



Frequently Asked Questions

Travel Administrative Order 20-2v4

Q: Am I going to have to use vacation and personal time to quarantine when returning from out-of-state travel I booked prior to this Order?

A: Yes. We recognize that that this updated policy may create some hardships, and we carefully weighed the pros and cons before implementing this change. Our goal remains to protect the health and wellbeing of County employees and those we serve. According to the Centers for Disease Control, “Travel may 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.**”¹

It is also important to note that this policy does NOT ban out-of-state travel. The policy designates out-of-state travel as an “Exposure,” and any employees or Contractors, as defined in Administrative Order (AO) 20-7, traveling out of state must follow Section IV of AO 20-7² upon returning from such travel. Managers of Critical Infrastructure Employees may continue to adapt quarantine requirements to address staffing shortages as outlined in Section V of AO 20-7.

Q: Can I use sick time to cover the required quarantine?

A: Time to cover the quarantine must be taken in this order: (1) Teleworking (if available), (2) Expanded Paid Sick Leave (EPSL), and (3) other time banks including vacation and sick leave. Employees may choose the order in which they draw on the third bank of time, so they may choose to use sick leave first after exhausting telework (if available) and EPSL.

Q: Does the Travel Order apply to fully teleworking staff?

Yes, this Administrative Order applies to all employees and contractors. However, employees who are able to telework for all or part of their quarantine should plan to do so, per standard practice.

Q: If a critical infrastructure employee needs to quarantine and is able to telework, do they have to use any time off banks during their quarantine?

A: If a manager approves an individual for teleworking during a required quarantine, then the individual does not need to use any other time banks. The time banks are only to cover time off for a quarantine when telework is not an option.

Q: Will there still be travel restrictions in January?

A: We don’t have an end date for this, or any other, Administrative Order. The Travel Order will likely remain strict while the infection rate is high and a vaccine is not readily available.

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

² See Administrative Order 20-7, Procedures for Responding to Individuals with Confirmed Cases of, Symptoms of, or Exposure to COVID-19, at <https://county.milwaukee.gov/EN/COVID-19>



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Q: If I go to Illinois for a previously-approved holiday vacation and I exhaust all of my available time off as a result, will I be marked as Absent without Pay (AWOP) during my quarantine?

A: Employees who have made plans to travel and use all remaining leave should work with their supervisors to determine how to account for their time during the required quarantine.

Q: Does the requirement to quarantine after out-of-state travel start after the holidays?

A: No. The requirement starts with the effective date of the Order: December 14, 2020. Any travel to locations outside of Wisconsin that began on or after this date is subject to the requirement to quarantine, including travel over the holidays.

Q: If I tested positive and have recovered from COVID-19 in the last 90 days, do I need to quarantine if I travel out of state?

A: No, a recovered individual in the 90-day window from their positive test result would not need to quarantine because they would meet the return to work procedures for an Exposed individual (see Section IV.C.i of AO 20-7).

Q. Does the County have any travel policy regarding family visiting from out of state?

No. We would remind you to and any guests to wear face masks at all times, maintain social distance, and wash your hand frequently, in accordance CDC guidance.

Q: What if I already scheduled out of state travel prior to the effective date of the Order?

A: Any out-of-state travel that started on or after December 14, 2020, is subject to the requirement to quarantine following the travel, regardless of when the travel was planned.

Q: What if I am currently traveling and returning after the effective date?

If an employee is currently traveling out of state and will return after effective date of Travel Order, they will not be required to quarantine. Only travel that starts on or after December 14, 2020, will require quarantining upon return.

Q: What if my end-of-year travel was approved, but the required quarantine was not part of that approval?

A: Employees should review all previously-approved travel with their supervisors to determine how employees will observe the quarantine requirements and whether adapted quarantine procedures for Critical Infrastructure Workers (see Section V of AO 20-7) will be needed to maintain department staffing levels.



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Q: Is county reimbursing for lost expenses?

A: No. The County is NOT prohibiting out-of-state travel; it is identifying such travel as an Exposure to COVID-19 and is requiring individuals follow the Exposure policies in Sections IV or V of AO 20-7. While the County recognizes this policy change could create hardship for employees who need to change their travel plans or cover an unexpected quarantine, the first priority is to keep employees safe, which means limiting interactions with people outside of the household. This policy is one way we can help slow the spread of COVID-19 and keep each other safe during unprecedented infection rates in the community.

Q: People can engage in risky behavior in state--what is this preventing? Why don't those people have to quarantine?

A: We recognize that individuals can choose risky behaviors in many settings and no policy is going to be able to mitigate all the ways people may be taking risks. According to the CDC, travel is 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.”³ In requiring individuals to quarantine after travel out-of-state travel, Milwaukee County is following the advice of public health experts and the practice of other large employers and governments around the country to protect employee and public health.

Q: People can travel out of state safely, so why do they have to quarantine?

A: We recognize that individuals may make safe choices while out of state and may make risky choices while at home. This administrative order balances the overall risk of various actions against their impact on employee and public health. The CDC recognizes the risks of travel and recommends when possible that individuals not travel during the pandemic.⁴ Requiring individuals to quarantine after out-of-state travel is a best practice to mitigate the risks inherent in travel at this time.

Q: Does the mode of travel (i.e., driving versus flying) affect whether a quarantine is needed?

No. Any out of state travel for any duration will be considered an Exposure. The day the employee returns home should be considered the day of the most-recent exposure and the quarantine period would start upon the person’s return.

³<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

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