

## TEMPORARY WORK RULE COVID-19/FLU

**NUMBER:** A-22

**EFFECTIVE:** March 20, 2020

**REPLACES:** A-22 Temporary Work Rule: COVID-19/FLU (03-16-2020)

**PURPOSE:** For purposes of this guidance, the term COVID-19 will be used. This is the illness caused by the novel Coronavirus, a/k/a the SARS-CoV-2 virus. The World Health Organization has declared this outbreak a pandemic, and the Governor of Wisconsin and the Brown County Board of Supervisors have both declared States of Emergency. These work rules are being implemented to reduce virus spread.

**WORK RULES:** Brown County is temporarily adopting the following Temporary Work Rules, which are based on local Public Health and Center for Disease Control (CDC) Recommendations, and which must be followed by Brown County employees.

### **General Required Employee Health Precautions**

- Cover your coughs and sneezes with your sleeve or a disposable tissue, and wash your hands after coughing or sneezing.
- Wash your hands often with soap and water for at least 20 seconds, especially before eating, after going to the bathroom, and after sneezing, coughing, or blowing your nose. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid 'close contact' with people who are sick – 'close contact' means coming within 6 feet of an individual, and avoid touching your eyes, nose, and mouth.
- Use disposable disinfectant wipes, if available, on commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) on a regular and frequent basis.

### **Specific Temporary Work Rules**

- Employees that exhibit a **combination** of symptoms, in particular a shortness of breath or coughing, **and** a fever at or above 100.4° F (38° C), should stay home from work until they are 'fever free' for 72 hours without the use of fever-reducing medicine such as Tylenol and Advil – 'fever free' means exhibiting a temperature of less than 100.4° F (38° C) using an oral thermometer.
- Employees that have come into contact with a confirmed case of COVID-19, employees that have been confirmed to have COVID-19, and employees that have been in contact with someone who has been quarantined for COVID-19, should notify their supervisors and Human Resources as soon as possible.
- Employees who are at work and are exhibiting symptoms such as shortness of breath, coughing and/or a fever may be assessed on a case-by-case basis by Human Resources to determine, with consultation from Public Health, whether measures such as sending such employees home until they are able to safely return to work are necessary.
- Employees shall continue to follow standard leave of absence rules and procedures.

**Travel**

- Limit participation in meetings to essential, mandatory events approved by the Department Head, and attempt to avoid in-person meetings when practicable and appropriate. Optional events (trainings, conferences) shall be avoided.
- **Travel outside of Brown County is not recommended at this time, and may result in an employee being subject to quarantine.** If an employee chooses to travel to other states in the US, or chooses to travel internationally, then the employee is required to inform his or her supervisor and Human Resources of such **at least one day prior** to the employee's departure from the other state or country. **Prior to** the employee returning to work, Human Resources, in consultation with local Public Health, will determine whether measures such as requiring such employees to remain home until they are able to safely return to work are necessary. Such employees may be required to self-quarantine.
- The CDC Website maintains and updates a list of domestic states that have confirmed cases of COVID-19, currently found here: <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>. Also, the CDC website maintains and updates a list of countries that have confirmed cases of COVID-19, currently found here: <https://www.cdc.gov/coronavirus/2019-ncov/locations-confirmed-cases.html>. Finally, the CDC website maintains a list of Level 3 Countries (countries with sustained and/or widespread transmission of COVID-19), found here: <https://wwwnc.cdc.gov/travel/notices>.

**Building/Department Closure and Pay**

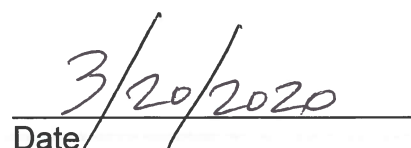
- Normal Emergency Work Rules (i.e., work rules regarding pay for Weather Emergencies) apply, specifically the "Pay for Employees" section of Policy A-29 applies, which generally requires non-exempt employees to use Paid Time Off or Unpaid Leave for their absences, or if allowed by their department head, to make up missed hours during the week in which the emergency occurred as long as that does not result in overtime. Salaried/exempt employees have the choice to flex their hours as per existing policy, and/or to use paid time off.
- **NOTE: The federal Families First Coronavirus Response Act (FFCRA), signed by President Trump on 03-18-2020, will take effect within 15 days of his signing, and provides significant relief to certain employees experiencing certain hardships due to the Coronavirus, including in general 80 hours of Paid Emergency Sick Leave, and in general 12 weeks of Paid Emergency Family Leave (exceptions apply). Further guidance regarding the details of the FFCRA will be provided via Memorandum.**

**EXEMPTIONS:** Departments Heads may develop additional guidelines, or augment temporary work rules based on operational needs, as long as such guidelines and/or temporary work rules are approved in advance by Administration. Contractual language shall supersede any temporary work rules.

**VIOLATIONS:** Violation of these Temporary Work Rules may result in disciplinary action, up to and including termination.

**APPROVED BY:**

  
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County Executive

  
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Date