



Bayfield County Administrator

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Paige Terry, *Clerk*

TO: Bayfield County Employees
FROM: Mark Abeles-Allison, County Administrator
Kristine Kavajecz, Human Resources Director
DATE: August 21, 2020
RE: Bayfield County COVID-19 Personnel Guidance and Scenarios

The presence of COVID-19 in Bayfield County is expanding. Many employees will soon have children returning to school or schooling virtually. This will create additional workplace scheduling complexities. To ensure that county operations continue and to reduce the opportunity for department-wide, or organization-wide exposure, several actions are being implemented. The goal is to ensure that county facilities remain open.

- 1) County Services will remain available to the public during normal business hours of 8am-4pm, Monday through Friday. Department Heads are required to ensure that offices are open and staffed.
- 2) At least one staff person from each Department/Section will be authorized to telecommute for a designated period of time. The number of staff authorized to telecommute will vary depending upon department size, but will not exceed 50% of total staff for a department/section.
 - a. Designated period of time will be determined on a departmental basis and will vary based upon need. Example: A single staff person in "Dept A" may telecommute for a 30-day period, whereas 2 staff persons in "Dept B" may each telecommute for 2-weeks on a rotating basis.
 - b. Departments/sections are not required to have any staff telecommute. It is being offered as a mechanism to ensure continued operations in the event of an outbreak and to provide flexibility for staff, particularly for those with school-aged children that will be schooling virtually.
 - c. Telecommuting duration shall not exceed 30 days at a time per individual unless authorized by the County Administrator.
 - d. The following situations will be given priority for telecommuting:
 - i. Those employees that have dependent children whose daycare is closed, and/or whose children are schooling virtually, requiring the parent to be present.
 - ii. Those employees that have a documented underlying health condition that puts them at higher risk for severe illness if exposed to COVID-19.
 - iii. Employees that have a work space that make it difficult to social distance in compliance with the state mask order.
 - iv. Staff that have proven to be productive and self-sufficient when previously telecommuting.
 - v. Staff that have laptops and MaxUC.

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- e. Staff members that telecommute must complete a telecommuting agreement and meet the agreement terms. Employees must be able to provide sufficient internet connectivity for telecommuting. *Bayfield County will only provide hot spots when an employee is required to quarantine/isolate as a result of illness or COVID exposure/possible exposure.*
 - f. Telecommuting may be discontinued at any time depending upon needs of the department. For example, if an individual working on-site is unable to work, a telecommuting employee may be required to report for on-site work.
- 3) Staff that work the majority of their time away from the courthouse, ie: deputies, foresters, etc. are urged to minimize contact with in-office staff.
- 4) While telecommuting, staff are not allowed in county facilities (this defeats the purpose of telecommuting to reduce risk of exposure). Staff that need to pick up or drop off work materials should make arrangements with the Supervisor to transfer these items without need for the employee to enter the facilities when possible.
- 5) School-Year Implications/Accommodations: Close to half of the county's employees have indicated that they have school-aged children. There are six school districts in the county. Each district is offering different options for on-site or virtual schooling based on the grade of student. Each parental situation is unique. **Department Heads are encouraged to meet with each staff member that has dependent children to discuss their plans for the school year, and contingencies if those plans change.** Bayfield County realizes the anxiety caused as a result of the pandemic and the difficult choices that many staff are facing with regard to their children's care and education. It is the county's intent to work with staff to identify workable solutions to ensure a healthy work-life balance.
- a. Telecommuting may be allowed while providing child supervision as long as the employee can continue to be productive and have a professional work environment. *This would be most conducive in situations with older, more self-sufficient children and may not be applicable where small children need constant supervision.*
 - b. Supervisors will be responsible for monitoring productivity to ensure that work is completed in a timely and consistent manner.
 - c. Flexibility with work hours is encouraged where possible. This may include early morning, evening or weekend work if agreeable with the department and the work is able to be completed at that time while not incurring overtime. Flexible work schedules must be balanced with the needs of all employees in the department, not placing unrealistic additional burdens on staff that remain working on-site.
 - d. A combination of telecommuting and on-site work may be accommodated where children have a split schedule with on-site schooling and virtual schooling.
 - e. Employees may request temporary reductions in work schedules to accommodate childcare/schooling demands. Any reduction in hours would be discussed with the Department Head and Human Resources to determine parameters and if there would be any impact on benefits.
- 6) Protocol if an employee is sick:
- a. If an employee exhibits at least 2 symptoms of illness they should stay home or may be directed to go home if working on-site. Symptoms include:

