Overview of this Manager Guide

This guide is designed to be a ready-reference for managers, supervisors and team leaders who may need to deal with Milwaukee County employees and contractors, as well as visitors to Milwaukee County facilities, who have:

- Confirmed cases of COVID-19,
- Symptoms of COVID-19, or
- Exposure to COVID-19.

The Guide also contains:
- Important definitions

Note: Managers with **Critical Infrastructure Employees or Contractors who have Exposure** to COVID-19 who are considering an adaptive Quarantine because of staffing shortages should consult the Quick Reference Guide: Critical Infrastructure Employees with Exposure to COVID-19 or Section V of Administrative Order 20-7.

If you have questions, please consult the Administrative Order or contact **COVID19@milwaukeecountywi.gov.**

Manager Actions for Confirmed Cases of COVID-19

Managers Notified of Individuals with Confirmed Cases of COVID-19

- Should cordon off areas where the infected employee, contractor, or visitor 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 infected individual OR should follow CDC guidance for cleaning.
- Should notify other employees or Contractors who had Exposure to infected employee or Contractor so that they can immediately begin Quarantining for 14 days.

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

- **Persons with Confirmed Cases COVID-19 who have Symptoms** may return under the following conditions:
    o At least 10 days have passed since symptoms onset **and**
    o At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
    o Other symptoms have improved.
- **Persons infected with Confirmed Cases COVID-19 who never developed Symptoms** may discontinue isolation and other precautions 10 days after the date of their first positive test for COVID-19, where day zero is the date of the positive test.
- Note that a negative test for COVID-19 **is not** required to return to work at this time, as tests may continue to register positive after an individual is no longer infectious.
- Individuals with Confirmed Cases of COVID-19 must provide documentation from medical professional confirming either the positive test results or the suspected case of COVID-19 prior to returning to work.

Manager Actions for Symptoms of COVID-19

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

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 who do not telework 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.

Manager Actions for Exposure to COVID-19

Keep in mind that once an individual has Exposure to someone with a Confirmed Case of COVID-19, the Exposed individual MUST quarantine for 14 days, even if the Exposed individual has a negative test for COVID-19. Since it can take from 2 to 14 days following Exposure for symptoms to emerge, the full 14-day quarantine period after Exposure must be observed.

NOTE: Managers with **Critical Infrastructure Employees or Contractors who have Exposure** to COVID-19 who are considering an adaptive Quarantine because of staffing shortages should consult the Quick Reference Guide: Critical Infrastructure Employees with Exposure to COVID-19 or Section V of Administrative Order 20-7.

New! Employees and Contractors Exposed to COVID-19 who have had Positive Cases of COVID-19 in the past 90 days

Individuals who have recovered from a confirmed case of COVID-19 and who are subsequently exposed to COVID-19 do NOT need to quarantine after exposure as long as:

- Their positive test for COVID-19 was within the past 90 days, where the day of the initial positive test was day zero; **AND**
- They have met the return to work criteria for individuals with a Confirmed Case of COVID-19 (also see Administrative Order 20-7, Section II.C); **AND**
- They have no current Symptoms Compatible with COVID-19.

Managers Notified of Individuals Exposed to COVID-19

- No specific actions are required if employees or contractors have had Exposure to individuals with confirmed cases of COVID-19 beyond requiring the Exposed employee(s) to Quarantine.

Return to Work for Individuals Exposed to COVID-19

- Employees may return to work 14 days after their last exposure to an individual with COVID-19, as long as employees exhibit no symptoms for COVID-19.
- Note that a negative test for COVID-19 does NOT reduce the length of the quarantine.
- See CDC guidelines for quarantining for detailed information on how to determine the length of quarantine if multiple household members have Confirmed Cases of COVID-19.

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.

- **Critical Infrastructure Worker:** The Centers for Disease Control (CDC) defines a Critical Infrastructure Worker as one needed to deliver critical services, including law enforcement, transportation, 911 call center, and others. See the CDC guidelines for a complete list

- **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.

- **Isolation:** Keeps **someone who is infected** with the virus away from others, even in their home. When you isolate, you should:
  o Stay home!
  o Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately
  o Stay in a separate room from other household members, if possible
  o Use a separate bathroom, if possible
  • Avoid contact with other members of the household and pets
  • Don't share personal household items, like cups, towels, and utensils
  • Wear a mask when around other people, if you are able to

- **Quarantine**: Keeps **someone who might have been exposed** to the virus away from others. When you quarantine, you should:
  o Stay home!
  o Watch for fever (100.4∘F), cough, shortness of breath, or other symptoms of COVID-19
  o If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

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[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.

- **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:

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

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

Note: This Guide does not replace or modify any element of Administrative Order 20-7v4.