

QUICK REFERENCE: Symptoms of COVID-19

Administrative Order 20-7v4

Order Effective Date: December 1, 2020



What to Do for Symptoms Compatible with COVID-19

NOTE: Symptoms may appear from 2 to 14 days following Exposure.

Employees and Contractors with Symptoms Compatible with COVID-19

- When Symptoms occur, individual should return home immediately, if at a Milwaukee County or public facility, or remain home.
 - If leaving a County or public facility, symptomatic individual should: stay at least 6 feet away from others; wear mask; avoid contacting furniture, equipment and surfaces; avoid public transportation if possible
- Should notify their supervisor of their status as soon as possible and identify any spaces where they spent 15 minutes or more over the prior 48 hours.
- Should quarantine for as long as they have Symptoms.
- **NEW!** Symptomatic Individuals who do not telework full time **must be tested** for COVID-19 immediately.
 - Employee should be tested for COVID-19 as soon as possible and no later than one (1) business day from the onset of Symptoms.
 - Employee should Quarantine while test results are pending and may telework if able.
 - Employee should notify supervisor of test results as soon as they are available.
 - If test results are positive, employee should follow directions in Section II of Administrative Order 20-7.

Managers Notified of Symptomatic Individuals

- Should confirm Symptoms and instruct symptomatic employee, contractor or visitor to leave County facility. Should wear a mask and maintain at least six feet of distance while confirming.
- Should cordon off areas where the symptomatic individual spent 15 minutes or more over the last 48 hours.
- Should request the local facilities team to conduct a Level I sanitation clean of all areas used by the symptomatic individual OR should follow [CDC guidance](#) for cleaning.
- Should notify other employees or contractors who had Close Contact with symptomatic individual so that they can monitor themselves for Symptoms.

Return to Work for Employees or Contractors with Symptoms of COVID-19

- Symptomatic Individuals not teleworking full time **must meet both** of these criteria before returning to work:
 - The supervisor must have documentation of negative test results from the employee, AND
 - The employee must be symptom free for 24 hours. If the symptom was fever, this means at least 24 hours of a temperature below 100.4 degrees without the aid of fever reducers such as aspirin or acetaminophen.
- Symptomatic individuals who telework full time should either telework or use sick time, per standard department sick leave policies.

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Important Definitions

- **Close Contact:**¹ A person with Close Contact is someone who:
 - i. Was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for an asymptomatic infected person, 2 days prior to test specimen collection) until the time the infected person is isolated. This is the definition **regardless of whether face masks or personal protective equipment (PPE) were worn by any or all individuals, and/or**
 - ii. Provided care at home to an infected person; and/or
 - iii. Had direct physical contact with an infected person (touched, hugged, or kissed them); and/or
 - iv. Shared eating or drinking utensils with an infected person; and/or
 - v. Got respiratory droplets (for example, was sneezed or coughed on) on them from an infected person.
- **Confirmed Case of COVID-19:** A case of COVID-19 that has been confirmed through a positive test for COVID-19 OR has been confirmed by a medical professional as being a suspected case of COVID-19 based on symptoms.
- **Contractor:** For the purpose of this order a contractor is an individual working alongside County employees as part of the overall County workforce.
- **Exposure to COVID-19 (Exposure):** Any form of Close Contact with an individual with a Confirmed Case of COVID-19 during the last 14 days.
- **Quarantine:** Keeps **someone who might have been exposed** to the virus away from others. When you quarantine, you should:
 - Stay home!
 - Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19
 - If possible, stay away from others, especially people who are at [higher risk](#) for getting very sick from COVID-19
- **Symptoms Compatible with COVID-19:** Please note that symptoms may appear from 2 to 14 days following Exposure. Also see the [CDC self-check tool](#) for identifying COVID-19 symptoms. The following symptoms may be symptoms of COVID-19 if they are new for you or if you do not commonly experience them:

○ Feverish or temperature of 100.4 ⁰ F (38 ⁰ C) or higher ²	○ New loss of taste or smell
○ Chills	○ New sore throat
○ Nausea or vomiting	○ New cough
○ Diarrhea	○ Headache that is new or different for you
○ New shortness of breath or difficulty breathing	○ Unexpected fatigue
○ New congestion or runny nose	○ Unexpected muscle or body aches

¹ For employees at work in a healthcare or medical setting, Close Contact does not qualify if the CDC-recommended PPE was used when job duties were performed.

² Note that the threshold for fever in healthcare workers is temperature of 100.0⁰F.