

**PORTAGE COUNTY
POLICY FOR EMPLOYEES AND MEASURES TO LIMIT
SYMPTOMS OR EXPOSURE OF
Coronavirus Disease 2019 (COVID-19)
Updated: September 23, 2020**

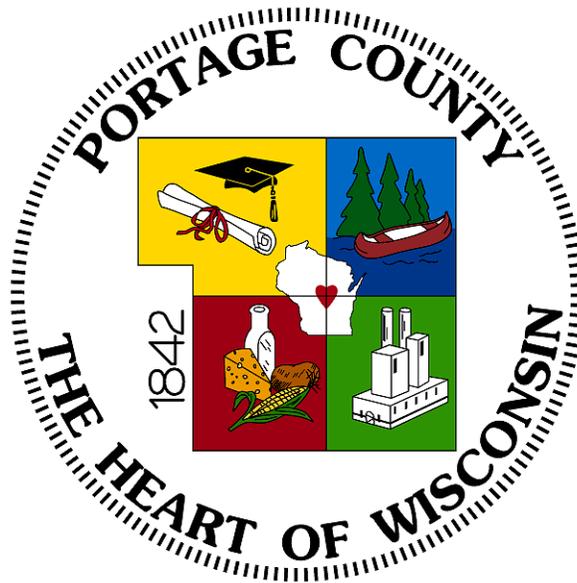


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Coronavirus Disease 2019 (COVID-19)
Updated: September 23, 2020

This Policy Is Subject to Change at Any Time

PREAMBLE

Portage County will take appropriate measures to limit or slow any further spread of this disease in our workplace, schools, and community. People with the COVID-19 virus can be contagious with or without symptoms; therefore, it is important that employees with symptoms consistent with COVID-19 or those who have traveled to areas where COVID-19 is being spread in the community minimize their exposure to others. This policy addresses employment considerations as they relate to the temporary exclusion of County employees from employment based on possible COVID-19, as well as county policies to protect the workplace, maintain public services and help combat the symptoms and issues relating to COVID-19.

NOTE: This policy is subject to change. The most current guidance from the CDC, Wisconsin DHS, and/or Portage County Division of Public Health supersedes all other guidance/language.

ABOUT COVID-19 AND ITS SPREAD

On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan, China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for "corona," 'VI' for "virus," and "D" for disease. Formerly this disease was referred to as "2019 novel coronavirus" or "2019-nCoV".

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

Centers for Disease Control and Prevention (CDC) is still learning how COVID-19 spreads, the severity of illness it causes, and to what extent it may spread in the United States. Currently, the virus is thought to spread mainly from person-to-person as follows:

- Between people who are in close contact with one another (within about 6 feet);
- Through respiratory droplets produced when an infected person coughs or sneezes;
- These droplets can land in the mouths or noses of people who are nearby or possibly inhaled into the lungs;
- People are thought to be most contagious when they are most symptomatic (the sickest);
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads; and

- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads

1. COVID-19 SYMPTOMS

People with these symptoms or combinations of symptoms may have COVID-19:

- cough (new onset or worsening of chronic cough),
- shortness of breath,
- fever,
- chills,
- sore throat,
- runny nose,
- muscle pain,
- headache,
- new loss of taste or smell.

Not everyone with COVID-19 has all of these symptoms. For many, symptoms are mild, with no fever. Some people may also experience fatigue, or gastrointestinal symptoms such as nausea, vomiting, diarrhea, or abdominal pain. It is important to know that you can still spread (transmit) the virus to others even if you have mild or no symptoms. Symptoms of COVID-19 may appear in as few as two days or as long as 14 days after contact with someone who has COVID-19.

More information can be found at the Wisconsin Department of Health Services website:
<https://www.dhs.wisconsin.gov/covid-19/symptoms.htm> (last revised September 11, 2020)

Employees must proactively, before coming to work, monitor themselves for any COVID-19 symptoms, including taking a temperature, if feeling ill. Employees who exhibit, or are aware of, any COVID-19 symptoms themselves, including a temperature at 100.4 or above, or employees who must care for family members or other household members with symptoms, must report those symptoms or the situation to their supervisor or department head immediately.

If an employee is at work and develops symptoms during their shift, they should report those symptoms to their supervisor or department head immediately.

Supervisors/department heads should then consult with Human Resources, who will consult with Public Health, in determining the work status for the employee. In general, an employee who was not tested for COVID can return to work once they no longer have symptoms, including no fever, for at least 24 hours without fever reducing medication.

2. RISKS AND COMPLICATIONS

According to the CDC, **Older adults and people of any age who have severe underlying chronic medical conditions** like heart or lung disease, or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. Please consult with your health care provider about additional

steps you may be able to take to protect yourself. Given the vulnerable populations within the County's care, careful adherence to this plan and guidance is essential.

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html> (page last updated Sept. 11, 2020)

3. LIMITING RISK/NON-PHARMACEUTICAL INTERVENTIONS

The first line of defense to help slow the spread of COVID-19, before a vaccine is available, and to ease the burden on healthcare providers include the following:

Wear a mask in public

- Wear a cloth face covering in public settings, especially when it is difficult to practice physical distancing
- Indoor spaces when you are not at home
- Enclosed spaces such as outdoor restaurants or bars, public transportation, and ride-shares

Keep 6 feet apart

- Stay at home as much as possible. Cancel events and avoid groups, gatherings, play dates, and nonessential appointments.
- Avoid large gatherings.
- Stay at least 6 feet away from other people when possible when you leave your home.

