Milwaukee County COVID-19 Public Health Emergency
Procedures for Responding to Confirmed COVID-19 Cases or Symptomatic Individuals, and Their Close Contacts
Administrative Order 20-7v1
Version 1 Issued and Effective as of 7:00 a.m. on Monday, March 23, 2020

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Procedures for Responding to Confirmed COVID-19 Cases or Symptomatic Individuals, and Their Close Contacts.

The health of Milwaukee County employees, contractors, and visitors is of utmost importance. In accordance with the interim guidance from Local Public Health Officials, Milwaukee County employees, contractors, and their supervisors should follow the procedures in this Administrative Order to respond to a symptomatic person in the workplace and to respond to employees and contractors who have Close Contact with a symptomatic person.

Please note that this **order does not apply to people wearing Personal Protective Equipment** (determined by most up to date CDC recommendations[1]) in Close Contact with people who have tested positive for COVID-19 or someone with signs and symptoms compatible with COVID-19.

Please refer to the most recent version of the Supplemental Paid Leave (SPL) Administrative Order[2] for how Milwaukee County employees may use the SPL Bank for isolation and self-quarantine, and how they should code their time.

There are three (3) scenarios covered in version 1 of this Administrative Order:
1) What to do when an employee, contractor, or recent visitor tests positive for COVID-19.
2) What to do when an employee or contractor reports to work with symptoms, develops symptoms while at work, or calls in sick with symptoms compatible with COVID-19.
3) What to do when a member of an employee or contractor's household tests positive for COVID-19 or develops symptoms compatible with COVID-19.

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

I. **Definitions**

- **Close Contact:** Persons within approximately 6 feet (2 meters) of a confirmed case or a person with signs and symptoms (probable case) of COVID-19 for ten (10) or more minutes.
- **Symptoms compatible with COVID-19:** Subjective or measured fever, cough, or difficulty breathing.
- **Symptomatic individual:** Any person in a County facility who has symptoms compatible with COVID-19. This could include employees, contractors, visitors, or people in the County's care.

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[1] The CDC guidance on PPE is organized by environment (for example, hospital, workplace, shelter) and is updated continuously. People should find their environment and locate the PPE guidance accordingly: https://www.cdc.gov/coronavirus/2019-ncov/community/index.html
[2] https://countyconnect.milwaukeecountywi.gov/MCINT/COVID-19

II. What to do when an employee, contractor, or recent visitor tests positive for COVID-19

Medical advice to the individual who tested positive will come from a medical doctor or local public health authority. **The local public health authority will conduct contact tracing for the individual and will give quarantine orders to Close Contacts**; the responsibility for contact tracing does not lie with individuals or employers. However, the contact tracing conducted by local public health authorities **does not** preclude department management of the person who tested positive from identifying Close Contacts and sending them home to begin self-quarantine procedures (Section V). **Local public health authorities will receive positive test results from the testing centers; they do not need to be notified separately by individuals or employers.**

If an employee or contractor tests positive for COVID-19, they should notify their supervisor immediately. If an employee or contractor was symptomatic and is in home isolation, a supervisor may ask if the person has been tested and what the results of the test were; note that many people do not have access to tests, so in most cases a symptomatic person will home isolate without confirmation that they have COVID-19.[3]

A. Department Leader or Supervisor Immediate Actions

    i.   If possible, evacuate and section off[4] areas that the symptomatic individual was in for more than 10 minutes over the past 24 hours[5] (for example, symptomatic person's office, shared work areas, kitchen area).

    ii.   Notify the department's facilities management team via service request with the following information (as known and available):

        i.   This is a COVID-19 symptoms alert, with request for preventive disinfectant cleaning.

        ii.   The point of contact within the department.

        iii.   The location of the potentially infected area (for example, Courthouse, Suite #XXX).

        iv.   The time that the symptomatic person who tested positive was last in the space.

        v.   Whether the space has been sectioned off or not.

