



Safer at Home and COVID-19 Frequently Asked Questions (FAQs)

March 25, 2020

What is Safer at Home?

Governor Tony Evers and Wisconsin Department of Health Services (DHS) Secretary-designee Andrea Palm issued a Safer at Home order to mitigate the spread of COVID-19, effective at 8 AM on Wednesday March 25th. This order will remain in effect until 8 AM on Friday, April 24th or until a superseding order is issued.

This order applies to the entire state. All Wisconsinites must stay at home as much as possible and non-essential businesses and operations must cease, with limited exceptions for minimum basic operations and working from home. All public and private gatherings of any number of people that are not part of a single household or living unit are prohibited, except for the limited exceptions contained in the order.

This order mandatory is mandatory. All Wisconsinites need to do their part to keep their family, friends, neighbors and communities safe.

FAQs regarding Safer at Home can be found at the following link:

<https://evers.wi.gov/Documents/COVID19/Safer%20at%20Home%20FAQ%203.24.20.pdf>

What are the symptoms of Coronavirus (COVID-19)?

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

These symptoms may appear **2-14 days after exposure** (based on the incubation period of MERS-CoV viruses).

- Fever
- Cough
- Shortness of breath

If you develop **emergency warning signs** for COVID-19 get **medical attention immediately**.
Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

I am sick, what do I do?

Stay home. People who are mildly ill with COVID-19 are able to recover at home. Practice self-isolation. Do not leave, except to get medical care. Do not visit public areas. Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you feel worse or you think it is an emergency.

If you are sick, you are able to use your accrued sick time for your own illness. We are currently waiving the requirement to obtain a medical excuse if you are sick more than three days. The attendance policy has also been relaxed temporarily due to the COVID-19 pandemic. Please work with your department or division head regarding any time away from work due to illness. You may be contacted regarding symptoms due to the pandemic.

When can I return to work after I have been sick?

All employees who have the ability to work remotely should do so. Those that are considered essential employees may return to work as noted below. All employees must work with their department or division head regarding their return to work.

Since most individuals are not being tested, there is no way to 100% confirm a positive or negative result. In the event an employee has or is off with a fever, the City is following the steps below.

How to discontinue home isolation and return to work:

People with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:

- If you will not have a test to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - at least 7 days have passed since your symptoms first appeared

Note: If you are approved to work remotely, you may continue to do so while isolated. However, you cannot be on-site at any City facility while isolated to prevent potential exposure.

Can I work from home?

Employees approved by their department or division head as eligible to work from home will be required to perform work from home during the length of the Executive Order 12 (currently listed as April 24, 2020) or until there is no longer work for them to complete remotely. We are trying to limit employee on-site presence to meet essential business needs only. Limited intermittent on-site presence is allowable to complete required work.

Employees who are working from home will receive pay in alignment with their normally scheduled hours. Employees should remain in constant communication with their department or division head via email or telephone during this time to ensure proper work is being completed and assigned. Once an employee has completed all the work able to be performed remotely, they will follow the process for those employees not eligible to work from home.

What if I am not eligible to work from home?

Employees who are not approved by their department or division head to work from home may check with their department or division head to see if a necessary/essential job or task in a different City department or location may be available.

In the event that no other work available, employees may use accrued leave (vacation, personal holidays, or compensatory time) or may take the time away from work unpaid. At this time, we are not requiring employees to use accrued paid leave prior to taking unpaid leave; however we will continue to assess this. Unemployment compensation may be applied for if the time away is unpaid. Unemployment will not apply if work is available.

The link to apply for unemployment compensation is listed below.

<https://dwd.wisconsin.gov/uiben/apply/>

What if I do not have vacation, personal holidays, or compensatory time available?

The City has temporarily extended our leave donation policy during the pandemic. Employees who have exhausted accrued leave balances (vacation, personal holiday and compensatory time) may request to have vacation time donated to them. Employees requesting donated leave should provide email Human Resources with their request. Please send requests to jennifer.rachu@ci.marshfield.wi.us.

Employees who would like to donate vacation should also email Human Resources with the amount of vacation they would like to donate. This leave will then be distributed to those requesting donated leave time.

If I am working, how do I keep myself safe?