Wash your hands

- Wash hands regularly for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching face, eyes, and mouth when in public.

Stay home if you can

- Stay at home as much as possible and especially if you are sick.
- Cover mouth and nose with a tissue when cough or sneeze or use the inside of your elbow.
- Clean frequently touched surfaces and objects daily (for example, tables, countertops, light switches, doorknobs, and cabinet handles).

No employee wants to be infected with the virus by a fellow employee. Failing to follow recommended risk limiting/non-pharmaceutical interventions potentially puts co-workers at increased risk of infection. Protect yourself and your co-workers by following these recommendations

For more information you can go to <https://www.dhs.wisconsin.gov/covid-19/protect.htm> (Last Revised September 11, 2020)

4. EMPLOYEES WHO HAVE BEEN TESTED, DIAGNOSED, OR CAME INTO CONTACT WITH SOMEONE WITH COVID-19 OR WHO WAS TESTED FOR COVID-19

Employees who have been tested, diagnosed, or come into contact with someone with COVID-19 should report the situation to their supervisor or department head immediately. Supervisors/department heads should then consult with Human Resources, who will consult with Public Health, in determining the work status for the employee.

a. **Have you been tested?**

If you have been tested for COVID-19 you will need to stay home and self-quarantine until you receive the results of your test. If your results come back negative and you are asymptomatic, you will be able to return to work and continue to monitor for symptoms of COVID-19. If your results come back positive see the below section 'Have you been diagnosed'.

b. **Have you been diagnosed?**

If you have been diagnosed with COVID-19, even if you don't have symptoms, you will need to stay home and separate yourself from other people, including those in your home, also called "isolation" and self-monitor for at least 10 days after your test date.

If you have symptoms you should remain in isolation for at least 24 hours after you are free of fever without the use of fever-reducing medications and other symptoms have improved and at least 10 days from the date you first had symptoms.

c. **Have you had close contact with someone who was diagnosed?**

You are a "close contact" if any of the following situations happened while you spent time with the person with COVID-19, even if they didn't have symptoms:

- Had direct physical contact with the person (for example, a hug, kiss or handshake).
- Were within 6 feet of the person for a total of more than 15 minutes in a single day.
- Had contact with the person's respiratory secretions (for example, cough or sneezed on; contact with a dirty tissue; shared a drinking glass, food, towels, or other personal items).
- Live with the person or stayed overnight for at least one night in a house with the person.

If you had close contact with someone who has been diagnosed with COVID-19 you will need to stay home to self-quarantine and self-monitor, for 14 days since the last contact with the person with COVID-19, even if you do not have symptoms or receive a negative test. If someone in your household has COVID-19 you will need to self-quarantine and self-monitor for 14 days from when the infected person in your household has recovered.

d. **Have you had contact with someone who was diagnosed?**

If you had contact with someone who was diagnosed, but it was not close contact, you are able to work, but should self-monitor for 14 days from the date of contact. If you develop any symptoms you should stay home from work. The local health department will contact you if you were considered to have 'close contact' with someone who was diagnosed with COVID-19.

e. **Have you had close contact with someone who has been tested for COVID-19?**

If you had close contact with someone who was tested for COVID-19 you are encouraged to take extra precautions and telework, if able, until the close contact receives their test results. If teleworking is not an option, you are able to return to work as long as you are asymptomatic. If the close contact's test results are positive, see section c. above.

For more information go to <https://www.dhs.wisconsin.gov/covid-19/diagnosed.htm> (Last Revised: September 11, 2020)

Employees who have been tested, diagnosed, or are caring for someone diagnosed with COVID-19 will be eligible for FFCRA leave (see section 12. Leave Benefits and Payroll Considerations). Employees who

are required to stay home, but do not feel sick, may be able to telework, depending on their position and their department.

To ensure continuity of operations of essential functions, critical infrastructure employees, who have been exposed to COVID-19, may be able to return to work, provided they remain asymptomatic and additional precautions are implemented. Employees of the Health Care Center will be required to follow Health Care Center return to work policies as outlined in DHS Guidelines issued to Health Care Centers. Please contact the Health Care Center for further instruction.

For more information regarding the difference between Quarantine and Self-Isolation go to: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html> (Last Updated September 10, 2020)

5. EXCLUSION FROM EMPLOYMENT

Portage County will take appropriate action to prevent, suppress, and control COVID-19 and other communicable diseases. In order to maintain a safe work environment, Portage County will exclude employees from employment if they are experiencing symptoms of COVID-19. Department heads or supervisors must consult with Human Resources Department before they exclude any employee from employment. Employees who are experiencing COVID-19 symptoms are highly recommended to stay home.

6. TRAVEL RESTRICTIONS

The information in this section is subject to change at any time given the fluid nature of the COVID-19 situation. The most current guidance from the CDC, Wisconsin DHS, and/or Portage County Division of Public Health supersedes all other guidance/language in this section.