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- i. Fever of 100.4 or higher or chills
 - ii. Persistent Dry Cough
 - iii. Shortness of Breath or Difficulty Breathing
 - iv. Fatigue
 - v. Muscle or Body Aches
 - vi. Headache
 - vii. New loss of taste or smell
 - viii. Sore throat
 - ix. Congestion or runny nose
 - x. Nausea or vomiting
 - xi. Diarrhea
 - b. Employee should stay home and contact a medical provider or teledoc at ([1-800-Teladoc](tel:1-800-Teladoc).)
 - c. Notify the Human Resources Office of the illness.
 - d. CDC recommends that the employee not return to work until **ALL** of the following conditions are met:
 - i. 10 days from the onset of the symptoms
 - ii. 24 hours after the fever ends (without the use of a fever reducer such as Tylenol)
 - iii. Symptoms have improved.
- 7) If an employee's HOUSEHOLD MEMBER has symptoms of COVID, the CDC recommends that the employee self-quarantine for a period of 14 days AFTER the household member no longer has symptoms.
- 8) Preventive Protocols related to Travel/Activities: Employees that are travelling or participating in activities that result in increased risk of exposure to COVID-19 are asked to notify their Supervisor and participate in a return-to-work screening with Human Resources before working at or in a county facility. The intent of the screening is to reduce the chance of COVID-19 exposure within the workplace.
- a. As employees travel, attend large group activities, or have guests from out of the area, they are asked to follow [safety precautions identified by the CDC](#). Employees travelling or that take part in activities that have higher risk for exposure should discuss this with their supervisor and contact HR for guidance.
 - b. If an employee is already telecommuting and will not return to county facilities for 10 days following the travel or activity, there is no need to contact Human Resources for a screening.
 - c. Employees that participate in travel or group activities may be required to isolate, either on-site, or through telecommuting, for a period of 10 calendar days. These options are provided to ensure that employees can continue to conduct their lives, but provide additional precautions in the event that an exposure did occur while participating in those activities.
 - d. Common scenarios that may result in a recommendation to isolate or telecommute:

- i. Travel other than by personal automobile. IE..Air travel, bus, train, cruise. Travel by personal auto may also result in isolation/telecommuting depending upon the activities/precautions taken during the travel.
 - ii. Attending a large group event. Ie..wedding, shower, rally, concert, reunion etc..
 - iii. Staying in a hotel/motel/B&B.
 - iv. Staying with friends/family may or may not result in isolation/telecommuting depending upon the accommodations, activities and precautions taken.
 - v. Having guests in your home may or may not result in isolation/telecommuting depending upon where the guest are from, how they got here, whether they self-quarantined before arriving, the accommodations, activities and precautions taken.
 - vi. LOCAL activities/group events present exposure risks. Employees must be aware that recreating in the Bayfield County area, depending upon preventive protocols followed, may also result in an employee being advised to isolate/telecommute.
 - vii. This list is not all-inclusive. Employees are encouraged to contact Human Resources for clarification.
- e. Employees should contact Human Resources as far in advance of travel/activities as possible. This allows the employee, department and IT to plan if isolation or telecommuting is recommended.
 - f. Employees do not need to wait until the day before they return to work to complete the screening. It may be completed at any time prior to returning to on-site work (even before the activity or trip occurs).
- 9) Employees that are unable to work or telecommute for qualified reasons may be eligible for paid leave under the Families First Coronavirus Response Act (FFCRA). The Act has two provisions: Emergency Paid Sick Leave ([EPSLA](#)) and Emergency Family and Medical Leave Expansion ([EFMLEA](#)). FAQ related to FFCRA can be found on the US Department of Labor web site at <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>.
- i. EPSLA: The employee is unable to work or telework:
 1. If an employee has symptoms of illness that resemble Covid, and they are seeking a Covid medical diagnosis,
 2. If an employee has illness that resembles Covid and they are advised by their health care provider to self-quarantine.
 3. The employee is off because they have been ordered to quarantine (possibly due to exposure to someone with COVID)
 4. **NOTE: If the employee is unable to work or telecommute when they have attended an event or travelled, they are NOT eligible for EPSLA. They must use their eligible paid leave time.**
 5. Each employee may be eligible for up to 10 days of EPSLA. If the leave were to extend beyond 10 days, the employee would need to use paid leave time until exhausted, then unpaid leave.
 6. The EPSLA is paid at 100% of regular pay.