Recommended practices include but are not limited to:

- Practice good hand hygiene:
 - Clean hands when arriving, after eating, using the restroom, coughing/sneezing and practice hand washing regularly throughout the day
 - Create habits and reminders to avoid touching your faces and cover coughs and sneezes
 - Disinfect surfaces like doorknobs, tables, desks, phones, and handrails regularly
- Practice social distancing:
 - Maintain 6 feet of separation between yourself and others whenever possible
 - Use phone or email to limit face-to-face contact whenever possible
 - Use videoconferencing for meetings when possible. When not possible, hold meetings in open, well-ventilated spaces-maintaining six feet of separation.
- Limit sharing food/drinks with others
- Do not work from other's work stations unless necessary

If you have brought in or purchased cleaning products to be used at work, you must provide the Safety Data Sheet (SDS). The City is required to provide information on the hazards of the cleaning chemicals used in the workplace and maintain a written program in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200). To do this, simply download the manufacturer's Safety Data Sheet and share with employees as needed, and make sure the cleaners used are on your list of workplace chemicals used as part of the Hazard Communication Program. SDS sheets should be maintained in your facility's SDS Manual.

What is the City doing to keep me safe at work?

- The City has implemented additional cleaning and disinfecting processes through our contracted services and custodial staff. Disinfecting of countertops, door handles, light switches, etc. is done nightly.
- The City has purchased additional supplies (when available) for staff to keep their personal work stations clean. Staff should disinfect their work areas regularly.
- We are limited on-site staffing to the extent possible while maintaining necessary services. The City has authorized employees to work remotely whenever possible. We realize this does not apply to all employees based on job responsibilities, but has been implemented as broadly as possible.
- Various City facilities have limited or prohibited customer traffic where possible.
- The City will allow or may schedule flexible or staggered shift scheduling where possible. Employees should work directly with their department or division head to request changes to their work schedules. Staff must keep their immediate supervisor informed of their schedule or scheduling changes to a regular basis.
- When applicable vehicles are assigned to a single staff person. We are limiting ride sharing so not more than one person is in a vehicle together whenever possible.

- Doors that can be propped open, may be left open to avoid unnecessary contact with door handles.
- Some departments are requiring daily temperature checks.

Can I be required to have my temperature taken at work?

Yes, this is acceptable. The ADA currently allows this due to the pandemic. These checks are being implemented in certain departments in an abundance of caution for the safety of our employees and to reduce the risk of community spread. Additional department may be added as needed.

Per the CDC website, the ADA and Rehabilitation Act rules continue to apply, but they do not interfere with or prevent employers from following the guidelines and suggestions made by the CDC or state/local public health authorities about steps employers should take regarding COVID-19.

When may an ADA-covered employer take the body temperature of employees during the COVID-19 pandemic?

- Generally, measuring an employee's body temperature is a medical examination. Because the CDC and state/local health authorities have acknowledged community spread of COVID-19 and issued attendant precautions, employers may measure employees' body temperature. However, employers should be aware that some people with COVID-19 do not have a fever.

Source: https://www.eeoc.gov/eeoc/newsroom/wysk/wysk_ada_rehabilitaion_act_coronavirus.cfm

What if I (or my family member) may be at higher risk for COVID-19 and I do not want to work due to potential exposure?

The CDC has identified older adults and people of any age who have serious underlying medical conditions may be at a higher risk for more serious complications from COVID-19. Employees may use accrued vacation, personal holidays, or compensatory time for time away from work if approved by their department or division head. The employee should continue to communicate with their department or division head with any additional requests for time away from work prior to exhausting their accrued paid leave.

Additional leave without pay under the City's Leave of Absence Policy 3.545 may be available and will be considered on a case-by-case basis. The link to Policy 3.545 is attached for your convenience. http://ci.marshfield.wi.us/Administration/Policies/3_545_Leave_of_Absence.pdf

The City complies with state and federal laws by providing time off for serious health conditions for eligible employees and certain immediate family members under policy 3.525 Family and Medical Leave. The link to this policy is also attached for your convenience.

[http://ci.marshfield.wi.us/Administration/Policies/3.525%20FMLA%20Policy%20\(Revised%207.24.2019\).pdf](http://ci.marshfield.wi.us/Administration/Policies/3.525%20FMLA%20Policy%20(Revised%207.24.2019).pdf)

What is the Families First Coronavirus Response Act (also known as FFCRA or HR 6201)?

This Act will become effective 4/1/2020-12/31/2020. The Act is not retroactive.

Source: M3 3/25/20 Compliance Monthly Update Webinar

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- ***Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay*** where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- ***Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay*** because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- ***Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay*** where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Source: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

Who is eligible for Paid Sick Leave under the FFCRA?

Eligible Employees: All employees of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. Employees employed for at least 30 days are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.