At this time, based on the recommendations of federal and state public health authorities, Portage County recommends stay home as much as possible, especially if your trip is non-essential, and practice social distancing especially if you are at higher risk of severe illness. Don't travel if you are sick or travel with someone who is sick.

a. Work Related Travel:

All non-essential, work-related airline travel is restricted until further notice.

All non-essential, work-related travel to trainings, seminars, and conferences is restricted.

Trainings required to obtain or maintain licensing or credentialing may be allowed, but only if the training cannot be postponed, or cannot be completed on-line.

Travel required for a court proceeding or a bona fide law enforcement, medical examiner, or first responder matter is exempt from these restrictions.

b. **Considerations for Travel in the United States:**

COVID-19 cases and deaths have been reported in all 50 states, and the situation is constantly changing. Because travel increases chances of getting infected and spreading COVID-19, staying home is the best way to protect yourself and others from getting sick.

Before you travel consider the following:

- Is COVID-19 spreading at your destination, the more cases at your destination, the more likely you are to get infected during travel and spread the virus to others when you return. You can check each State's cases in the last 7 days at https://covid.cdc.gov/covid-data-tracker/#cases_totalcases
- Does your destination have requirements or restrictions for travelers?

If you travel protect yourself and others during your trip:

- Wear a mask to keep your nose and mouth covered when in public settings.
- Avoid close contact by staying at least 6 feet apart from anyone who is not from your household.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing, and before touching your face or eating.
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.
- Avoid touching your eyes, nose, or mouth.
- Cover coughs and sneezes.
- Pick up food at drive-throughs, delivery, take-out, curbside restaurant service, or stores.

For more information on travel, please go to the CDC website and review the following information <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html#travel-restrictions> (Last Updated Sept. 8, 2020)

c. **Personal International Travel**

The CDC recommends that travelers avoid all nonessential travel to all global destinations. Most foreign nationals who have been in one of these countries during the previous 14 days will not be allowed to enter the United States.

- Brazil
- China
- Iran
- Most European Countries
- United Kingdom and Ireland

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html> (Last Updated: Sept. 14, 2020)

Employees who plan to travel internationally must inform their supervisor/department head, who will contact Human Resources, prior to the departure.

d. **Return to Work after Travel**

Prior to returning to work after traveling outside the local community, or out of State, an employee should monitor for COVID-19 symptoms. If an employee develops symptoms, they

should report those symptoms and the situation, including where traveled, to their supervisor or department head immediately. Supervisors/department heads should then consult with Human Resources, who will consult with Public Health, in determining the work status for the employee.

7. SOCIAL DISTANCING, FACE COVERINGS, AND WORKPLACE SAFETY

During a pandemic, social distancing and face coverings are 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 section will cover expectations for employees who are **not** able to telework because of the nature of their work or an equipment barrier to teleworking.

Social distancing means do not gather in groups, stay out of crowded places and avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

Face covering means a piece of cloth or other material that is worn to cover the nose and mouth completely. A face covering includes, but is not limited to, a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A face covering does not include face shields, mesh masks, masks with holes or openings, or masks with vents.

Social Distancing and Face Coverings

County employees who are performing work at the workplace shall:

- Maintain 6 feet (2 meters) of distance between people, as much as possible. In other words, two people should be able to extend their arms and not reach each other.
- Wear a face covering in enclosed spaces, including but not limited to, all County buildings, in vehicles when riding with non-household members, and outdoor park structures. An exception to this is when an employee is working in their office, cubicle, or vehicle and no one else is present.
- Clean and disinfect frequently (no less than daily) touched objects and surfaces using the recommended cleaning spray or disinfecting wipe from the Portage County Facilities Department.
- Avoid non-essential in-person meetings. If a meeting is necessary, it should be held in a space large enough for participants to be 6 feet apart, and face coverings shall be worn.
- In-person meeting participants should wash their hands before and after meetings.
- Avoid sharing personal equipment (e.g., keyboard, computer mouse, phone).
- Breakrooms – maintain social distancing in breakrooms. Face coverings shall be worn in breakrooms unless eating or drinking. Breaktimes may need to be staggered. Clean the table, chair and if applicable microwave/refrigerator door handles with soap and water after use.

Employees who are unable to wear face coverings due to a medical condition, or any other reasons, shall contact Human Resources, to provide medical documentation and to discuss possible reasonable accommodations.

The Portage County Facilities Department is primarily responsible for cleaning and disinfecting all county facilities utilizing standards proven effective against COVID-19, and for coordinating with all departments on the proper cleaning and disinfecting standards related to COVID-19.

To the extent that employees are capable of doing so safely, they shall assist maintenance and custodial staff with disinfecting porous and non-porous surfaces.

Maintenance and/or custodial personnel shall place posters that encourage appropriate hygiene in workplace areas where they are likely to be seen.

As departments implement new safety practices, such as cleaning protocols or personal protective equipment (PPE) changes as required or recommended by public health officials during this pandemic, please communicate these changes in practice to Risk Management. Risk Management will also be working with the County's risk control services provider to ensure we are following and sharing any best practices recommendations as well.