- ii. EFMLEA: An employee is unable to work or telework because they are caring for an individual ordered to quarantine, or that has been advised to self-quarantine due to Covid.
 - 1. Employee is unable to work or telework because they are caring for their son/daughter because their school or daycare is closed due to Covid. *A school is considered closed on days that they are not offering on-site education.*
 - 2. EFMLEA is paid at 2/3 of regular pay.
- iii. Employees requesting to use EPSLA or EFMLEA must complete an FFCRA [Employee Request Form](#) to verify eligibility for the paid leave. This can be found on the county's employee COVID Information page on the county web site, or by contacting Human Resources.

10) Payroll: Salary Certifications must be submitted by the Department Head to the County Clerk's Office. The Department Head is responsible for verifying the following:

- a. Leave time must be listed per date. (An entry for each work day missed)
- b. Each day missed must have an explanation of the reason the employee missed work. This is important for Federal Emergency Leave provisions. Use the following codes:
 - i. Sick/Vaca/Comp: If the employee is off work and it is **NOT** Covid related, use the normal payroll codes (sick, vacation, comp etc).
 - ii. COVID: Identify the hours (per date) the employee has spent working on COVID response.
 - iii. [EPSLA](#) Federal Emergency Paid Sick Leave.
 - iv. [EFMLEA](#) Emergency Family and Medical Leave Expansion Act.

Scenarios for Bayfield County Employees during COVID-19 Pandemic

This following chart contains answers to common questions and scenarios for employees and was prepared using data from the Wisconsin Department of Health Services and the Centers for Disease Control. Responses below are in accordance with guidance provided to Bayfield County employees as of August 20, 2020 and are subject to change at any time based on new or clarified Federal, State, or local administrative guidance. Communication will be provided to all county users as the situation develops. If you have additional questions, please contact your supervisor or Human Resources.

Scenario 1: I am feeling sick and experiencing symptoms consistent with COVID-19 as identified by the CDC.		
Questions	Answers	
1	What should I do?	Employees feeling sick and experiencing symptoms <u>consistent with COVID-19</u> should notify their supervisor immediately and stay home from

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		<p>work. Your supervisor may inquire about your symptoms for further information. Employee may telecommute if physically able to.</p> <p>Employees are advised to speak with their health professional and should continually monitor their symptoms.</p>
2	What are my options for reporting my time?	<p>Employees have several options for reporting time for work missed as outlined below. Please reach out to HR with any questions.</p> <ol style="list-style-type: none"> 1) Eligible to use paid leave balances, including sick, vacation, or comp time, AND/OR 2) If the employee is unable to work or telecommute, they are eligible to apply for and use Federal Emergency Paid Sick Leave for up to 80 hours (prorated for part time). Once able to return to work or telecommute, this option is no longer available., AND/OR 3) After paid leave is exhausted, employee is eligible to use Unpaid Leave and may file for unemployment.
3	When am I able to return to work?	<p>Employees experiencing symptoms of COVID-19, may return to work ONLY after these three things have all happened:</p> <ul style="list-style-type: none"> • You have no fever (less than 100.4°F) for at least 24 hours without use of medicine that reduces fevers, <u>AND</u> • Other symptoms have improved (for example, cough has improved), <u>AND</u> • At least 10 calendar days have passed since your symptoms first appeared

Scenario 2: I am feeling sick and experiencing symptoms related to COVID-19. I am awaiting my test results AND/OR I have tested negative for COVID-19.

1	What should I do?	<p>Employees with symptoms and who have taken a COVID-19 test but are still awaiting their results should remain home from work for a period of 10 days from initial symptoms. Employee may telecommute if physically able to.</p>
2	What are my options for reporting my time?	<p>Employees have several options for reporting time for work missed as outlined below. Please reach out to HR with any questions.</p> <ol style="list-style-type: none"> 1) Eligible to use paid leave balances, including sick, vacation, or comp time, AND/OR 2) If the employee is unable to work or telecommute, they are eligible to apply for and use Federal Emergency Paid Sick Leave for up to 80 hours (prorated for part time). Once able to return to work or telecommute, this option is no longer available., AND/OR 3) Eligible to use Unpaid Leave and may file for unemployment.
3	When am I able to return to work?	<p>Employees experiencing symptoms of COVID-19, may return to work ONLY after these three things have all happened:</p> <ul style="list-style-type: none"> • You have no fever (less than 100.4°F) for at least 24 hours without use of medicine that reduces fevers, <u>AND</u> • Other symptoms have improved (for example, cough has improved), <u>AND</u> • At least 10 calendar days have passed since your symptoms first appeared <p>If employee has received a positive test result, please refer to <i>Scenario 3</i>.</p>

Scenario 3: I have tested positive for COVID-19.

