

Badger Bounce Back Plan – State Government Edition - Employee Guidance – Updated 7/8/2020

The Wisconsin State Government is beginning implementation of a plan which includes a three phased approach in alignment with the [Badger Bounce Back](#) plan. Phase I is the most stringent and provides the most limitation in terms of the number of employees at the work site, social distancing requirements, personal protective equipment, cleaning standards, travel restrictions, etc. Phase II involves a lessening of some measures and Phase III assumes a full return to the workplace and a new normal for worksites. The chart below summarizes the evolution of the workforce through these phases.

This document provides general guidance to employees in addressing issues arising in our workplaces throughout this process. The information is based on guidance from the Centers for Disease Control and Prevention (CDC), the Wisconsin Department of Health Services, and other sources as of the date published.

Action	PHASE I	PHASE II	PHASE III
Building Access and Services	<p>Protective equipment and measures in place for employees and public; Select facilities open to the public as determined by the Agency.</p> <p>Employees in direct service roles, unable to telework, and limited numbers of teleworking staff return to workplace; the number of employees limited to support social distancing and risk management.</p>	<p>Protective equipment and measures in place for employees and public; Phased opening to the public to achieve full operational capacity.</p> <p>Agency discretion for percent of teleworking employees and on-site employees.</p>	All employees return to normal workplace status.
Social Distancing/Protective Equipment	Employees maintain a physical distance of 6 feet when possible; Work appropriate face masks recommended, or agency specific PPE for all employees.	Employees maintain a physical distance of 6 feet when possible; Face masks are required when indoors at all state facilities and when in enclosed buildings while on state business.	No limitations on the number of employees permitted in a meeting; Agencies no longer require PPE, unless specific workplace situations require, as the risk to staff or clients is minimized.
Employee Symptom Screening & Temperature Checks	<p>Employees may be subject to temperature checks or other testing at authorized locations; Employees who are or appear ill will be sent home from work by supervisors; Supervisors may make inquiry regarding employee’s health and test results.</p> <p>Employees are required to report positive test results; HR will notify all employees in contact with the positive employee; employees who are sent home will quarantine for 14 days unless employed at a critical infrastructure function.</p>	Same as Phase I.	Temperature checks and symptom screening discontinued.
Travel	Business travel is limited to authorized, essential in-state activity.	Business travel is limited to authorized, essential travel within the United States.	No restrictions on travel.

BUILDING ACCESS AND SERVICES

Many services performed by the State have been moved completely remote or with less face-to-face interaction with the public that normally occurs. A key part of our phased plan is to identify which of the state's many services will be returned first. Each agency will identify those services, but the overall objective is to return the public-facing services that require face-to-face interactions first.

All buildings will remain open to state employees during each phase but the number of staff in locations may be limited until Phase III. In all three phases employees are expected to stay home if ill and will be expected to follow proper handwashing, cough-covering, and hygiene to prevent spread of viruses. In addition, the Division of Facilities Development and Management (DFDM) will ensure enhanced cleaning in DOA managed and leased facilities. See DFDM guidance for more details.

Teleworking. In **Phase I**, employees who work in public-facing services, as identified by their agencies, will return to work first along with any remaining staff who have been unable to work remotely. In **Phase II**, the remainder of teleworking employees may return to the workplace although agencies should continue to encourage employees to telework as appropriate. In **Phase III**, normal agency telework and workplace policies will take effect.

Once an agency has determined that conditions allow for employees to safely return to the workplace in each Phase, employees will be expected to report to their office unless in an approved leave status. An employee who is scheduled to return to the workplace but believes their health or other circumstance does not yet permit their return, should discuss this with their supervisor and may request a reasonable accommodation, if appropriate, following the normal process.

Employees with Caregiving Responsibilities. Agencies will remain flexible, where operations permit, in establishing flexible work schedules that facilitate the performance of work despite caregiving responsibilities. These schedules will include core hours and flexible hours for the work unit. Core hours are designated hours when employees must be present for work (including telework). Flexible hours are the part of the workday when employees may (within limits) choose their start and stop times and break periods (i.e., work starting and stopping times).

SOCIAL DISTANCING/PROTECTIVE EQUIPMENT (PPE)

In **Phase I**, the number of employees in the workplace is limited to support social distancing and to avoid an unintended outbreak from having too many staff at work too quickly. Agencies are developing plans to ensure employee workstations are properly physically distanced as well as other strategies to manage staff including alternate start times, etc. Conference and meeting rooms may not be used unless employees in the room can maintain the six-foot distance requirement.