8. TELEWORK

Teleworking is a cooperative arrangement based on the needs of the job and Portage County. The following are the teleworking guidelines and approval procedures for employees during the COVID-19 Public Health Emergency. Portage County has determined teleworking is a strategy to reduce density (i.e. social distancing) and help mitigate the spread of COVID-19.

Office workers may be allowed to work from home if their work can be accounted for and a clear record of time worked established. Departments will be provided with a form to document any and all telework. This is subject to the approval of their immediate supervisor and their department head. Teleworking arrangements should be monitored on a continuous basis.

The opportunity to telecommute is limited by the County's Information Technology (IT) capacity, so department heads must coordinate these efforts with the IT Director.

a. Terms and Conditions of Teleworking

Employees are required to adhere to the following terms and conditions for continued employment and to remain in good-standing. All Telework Employees shall abide by the following telework rules:

- Employees shall use Portage County-issued laptops exclusively for all County-related work. **Personal computers may be used for County-related work only with expressed approval of the IT Director and Department Head on a case by case basis.**
- Where no County-internet is available during telework, employees shall use their home or personal internet/Wi-Fi, if available.
- **Employees shall not use personal cell phones for County-related emails or texting. Employees may use personal cell phones for County-related phone calls if the employee does not have a County-issued cell phone.** If an employee has a County-issued cell phone, the employee may not use a personal cell phone for any County-related business.
- Demonstrate flexibility with the work schedule and tasks requested that may be outside of the norm. The public relies on County services to meet their health and financial needs and, as public servants, every effort must be made to keep services running. This means employees may have to use their home or personal internet/Wi-Fi, space in your house or apartment, and other accommodations that would not be asked of employees during non-emergency times. Or, for example, employees teleworking while providing dependent care may have responsibilities that affect availability; supervisors and teammates should be

understanding and flexible to people's different needs during an emergency. The public also has a right to expect continued accountability of taxpayer funds. If an employee is a full-time employee, 40 hours of time needs to be accounted. If an employee has situations that affect availability, they need to inform their supervisor, and flex time or use applicable benefit time. If an employee finds they do not have enough work, for all expected hours of work, they need to inform their supervisor. Prior approval for overtime must continue to be obtained, unless not reasonable to obtain, then notify the supervisor the next working day.

- Agree not to allow any individual residing with or visiting employee's home to access Portage County-owned equipment, or any files, folders, email, and other confidential or sensitive data on any personally owned equipment.
- Notify a supervisor and IT Support Desk (support@co.portage.wi.us or 715-346-1395) in the event of equipment malfunction or theft, as soon as possible. If the malfunction or theft precludes employee from working on assignments, the employee should work with their supervisor and IT to identify an interim solution, as possible, which may include working from a different location or device or, using the Supplemental Paid Leave (SPL) Bank hours.
- Consider their remote workspace an extension of their Portage County workspace and all work-related injuries and illnesses must be reported to employee's supervisor immediately.
- Leave monitors, computers, or other non-portable equipment in the employee's County workplace.
- Failure to abide by these terms and conditions may subject employee to disciplinary action, up to and including termination.

b. Equipment Care

Teleworking employees must abide by Portage County's policies covering information security and data privacy. Maintenance on Portage County-owned equipment will be performed only by a Portage County authorized technician.

c. IT Right to Monitoring, Employee No Expectation of Privacy and Information Security

Portage County reserves the right to monitor any and all equipment on the Portage County network, and the right to remove or disable the network connection should the equipment show the behavior of infection, indicators of compromise, or use in violation of the Portage County Acceptable Use Policy.

d. Non-Reimbursable Non-Payable Expenses

Costs related to remodeling and/or furnishing the telework workspace shall be non-reimbursable/non-payable by Portage County.

Normal household expenses such as heat and electricity shall be non-reimbursable/non-payable by Portage County.

Portage County will not reimburse employee for any home or personal Wi-Fi/internet connectivity expenses.

Maintenance/repair of all personally owned equipment shall be non-reimbursable/non-payable by Portage County.

9. ALTERNATE WORK SCHEDULES AND REDUCTION IN FORCE OF HOURS OR POSITIONS

- a. **Alternate Work Schedules** - Another strategy to reduce density (i.e. social distancing) and help mitigate the spread of COVID-19 may be to implement alternate work schedules. Departments shall work with the Human Resources department, and get approval from the County Executive, prior to implementing alternate work schedules.
- b. **Reduction in Hours and/or Positions** – Per Human Resources Policy 3.11.12.5 – Reduction in Force, Department Heads, upon approval of the Human Resources Director and County Executive, may need to implement a reduction in force of hours or positions, due to a shortage of funds or work. Please also refer to Section 12. Leave Benefits and Payroll Considerations.

10. OFFICE CLOSURES

Complete department/office closure will only be authorized by the County Executive upon the recommendation of the Division of Public Health and in consultation with the Human Resources Department.

11. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Per the Occupational Safety and Health Administration (OSHA) ‘*Guidance on Preparing Workplaces for COVID-19*’, during a COVID-19 outbreak, the most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices, and PPE. At Portage County the engineering controls of increase fresh air rates and installation of sneeze guards and plexiglass have been implemented. Administrative controls of promote frequent and thorough hand washing with soap and water or hand sanitizer, encourage employees to stay home if they are sick, encourage employees to cover coughs and sneezes, provide public with tissues and trash receptacles, establish policies to allow teleworking and flexible work hours to increase physical distancing, discourage employees from using others’ phones, desks, offices or other tools and equipment when possible, and maintain regular housekeeping practices including routine cleaning and disinfecting of surfaces, equipment and other elements have been implemented. Safe work practices such as provide resources to clean and disinfect and post handwashing signs in restrooms have been implemented.

This policy will address COVID-19 Protective Personal Equipment (PPE) for employees and volunteers beyond face coverings as required in Section 7 above. While engineering and administrative controls are considered more effective, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

For vendors and contractors please see ‘Portage County Vendor COVID-19 Guidance’ document.

- a. **COVID-19 Risk Factors by Department**

The following chart is a summary of COVID-19 Risk Factors as defined by the Occupational Safety and Health Administration (OSHA).

COVID-19 Risk Factors	
Lower	Jobs that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact (i.e., within 6 feet of) the general public. Minimal occupational contact with the public and other coworkers.
Medium	Jobs that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. Workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).
High	Healthcare and delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles. Mortuary workers involved in preparing (e.g. for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.
Very High	Healthcare workers (e.g., doctors, nurses, dentists, paramedics, EMTs) performing aerosol-generating procedures (e.g. intubation, cough induction procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients. Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g. manipulating cultures from known or suspected COVID-19 patients). Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

Analyzing Portage County departments and positions it has been determined that, in general, most departments have positions that have Lower or Medium COVID-19 Risk Factors. There are some departments that have positions that have Lower, Medium, or High COVID-19 Risk Factors. Positions may switch to different Risk Factor categories based on the tasks being performed. See the below charts.

Each Department will have a listing of the positions within the department, and the Risk Factor Category for each position, noting if the position switches to a different Risk Factor Category based on different tasks being performed. More detailed, site specific work rules may apply. All COVID-19 PPE policies should be reviewed by Risk Management, Human Resources and Health and Human Services.

Departments with Positions in Lower or Medium Risk Factor Categories

AGING & DISABILITY RESOURCE CENTER	INFORMATION TECHNOLOGY
CIRCUIT COURTS	JUSTICE PROGRAMS
CLERK OF COURTS	PARKS
CORPORATION COUNSEL	PLANNING & ZONING
COUNTY BOARD	PUBLIC LIBRARY
COUNTY CLERK	PURCHASING
COUNTY EXECUTIVE	REGISTER OF DEEDS/LAND DESCRPT
DISTRICT ATTORNEY	SOLID WASTE
FACILITIES MANAGEMENT	SURVEYOR
FAMILY COURT COMMISSIONER	TREASURER
FINANCE	UNIVERSITY EXTENSION
HIGHWAY	VETERANS SERVICES
HUMAN RESOURCES	

Departments with Positions in Low, Medium or High-Risk Factor Categories

HEALTH & HUMAN SERVICES
HEALTH CARE CENTER
MEDICAL EXAMINER
SHERIFF'S OFFICE

b. COVID-19 Personal Protective Equipment (PPE) per Risk Factor

The following is a summary of PPE recommended by OSHA, based on a position’s COVID-19 Risk Factor.

OSHA Recommended PPE based on COVID-19 Risk Factors	
Lower	Additional PPE is not recommended, unless social distancing cannot be maintained. Workers should continue to use the PPE, in any, that they would ordinary use for other job tasks.
Medium	May need a combination of gloves, a gown, a face mask, and/or face shield or goggles. PPE ensembles will vary by work task.
High and Very High	Most likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks.

Portage County will provide departments with PPE based on their COVID-19 Risk Factor, PPE availability, and County wide priorities. The following PPE is a of list items that are available to be provided.

List of PPE		
<u>Lower Risk</u>	<u>Medium Risk</u>	<u>High and Very High Risk</u>
Masks-cloth or disposable	any items from Lower Risk	any items from Lower Risk
Disposable Gloves	Face Shields	any items from Medium Risk
Hand Sanitizer	Goggles/Safety Glasses	Specialized Masks - e.g. pediatric, N95, etc.
	Gown	Coveralls
		Shoe Covers
		Thermometers

i. Departments with positions in the Lower COVID-19 Risk Factor Category

Departments that have positions in the Lower COVID-19 Risk Factor category should continue to maintain social distancing of 6 feet between employees/public in the work environment. This can be accomplished by continuing to have employees telework, rotating staff who are working each day, or creating separate shifts. Additional COVID-19 PPE, beyond a face covering, is not required but may be requested by the Department and will be provided based on availability.

ii. Departments with positions in the Medium COVID-19 Risk Factor Category

Departments that have positions in the Medium COVID-19 Risk Factor category, will be provided, and are required to use the recommended PPE based on the task they are performing.

iii. Departments with positions in the High COVID-19 Risk Factor Category

Departments that have positions in the High COVID-19 Risk Factor category will be provided, and are required to use, the recommended PPE, based on the task they are performing.

c. Requesting, and Use of, COVID-19 PPE

Departments should submit requests for COVID-19 PPE via the Facilities Work Order system, <https://proteusmmx.com/portagecounty/Default.aspx#Default>. Departments should not purchase PPE on their own. COVID-19 is a national pandemic and all orders for PPE should go through Facilities as the designated Logistics Section of the Portage County Emergency Operations Center (EOC). These purchases can then be tracked, provided consistently based on County wide need, and possibly subject for reimbursement.

