

## I Will be Travelling or Having Out-of-Town Guests This Summer, Will I Be Required to Self-Quarantine?



This document is intended to help employees determine when they may be required to self-quarantine, and when they should contact Human Resources about eligibility to return to on-site work.

As Summer approaches, many employees will be travelling, or having guests from other places. Summers are short, family and friends are important. We want employees to enjoy the Summer season. The goal is to keep our co-workers and citizens as safe as possible by limiting potential exposure to COVID-19 in the workplace.

In situations where self-quarantine is recommended, employees should work with their Department Heads to discuss telecommuting, or alternate work arrangements that could be considered.

This checklist may be helpful in determining when you need to self-quarantine following travel, attending high-risk functions, or having guests from out-of-town.

### Is the area you travelled to identified as having a high number of confirmed COVID-19 cases?

- Milwaukee
- Madison
- Green Bay
- Eau Claire
- Minneapolis area
- Southeastern Wisconsin
- California, Texas, Florida, Georgia, New York, Pennsylvania, Virginia, Illinois

**This list will change regularly. Check the CDC and applicable State Health Department web sites to identify if the location you are travelling to is a high-incidence area.**

**CDC Website:** <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html>

**WI DHS Website:** <https://www.dhs.wisconsin.gov/covid-19/cases-map.htm>

**MN Dept of Health:**

<https://www.health.state.mn.us/diseases/coronavirus/situation.html#overview2>

**MI DHS Website:** <https://www.mistartmap.info/>





Travel to high-incidence areas will likely result in self-quarantine, although there may be exceptions depending upon your position and nature of your work, precautions taken and activities while there.

If you travel to a high-incidence area or have guests from a high-incidence area, please discuss with your supervisor and Human Resources.

If your travel is NOT to a high-incidence area, or your guests are NOT from a high-incidence area, decisions regarding self-quarantine will depend upon the activities and precautions involved.

### How did you travel?

- I used public transportation such as airplane, bus, or train
  - YES-Self Quarantine Required
- If you travelled in your personal automobile, self-quarantine may not be required depending upon other factors such as activities and precautions.

### Activities/Contacts

- Did you have contact with persons outside of your immediate household that are from a high-incidence area and have not been in self-quarantine for the previous 14-days?
  - YES-Self Quarantine Required
- Did you attend an event/activity that had more than 10 people?
  - YES-Self Quarantine Required
- Did you spend the night at a hotel/motel?
  - YES-Contact Human Resources
- Did you spend the night at a friend/family home that has NOT been in self-quarantine for the previous 14 days?
  - YES-Contact Human Resources
- Other than for essential items did you use/access any facilities that are frequented by the general public (restrooms, restaurants, stores)?
  - YES-Contact Human Resources

### What Other Items are Considered When Determining Whether Self-Quarantine Will Be Required Following Travel, or When Having Guests:

- Did you follow CDC guidelines while travelling or having guests?
  - Maintain 6-foot social distancing
  - Wash hands for 20 seconds after touching public surfaces or use hand sanitizer.
  - Wear a face covering in public spaces.



- Avoid touching eyes, nose and mouth with unwashed hands.
- Pick up food at drive-throughs, curbside restaurant, or stores, or preferably bring your own food and beverages for the trip.
  
- Do you or anyone you have had contact with have any cold or flu-like symptoms?
  - YES-Contact Human Resources
  
- Do you currently have a fever, or have you had a fever in the last 3 days (100.4 or higher)?
  - YES-Self Quarantine Required

If you have questions whether self-quarantine is recommended, please contact Human Resources. The goal is to keep employees and citizens as safe as possible, while still enjoying summer activities.

### What is Self-Quarantine? How Long is Self-Quarantine?

- 10 Days (including weekends) upon return from travel, or from when the out-of-town guests leave.
- Employees may return to work on-site 24 hours after receiving the results of a Negative COVID-19 test.
- Depending upon circumstances, employees may be authorized to return to on-site work with additional precautions. Each scenario will be evaluated on a case-by-case basis and decisions will be based upon ability to address potential for exposure and whether telecommuting is available.