



Milwaukee County COVID-19 Public Health Emergency
Non-Essential, Non-Telework, and Non-Telework-Able Employees to Stop
Work Administrative Order 20-6v1
Version 1 Issued and Effective as of 5:00 p.m. on Wednesday, March 18, 2020

COVID-19 Non-Essential, Non-Telework, and Non-Telework-Able Employees to Stop Work Administrative Order

Milwaukee County is experiencing community transmission of COVID-19, also known as community spread. According to the CDC, this means that, “people have been infected with the virus in an area, including some who are not sure how or where they became infected.” As a result, it is imperative that County leaders decrease the number of people in public and work spaces.

If you have questions about this, or any other Administrative Order or policy, please email: COVID-19@milwaukeecountywi.gov

I. COVID-19 Non-Essential, Non-Telework, and Non-Telework-Able Employees to Stop Work

Administrative department heads and other elected officials, or their designees, should execute the below orders as soon as possible, and no later than 10:00 a.m. on Thursday, March 19, 2020.

- A. All telework-ready¹ employees who have not yet been directed to start teleworking should be directed to start teleworking immediately.
- B. All non-essential employees who cannot telework should stay home until further notice. These employees should charge time to the “PH Leave” code.
 - i. IMSD will continue to meet try and meet the equipment needs of non-essential, telework-able² employees. Until a non-essential, telework-able employee’s equipment needs are met, however, the employee should stay home and charge time to the “PH Leave” code.
- C. All non-essential functions operating in the Courthouse should close.

In short, only essential employees who are not able to telework should be working in person at County facilities.

¹ **Telework-Ready:** As determined by a department head, an employee or function that has the necessary equipment to be performed from a remote location. Necessary equipment may include laptops, essential job software, cell phone, and internet access, as needed. “Telework-Ready” status is determined by department leadership.

² **Telework-Able:** As determined by a department head, an employee or function that could reasonably meet operational and job needs from a remote location. “Telework-Able” status is determined by department leadership. Department leadership should undertake all reasonable efforts to maximize employee telework capability, with the understanding that some services must be provided in person.