1	What should I do?	Employees who have tested positive for COVID-19 may telecommute if physically able. Please let your supervisor know if you have tested positive for COVID-19.
2	What are my options for reporting my time?	Employees have several options for reporting time for work missed as outlined below. Please reach out to HR with any questions. 1) Eligible to use paid leave balances, including sick, vacation, or comp time, AND/OR 2) If the employee is unable to work or telecommute, they are eligible to apply for and use Federal Emergency Paid Sick Leave for up to 80 hours (prorated for part time). Once able to return to work or telecommute, this option is no longer available., AND/OR 3) Eligible to use Unpaid Leave and may file for unemployment .
3	When am I able to return to work?	Employees experiencing symptoms of COVID-19, may return to work ONLY after these three things have all happened: <ul style="list-style-type: none"> You have no fever (less than 100.4°F) for at least 24 hours without use of medicine that reduces fevers, <u>AND</u> Other symptoms have improved (for example, cough has improved), <u>AND</u> At least 10 calendar days have passed since your symptoms first appeared

Scenario 4: I am feeling sick but am NOT experiencing symptoms related to COVID-19.

1	What should I do?	Employees who are ill should notify their supervisor and stay home. If working remotely, employee may continue to do so if physically able to.
2	What are my options for reporting my time?	Employees should report time not worked as normal sick time on their timesheet.
3	When am I able to return to work?	Generally, employees should be symptom free before returning to work. Please consult with your supervisor and follow the Sick Leave section of the Employee Handbook.

Scenario 5: I have been directly exposed to a person with COVID-19.

1	What should I do?	Employees who have been <u>directly</u> exposed to a person with COVID-19 must immediately notify their supervisor. These employees should remain home for a minimum of 14 days, or longer if necessary, during which they should monitor their symptoms. Employee may telecommute if physically able to. Directly Exposed means that the employee was within 6 feet of a confirmed case of COVID-19 for 15 minutes or longer. <i>Employees that have been in closed proximity to a confirmed case of COVID-19 for any period of time are encouraged to report/discuss this with Human Resources and/or the Health Department.</i>
2	What are my options for reporting my time?	Employees have several options for reporting time for work missed as outlined below. Please reach out to HR with any questions. 1) Eligible to use paid leave balances, including sick, vacation, or comp time, AND/OR 2) If the employee is seeking a medical diagnosis for the symptoms and is unable to work or telecommute, they are eligible to apply for and use Federal Emergency Paid Sick Leave for up to 80 hours (prorated

		for part time). Once able to return to work or telecommute, this option is no longer available., AND/OR 3) Eligible to use Unpaid Leave and may file for unemployment .
3	When am I able to return to work?	Employees may return to work after a minimum of 14 days from the date of exposure, as long as no other symptoms are present as determined by public health recommendations. If you are tested for COVID-19 and the results are negative, you will still need to complete your full 14 day quarantine, as directed by a public health agency.

Scenario 6: A member of my household is ill and experiencing symptoms related to COVID-19.

1	What should I do?	<p>Employees who have been exposed to a household member that is experiencing symptoms of COVID-19 must immediately notify their supervisor. These employees may be required to remain home for a minimum of 14 days, or longer if necessary, during which they should monitor their symptoms. Employee may telecommute if physically able to. Certain employees may be able to continue to work on-site depending upon the level of exposure and ability to isolate while at their home.</p> <p>If the employee begins to show symptoms, please refer to <i>Scenario 1</i>.</p> <p>If the member of the household is able to test for COVID-19 and is awaiting their results, refer to <i>Scenario 7</i>.</p> <p>If their result is positive, please refer to <i>Scenario 5</i>.</p>
2	What are my options for reporting my time?	<p>If the employee is needed to care for a member of their household who is diagnosed or experiencing symptoms related to COVID-19, you have the following options to report your time,</p> <ol style="list-style-type: none"> 1) Eligible to use paid leave balances, including sick, vacation, or comp time, AND/OR 2) If the employee is unable to work or telecommute, they are eligible to apply for and use Federal Emergency Paid Sick Leave for up to 80 hours (prorated for part time). Once able to return to work or telecommute, this option is no longer available., AND/OR 3) Eligible to use Unpaid Leave and may file for unemployment.
3	When am I able to return to work?	<i>Dependent upon the scenario.</i>

Scenario 7: I have been exposed to a non-household member who is showing symptoms of COVID -19 and they are waiting for their test results.