    Supervisors **should not** notify cleaning staff directly. Facilities will report completion of cleaning/disinfection back to supervisor requesting the work.

    iii.   The facilities team will coordinate with the point of contact and cleaning staff to conduct a Level 1 sanitation of the affected area, in accordance with CDC guidelines.[6] If the area cannot be sectioned off or evacuated, cleaning staff should prioritize disinfecting the space.

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[3] See "Testing Criteria for Patients Under Investigation" for up-to-date information about testing in Wisconsin: https://www.dhs.wisconsin.gov/covid-19/index.htm

[4] Set up a temporary barrier so people do not enter the space. This could include closing doors, posting signs, putting up tape, or any other signal to people not to enter.

[5] County cleaning staff are cleaning and disinfecting county facilities still in use in no less than 24 hours. Supervisors and staff can therefore assume that any space the infected or symptomatic person had been in more than 24 hours ago has since been cleaned and disinfected.

[6] https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

iv. Supervisor should, as possible, identify employees and contractors in Close Contact with the individual who tested positive for COVID-19 in the 48 hours[7] prior to the onset of symptoms through the time of the positive test.[8] All Close Contacts should follow self-quarantine guidance outlined in Section V. If telework is possible, self-quarantining employee should telework. If telework is not an option, employee may use Supplemental Paid Leave Bank.[9]

B. **Return to Work Procedure**
1. The person who tested positive for COVID-19 will receive instructions from a medical professional or public health professional about when it is safe to return to work and daily activities.
2. Supervisors should request a copy of the doctor's note prior to the employee or contractor returning to work.
3. The person may return to work when they are cleared by their doctor and have provided their supervisor with a copy of the doctor's note.

III. **What to do when an employee or contractor reports to work with symptoms, develops symptoms while at work, or calls in sick with symptoms compatible with COVID-19**

Because of the limited availability of testing, local public health officers are confident that the number of people with COVID-19 is significantly higher than the number of known positive cases. While symptoms compatible with COVID-19 are an imperfect proxy for someone being infected, symptoms can be used to inform preventative measures to contain the spread of the virus. The below guidelines are consistent with recommendations from local public health officers and are stricter than State DHS[10] and CDC guidelines[11] to help contain spread in Milwaukee County, which has the largest number of confirmed cases in Wisconsin and is experiencing community spread.

For services that house people overnight, departments should follow CDC[12] and state[13] guidance details for responding to symptomatic individuals in the County's care.

A. **Department Leader or Supervisor Immediate Actions**

The symptomatic individual, or colleague who notices a symptomatic individual, should notify a supervisor immediately. **Supervisors have the right to ask employees, contractors, or members of the public about how they are feeling as it relates to COVID-19 symptoms**

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[7] https://www.health.govt.nz/system/files/documents/pages/information-for-close-contacts-suspected-covid19-18mar20.pdf
[8] The CDC says that "People are thought to be most contagious when they are most symptomatic (the sickest)." https://www.cdc.gov/coronavirus/2019-ncov/prepare/transmission.html
[9] Most-recent version of active Administrative Orders can be found on the County website: https://countyconnect.milwaukeecountywi.gov/MCINT/COVID-19
[10] https://www.dhs.wisconsin.gov/dph/memos/communicable-diseases/2020-12.pdf
[11] https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html
[12] https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/prevent-spread-in-long-term-care-facilities.html
[13] See "Memos Issues by DHS" section: https://www.dhs.wisconsin.gov/covid-19/index.htm

(fever, coughing, shortness of breath). They should maintain 6 feet of distance when asking questions. Questions could include:

- Do you have the chills? Are you feeling colder than usual?
- Do you have the sweats? Are you feeling warmer than usual?
- Are you feeling sore or achy?
- Are you feeling weak or fatigued?
- Are you having trouble breathing?
- Do you feel short of breath?
- Do you have pain or pressure in your chest?

