
From: Secretary Brennan
Sent: Monday, March 23, 2020 10:37 PM
Subject: COVID-19 Update

State employee colleagues,

We appreciate everyone's continued dedication during these unprecedented times and the COVID-19 pandemic. As Governor Evers announced today, it is critical that Wisconsin residents stay at home to help prevent the spread of COVID-19. It is vitally important that we take the steps necessary to control the spread of COVID-19, ensure our state employees are safe, and maintain our ability to provide essential government services.

Beginning Wednesday, March 25, 2020, all non-essential state employees shall work from home. Public access to state buildings will be restricted to those areas in which the public is accessing essential services. Employee access to the buildings will be maintained as if it were a weekend.

Additionally, effective March 25, 2020, we are adjusting the emergency administrative leave program to reflect these additional steps that are necessary to preserve public health. Non-essential employees, who are unable to work from home as determined by their supervisor, will be eligible to use up to 80 hours of paid administrative leave. Non-essential employees, using emergency administrative leave under this provision, must be available to work as directed by their supervisor and may be directed to support various activities around the state's COVID-19 response efforts.

We understand this is a stressful time for many of us. It is important to know you aren't alone and that we can and will provide support in the days to come. The following resources are available to all state employees:

- [Employee Assistance Program \(EAP\) resources](#) remain available to state employees. These comprehensive, confidential services include financial consultations, as well as counseling that can be provided over the phone and/or face-to-face for the topics of:
 - Stress, depression, and personal problems
 - Balancing work and personal needs
 - Family and relationship concerns
 - Alcohol or drug dependency
 - Workplace conflicts
- You can call 1-800-985-5590 to speak to a trained crisis counselor. English speakers can also text TalkWithUS to 66747.
- If you elect coverage through Employee Trust Funds (ETF), they have [compiled important links](#) onto one landing page.
- Call 211 or 877-947-2211 to be connected up with nonprofit and government services in your area, including food pantries.

Emergency Administrative Leave

The state is authorizing for certain employees the use of up to 80 hours of paid administrative leave to cover pandemic-related time away from work. Eligible employees include:

- All non-essential limited term employees except those limited term employees hired in response to the COVID-19 pandemic, or

- All permanent, project, and appointed employees with no available leave balances other than future legal holiday, or
- All non-essential permanent, project, and appointed employees who, as determined by their supervisor, are unable to telework.

Note: Employees who are required to be present for operational necessity are ineligible unless the employer directed them home for flu-like symptoms or the employee is under quarantine at the direction of a health care provider or the employer.

Accordingly, eligible employees may record up to a total of 80 hours, or prorated portion thereof, of paid administrative leave during the period of this public health emergency. This leave may be used by eligible employees for:

- Providing self or family care in relation to the pandemic, including but not limited to self-quarantine, self-isolation, being sent home with flu-like symptoms, care of an immediate family member, and child care due to school/day care closures, or
- Covering normal work hours for those employees who, as determined by their supervisor, are unable to telework. Employees utilizing administrative leave under this provision must be available to work and may be assigned duties related to the state's COVID-19 response.



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