Note: Under the Act, special rules apply for Health Care Providers and Emergency Responders. Additional information will be provided.

Providing Notice: Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

Source: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

What are the Qualifying Reasons for Leave under the FFCRA?

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Source: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

How much leave is available under the FFCRA?

Duration of Leave:

For reasons (1)-(4) and (6) above: A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Source: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

How is leave pay under the FFCRA calculated?

Calculation of Pay:

For leave reasons (1), (2), or (3) above: employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

Note: Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

For leave reasons (4) or (6) above: employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5) above: employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period).

Note: The DOL has indicated an employee “may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.” Further review is in process to clarify the use of this accrued time including sick leave. Additional information will be provided as it is determined.

Source: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

When can I use my accrued sick leave for time away from work?

As always, employees are able to utilize available sick leave for their own illness.

The City allows accrued sick leave to be used to care for a family member as noted in the sick leave policy or applicable collective bargaining agreement for represented employees.

- For non-represented employees up to 5 days of accrued sick leave may be used to care for a family member.

- For represented employees in the Police Department up to 24 hours of accrued sick leave can be used to care for a family member.
- For represented employees in the Fire Department, sick leave does not apply to care of family members.

Due to current pandemic the City is allowing the following temporary expansion of sick leave.

- Employees may use up to five (5) days of sick leave if they are required to be quarantined or isolated by a medical provider or public health office due to possible exposure and/or illness-even if they do not have symptoms.
- **Employees who have a family member(s), who resides in the same household as the employee, with a confirmed case of coronavirus are NOT to report to work.** In this situation, the City will allow employees to use up to an additional (5) days of accrued sick leave for their time away.

Employees may use other forms of available accrued leave (personal holidays, vacation, or compensatory time) for additional time away from work, if needed. If accrued leave is not available, approved time away from work will be unpaid.

What will happen if my co-worker tests positive for COVID-19?

The City will send home all employees who worked closely with the infected employee for a 14-day period of time to ensure the infection does not spread.

We will ask the infected employee to identify all individuals who they worked in close proximity (three to six feet) with them in the previous 14 days to ensure we have a full list of those employees who should be sent home.

We will not identify the infected employee(s) by name as this is confidential information.

We will then take the necessary actions to have the work area disinfected.

1. It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
2. Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

The City will follow CDC and/or directions as provided by the local health department. The link below provides directions on how to clean and disinfect areas following a known case of coronavirus.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

If I am infected with COVID-19, will the City provide lodging to me so I do not expose my household to the virus?

The City does not provide lodging for employees for suspected or known cases of COVID-19. Any lodging costs associated to a COVID-19 known-exposure or illness are at the expense of the employee. Employees are encouraged to follow CDC recommendations to manage their health.

The CDC recommends the following if you have possible or confirmed COVID-19:

1. Stay home from work, school, and away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.
2. Monitor your symptoms carefully. If your symptoms get worse, call your healthcare provider immediately.
3. Get rest and stay hydrated.
4. If you have a medical appointment, call the healthcare provider ahead of time and tell them that you have or may have COVID-19.
5. For medical emergencies, call 911 and notify the dispatch personnel that you have or may have COVID-19.
6. Cover your cough and sneezes.
7. Wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
8. As much as possible, stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.
9. Avoid sharing personal items with other people in your household, like dishes, towels, and bedding
10. Clean all surfaces that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.

The CDC provides multiple resources on how to care for yourself and others when ill. Several links are included below for your convenience.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/caring-for-yourself-at-home.html>

Employee Assistance Program Reminder

COVID-19 is presenting new and unique challenges for all of us. If you or your family member is struggling with all of the recent changes, please remember that our Employee Assistance Program is available to all employees and family members at no cost 24 hours a day/7 days a week.

Ascension Employer Solutions

Phone: 800-540-3758

Email: eap@ascension.org

Link to website: www.ascensionwieap.org

To schedule an appointment online visit: <https://ascensionwieap.org/about-us/meet-our-staff/schedule-an-appointment>

To learn more about EAP, please watch this video: <https://ascensionwieap.org/employee-resources>

EAP Frequently asked questions (FAQs): <https://ascensionwieap.org/en/employee-resources/eap-faq>

Note to Employees:

Information regarding the legislation and guidance surrounding COVID has been changing daily. These FAQs are based on the information available at the time of publishing and will be updated and adjusted as additional information becomes available. Additional changes are expected. Please notify your department or division head if you have questions that are not addressed in the FAQs and we will look to find answers and have the questions added to the FAQs.