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BAYFIELD
C O U N T Y

Bayfield County Administrator

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Mark Abeles-Allison, *County Administrator*
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TO: Bayfield County Employees
FROM: Mark Abeles-Allison, County Administrator
             Kristine Kavajecz, Human Resources Director
DATE: May 10, 2021
RE: May 10 Policy Revision- Bayfield County COVID-19 Personnel
             Guidance and Scenarios

Many staff have taken advantage of the opportunity to be vaccinated against COVID19. While the vaccines do provide significant protections, everyone is still encouraged to do what they can to prevent the spread of the virus. CDC guidelines are evolving as more data is available related to the effectiveness of the vaccines.

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

If you've been fully vaccinated:

1) You can gather indoors with fully vaccinated people without wearing a mask or staying 6 feet apart.
2) You can gather indoors with unvaccinated people of any age from one other household (for example, visiting with relatives who all live together) without masks or staying 6 feet apart, unless any of those people or anyone they live with has an increased risk for severe illness from COVID-19.
3) You can gather or conduct activities outdoors **without** wearing a mask except in certain crowded settings and venues.
4) If you travel in the United States, you do not need to get tested before or after travel or self-quarantine after travel.
5) You need to pay close attention to the situation at your international destination before traveling outside the United States.
    a. You do NOT need to get tested **before** leaving the United States unless your destination requires it.
    b. You still need to show a negative test result or documentation of recovery from COVID-19 **before** boarding an international flight to the United States.
    c. You should still get tested 3-5 days **after** international travel.
    d. You do NOT need to self-quarantine **after** arriving in the United States.

6) <mark>If you've been around someone who has COVID-19, you do not need to stay away from others or get tested unless you have symptoms.</mark>
    a. <mark>However, if you live in a group setting (like a correctional or detention facility or group home) and are around someone who has COVID-19, you should still get tested, even if you don't have symptoms.</mark>

1) **TELECOMMUTING IS STILL ENCOURAGED** to ensure that operations can continue in the event of an outbreak and to provide flexibility for and safety for staff.
    a. Telecommuting duration will vary depending upon needs of the department and individual circumstances.
    b. Staff members that telecommute must complete a [telecommuting agreement](#) and meet the agreement terms.
    c. 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.

2) **PROTOCOL IF AN EMPLOYEE IS SICK (applies whether vaccinated or not)**:
    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](#).)
    c. Notify the Human Resources Office of the illness.
    d. Employees that have <u>not been</u> vaccinated and are experiencing symptoms consistent with COVID-19 may 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.
    e. Employees that <u>have</u> been vaccinated and are experiencing symptoms consistent with COVID-19, may return to on-site work ONLY after these three things have all happened:
        i. You have no fever (less than 100.4°F) for at least 24 hours without use of medicine that reduces fevers, <u>AND</u>

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  ii. Other symptoms have improved (for example, vomiting/diarrhea has stopped), <u>AND</u>

  iii. 10 days from the onset of symptoms -OR- you have received a negative COVID test.

 f. ==Where you can get tested (not all-inclusive):==

  i. ==Your personal Physician's Office==

  ii. ==Walgreens (drive thru by appointment)==

  iii. ==Essentia Health (drive thru by appointment) https://www.essentiahealth.org/covid-19/covid-19-testing/==

  iv. ==Request an At-Home Test Kit== https://www.dhs.wisconsin.gov/covid-19/testing.htm

  v. ==Community Testing Site (dates and locations vary)== https://www.dhs.wisconsin.gov/covid-19/testing.htm

  vi. ==Duluth Entertainment Convention Center (Wed-Sun)== https://decc.org/blog/2020/09/30/covid-19-community-saliva-testing/

  vii. ==UW Superior Testing Site Mon-Fri:== https://www.uwsuper.edu/ehs/coronavirus/covidtestingsite.cfm

3. **<u>PROTOCOL FOR CLOSE CONTACT</u>**:

Close Contact is defined as:

- 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

If an employee has had exposure to someone that has symptoms of, or someone that has a confirmed case of COVID19:

If <u>NOT</u> vaccinated:

- The quarantine period is 14 days from the last contact with the person.

- Daily symptom monitoring with the Health Department must be in place for 14 days. Quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring and demonstration of good compliance in monitoring.

- Daily symptom monitoring with the Health Department must be in place for 14 days with demonstration of good compliance in reporting. Quarantine can end after Day 7 if no symptoms have been reported and after receiving a negative test result (test must occur on day 5 or later).

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If <u>VACCINATED</u>: People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms.

4) **<u>PROTOCOLS RELATED TO TRAVEL/ACTIVITIES (whether vaccinated or not):</u>**
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.

    g. Employees that participate in travel or group activities may be required to quarantine, either on-site, or through telecommuting, for a period of up to 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.

    h. 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 and the location travelled to.

        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 is from, how they got here, whether they self-quarantined before arriving, the accommodations, activities and precautions taken.

        vi. This list is not all-inclusive. Employees are encouraged to contact Human Resources for clarification.

    i. As employees travel, attend medium or 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.

    j. 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.

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k. 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.

l. 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).

People who are fully vaccinated with an FDA-authorized vaccine can travel safely within the United States.

If you are fully vaccinated, take the following steps to protect others if you travel:

- During Travel
    - Wear a mask over your nose and mouth. **Masks are required** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
    - Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
    - Wash your hands often or use hand sanitizer (with at least 60% alcohol).
- After Travel
    - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
    - Follow all state and local recommendations or requirements.

You do NOT need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months. You should still follow all other travel recommendations.

CDC recommends delaying travel until you are fully vaccinated, because travel increases your chance of getting and spreading COVID-19. If you are not fully vaccinated and must travel, follow CDC's recommendations for unvaccinated people.

