



Bayfield County Administrator

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Mark Abeles-Allison, *County Administrator*

Kristine Kavajecz, *Human Resources Director*

Paige Terry, *Clerk*

TO: Bayfield County Employees
FROM: Mark Abeles-Allison, County Administrator
Kristine Kavajecz, Human Resources Director
DATE: January 8, 2021
RE: Bayfield County COVID-19 Personnel Guidance and Scenarios

We want to thank all employees for their continued commitment to the safety and well-being of their co-workers, family and community. Overall, employees have been very supportive of protocols that have been put in place, and have been considerate of choices made during personal/off-work-time activities.

The purpose of this memo is to outline ongoing and revised policy related to COVID-19.

- 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/encouraged to telecommute for a designated period of time. The number of staff authorized to telecommute will vary depending upon department size and the needs of the department.
 - a. Designated period of time will be determined on a departmental basis and will vary based upon need.
 - 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.
 - c. Telecommuting duration will vary depending upon needs of the department and individual circumstances.
 - d. 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.
 - e. 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. Employees that are telecommuting must have contingencies in place (such as for child-care) if they are required to return to 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.

01/08/2021

- 4) While telecommuting, staff are discouraged from entering county facilities (this defeats the purpose of telecommuting to reduce risk of exposure).

- 5) School-Year Implications/Accommodations: Each parental situation is unique. 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. Continued 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 must 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 symptoms of illness, they should stay home or may be directed to go home if working on-site. Symptoms include:
 - 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 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 quarantine, 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 quarantine 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 quarantine/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) The Federal Emergency Paid Sick Leave ([EPSLA](#)) and Emergency Family and Medical Leave Expansion ([EFMLEA](#)) legislation expired as of December 31, 2020. **Effective January 1, 2021, through June 30, 2021, if an employee is quarantined (either by a medical provider or Human Resources) or ordered to isolate (by a medical provider), and is unable to telecommute, they may choose from the following options for payroll purposes:**

- i. May use available vacation or comp time.
- ii. May use available sick leave:
 - 1. If the employee has been a close contact of an active COVID case
 - 2. The employee is experiencing symptoms consistent with COVID19 and is awaiting test results
 - 3. The employee is diagnosed with COVID19
 - 4. The employee is caring for an immediate family member that is quarantined/isolated as a result of COVID19.
- iii. May use unpaid leave in lieu of paid leave:
 - 1. If the employee has been a close contact of an active COVID case
 - 2. The employee is experiencing symptoms consistent with COVID19 and is awaiting test results
 - 3. The employee is diagnosed with COVID19
 - 4. The employee is caring for an immediate family member that is quarantined/isolated as a result of COVID19
 - 5. The employee is providing oversight of their dependent child that is schooling virtually.

Use of unpaid leave for these purposes will not impact sick or vacation benefit allocations (no pro-ration).

- iv. Up to 20 days of combined sick and/or unpaid leave may be used for the COVID-related purposes stated above.
Note: Sick leave or unpaid leave may not be used when an employee is unable to telecommute during the quarantine period following travel or participation in events or activities.
- v. Employees unable to telecommute as a result of quarantine or isolation must complete an Employee Request Form to verify eligibility for the leave and for documentation of the type of leave to be used. The form can be found on the county's employee COVID Information page on the county web site, or by contacting Human Resources.

Scenarios for Bayfield County Employees during COVID-19 Pandemic (Effective 1/1/21)

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 January 8, 2021 and are subject to change at any time based on new or clarified Federal, State, or local administrative guidance. Additional provisions may be identified for If you have additional questions, please contact your supervisor or Human Resources.

