



## Milwaukee County COVID-19 Public Health Emergency Travel Administrative Order 20-2v3

20-2v1 Issued and Effective as of 7:00 a.m. on Friday, March 13, 2020

20-2v2 Issued and Effective as of 7:00 a.m. on Wednesday, April 1, 2020

20-2v3 Issued and Effective as of 7:00 a.m. on Wednesday, June 3, 2020

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Since Governor Evers' declaration of a public health emergency associated with COVID-19 on March 12, 2020, the County's principal goal has been and remains to protect the health of its employees and the public. The County recognizes that the populations it serves have essential needs that must be met even – or especially – during such an emergency.

Version 3 of Administrative Order 20-2v2 has been materially updated with regard to quarantine expectations for employees who travel. Going forward the County will rely heavily on guidance from the Centers for Disease Control in setting travel expectations for employees. This Order is effective at 7:00 a.m. on Wednesday, June 3, 2020, and replaces the second version (20-2v2).

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

### **I. COVID-19 Employee Travel Administrative Order 20-2v3**

This order addresses employee travel while on County business and employee personal travel. In general it follows recommendations from the federal Centers for Disease Control (CDC)<sup>1</sup> for travel inside and outside the United States. Please visit the CDC's site "[Travel in the United States](#)" for important information before, during and after travel.

If requested, an employee shall provide documentation of relevant travel.

#### **A. Employee Business Travel in Local Area**

When a Milwaukee County employee needs to travel in the greater Milwaukee area as a required part of his or her job, the employee should follow both the CDC [general guidelines](#) and Milwaukee County Administrative Order 24-4.v1 (and any subsequent updates): [In-Person Workers: Social Distancing and Symptomatic Employees and Contractors](#). These two orders outline practices intended to help keep individuals safe during work and work-related travel, and employees and contractors should follow these recommendations diligently.

If an employee or contractor becomes aware that he or she has been exposed to an individual or individuals with COVID-19 during business travel in the local area or becomes symptomatic<sup>2</sup>, the employee or contractor should immediately follow Milwaukee County Administrative Order 20-5v1 (and any subsequent updates): [Self-Quarantine Administrative Order](#). This order outlines the steps an employee or contractor should take following exposure to the coronavirus.

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<sup>1</sup> See the general CDC advice at: <https://wwwnc.cdc.gov/travel/page/traveler-information-center>.

<sup>2</sup> See the CDC's [Symptoms of Coronavirus](#).

## **B. Employee Business Travel Outside Local Area**

All employee business travel outside the local area **must be pre-approved by the employee's department head and by the County Executive Chief of Staff**. Only if approved in advance may an employee travel on County business outside the local area.

For approved employee travel outside the local area, the employee should follow both the CDC [general guidelines](#) and Milwaukee County Administrative Order 24-4.v1 (and any subsequent updates): [In-Person Workers: Social Distancing and Symptomatic Employees and Contractors](#). These two orders outline practices intended to help keep individuals safe during work and work-related travel, and employees and contractors should follow these recommendations diligently.

If an employee or contractor becomes aware that he or she has been exposed to an individual or individuals with COVID-19 during business travel outside the local area or becomes symptomatic<sup>3</sup>, the employee or contractor should immediately follow Milwaukee County Administrative Order 20-5v1 (and any subsequent updates): [Self-Quarantine Administrative Order](#). This order outlines the steps an employee or contractor should take following exposure to the coronavirus.

## **C. Employee Personal Travel within the United States**

While the CDC and Milwaukee County discourage travel unless absolutely necessary, both recognize that individuals and families may have reasons to resume some travel. Similar to business travel, the employee should follow both the CDC [general guidelines](#) and Milwaukee County Administrative Order 24-4.v1 (and any subsequent updates): [In-Person Workers: Social Distancing and Symptomatic Employees and Contractors](#). These two orders outline practices wearing intended to help keep individuals and families safe during personal travel, and employees and contractors should follow these recommendations diligently.

If an employee or contractor becomes aware that he or she has been exposed to an individual or individuals with COVID-19 during personal travel or becomes symptomatic<sup>4</sup>, the employee or contractor should immediately follow Milwaukee County Administrative Order 20-5v1 (and any subsequent updates): [Self-Quarantine Administrative Order](#). This order outlines the steps an employee or contractor should take following exposure to the coronavirus.

## **D. Employee Personal Travel outside the United States and / or on Cruise Ships**

While the CDC and Milwaukee County **strongly discourage international travel, including domestic or international cruise ship travel**, both recognize that individuals or families may need to travel under extraordinary circumstances.

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<sup>3</sup> See CDC's [Symptoms of Coronavirus](#).

<sup>4</sup> See CDC's [Symptoms of Coronavirus](#).

The CDC designates countries by [risk level](#). The CDC also includes cruise ships in its ratings. If any Milwaukee County employee or contractor travels outside the United States to countries or on cruise ships designated as:

- Watch Level 1: Practice Usual Precautions
- Watch Level 2: Practice Enhanced Precautions

Then the employee should follow both the CDC [general guidelines](#) and Milwaukee County Administrative Order 24-4.v1 (and any subsequent updates): [In-Person Workers: Social Distancing and Symptomatic Employees and Contractors](#). These two orders outline practices intended to help keep individuals, families and contractors safe during personal travel, and employees and contractors should follow these recommendations diligently.

If an employee or contractor becomes aware that he or she has been exposed to an individual or individuals with COVID-19 during personal travel to a Watch Level 1 or Watch Level 2 country or cruise ship or becomes symptomatic<sup>5</sup>, the employee or contractor should immediately follow Milwaukee County Administrative Order 20-5v1 (and any subsequent updates): [Self-Quarantine Administrative Order](#). This order outlines the steps an employee or contractor should take following exposure to the coronavirus.

If any Milwaukee County employee or contractor plans to travel outside the United States to countries or cruise ships designated as:

- Watch Level 3: Avoid Nonessential Travel – Widespread Ongoing Transmission
- Watch Level 3: Widespread Ongoing Transmission with restrictions on entry to the United States

**Then the employee must notify both his or her supervisor and his or her department head at least two weeks prior to travel.** During travel the employee should follow both the CDC [general guidelines](#) and Milwaukee County Administrative Order 24-4.v1 (and any subsequent updates): [In-Person Workers: Social Distancing and Symptomatic Employees and Contractors](#). These two orders outline practices intended to help keep individuals, families and contractors safe during personal travel, and employees and contractors should follow these recommendations diligently.

Following travel to any Watch Level 3 country or cruise ship, an employee or contractor **MUST also self-quarantine for 14 days** following the [Milwaukee County Administrative Order Self-Quarantine](#) prior to returning to work, unless the employee or contractor is able to telework under the [Milwaukee Telework County Administrative Order](#).

UNTIL ADMINISTRATIVE ORDER 20-2v3 IS TERMINATED, USE OF LEAVE CONSISTENT WITH THESE OR OTHER RELEVANT COVID-19 ADMINISTRATIVE ORDERS WILL NOT COUNT AS ATTENDANCE OCCURANCES FOR PURPOSES OF DISCIPLINARY ACTION.

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<sup>5</sup> See the CDC's [Symptoms of Coronavirus](#).

**USE OF LEAVE INCONSISTENT WITH THESE OR OTHER RELEVANT COVID-19 ADMINISTRATIVE ORDERS MAY SUBJECT EMPLOYEE TO CORRECTIVE ACTION UP TO AND INCLUDING TERMINATION.**