When submitting a request for PPE Departments should list in the Work Order, what is being requested and the quantity. Department's requests for PPE should be for PPE that is available per their Department's COVID-19 Risk Factor, as listed in section a. above. For example, a Department in the Lower Risk Category are able to request disposable gloves or hand sanitizer. If a Department in the Lower Risk Category is requesting PPE listed in the Medium Department category please also include the positions the requested PPE is for, and justification for the requested PPE. Following this process will allow for a more efficient distribution of PPE.

Departments may request a small supply of disposable masks for members of the public who come for services in their department, for meetings, such as Committee meetings, for public to wear, etc.

Employees may bring and use their personal PPE, if that makes them feel more comfortable. Employees will not be reimbursed for purchase or use of personal PPE.

Employees who need specialized PPE, or PPE above and beyond their Department COVID-19 Risk Factor category due to a medical condition, should contact Human Resources.

Employees should be trained, and follow the recommended process, of how to put on, take off, dispose of, inspect for damage, and maintain PPE. For example, cloth masks should be laundered by the employee and disposable masks should be disposed of after use. Below are some training videos and documents that can be used. Supervisors need to ensure training has been completed.

<https://www.dhs.wisconsin.gov/covid-19/ppe.htm> - videos

<https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf> - posters

<https://www.health.state.mn.us/diseases/hcid/videos.html> - videos

d. General Guidance for All Workers and Employers

For all employees, regardless of specific exposure risks, it is always a good practice to:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes with a tissue. If you don't have a tissue, use your elbow.
- Avoid close contact with people who are sick.
- Stay home if sick.
- Recognize personal risk factors. [According to U.S. Centers for Disease Control and Prevention \(CDC\)](#), certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19.

The above referenced guidelines reflect the guidelines as of the date this policy was drafted. The most current guidance from OSHA, CDC, Wisconsin Department of Health Services (DHS), and/or Portage County Division of Public Health supersedes all guidance/language in this policy.

12. LEAVE BENEFITS AND PAYROLL CONSIDERATIONS

For purposes of this section the definition of 'due to COVID-19' throughout the document means for any absence due to COVID-19 including COVID-19 illness, quarantine, caring for someone with COVID-19, caring for a son or daughter as a result of daycare or school closing, and reductions in force as determined by management. If an employee is off for a non-COVID-19 reason this policy does not apply.

Employees who are unable to come to work, or have reduced hours, from March 25, 2020 through December 31, 2020, due to COVID-19, will be eligible for applicable paid time off benefits, including Supplemental Paid Leave (SPL) and expanded paid leave benefits.

a. Supplemental Paid Leave Bank

Recognizing that not all employees will be able to report to work and that not all employees have the ability to telework during the COVID-19 public health emergency for various reasons, the County implemented a COVID-19 Supplemental Paid Leave Bank ("SPL"), as a financial safety net for employees, effective March 19, 2020. For information on the amount of SPL employees received and applicable uses of the SPL bank from March 19, 2020 through March 24, 2020 please see 'COVID-19 Policy Portage County March 19, 2020' and 'Portage County COVID-19 Frequently Asked Questions (Round 1)'.

b. SPL Bank Availability

Effective March 25, 2020 employees who are unable to come to work, or have reduced hours, from March 25, 2020 through December 31, 2020 due to COVID-19 are eligible to use the SPL Bank. An employee is required to follow all departmental policies and procedures for notifying the department of inability to report to work.

c. **Use of Leave Due to COVID-19**

i. **Portage County Leave Benefits** - Effective March 25, 2020 through December 31, 2020 Supplemental Paid Leave (SPL) Bank will be applied first for any absences due to COVID-19. Once an employee's SPL Bank has been exhausted an employee is able to use any of the employee's benefit banks, or leave without pay, for any absences or reduced hours, due to COVID-19. If an employee is electing leave without pay, the employee will still be responsible to pay for premiums and deductions that are required from the employee's paycheck (e.g. health insurance premium, dental insurance premium, child support, etc.). Employees can use the paycheck simulator in MUNIS ESS to calculate how many hours per pay period is needed to cover these deductions.