1. **Immediate Directions to the Symptomatic Individual in the Workplace**
    i. The symptomatic individual should stay 6 feet away from all people at all times.
    ii. The symptomatic individual should cover their nose and mouth with a standard paper mask, handkerchief, cloth, paper towel, or something similar to help prevent the spread of germs.
    iii. The symptomatic individual should avoid touching equipment and furniture, as much as possible, and should not move around the workspace.
    iv. The symptomatic individual should be sent home or to an isolation area[14] as soon as possible. **The individual should continue to practice guidance in III.A.1.i – iii until they reach their residency or isolation area**. Modes of transportation for the individual to get to their residency are prioritized below, starting with the top recommendation:
        a. Personal transportation.
        b. A ride with a member of their household.
        c. A ride with a family member or friend.
    v. Once outside the building the symptomatic individual should go to their residency and isolate.[15] If individual needs to see a healthcare provider, they should call prior to visiting.
    vi. The symptomatic individual must report to their supervisor the areas of the facility(s) they visited in the past 24 hours.

2. **Department Leader or Supervisor Immediate Actions**
    i. If possible, evacuate and section off areas that the symptomatic individual was in for more than 10 minutes over the past 24 hours (for example, person's office, shared work areas, kitchen area).
    ii. Notify the department's facilities management team via service request with the following information:
        a. This is a COVID-19 symptoms alert, with request for preventive disinfectant cleaning.
        b. The point of contact within the department.
        c. The location of the potentially infected area (for example, Courthouse, Suite #XXX).
        d. The time of exit by the symptomatic individual.

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[14] Isolation area would be used for people who stay overnight in county facilities (for example, inmates).
[15] Home isolation guidance is available on the CDC website: https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html

e.   Whether the space has been sectioned off or not.

Supervisors **should not** notify cleaning staff directly. Facilities will report completion of cleaning/disinfection back to supervisor requesting the work.

iii.   The facilities team will coordinate with the point of contact and cleaning staff to conduct a Level 1 sanitation of the affected area, in accordance with CDC guidelines.[16] If the area could not be sectioned off or evacuated, cleaning staff should prioritize disinfecting the space.

iv.   Supervisor should identify employees and contractors in Close Contact (see Section I definitions) with the symptomatic individual in the past 48 hours.[17] All Close Contacts[18] should follow self-quarantine guidance outlined in Section V. If telework is possible, self-quarantining employee should telework. If telework is not an option, employee may use Supplemental Paid Leave Bank.[19]

v.   Supervisor should email the Emergency Operations Center (EOC) (eoc@milwaukeecountywi.gov) and their department head once the area has been cleaned. They can include the information from the original facilities service request and basic details about the resolution, including when disinfecting was completed and which employees or contractors, if any, were sent home to begin self-quarantining. Supervisors do not need to proactively contact any other parties about the incident; the department head and EOC may follow-up if additional information is needed.

vi.   Local Health Departments **do not** need to be notified of the symptomatic individual.

B.   Return to Work Procedure

1.   Instructions for Symptomatic Employee or Contractor

i.   The employee or contractor may return to work when:

a.   At least 7 days have passed *since symptoms first appeared.*

− AND −

b.   They have been symptom free without medication for at least 72 hours.

2.   Instructions for Quarantined Close Contacts

i.   If the quarantined employee or contractor **develops symptoms** while self-quarantining, they may return to work when:[20]

a.   At least 7 days have passed *since symptoms first appeared.*

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[16] https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

[17] https://www.health.govt.nz/system/files/documents/pages/information-for-close-contacts-suspected-covid19-18mar20.pdf

[18] Per Administrative Order 20-4v1, Social Distancing should be a standard practice in Milwaukee County facilities unless the work function does not allow, in which case person should be wearing appropriate Personal Protective Equipment.

[19] Most-recent version of active Administrative Orders can be found on the County website: https://countyconnect.milwaukeecountywi.gov/MCINT/COVID-19

[20] Note that this individual may return before the standard 14-day quarantine period has finished, per WI DHS guidance: https://www.dhs.wisconsin.gov/dph/memos/communicable-diseases/2020-12.pdf

− AND –

      b. They have been symptom free without medication for at least 72 hours.

    ii.   If the quarantined employee or contractor **does not develop symptoms** while self-quarantining, then they will fulfill the standard 14-day self-quarantine period. They may return to work on day 15.

    iii.   Supervisors do not need a doctor's note for symptomatic employees, contractors, or quarantined Close Contacts to return to work. Supervisors may ask individuals about symptoms to be sure the Return to Work Procedures are being correctly understood and applied before someone returns to work.

