' [COVID-19 Policy and Administrative Guidelines](#) and the [Protocols to Responding to a Confirmed Case of Covid-19 or Symptomatic Individuals](#).
 - b. An employee is required to immediately notify the Manager or the Department HR contact and leave the work location if they test positive for COVID-19. The department shall follow contact tracing guidelines and notify directly exposed employees.
 - c. The department or work location is not required to close or shut down due to a COVID-19 positive test at the work location. The department shall make arrangements to clean the work location of the employee who has tested positive for COVID-19.

7. What should I do if I feel sick?

- a. Please do not come to the workplace when sick. Please utilize available sick leave time. Temporary Emergency Paid Leave II (TEPL-II) is still available to employees who have exhausted their sick leave balance and meet the criteria listed in the [Temporary Emergency Paid Leave II for City Employees](#).

8. What if I don't feel comfortable returning to work location?

- a. If you are not comfortable returning to work location due to an underlying health condition, you should complete and submit a [Disabilities Accommodation Request form](#). Approval or denial of the request will be in accordance to the ADA/AA/FEA Policy and Compliance Manual.
- b. If you are not comfortable returning to the work location, please contact your supervisor to determine if you are eligible for an Alternative Work Arrangement. If you are not eligible for an Alternative Work Arrangement, you are expected to be present at your designated work location or utilize appropriate leave time subject to supervisory approval.
- c. The City's Employee Assistance Program (EAP) Coordinator is providing education sessions for employees about returning to the workplace to help deal with feelings of anxiousness and trepidation associated with a significant change. The EAP is also available to meet with departments and divisions and offer sessions tailored to the specific needs of their employees or workgroups. For more on EAP, visit <https://www.milwaukee.gov/der/eap>.

9. What are you doing to keep me safe?

- a. In addition to the information listed above, the Department of Public Works (DPW) is regularly assessing regulations and addressing safety concerns. For example, bipolar ionization systems were installed in most air handling equipment within Milwaukee City Hall. This system is used to better filter the air, thus improving indoor air quality. Other safety measures have been taken by DPW at other City facilities to mitigate the transmission of COVID-19 in the workplace.

10. What if I do not have care arrangements?

- a. Please contact your supervisor to determine if you are eligible for an Alternative Work Arrangement. If you are not eligible for an Alternative Work Arrangement, you are expected to have care arrangements in place and be present at your designated work location or utilize appropriate leave time subject to supervisory approval.

11. What do I do if I believe there is a health and safety issue at my workplace?

- a. Concerns regarding areas or practices that pose a risk to employees should be directed to safety1st@milwaukee.gov.