In **Phase II**, social distancing will still be required. The remainder of teleworking employees may return to the workplace, but agencies should continue to encourage employees to telework as appropriate. All staff may return to the workplace but remote work where appropriate should be encouraged.

Effective July 13th, employees are required to wear face masks while in state facilities or when in enclosed buildings while on state business. Reasonable accommodations or exemptions approved by HR will be provided for those employees who are unable to wear a mask due to medical or mental health conditions or disability. Gatherings may include up to 50 people but will be limited to 10 people until a greater number is specifically authorized.

Wear a Mask. The types of Personal Protective Equipment (PPE) required during the return to work phases will be based on the nature of your job and the risk of COVID-19 infection expected while working and performing job tasks that may lead to exposure. Other than for those agencies whose employees have an occupational reason for specific PPE requirements, the following PPE provisions apply:

- **Face Masks or Cloth Face Coverings.** During **Phase I** employees who interact with the public will be required to wear a work appropriate face mask or cloth face covering. Face masks are encouraged, but optional, for all other employees.
- During **Phase II and effective July 13, 2020**, all employees are required to properly wear face masks at all times while indoors or while inside buildings while on business for the State. This direction is applicable to all state facilities throughout the state of Wisconsin regardless of physical distance between employees or the number of people present. This includes while waiting to enter a facility, cubicles, offices, conference rooms, elevators, stairwells, kitchenettes, bathrooms, hallways, and corridors.
 - Employees who are unable to wear masks due to medical or mental health conditions or disability should notify their supervisor or human resources representative for assistance in requesting an accommodation. Additionally, human resources may exclude certain position from the indoor mask requirement if the mask would create a health or safety risk due to the duties of the position.
 - Masks may be removed when eating, drinking, communicating with someone who is deaf or hard of hearing and communication cannot be achieved through other means, or to confirm identity if requested.
 - Agencies will have a supply of appropriate face masks available for employees and members of the public doing business with the state. Employees are also permitted to wear their own clean, work appropriate face masks.
- **Gloves.** Gloves are only necessary for certain job functions, such as handling mail, custodial work, certain trades, and groundskeeping. For most employees, gloves are not recommended for general protective use because:
 - Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.
 - Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel protected from the virus.
 - When wearing gloves, people are less inclined to wash their hands, even though handwashing is the number-one defense against any virus.

In **Phase III**, all limitations on the workforce have been removed unless specific workplace settings dictate, and normal agency telework policies will take effect. Handwashing, hygiene, and normal building cleaning strategies will be maintained.

Social Distancing Tips. Social, or physical, distancing is a simple and very effective way to prevent the potential the spread of infection. In practice this means:

- Staying six feet away from others as a normal practice
- Eliminating unnecessary physical contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoiding touching surfaces that are touched by others as much as possible
- Avoiding anyone who appears to be sick or is coughing or sneezing

Additional Changes to the Workplace. You may see changes to your workplace to improve social distancing. These changes are based on operational needs and the layout of the workspaces. Changes might include:

- **Staggered work schedules.** Work schedules or entrances may be slightly modified to avoid large groups of employees entering or exiting at once.
- **Stairs and Elevators.** Use the stairs when able and possible. When using the elevator, use your discretion but avoid crowded elevators or elevators where there is not enough space.

- **Workstations.** Workstations may be modified to allow separation of six feet and to avoid co-workers directly facing one another. Barriers or shields may have been added to help limit direct contact and improve distancing.
- **Restroom Breaks.** Avoid congregating in the restroom. Be courteous and aware of others' need to use the restroom. To the extent possible, do not touch doorknobs, faucets, paper towel dispensers, etc. with bare hands. See the [CDC guidance on handwashing](#) for proper precautions and hand washing techniques when using the restroom.
- **Mail Handling.** Employees who routinely handle and process mail will be provided gloves. Employees should avoid touching mouth, eyes, or face when handling mail. If employees choose to wear gloves while handling mail, gloves should be made of breathable material and should be changed when dirty or when perforated. Gloves should be removed when not completing mail processing activities, and frequent handwashing and sanitization is strongly encouraged.

Avoid Exposure. The best way to prevent infection is to avoid being exposed to the virus that causes COVID-19. Simple everyday actions help prevent the spread of respiratory viruses:

- Avoid close contact with others by allowing at least six feet of space.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- [Wash your hands](#) often with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Cover your mouth and nose with tissue or the inside of your elbow when sneezing or coughing.

EMPLOYEES SYMPTOM SCREENING AND TEMPERATURE CHECKS

In **Phases I and II**, employees may be subject to temperature checks or other testing at authorized locations (currently only for employees who work in at DOC, DHS, DMA, or DVA facilities). Employees who are or appear ill will be sent home from work by supervisors. Supervisors may make inquiry regarding employee health and test results. In **Phase III**, temperature checks and symptom screening will be discontinued.