- Supplemental Paid Leave Bank – will be used first

Any combination of any other benefit, per the employee's discretion, can be used after SPL has been exhausted, including Leave Without Pay even if other paid leave is available:

- Regular Sick Time
- Carryover Vacation time
- Vacation time
- Float Holiday
- Compensatory Time
- Leave Without Pay

Effective March 25, 2020 through December 31, 2020, an exception will be made to Portage County Human Resources Policies 3.11.9.2-Health Insurance, 3.11.9.6-Holidays, and 3.11.9.12- Leaves of Absence (or any other HR Policy that would need an exception to allow for these changes) for COVID-19 related reasons:

- to allow an employee's normal deduction for the health insurance premium to continue for April through December 2020, even if the majority of the month is unpaid;
- to allow employees to use Leave Without Pay prior to other paid benefits being exhausted;
- to allow employees to be eligible for holiday pay, vacation, sick leave and longevity accrual for the months of April through December 2020, even if the majority of the month is unpaid.
- Leave Without Pay will not change an employee's benefits date for April through 2020

ii. **Families First Coronavirus Response Act (FFCRA)** - Effective April 1, 2020, per the Families First Coronavirus Response Act (FFCRA), there are two provisions that provide emergency leave to applicable employees: Emergency Paid Sick Leave Act (EPSLA) and Emergency Family and Medical Leave Expansion Act (EFMLEA). These leaves provide some paid sick leave for the following reasons:

If an employee:

1. Is subject to a federal, state, or local quarantine or isolation order;
2. Has been advised by a health care provider to self-quarantine;
3. Is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. Is caring for an individual subject (or advised) to quarantine or isolation;
5. Is caring for a son or daughter whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions; or

6. Is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services. (nothing has been specified or identified at this time)

For more information regarding these leaves please refer to Portage County's 'Families First Coronavirus Response Act (FFCRA) Paid Leave Provisions Policy'. To apply for either of these leaves, starting April 1, 2020, please contact FMLASource by calling 877-462-3652 or applying online at fmlasource.com. When using the website for the first time, register using your SSN without dashes as your Employee ID.

- iii. **Unemployment Insurance** – if you are electing Leave Without Pay during a reduction in work, you may be eligible for unemployment insurance. However, please note that electing Leave Without Pay in order to be excused for scheduled workdays will not qualify you for unemployment insurance. To apply for unemployment insurance, or for more information regarding unemployment insurance, please go to <https://dwd.wisconsin.gov/ui/>. Due to increased unemployment insurance claims at this time, please note that applying for unemployment insurance online rather than by telephone may be more efficient.

d. Limitation on Use of SPL Bank

The SPL Bank is subject to the following additional limitation and can only be used as designated below:

- The SPL will only be available during the COVID-19 public health emergency and will be eliminated upon termination of this public health emergency, at the discretion of the Portage County Executive and County Board Chairperson.
- The SPL Bank will not be payable upon an employee's termination or retirement from the County.
- The SPL is specific to the COVID-19 public health emergency and cannot be carried over or used in a different public health emergency.
- The SPL is specific to the COVID-19 public health emergency and cannot be carried over or used for other serious health conditions which fall under normal County Leave policies.
- Employees are subject to the call-in procedures of their respective departments/divisions.
- Employees who terminate their employment, or resign a benefits eligible position, from March 25, 2020 through 90 days after the designated end of the COVID-19 public health emergency, and who have used time from the SPL Bank, will be subject to a one to one day reduction in any accrued time that would normally be paid out at separation per Human Resources Policy 3.11.12.3 Resignation.
- Employees who decide to travel somewhere, knowing they would be required to self-quarantine upon return, will not be eligible to use SPL for time off work for COVID-19 reasons, as a result of that travel. Other benefit time will be required to be used.

e. Sick Leave Policy Expansion

This is no longer applicable March 25, 2020 through December 31, 2020 since sick leave will be allowed for any COVID-19 reason.

f. Future Sick Leave

Employees with insufficient paid time off benefits accrued once the SPL Bank is exhausted, who are unable to come to work, or who have reduced hours, from March 25, 2020 through December 31, 2020 due to COVID-19, will be allowed, on a temporary, non-precedential-setting basis, an exception to County policy to borrow up to 40 hours of sick leave during the period of

absence. A request form will be made available by the Human Resources Department. Upon return from absence, these employees will not be eligible to receive sick leave with pay until their sick leave balance is restored. Employees will be able to restore their sick leave balance through the normal accrual process, future earned compensatory time, or future earned vacation hours. An employee who leaves County employment will have the compensation for the paid sick leave owed the County deducted from the final paycheck and will be expected to pay back any balance to the County, and will sign an agreement to that effect in order to borrow the sick leave time.

g. Vacation Accumulation

Portage County will continue to make the following exceptions to Human Resources Policy 3.11.9.5 Vacations D. Vacation Accumulation until September 30, 2020.

1. Employees will be able to carry over all remaining vacation at the end of their vacation year, if policy allows for carryover vacation in the employee's job class.
2. Employee will be able to carry over all remaining vacation for more than 6 months as listed in the policy, if policy allows for carryover vacation for the employee's job class.

The Carryover Vacation COVID bank will then be eliminated effective October 31, 2020. This will allow ample time for those with vacation in the Carryover Vacation COVID bank to use that vacation no later than October 31, 2020. Any vacation in the Carryover Vacation COVID bank after October 31, 2020 will be lost. This should also allow ample time for those who have balances in their current vacation carryover bank or vacation bank, that will exceed the limits per Human Resources Policy 3.11.9.5 Vacations, D. Vacation Accumulation between now and October 31, 2020, to use that vacation time versus lose it. Please plan accordingly.

Portage County shall pay out any vacation balance in the Carryover Vacation COVID bank for the positions of Health and Human Services Director and Health Division Manager on the payroll following October 31, 2020.