1	What should I do?	<p>The employee should notify their supervisor of potential exposure. The employee should begin monitoring themselves for symptoms and should limit contact with other employees and citizens as much as possible for 14 days. The employee is able to continue working, but should be extra diligent with their safety protocols.</p> <p>Public Health will notify you if you need to self-quarantine. In this instance refer to <i>Scenario 5</i>.</p> <p>If the employee begins to show symptoms, please refer to <i>Scenario 1</i>.</p>
2	What are my options for reporting my time?	N/A
3	When am I able to return to work?	N/A

Scenario 8: I have been in contact with someone who has been exposed (ie., my spouse was in contact with someone who tested positive for COVID-19).

1	What should I do?	<p>The employee should notify their supervisor of potential exposure. The employee should begin monitoring themselves for symptoms and should limit contact with other employees and citizens as much as possible for 14 days. The employee is able to continue working, but should be extra diligent with their safety protocols.</p> <p>If you develop COVID-19 related symptoms, please contact your medical provider and refer to <i>Scenario 1</i>.</p>
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Scenario 9: My child(ren)'s school and/or daycare is closed and I have no one to take care of them during this time AND I am ABLE to work remotely in my position. A school is considered closed if they are not offering on-site classes.

1	What should I do?	<p>Employees should work with their supervisor to discuss work/scheduling options. <i>Flexible work hours outside of normal operating hours may be authorized in certain situations where feasible.</i></p>
2	What are my options for reporting my time?	Report hours worked as normal.

Scenario 10: My child(ren)'s school and/or daycare is closed due to COVID-19 and I have no one to take care of them during this time AND I am UNABLE to work remotely. A school is considered closed if they are not offering on-site classes.

1	What should I do?	<p>Employees who are unable to telecommute <u>AND</u> have no other adult over age 18 in the household to provide care may qualify for emergency provisions under the Emergency Family Medical Leave Expansion Act (EFMLEA). This provides for 12 weeks of leave to care for children under age 18.</p> <p>Employees seeking EFMLEA to care for children due to school or daycare closures should notify their immediate supervisor as soon as possible. The employee must complete an EFMLEA Request and submit that to Human Resources.</p>
2	What are my options for reporting my time?	<p>Employees on approved EFMLEA may do so as a block (or intermittently with approval from their supervisor and HR) and can be compensated as follows:</p> <ul style="list-style-type: none"> • 2 Week Choice Period -- Employee may use: <ul style="list-style-type: none"> ○ Federal Emergency Paid Sick Leave for up to 80 hours (prorated for part time). This is paid at 66.67% of your regular wage. This option is not available if previously used, OR ○ Substitute paid leave balances, including sick, vacation, or comp time, OR ○ Eligible to use Unpaid Leave. • 10 Remaining EFMLEA/FMLA Weeks <ul style="list-style-type: none"> ○ Employees will be compensated at 66.67% of their regular wage

Scenario 11: I have been directed to work less than my normal hours or not work at all.

1	What are my options for reporting my time?	Employees in this scenario have several options regarding pay, including:
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		<ol style="list-style-type: none"> 1) Eligible to use paid leave balances, including sick, vacation, or comp time, AND/OR 2) Eligible to use Unpaid Leave and may file for unemployment.
Scenario 12: I have been advised by HR that I may not return to on-site work for 10 days because of travel or participating in an activity with higher risk of COVID exposure.		
1	What do I need to know?	If it is determined that the employee was at higher risk for exposure to COVID-19, they may be required to telecommute or isolate for 10 days upon return. If able to work remotely, employee may do so with approval from your supervisor.
2	What should I do?	<p>Employees are asked to notify their supervisor if they attend any large group gatherings (weddings, showers, protests, reunions etc and if their travels take them out of the immediate Ashland/Bayfield County area. If an employee knows they plan to travel or attend an event, they are asked to notify their supervisor as far in advance as possible so that arrangements can be made if telecommuting or isolation are required.</p> <p>Employees should monitor their temperature and watch for COVID-like symptoms daily for at least 10 days upon return.</p>
3	What are my options for reporting my time during the 10-day isolation period?	Must use earned paid leave balances, such as Vacation, and/or Comp Time. Employees are able to take the time unpaid if they do not have any remaining leave balances.
Scenario 13: I am nervous about coming to work.		
1	Can I not come in to work?	Employees must still report to work, unless otherwise directed. Telecommuting may be considered in certain circumstances. Leave of absence may also be considered if telecommuting is not an option.