Stay home if you do not feel well. Signs of illness to watch for include [flu-like symptoms](#).

- If you feel ill, follow normal call-in procedures to notify your supervisor.
- Because of the pandemic your supervisor may ask you about your symptoms and any testing or doctor visits related to COVID-19. All employees are asked to respond to these questions to help ensure the health and safety of the workplace.
- If you come to work and later feel ill during the day, please let your supervisor know. Your supervisor will help you isolate from any other employees and **send you home immediately**. Sick employees will wear a face mask/covering unless there is a medical reason not to do so.

Supervisors will send employees who are, or appear, ill home. Supervisors or HR staff can send employees home who exhibit flu-like or acute respiratory illness symptoms, or who otherwise appear sick and are unable to perform their duties. Employees are considered "unfit for duty" and will be required to use the appropriate leave category. Employees with no available sick leave or alternate leave will be placed on approved leave without pay for the duration of his/her illness.

Employees with suspected, confirmed, or direct exposure to COVID-19. Employees who test positive for COVID-19 will notify their supervisor who will notify HR.

- HR will contact individual employees who have been in close contact with the COVID-19 positive employee. *(Note: Due to the broad spread of COVID-19 in Wisconsin, notification to the entire work location is no longer necessary.)*
- Employees directly exposed will quarantine at home for 14 days from the last date of contact with the ill employee and monitor symptoms. You may return to work after the 14 days if you have been asymptomatic or if you have had no fever for at least 72 hours (without fever reducing medicine) and at least 10 days have passed since any symptoms appeared. *Note: Employees who work in critical infrastructure functions as identified by the agencies may be required to remain in the workplace if asymptomatic.*

- Facilities management will be contacted to initiate cleaning of the COVID-19 positive employee's work space following more stringent [environmental cleaning and disinfection protocols](#).

Returning to Work. In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. **Employees with COVID-19** may return to work after you have had no fever for at least 72 hours (that is three full days of no fever without the use of fever-reducing medicine); **AND** 10 days have passed since your symptoms first appeared.

Guidance for Staff Who Work in Critical Infrastructure. Employees who work in critical infrastructure (e.g. health care settings, correctional settings, law enforcement, building facilities management) may return to work without meeting the quarantine requirements normally expected following exposure to COVID-19. The CDC and DPH have made this allowance to ensure continuity of operations of essential functions in the workforce if the employee is asymptomatic and additional precautions are in place.

Available Leave. Employees may continue to need to use leave for a variety of COVID-19 related absences. In addition to standard leave options and provisions, the federal Emergency Paid Sick Leave (EPSL) and Emergency Family and Medical Leave Expansion Act (EFMLEA), refer to [DPM-0521-CC/POL](#), will remain in effect through December 31, 2020.

TRAVEL

In **Phase I**, only essential in-state travel is permitted for employees. In **Phase II**, travel is limited to essential travel but may occur anywhere in the United States. In **Phase III**, all pandemic related travel restrictions are removed, and employees may travel as approved by the agency. Please note: The current non-pandemic related work travel ban continues to be in place.

In **Phase I and II**, employees travelling for business should ride alone in vehicles where operationally feasible. Employees who normally have multiple employees in the vehicle due to safety or work standards should follow their agency-specific protocols when traveling. If more than one person is in the vehicle, all occupants should wear masks. Upon arrival at the worksite and prior to departing, employees should wash their hands as recommended. Employees working in an essential business function who travel for work do not need to quarantine as a result of their travel.

Commuting. Limit stops when traveling between your home and worksite and consider wearing a face covering if using mass transit.

Personal Travel. Employees are urged to use caution when considering non-essential personal travel. The COVID-19 outbreak in United States is a rapidly evolving situation. The status of the outbreak varies by location and state and local authorities are updating their guidance frequently. If you are travelling, [check with the state or local authorities](#) where you are, along your route, and at your planned destination to learn about local circumstances and any restrictions that may be in place.

EMPLOYEE COMPLIANCE

Employees are expected to comply with all agency work directives and policies provided throughout each phase. We understand that you may have reservations or concerns at different times related to different issues. You should talk to your supervisor or local human resources contact for assistance with any issues or concerns. [May is Resilient Wisconsin Month](#) – click the link for more information.

Discrimination will not be tolerated. Remember: COVID-19 is not specific to an ethnicity or race. Discriminatory behaviors or stereotyping are not tolerated. Employees who experience harassment or discrimination are encouraged to contact a human resources representative.