An exception will be made to Portage County Human Resources Policies 3.11.9.5-Vacation, section D. Vacation Accumulation, for COVID-19 related reasons, and any unused carryover vacation balance for the Health Division Manager will be paid out on the payroll following November 30, 2020 and for the Health and Human Services Director on the payroll following February 5, 2021.

13. COUNTY GOVERNMENT MEASURES

County leadership will take the prudent, necessary and lawful measures needed to minimize the disruption to the workplace, preserve the public health, and continue needed public services. All measures set forth in this policy shall be in effect only upon the declaration of a Portage County Government State of Emergency by order of the County Executive. Note that this proclamation may be in addition to Public Health Emergency Orders and Guidance as designated by the Portage County Public Health Officer.

County Committee meetings may be held through alternative (conference call) measures if the appropriate measures are put in place to ensure the public's right to monitor meetings and that all other applicable open meeting laws are followed.

Information may be communicated to the Portage County Board of Supervisors so long as that communication does not then extend to a walking quorum of the Board. For example, informing the County Board of new measures that have been taken to help mitigate the spread of COVID-19 can be sent by e-mail, but any replies to that communication should be done on a separate e-mail. County staff and supervisors would then need to take care in not creating a walking quorum. The same thing applies to communications with any county committee.

Other measures may need to be taken to ensure good governance and in reaction to orders issued at the state and/or federal levels (e.g. a long-term shut down order).

Every county department, elected or appointed, will have an updated Continuity of Operations Plan (COOP) on file with and approved by the County Executive and Human Resources within two weeks of the implementation of this policy. **Each COOP must address the following issues:**

1. Plans and Procedures
2. Essential functions
3. Minimum staffing levels
4. Order of succession
5. Alternate facilities (may not be needed for COVID-19 policy, but is a standard COOP requirement).
6. Interoperable Communications (may not be needed for COVID-19 policy, but is a standard COOP requirement).
7. Vital records (may not be needed for COVID-19 policy, but is a standard COOP requirement).
8. Testing and training (may not be needed for COVID-19 policy, but is a standard COOP requirement).

14. RESPONSE COORDINATION

The Division of Public Health for Portage County shall be responsible for coordinating Portage County's response to COVID-19. The scope of that coordination shall include but is not limited to:

- Consulting with federal, state, and local emergency management and public health officials concerning the County's overall response to COVID-19;
- Working with the County Executive and County Information Officer to coordinate official communications concerning the virus, its spread, and the county's response to it;
- Providing recommendations to maintenance and custodial personnel on enhanced cleaning and sanitation not otherwise addressed in this plan;
- Providing recommendations on office closures, and travel limitations and restrictions; and,
- Consulting with, and providing recommendations to, department heads on service delivery as it relates to COVID-19.

15. COMMUNICATION PROTOCOL

All e-mails, public health bulletins, and press releases concerning the County's overall response to COVID-19 shall be coordinated with the County Executive and the Public Health Officer and/or through the County Information Officer if the County Emergency Operations Center (EOC) is open at any level. Employees who are concerned with receiving the most recent and credible information concerning COVID-19 are encouraged to go to the following websites:

- <https://www.cdc.gov/coronavirus/2019-ncov/index.html> <https://www.dhs.wisconsin.gov/covid-19/index.htm>
- <https://www.co.portage.wi.us/department/health-and-human-services/division-of-public-health/covid-19-coronavirus-disease-2019>

The County's Emergency Management Coordinator will help to coordinate between department heads and the Health Division Manager/Public Health Officer.

At the department level, department heads may continue to provide information to their employees concerning the manner in which services will be provided to the public in light of COVID-19.

The Division of Public, with assistance from the County Executive Office, Emergency Management Office, and Corporation Counsel will periodically post information on Facebook concerning COVID-19. County departments that have Facebook sites are encouraged to post links to this information and/or share the post. Department heads and employees are urged to remain vigilant for e-mail scams related to COVID-19.

- Avoid clicking on links in unsolicited e-mails and be wary of e-mail attachments;
- Use trusted sources—such as legitimate, government websites—for up-to-date, fact-based information about COVID-19;
- Do not reveal personal or financial information in e-mail, and do not respond to e-mail solicitations for this information

As with any other Portage County policy, failure to follow this policy may result in discipline up to and including termination.

PORTAGE COUNTY
POLICY FOR EMPLOYEES AND MEASURES TO LIMIT SYMPTOMS OR
EXPOSURE OF CORONAVIRUS DISEASE 2019 (COVID-19)
Updated: September 23, 2020

I acknowledge that I have received the Portage County Policy for Employees and Measures to Limit Symptoms or Exposure to COVID-19 (2020) and will read and review the material.

If I have any questions, I will call the Portage County Human Resources Department at (715)346-1327

As with any other Portage County policy, failure to follow this policy may result in discipline up to and including termination.

A copy of this policy can be found on the K Drive at K: County Forms & Policies/Portage County Policies/COVID-19 Policy of Portage County.

Employee Signature

Date

Please submit signed acknowledgement to your Supervisor. Departments please forward original signature pages to the Human Resources Department to be filed in employee's personnel files.

Thank you.