



## Milwaukee County COVID-19 Public Health Emergency Travel Administrative Order 20-2v4

- 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 Tuesday, June 9, 2020  
20-2v4 Issued and Effective as of 12:01 a.m. on Monday, December 14, 2020
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With an incredibly high infection rate that is continuing to rise in our community, we must do everything we can to slow the spread of COVID-19. We are seeing state and local governments nationwide re-instate travel restrictions and stay at home orders. Staying home has been the guidance from the Centers for Disease Control (CDC)<sup>1</sup> and the state throughout much of the pandemic as travel is considered inherently risky. Travel can increase your chance of **spreading and getting** COVID-19. Postponing travel and **staying home is the best way to protect yourself and others from COVID-19**. In alignment with this guidance from the CDC and renewed restrictions by other governmental entities, Milwaukee County recommends that employees do not travel out of state at this time.

Version 4 of Administrative Order 20-2 has been modified to reflect Milwaukee County's renewed restriction on out-of-state travel and the expectation of a full or adapted quarantine for those employees who choose to travel out of state. Version 4 of this Order is effective at 12:01 a.m. on Monday, December 14, 2020, and replaces Version 3. **The rules in this order apply to all out-of-state travel that begins after the effective date.**

Whenever an employee is traveling, whether in state or out of state, they should diligently follow CDC [general guidelines](#) and Milwaukee County Administrative Orders on [Social Distancing](#) (20-4) and [Face Masks](#) (20-14).

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. Employee Personal Out-of-State Travel**

**Milwaukee County will assume that any employee or contractor who travels out of the state of Wisconsin has been Exposed to the COVID-19 virus during their travel and will be subject to a full or adapted quarantine upon their return** (see Sections IV and V of Administrative Order 20-7, Procedures for Responding to Individuals with Confirmed Cases of, Symptoms of, or Exposure to COVID-19, for policy and procedures related to Exposure). Travel out of state to a person's primary residence does not apply under this Administrative Order. Day 0 of the assumed Exposure is the day the employee returns to their residence.

Employees must receive prior approval from their supervisor for both their planned travel days and for the days necessary to cover their full or adapted quarantine. If requested, an employee shall provide documentation of relevant travel. Timecard coding for an individual's full or adapted quarantine will be handled as follows, in priority order:

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<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>.

- 1) **Telework:** The employee should telework during their quarantine if they are able to.
- 2) **EPSL Bank**
- 3) **Paid Time Off Banks:** Accrued sick/sick excused, personal, vacation, holiday, or any other accrued paid time off balance the employee may have available. The order in which these banks are used can be determined by the employee.

## II. Employee Business Travel

No out-of-state work travel shall be permitted unless expressly authorized in writing by a department head or designee (or in the case of administrative department heads, authorized by the County Executive's Chief of Staff). **Milwaukee County will assume that any employee or contractor who travels out of the state of Wisconsin for work has been Exposed to the COVID-19 virus during their travel and will be subject to a full or adapted quarantine upon their return** (see Sections IV and V of Administrative Order 20-7, Procedures for Responding to Individuals with Confirmed Cases of, Symptoms of, or Exposure to COVID-19, for policy and procedures related to Exposure). Day 0 of the assumed Exposure is the day the employee returns to their residence.

Timecard coding for an individual's full or adapted quarantine will be handled as follows, in priority order:

- 1) **Telework:** The employee should telework during their quarantine if they are able to.
- 2) **COVID-19 Pay Code:** Managers should contact their HR Business Partner and advise them of the situation and why the COVID-19 pay code is needed.

UNTIL ADMINISTRATIVE ORDER 20-2v4 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.

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