This guidance applies to travel within the United States and U.S. territories.

If you are not fully vaccinated and must travel, take the following steps to protect yourself and others from COVID-19:

- Before you travel:
    - Get tested with a viral test 1-3 days before your trip.
- While you are traveling:
    - Wear a mask over your nose and mouth. **Masks are required** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
    - Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
    - Wash your hands often or use hand sanitizer (with at least 60% alcohol).
- After you travel:

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- o **Get tested** with a **viral test** **3-5 days** after travel **AND** stay home and self-quarantine for a full 7 days after travel.
  - Even if you test negative, stay home and self-quarantine for the full 7 days.
  - If your test is positive, isolate yourself to protect others from getting infected.
- o If you don't get tested, stay home and self-quarantine for 10 days after travel.
- o Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.
- o Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- o Follow all state and local recommendations or requirements.

3) **PAY OPTIONS FOR QUARANTINE WHEN UNABLE TO TELECOMMUTE:**

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:

a. May use available vacation or comp time.

b. May use available sick leave:
   i. If the employee has been a close contact of an active COVID case
   ii. The employee is experiencing symptoms consistent with COVID19 and is awaiting test results
   iii. The employee is diagnosed with COVID19
   iv. The employee is caring for an immediate family member that is quarantined/isolated because of COVID19.

c. May use unpaid leave in lieu of paid leave:
   i. If the employee has been a close contact of an active COVID case
   ii. The employee is experiencing symptoms consistent with COVID19 and is awaiting test results
   iii. The employee is diagnosed with COVID19
   iv. The employee is caring for an immediate family member that is quarantined/isolated because of COVID19
   v. 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).

d. Up to 20 days of combined sick and/or unpaid leave may be used for the COVID-related purposes stated above. Following use of those 20 days, all eligible paid leave must be exhausted before additional unpaid leave will be considered.
Note: If an employee is unable to telecommute during the quarantine period following travel or participation in events or activities, they are not eligible to use sick leave (unless during first year of employment). Unpaid leave will only be approved if all other eligible paid leave time has been exhausted.

e. 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 5/10/2021)

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 April 6, 2021 and are subject to change at any time based on new or clarified Federal, State, or local administrative guidance. 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. *These provisions apply even if an employee has a negative COVID test.*		
	Questions	**Answers**
1	What should I do?	Employees feeling sick and experiencing symptoms consistent with COVID-19 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. Employees are advised to speak with their health professional and should continually monitor their symptoms.
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 leave as outlined in Item 4. 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	I have **NOT** had my COVID Vaccination. When am I able to return to work?		Employees that have not been vaccinated and are experiencing symptoms of COVID-19, may return to on-site work ONLY after these three things have all happened: • 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
	I **have** had my COVID Vaccination. When am I able to return to work?		Employees that have been vaccinated and are experiencing symptoms consistent with COVID-19, may return to on-site work ONLY after these three things have all happened: • 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, vomiting/diarrhea has stopped), AND • At least 10 calendar days have passed since your symptoms first appeared -OR- you have received a negative COVID test.

Scenario 2: 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 leave as outlined in Item 4. 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?		Employees that have tested positive for COVID-19, may return to on-site work ONLY after these three things have all happened: • 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 3: I am feeling sick but am NOT experiencing symptoms related to COVID-19.

1	What should I do?		Employees who are ill must notify their supervisor and stay home. If working remotely, employee may continue to do so if physically able to. The employee may be asked to participate in a screening with Human Resources to determine whether quarantine is applicable.
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.
4	Examples		Toothaches, Migraines for persons that have a history of them, Consistent Menstrual Symptoms, backache. *Employees must contact*

			Human Resources for a screening if they are experiencing symptoms consistent with COVID19, even if they seem to be normal occurring symptoms.

Scenario 4: I have had close contact with a person that has symptoms consistent with COVID-19 or has been diagnosed with COVID-19.

1	What should I do?		Employees who have had close contact with a person with COVID-19 or that has symptoms consistent with COVID-19 must immediately notify their supervisor. **What counts as close contact?** You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more. This time does not need to be all at once, it can be over the course of a day. • 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 *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 **have** had my COVID Vaccination:		Vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are **not** required to quarantine if they meet **all** of the following criteria: • Are fully vaccinated (i.e., ≥2 weeks following receipt of the second dose in a 2-dose series, or ≥2 weeks following receipt of one dose of a single-dose vaccine) • Have remained asymptomatic since the current COVID-19 exposure
	I have **NOT** had my COVID Vaccination:		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. Quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring. Quarantine can end after Day 7 after receiving a negative test result (test must occur on day 5 or later) and if no symptoms have been reported during daily monitoring.
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 leave as outlined in Item 4. 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?		Employees may return to on-site work once they complete a screening and are authorized to return to on-site work by Human Resources.

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Scenario 5: I have been advised by HR that I must quarantine 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 quarantine for up to 10 days upon return. If able to work remotely, employee may do so with approval from your supervisor. Employee may be allowed to quarantine on-site in certain circumstances.
2	What should I do?	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. 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.
3	What are my options for reporting my time during the quarantine 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 applicable paid leave balances.
4	How long is the quarantine period if I have **NOT** had my COVID Vaccination:	- Get tested with a viral test 3-5 days after travel **AND stay home and self-quarantine** for a full 7 days after travel. - Even if you test negative, stay home and self-quarantine for the full 7 days. - If your test is positive, isolate yourself to protect others from getting infected. - If you don't get tested, stay home and self-quarantine for 10 days after travel. - Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.
	How long is the quarantine period if I **have** had my COVID Vaccination:?	- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms. - You do NOT need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months.

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