IV.   <u>What to do when a member of an employee or contractor's household tests positive for COVID-19 or develops symptoms compatible with COVID-19.</u>

It is an employee or contractor's responsibility to notify their supervisor immediately if a member of their household tests positive or develops symptoms compatible with COVID-19. While a local public health officer will do contact tracing for someone who tests positive for COVID-19 and will quarantine Close Contacts, which would include members of the household, an employee or contractor in this situation should proactively quarantine themselves and notify their supervisor.

A. <u>Instructions for Employees and Contractors when a member of their household tests positive for COVID-19 or develops symptoms compatible with COVID-19</u>
1. Employee or contractor should begin self-quarantining immediately in accordance with guidance in Section V. They **should not** report to work.
2. Employee or contractor should notify their supervisor.
3. If telework is possible, self-quarantining employee should telework. If telework is not an option, employee may use Supplemental Paid Leave Bank.[21]

B. <u>Return to Work Procedure</u>
1. If the quarantined employee or contractor **develops symptoms** while self-quarantining, they may return to work when:[22]
    i.   At least 7 days have passed *since symptoms first appeared.*

    − AND –

    ii.   They have been symptom free without medication for at least 72 hours.
2. If the quarantined employee or contractor **does not develop symptoms** while self-quarantining, then they will fulfill the standard 14-day self-quarantine period. They may return to work on day 15.

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[21] Most-recent version of active Administrative Orders can be found on the County website: https://countyconnect.milwaukeecountywi.gov/MCINT/COVID-19

[22] Note that this individual may return before the standard 14-day quarantine period has finished, per WI DHS guidance: https://www.dhs.wisconsin.gov/dph/memos/communicable-diseases/2020-12.pdf

3. These return to work procedures apply regardless of the symptoms or quarantine status of another member of the household.[23]
4. Supervisors do not need a doctor's note for the employee or contractor to return to work. Supervisors may ask individuals about symptoms to be sure the Return to Work Procedures are being correctly understood and applied before someone returns to work.

V.   Self-Quarantining and Self-Monitoring Guidance

A. Stay home. This means do not go to school, work, public areas, or attend large gatherings, such as parties, weddings, meetings, and sporting events. If the individual needs medical care, call a health care provider. Call ahead before going to a doctor's office or to an emergency room.

B. Do not use public transportation, ride-sharing, or taxis.

C. Do not go out to restaurants or have guests to a home.

D. Postpone any travel. If travel is absolutely necessary, contact the local health department first for instructions. Please know, if the choice to travel is made and the individual becomes ill while away, the individual may not be able to return home using public transport (for example, air travel) until they are well and released from possible isolation by the local public health department.

E. Wash hands often and practice good hygiene.

F. As long as the individual feels healthy, they may leave the home (in a private vehicle) for a limited time to take care of routine and necessary activities, such as grocery shopping or visiting the pharmacy. Try to avoid busy times of day.

G. Postpone all non-essential medical appointments (for example, dental cleaning, eye exam, routine check-up) until out of quarantine. If there is an essential appointment during the quarantine, please call the provider ahead of time.

H. If need medical care is needed, call a health care provider. Call ahead before going to a doctor's office or to an emergency room.

I. Consider minimizing contact with people and animals at home (stay in own room and, if possible, use own bathroom). Avoid sharing personal household items such as dishes, towels, and bedding.

J. During self-quarantine, person should **self-monitor** for symptoms of COVID-19 by:
1. Taking temperature twice daily with a thermometer. A fever is typically 100.4°F or greater. If person does not have a thermometer, symptoms of fever may include feeling unusually hot, having chills, or having the sweats.
2. Watching for fever, cough, or trouble breathing.

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[23] For example, if an employee develops symptoms while quarantining and 7 days have passed and they have been symptom-free for 72 hours and a member of their household is still symptomatic, the employee should return to work, taking extra care to wash their hands and social distance.