Scenario 1: I am feeling sick and experiencing <u>symptoms</u> consistent with COVID-19 as identified by the CDC.		
Questions		Answers
1	What should I do?	<p>Employees feeling sick and experiencing symptoms <u>consistent with COVID-19</u> should notify their supervisor immediately and stay home from work. Your supervisor may inquire about your symptoms for further information. Employee is required to telecommute if physically able to. Employees will likely be referred to Human Resources to determine whether quarantine/isolation is applicable and the related timeline.</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 leave as outlined in Item 9 of the January 8, 2021 policy memo. Once able to return to work or telecommute, these options are no longer available. 2) After all 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 on-site 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, AND • Other symptoms have improved (for example, cough has improved), AND • 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 <u>AND/OR</u> 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 notify their supervisor immediately and stay home from work. Your supervisor may inquire about your symptoms for further information. Employee is required to telecommute if physically able to. Employees will likely be referred to Human Resources to determine whether quarantine/isolation is applicable and the related timeline.</p>

		Employees are advised to speak with their health professional and should continually monitor their symptoms.
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 leave as outlined in Item 9 of the January 8, 2021 policy memo. Once able to return to work or telecommute, these options are no longer available. 2) After all 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 on-site 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?	<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 leave as outlined in Item 9 of the January 8, 2021 policy memo. Once able to return to work or telecommute, these options are no longer available. 2) After all 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 that have tested positive for COVID-19, may return to on-site 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 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 had close contact with a person diagnosed with COVID-19.		
1	What should I do?	<p>Employees who have had close contact with a person with COVID-19 must immediately notify their supervisor. These employees should quarantine for 14 calendar days from the date of exposure, or longer if necessary, during which they should monitor their symptoms. Employee may telecommute if physically able to.</p> <p>What counts as close contact?</p> <ul style="list-style-type: none"> • You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more • You provided care at home to someone who is sick with COVID-19 • You had direct physical contact with the person (hugged or kissed them) • You shared eating or drinking utensils • They sneezed, coughed, or somehow got respiratory droplets on you <p><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></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 leave as outlined in Item 9 of the January 8, 2021 policy memo. Once able to return to work or telecommute, these options are no longer available. 2) After all 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 may return to on-site 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, unless authorized to return to on-site work sooner by Public Health or Human Resources.</p>
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 quarantine 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 quarantine 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>

		If their result is positive, please refer to <i>Scenario 5</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. <ol style="list-style-type: none"> 1) Eligible to use leave as outlined in Item 9 of the January 8, 2021 policy memo. Once able to return to work or telecommute, these options are no longer available. 2) After all 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?	<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?	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. Public Health will notify you if you need to self-quarantine. In this instance refer to <i>Scenario 5</i> . If the employee begins to show symptoms, please refer to <i>Scenario 1</i> .
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?	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. If you develop COVID-19 related symptoms, please contact your medical provider and refer to <i>Scenario 1</i> .
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Scenario 9: My child(ren)'s school and/or daycare is closed or my children are schooling virtually and I have no one to take care of them during this time AND I am ABLE to work remotely in my position.

1	What should I do?	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>
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 or my children are schooling virtually and I have no one to take care of them during this time AND I am UNABLE to work remotely.

1	What should I do?	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>
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2	What are my options for reporting my time?	<p>1) Eligible to use leave as outlined in Item 9 of the January 8, 2021 policy memo. Once able to return to work or telecommute, these options are no longer available.</p> <p>After all paid leave is exhausted, employee is eligible to use Unpaid Leave</p>
<p>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.</p>		
1	What do I need to know?	<p>If it is determined that the employee was at higher risk for exposure to COVID-19, they may be required to telecommute or quarantine for 10 days upon return. If able to work remotely, employee may do so with approval from your supervisor.</p>
2	What should I do?	<p>Employees are asked to notify their supervisor and Human Resources if they attend any large group gatherings (weddings, showers, protests, reunions etc) or if they travel somewhere using public transportation (plane, train, bus, ferry) or stay overnight somewhere other than their own home. 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 quarantine are required.</p> <p>Employees should monitor their temperature and watch for COVID-like symptoms daily for at least 10 days upon return, or following attendance at group events.</p>
3	What are my options for reporting my time during the 10-day quarantine period?	<p>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 applicable paid leave balances.</p>